

# Notice of The Charter Trustees of Bournemouth

Date: Tuesday, 30 April 2019 at 10.30 am

Venue: Council Chamber Bournemouth - Town Hall, Bournemouth, BH2 6DY



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## Membership:

### Mayor:

Cllr D Borthwick

### Deputy Mayor:

Cllr L Williams

Cllr J Adams	Cllr J Edwards	Cllr A Morgan
Cllr M Anderson	Cllr L Fear	Cllr P Oakley
Cllr S Anderson	Cllr A Filer	Cllr J Perkins
Cllr A Angiolini	Cllr M Filer	Cllr S Phillips
Cllr S Bartlett	Cllr M Greene	Cllr L Price
Cllr M Battistini	Cllr N Greene	Cllr C Rochester
Cllr J Beesley	Cllr N Hedges	Cllr N Rose
Cllr P Broadhead	Cllr C Johnson	Cllr A Russell
Cllr S Bull	Cllr A Jones	Cllr G Seymour
Cllr R Chapman	Cllr J Kelly	Cllr D Smith
Cllr I Clark	Cllr D Kelsey	Cllr P Stanley-Watts
Cllr E Coope	Cllr I Lancashire	Cllr R Stollard
Cllr B Crawford	Cllr R Lawton	Cllr J Trickett
Cllr D d'Orton-Gibson	Cllr G Mackin	Cllr C Wakefield
Cllr M Davies	Cllr S MacLoughlin	Cllr M Weinhonig
Cllr N Decent	Cllr R Marley	Cllr K Wilson
Cllr B Dove	Cllr C Mayne	
Cllr B Dunlop	Cllr D McQueen	

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All Members of The Charter Trustees of Bournemouth are summoned to attend this meeting to consider the items of business set out on the agenda below.

The press and public are welcome to attend.

If you would like any further information on the items to be considered at the meeting please contact: Karen Tompkins or email [karen.tompkins@bcpcouncil.gov.uk](mailto:karen.tompkins@bcpcouncil.gov.uk) or call 01202 451255

Press enquiries should be directed to the Press Office: Tel: 01202 454668 or email [press.office@bcpcouncil.gov.uk](mailto:press.office@bcpcouncil.gov.uk)

This notice and all the papers mentioned within it are available at [democracy.bcpcouncil.gov.uk](http://democracy.bcpcouncil.gov.uk)

GRAHAM FARRANT  
HONORARY CLERK TO THE CHARTER TRUSTEES

24 April 2019



Available online and  
on the Mod.gov app



# AGENDA

Items to be considered while the meeting is open to the public

**1. Apologies**

To receive any apologies for absence from Members.

**2. Charter Trustees - Standing Orders, Handbook and Mayor-Making Arrangements**

See report circulated with the agenda.

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No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.



## CHARTER TRUSTEES MEETING

Report subject	<b>Charter Trustees – Standing Orders, Handbook and Mayor-Making arrangements</b>
Meeting date	30 April 2019
Report author	Hazel Randall, Mayor’s PA & Civic Team Leader
Contributors	Tanya Coulter, Director, Law and Governance
Wards	All Bournemouth Wards
Status	Public
Classification	For Decision
Executive summary	<p>The Charter Trustees are asked to consider and approve the:</p> <ul style="list-style-type: none"> <li>• Standing Orders at Appendix 1</li> <li>• Handbook at Appendix 2</li> <li>• date and arrangements for the Annual Mayor-Making Ceremony</li> </ul>
<b>Recommendations</b>	<p>The Charter Trustees are asked to:</p> <ol style="list-style-type: none"> <li>1. Approve the Standing Orders as detailed at Appendix 1 to the report.</li> <li>2. Approve the Handbook as detailed at Appendix 2 to the report.</li> <li>3. Agree that the first Annual General Meeting of the Charter Trustees, for the election of the Mayor and Deputy Mayor, be held on 31 May 2019 at 11.15 am.</li> <li>4. Consider and agree the preferred option for the venue of the ceremony and the arrangements for the reception as detailed in paragraph 5 below.</li> <li>5. Review the guest list as detailed at paragraph 6 below.</li> </ol>
Reason for recommendations	To ensure that the Standing Orders, associated administration and arrangements for the AGM of the Charter Trustees are in place.

## Background

1. The Charter Trustees are asked to consider the following issues:
  - a. the Standing Orders as detailed at Appendix 1 to the report.
  - b. the Handbook at Appendix 2 to the report which includes the procedure for the selection and election to office.
  - c. the date and arrangements for the Annual Mayor-Making Ceremony.
2. The Standing Orders of the Charter Trustees referred to above indicates that the AGM of the Charter Trustees shall be held within 21 days of the Annual meeting of the Bournemouth, Christchurch and Poole Council. In accordance with this requirement it is proposed that the first AGM of the Charter Trustees be held on Friday 31 May 2019 at 11.15 am.
3. Bournemouth's Mayor-Making Ceremony has previously been held in the Pavilion Theatre followed by a drinks reception and lunch in the Pavilion Ballroom. This has included using the Lucullus Room for Councillors' robing and providing refreshments prior to the Ceremony.
4. The Council Chamber has been allocated for use by the Charter Trustees for all meetings.
5. Set out below are options for the venue and arrangements for the reception following the ceremony for 2019:
  - **Option 1:** Continue to use the Pavilion Theatre and Lucullus Room for the Ceremony with a Drinks Reception and Lunch afterwards in the Pavilion Ballroom.
  - **Option 2:** Use the Pavilion Ballroom and Lucullus Room for the Ceremony but have a Lunch only afterwards in a venue within walking distance, and all guests pre-pay for their own meals.
  - **Option 3:** Hold the Ceremony in the Council Chamber using the Royal Hampshire Room for robing, with a Buffet Reception afterwards in the HMS Phoebe/ Royal Hampshire Rooms or Willows/Tregonwell Rooms.
  - **Option 4:** Hold the Ceremony in the Council Chamber using the Royal Hampshire Room for robing, with a Lunch afterwards in a nearby venue, and all guests pre-pay for their own meals.
  - **Option 5:** Hold the Ceremony at the Pavilion Theatre or Council Chamber without refreshments.

The above options are for 2019 and the Charter Trustees will be asked to consider options for future years at a future Trustees meeting.

6. In previous years the number of guests and public attendance at the Mayor-Making Ceremony has varied. The Mayor Elect has often invited schools to the Ceremony, this has coincided with school holidays and therefore attendance has been limited. Set out below is the current guest list which the Charter Trustees are asked to consider and review.
  - Councillors with their partner or a guest
  - Honorary Freemen with partners or single invite if they don't have one
  - Honorary Aldermen with partners or single invite if they don't have one

- Past Mayors with partners or single invite if they don't have one
- Past Mayoresses (single invites)
- Bournemouth's MPs with a guest
- Mayor's incoming and outgoing Chaplains with a guest plus Team Rector & partner
- Press representative (single invite)
- Staff (single invites) – CE & Directors
- Mayor's Scout and Guide each with a parent (as under 16 yrs)
- The Mayor-Elect has been permitted to have 20 guests (including any partners) but pays personally for anything over that figure.

**Summary of financial implications**

7. All the options identified above can be funded from within the existing budget for 2019/20 acknowledging that option 1 would be at a greater cost.

**Summary of legal implications**

8. None.

**Summary of human resources implications**

9. None.

**Summary of environmental impact**

10. None.

**Summary of public health implications**

11. None

**Summary of equality implications**

12. None

**Summary of risk assessment**

13. None

Appendix 1 – Standing Orders

Appendix 2 – Handbook

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# BOURNEMOUTH CHARTER TRUSTEES



# STANDING ORDERS

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## **1 INTRODUCTION**

- (a) These Standing Orders are to be read in conjunction with the relevant sections of the Local Government Act 1972, with particular reference to the remit of Charter Trustees. These functions are limited to:
- Appointing a Mayor.
  - Ensuring the safe custody of the Charter of Incorporation; and
  - Acquiring, holding, administering, maintaining and improving historic property of a ceremonial nature.

All events undertaken by the Mayor's office should have as a guiding principle the enhancement of the Mayoralty.

- (b) Charter Trustees are reminded that their membership of the Charter Trustee body is based upon them being members of Bournemouth, Christchurch and Poole Council, representing the relevant wards as defined in The Local Government (Structural and Boundary Changes) (Supplementary Provision and Miscellaneous Amendments) Order 2019 (S.I. 2019/615). The Councillors Code of Conduct, therefore, applies to all Charter Trustee business.
- (c) These Standing Orders are minimal, and it is assumed throughout that Charter Trustees will be guided by their knowledge of the conduct of public affairs.

## **2 MEETINGS OF THE CHARTER TRUSTEES**

- (a) The Annual General Meeting of the Charter Trustees shall be held within 21 days of the Annual Meeting of Bournemouth, Christchurch and Poole Council. The meeting shall be held at such a time and place as the Charter Trustees may determine.
- (b) Including the Annual General Meeting, no less than two meetings shall be held each year to conduct the general business of the Charter Trustees. The dates of such meetings to be determined by the Mayor.
- (c) The Mayor may call extra meetings if they consider this necessary. Except in an emergency, 5 clear days' notice will be given.

## **3 ELECTION OF CHARTER MAYOR AND DEPUTY CHARTER MAYOR**

- (a) At the Annual General Meeting, the Charter Trustees shall elect a Charter Mayor and Deputy Charter Mayor from within the Charter Trustee body.
- (b) Should any office referred to in (a) above become vacant either by death or resignation, under the terms of the Local Government Act of 1972, an election must be held not later than the next ordinary meeting of the Charter Trustees. The procedure to be followed is that laid down for an ordinary election at an Annual General Meeting.

#### **4 APPOINTMENT OF OFFICERS**

- (a) Officers shall be appointed by Bournemouth, Christchurch and Poole Council to cover the secretarial and financial requirements of the Charter Trustees. Such officers to hold qualifications suitable to the role.
- (b) A Mace-bearer(s) shall be appointed by Bournemouth, Christchurch and Poole Council to act as Mayor's attendant and driver.
- (c) Where an officer has not been appointed by Bournemouth, Christchurch and Poole Council, the Charter Trustees may, if they think fit, appoint and fix the remuneration of some suitably qualified person, to carry out the duties of the relevant post until a permanent officer is appointed.
- (d) The proportionate cost of the officers in paragraphs (a) to (c) above shall be recharged to the Charter Trustees and included within the annual budget.

#### **5 APPOINTMENT OF HONORARY OFFICERS**

- (a) **Honorary Clerk to the Charter Trustees.** An Honorary Clerk to the Charter Trustees shall be appointed by Bournemouth, Christchurch and Poole Council to supervise the arrangements for all ceremonial occasions and ensure that these are conducted in accordance with custom and usage. The Honorary Clerk may attend Charter Trustee meetings and speak but not vote.
- (b) **Mayor's Chaplain.** The Mayor may, if they so wish, appoint a Chaplain.

#### **6 ORDER OF PRECEDENCE IN PROCESSION**

This shall be:

Mace – borne by the Macebearer

Mayor and Mayoress / Escort

Honorary Clerk to the Charter Trustees

Deputy Mayor and Deputy Mayoress / Escort (\* see note below)

Honorary Freemen and Honorary Aldermen (in order of appointment)

Charter Trustees (in order of seniority of service)

\* Except when deputising for the Mayor, when he/she assumes the Mayor's position.

## **7 CHAIRMAN**

- (a) Meetings shall be chaired by the Charter Mayor, or in their absence, the Deputy Charter Mayor.
- (b) If both the Charter Mayor and the Deputy Charter Mayor are absent, the Charter Trustees shall elect one of their number as Chairman (subject to there being a quorum present.)
- (c) If an elected Chairman is chairing the meeting, and either the Charter Mayor or the Deputy Charter Mayor arrives, the Charter Mayor or Deputy Charter Mayor shall take the chair AFTER the completion of the item under discussion. A similar procedure will occur if the Charter Mayor arrives when the Deputy Charter Mayor is in the chair.

## **8 ATTENDANCE**

- (a) The Clerk to the Charter Trustees will attend ALL meetings.
- (b) The Financial Officer will attend budget meetings and any other meetings where their attendance is required.

## **9 QUORUM**

- (a) The quorum shall be at least one-third of the whole number of charter trustees.
- (b) If, after a meeting has commenced, Charter Trustees leave and the total number of members drops below the quorum, the meeting shall be abandoned as inquorate.
- (c) The remaining business will be transferred to the next ordinary Charter Trustees' meeting, and be taken immediately after the minutes, or to a time fixed by the Mayor at the time the meeting is adjourned.

## **10 ORDER OF BUSINESS AT ANNUAL GENERAL MEETING**

- (a) Election of Charter Mayor, and appointment of Mayoress/Escort.
- (b) Election of Deputy Charter Mayor, and appointment of Deputy Charter Mayoress/Escort.
- (c) Appointment of one representative and a substitute to the Association of Charter Trustees.
- (d) Appointment of budget signatories.
- (e) Agree a Calendar of Meetings.
- (f) Any other business deemed necessary by the Clerk to the Charter Trustees.

## **11 ORDER OF BUSINESS AT OTHER MEETINGS**

- (a) To appoint a Chairman if the Mayor and Deputy Mayor are absent.
- (b) Declarations of Interest to be completed, where appropriate.
- (c) To approve, accept and sign as a true record the Minutes from the previous meeting.
- (d) To deal with any matters arising from the Minutes.
- (e) To deal with any matters outstanding from a previous meeting deemed inquorate.
- (f) To receive the Charter Mayor's Report.
- (g) To receive and consider reports, minutes and recommendations from other Committees (where appointed).
- (h) To receive and consider other reports.
- (i) To consider any other business as previously advised to the Clerk to the Charter Trustees.

## **12 SPECIAL MEETINGS**

Only those items for which the meeting was called shall be discussed. (i.e., no matters from previous minutes).

## **13 CONDUCT OF A MEETING**

- (a) The Clerk to the Charter Trustees shall set out in the summons (agenda) for every Meeting, notice of all motions received by letter or email delivered by 12 noon seven clear working days before the meeting of the Charter Trustees.
- (b) Minutes will only be discussed as to accuracy. Any question raised pertaining to their accuracy shall be raised by motion. If no such question is raised, or if it is raised, then as soon as it has been disposed of, the Mayor shall sign the Minutes.
- (c) Charter Trustees shall not speak for a second time on the same subject until all Charter Trustees who wish to, have spoken except:
  - 1. to make a point of order or give an explanation
  - 2. to move to the next business
  - 3. to move that a vote be taken.
- (d) A Charter Trustee when speaking shall address the Mayor (or Chairman). If two or more Charter Trustees indicate, the Mayor (or Chairman) shall call on one to speak; the other or others shall be invited to speak later. While a Charter Trustee is speaking, the other Charter Trustees shall remain silent, unless indicating to a point of order or in personal explanation. All requests to speak shall be through the Chair.

- (e) Whenever the Mayor (or Chairman) calls for order during a debate, a Charter Trustee then speaking shall cease speaking and the Charter Trustees will be silent.
- (f) The Mayor (or Chairman) may call upon any Officer of the Charter Trustees to explain or advise upon any point under discussion or such Officer may speak with the permission of the Mayor to explain any point about which they consider a doubt exists.
- (g) On any motion being moved, the Charter Mayor (or Chairman) will ask for a seconder.
- (h) A motion may be moved when the Mayor (or Chairman) announces the item to be discussed. If no motion is moved, the meeting moves to discussion. The Mayor (or Chairman) may, at any time, ask an officer to explain or advise on the matter under discussion.
- (i) Voting will be by a show of hands with the Charter Mayor/Chairman having a casting vote. On the requisition of any Charter Trustee the voting on any question shall be recorded so as to show whether each Charter Trustee present and voting gave their vote for, against or abstained.

#### **14 MOTIONS AFFECTING MEMBERS OF STAFF**

If any matter arises at a meeting of the Charter Trustees (or a committee thereof) as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Charter Trustees, such question shall not be the subject of discussion until the Charter Trustees or Committee, as the case may be, has moved a motion to exclude the public under the Public Bodies (Admission to Meetings) Act 1960, Section 1[2].

#### **15 DISORDERLY CONDUCT**

- (a) If at a meeting any Charter trustee, in the opinion of the Mayor or Chairman, notified to said meeting, misconducts them self by persistently disregarding the rule of the Chair, or by behaving irregularly, improperly, or offensively, or by wilfully obstructing the business of the Charter Trustees, the Mayor, Chairman or any other Charter Trustee, may move “That the Charter Trustee named be not further heard”, and the motion, if seconded, shall be put and determined without discussion.

##### **Continuing misconduct by a named Charter Trustee**

- (b) If the Charter Trustee named shall continue his misconduct after a motion under the foregoing paragraph has been carried, the Mayor or Chairman shall:
  - (1) EITHER move “That the Charter Trustee named do leave the Meeting (in which case the motion shall be put and determined without seconding or discussion);

- (2) OR, adjourn the Meeting of the Charter Trustees for such period as they, in their discretion, shall consider expedient.

## **16 VOTING ON APPOINTMENTS**

Where there are more than two persons nominated for any position to be filled by the Charter Trustees, and of the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken, and so on until a majority of votes is given in favour of one person.

## **17 RECORD OF ATTENDANCES**

Every Charter Trustee attending a Meeting of the Charter Trustees shall sign their name in the attendance book provided for that purpose, and every Charter Trustee attending some other Meeting, conference or inspection on approved duty shall sign their name in the register for that purpose.

## **18 CANVASSING OF AND RECOMMENDATIONS BY CHARTER TRUSTEES**

- (a) Canvassing of Charter Trustees directly or indirectly for any appointment under them shall disqualify the candidate concerned from that appointment. The purport of this paragraph of this standing order shall be notified to all applicants for such appointment.
- (b) A Charter Trustee shall not solicit for any person any appointment under the Charter Trustees, but this shall not preclude a Charter Trustee from giving a written testimonial of a candidate's ability, experience or character for submission to the Charter Trustees with an application for appointment.

## **19 RELATIVES OF CHARTER TRUSTEES OR OFFICERS**

- (a) A candidate for any appointment under the Charter Trustees who knows that they are related to any Charter Trustee or Officer of the Charter Trustees, shall when making application, disclose that relationship to the Clerk to the Charter Trustees. A candidate who fails to disclose such a relationship shall be disqualified from the appointment, and if appointed shall be liable to dismissal without notice. Every Charter Trustee and Officer of the Charter Trustees shall disclose to the Clerk to the Charter Trustees any relationship known to them to exist between them and any person whom they knows is a candidate for an appointment under the Charter Trustees. The Clerk to the Charter Trustees shall report to the Charter Trustees or the appropriate Committee any such disclosure made to them.
- (b) For the purpose of this Standing Order, persons shall be deemed to be related if they are married/in a civil partnership or living together or if there is any familial relationship to either partner.

## **20 AUTHENTICATION OF DOCUMENTS**

- (a) Where any document will be a necessary step in legal proceedings on behalf of the Charter Trustees, it shall, unless any enactment otherwise requires or authorises, or the Charter Trustees give the necessary authority to some other person for the purpose of such proceedings, be signed by the Clerk to the Charter Trustees.
- (b) Charter Trustee Minutes shall be available for inspection by the Charter Trustees at any time.

## **21 APPOINTMENTS OF COMMITTEES / WORKING GROUPS**

- (a) The Charter Trustees may, at any time, appoint such committees and working groups as they may deem necessary to carry out the work of the Charter Trustees, including disciplinary and grievance panels, but, subject to any statutory provision in that behalf:
  - (1) Shall not appoint any member of a committee or working group so as to hold office later than the next Annual General Meeting of the Charter Trustees.
  - (2) May at any time dissolve a committee or working group or alter its membership.
  - (3) All committees and working groups shall be proportionally representative of the recognised political groups of the Charter Trustees, unless any such group wishes to forgo places on these committees or working groups.
- (b) Every committee and working group shall, at its first meeting before proceeding to any other business, elect a Chairman for that year. In the absence from a Meeting of the Chairman, a Chairman for THAT meeting shall be appointed.
- (c) Except where authorised by a statute or ordered by the Charter Trustees business shall not be transacted at a meeting of any committee or working group unless at least one third of the whole number of the committee or working group is present.
- (d) Provided that in no case shall the quorum of a committee or working group be less than three.
- (e) A Charter Trustee who has moved a motion that has been referred to any committee or working group shall have notice of the meeting of the committee or working group at which it is proposed to consider the motion. They shall have the right to attend the meeting and if they attend shall have an opportunity of explaining the Motion.

## **22 ATTENDANCE OF CHARTER TRUSTEES AT COMMITTEE AND WORKING GROUP MEETINGS**

Any Charter Trustee may be present and take part in any meeting of a committee or working group notwithstanding that they are not a member of such committee or working group but they will not be permitted to vote.

**23 AMENDMENTS TO STANDING ORDERS**

Any motion to add to, vary or revoke these Standing Orders shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Charter Trustees.

**24 SUSPENSION OF STANDING ORDERS**

Any of the preceding Standing Orders may be suspended so far as regards any business of the meeting where its suspension is moved. The Standing Order or Orders to be suspended shall be specified.

**25 INTERPRETATION OF STANDING ORDERS**

The ruling of the Mayor or Chairman as to the constructions or application of any of the Standing Orders or as to any proceedings of the Charter Trustees, shall not be challenged at any Meeting of the Charter Trustees. Provided always that nothing herein shall prejudice statutory provisions.

**26 STANDING ORDERS TO BE GIVEN TO CHARTER TRUSTEES**

An electronic copy of these Standing Orders, and of such statutory provisions as regulate the proceedings and business of the Charter Trustees, shall be provided to any Charter Trustee by the Honorary Clerk to Charter Trustees upon request.





# BOURNEMOUTH CHARTER TRUSTEES



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# The Charter Trust

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The Borough of Bournemouth was abolished in 2019 following the re-organisation of local government in Dorset. Bournemouth retained its Borough Charter status through the establishment of a charter trustee in the Local Government (Structural Boundary Changes) (Supplementary Provision and Miscellaneous Amendments) Order 2019, which was laid before parliament on 16<sup>th</sup> January 2019 and subsequently made on 20 March 2019.

The Trust ensures the continuation of the civic, historic and ceremonial traditions of the former Borough of Bournemouth and is responsible for choosing a Mayor and Deputy Mayor from the appointed Trustees annually. The Trustees are the Bournemouth, Christchurch and Poole (BCP) Council Councillors representing the Wards falling wholly or partly within the historic boundary of the former Borough Council.

The Charter Trustees Regulations 2009 provides that any historic property of the Borough of Bournemouth and which relates to the charter trustee area shall transfer to the charter trustees on 1 April 2019. An inventory of all such historic property has been produced which the Charter Trustees shall be responsible for maintaining and securing.

## **Meetings of the Charter Trustees**

The Annual General Meeting of the Charter Trustees shall be held within 21 days of the Annual Council Meeting of Bournemouth, Christchurch and Poole Council. The meeting shall be held at such a time and place as the Charter Trustees may determine. All meetings of the Charter Trustees shall be held in the Council Chamber unless otherwise agreed.

Including the AGM, no less than two meetings shall be held each year to conduct the general business of the Charter Trustees, a Budget Meeting and the Annual General Meeting of the Charter Trustees at which the Mayor and Deputy Mayor are sworn in. The dates of such meetings will be determined by the Mayor.

The Mayor may call extra meetings if he/she considers this necessary and, except in emergency, 5 days' notice will be given.

# Political Neutrality

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Trustee members must be a Councillor and, by definition, a politician with responsibilities to the electors of his or her electoral Ward and will, in most instances, possess a tie to a political group on BCP Council.

Conversely, the Charter Trustee is a non-political and non-statutory body with the primary objective being to maintain and promote the historic and ceremonial traditions for the area.

As such trustee members, when acting in that capacity, must not act in a manner or behave in such a way which conflicts with this primary objective, or which would give a reasonable person the impression that you have brought the office or the Charter Trustee into disrepute.

# Selection and Election to Office

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## **SELECTION AND ELECTION TO OFFICE**

This draft procedure for discussion is intended to apply to the filling of any office of the Charter Trustees. Each Charter Trustee may determine the order in which office-holders progress from one office to another in subsequent years.

### **Selection**

The principal objective of the selection procedure should be to reach agreement between all Trustees to ensure that the formal decision at the Annual Meeting of the Charter Trustees is unanimous. It is recognised that this cannot, unfortunately, always be achieved. However, the dignity of the Office of Mayor, Deputy Mayor and any other Designation is likely to be impaired by any public disagreement on such a matter at the Annual Meeting.

Whatever procedure is adopted, the following points are important to bear in mind:-

- The selection of a new office-holder should ordinarily be made in good time before the Annual Meeting to allow the person selected sufficient time to make adequate preparations for their year of office.
- If the person selected is subsequently defeated at the polls in an election year, a fresh selection will have to be made in the very short time between election day and the Annual Meeting of the Charter Trustees.

At all stages it should be quite clear that until the formal election at the Annual Meeting, all that is being done is to select the person who will be proposed to fill the office in question. This is because the only occasions when the appointment to office of Mayor, Deputy Mayor or other designation can be considered are:-

- (i) at the Annual Meeting of the Charter Trustees; or
- (ii) when filling a casual vacancy in the office in question.

The procedure for selection of office-holder elect is set out below.

## **SELECTION OF THE CHARTER MAYOR AND DEPUTY MAYOR-ELECT**

### **Procedure (in a non-election year)**

Each year, all Charter Trustees who are eligible to fill the Office are invited to indicate whether they are willing to be considered by the Charter Trustees for the Office in question for the following Municipal Year.

The invitation is sent out at the end of November/beginning of December with a return period of at least 21 days, avoiding the Christmas and New Year period.

If there is more than one candidate, the Clerk to the Charter Trustee informs each candidate of any other names submitted and any candidate who wishes to do so may withdraw at that stage.

If there is more than one candidate then remaining, a ballot will be held. If the result of the ballot does not show a clear majority for any one candidate, the ballot will be repeated as often as necessary.

Where the Charter Trustee decides to schedule additional meetings, the result of the ballot shall be reported to the next Ordinary Meeting for the appointment of the Office-Elect/Designate. Where there is no Ordinary Meeting scheduled, the result of the ballot shall be reported electronically to all Charter Trustees. Of course, the formal appointment takes place at the Annual Meeting.

### **Procedure (in a year of ordinary elections)**

In the event that any or all of the Office-Elect/Designate are not returned at the elections, then the selection procedure outlined above shall be commenced as soon as practicably possible following the elections.

Due to the time-constraints, the period permitted for the return of nominations shall be reduced to not exceed 14 days. Where there is more than one candidate, the same withdrawal and ballot process will be held. The result of the ballot shall be reported electronically to all Charter Trustees.

No trustee member may stand in a ballot for more than one office. Failure to withdraw all bar one nomination in the permitted time will result in the automatic withdrawal of all nominations.

# The Mayor

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In Bournemouth, the Mayor and Deputy Mayor are elected from the Charter Trust members and the positions are installed at the Annual Meeting (Mayor-Making).

After being invested with the Chain of Office and Robe, the Mayor shall be asked to take the Oath of Acceptance of Office. The Trustees will then proceed to appoint a Deputy Mayor.

The position of Mayor is non-political, serves as the ceremonial head of the historic Borough and is intended to benefit both the town and its citizens. The Mayor may be a major influence in promoting the image and importance of Bournemouth at local, regional, national and international level complementing the work of the BCP Council.

The Mayor should endeavour to promote and enhance the role of the Mayoralty and in turn, the people of Bournemouth will continue to have the highest regard for the Mayor and the Office. They will expect the Mayor to carry out a full range of duties on their behalf throughout the former Borough area.

The Mayor's role is to:

- maintain the historical and ceremonial traditions of the office of Mayor
- promote the town as a place to live and visit
- promote the town locally, nationally and internationally
- promote, liaise and link with private and voluntary sector organisations
- participate in and help initiate activities that enhance the economic, social, cultural and environmental well-being of the former borough and its residents
- act as a host to official visitors to the town
- attend civic and ceremonial functions and local community-based activities as the Mayor determines appropriate
- represent the trust at ceremonial events
- support chosen charities for the mayoral year
- carry out all duties in a manner appropriate to the status and tradition of the office
- preside over Citizenship Ceremonies on behalf of the BCP Council

In addition to the ceremonial role, the mayor has the following responsibilities:

- to uphold and promote the purposes of the Trust's Constitution
- to preside over meetings of the Trust and ensure meetings follow the procedures set out in the Constitution
- to be the conscience of the Trust

The Deputy Mayor may also represent the Office of Mayor if they are unavailable and when it is important that the Mayor is represented and appropriate for the invitation to be passed on.

# Mayoral Protocol

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The Mayoral protocol is designed to help clarify the events and functions that the Charter Mayor and the Chairman of the BCP Council will attend.

The Chairman of the BCP Council is the first citizen of Bournemouth and shall have precedence in the town unless a member of the Royal Family, Her Majesty's Lord Lieutenant or High Sheriff is present. However, the role of the Chairman of the BCP Council is to:

- prioritise and focus on promoting and enhancing strategic unitary-wide initiatives
- hosting high profile business and political visitors
- attend events of regional, national or international significance
- attend activities that enhance the economic, social and environmental well-being of the area.

It is anticipated that both roles will complement each other but it will be vital that there is close liaison between the relevant office and Office-holders to ensure each role is afforded appropriate respect. The protocol arrangements will, as a consequence, require refinement as the new arrangements are embedded and the roles defined.

Where a role is identified as being of a secondary responsibility, the Chairman of the BCP Council must be afforded the opportunity to rule and define expectations.



# History – The Mayor

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Mayor and “Major” derive from the same Latin word “Magnus” meaning “great”; the office of Mayor was brought to this country by the Normans as the office had existed on the continent since the 5<sup>th</sup> century. The first English Mayor was the Mayor of London, appointed in 1189 by Richard I.

## **Mayor of Bournemouth**

Bournemouth is relatively young compared to its neighbours. In 1800 the area was largely a remote and barren heathland, used only by smugglers - most notably Isaac Gulliver, now considered one of the founding fathers of Bournemouth - and revenue troops. No-one lived at Bourne Mouth and the only regular visitors were a few fishermen, turf-cutters and gangs of smugglers who landed their cargoes of spirits, tea and tobacco on the deserted beach.

When retired army officer Captain Lewis Tregonwell visited in 1810, he found only a bridge crossing a small stream at the head of an unspoilt valley (or 'chine') that led out into Poole Bay. An inn had recently been built near what is now The Square (the centre of Bournemouth), catering both for travellers and for the smugglers who lurked in the area at night. Captain Tregonwell and his wife were so impressed by the area that they bought several acres and built a home, which is today part of the Royal Exeter Hotel. Tregonwell also planted pine trees, providing a sheltered walk to the beach. They moved into the property on 24 April 1812 and Captain Tregonwell was therefore considered the Founder of Bournemouth.

Bournemouth was granted its Charter by Queen Victoria on 23 July 1890, and its first election of Councillors was held in November of that year.

The first Mayor of Bournemouth was Thomas James Hankinson. Initially, the Mayors could hold office for more than one year but this was abolished shortly after World War 2. Those Mayors who held office for 3 years or more have their portraits on display in the Mayor’s Parlour. John Elmes Beale, Mayor in 1902-1904, generously donated the “Beale Badge” which is worn on the Mayor’s Badge on Ribbon and the black and gold Mayoral robe (actually a Lord Mayor’s robe) which is displayed in the Mayoress’ Parlour.

In 1949, Central Government decided to move Local Elections to May.

On 1 April 1974, Bournemouth left Hampshire and joined the County of Dorset.

In 1997, the Council became a Unitary Authority.

# The Coat of Arms

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Heraldry in England, as being an exact science, is always held to express some leading facts in the history of an individual or locality and, in the case of the latter, to display some distinctive features which mark it out from other places around it. The Council therefore adopted “Pulchritudo et Salubritas” (for Beauty and Salubrity) as the Town’s motto, indicating two of its chief characteristics and principal claims to renown.

The Charter of Incorporation was in 1890 when Bournemouth became a Municipal Borough.

The whole district in which Bournemouth stands was originally a Royal Estate of King Edward the Confessor. As this is the first existing item of authentic history relative to the area, it was felt that the Arms of the Monarch would properly form the mould or basis of the Corporate Shield. This consisted of a *Gold Cross Fleurie Or* upon a field of Azure. However, in heraldry, such a shield should not be adopted by any other than the original without important change (“styled differencing”). This change must be such that it will still render its origin clear to the Heralds.

The main part of the Coat of Arms is the Shield which, in the time of battle, was held in the hand as protection to the body. The Bournemouth Shield is divided into four parts (termed “quarterly”) which gives the opportunity for a beautiful change or “difference”. The Cross of King Edward the Confessor and the field are “counterchanged” - the first and fourth quarters of the Shield are gold and the parts of the cross falling into that division are Azure, whilst the process in the second and third quarters is reversed. This also enables the four divisions to become more completely historical.

The British Lion is displayed upon the first and fourth quarters but is “differenced” as it is a Royal charge. It is shown rampant, indicating the watchfulness and readiness for constant calls to arms, necessary in all that coast during the Middle Ages and, on the rules of “differencing”, is Azure. The Lion holds a rose relating to the shield to the Crest in its pre paws.

In the second quartering, an interesting use is made of the *Martlets* (the nearest similar actual bird is the Sand Martin) which are given in the ancient shield of King Edward the Confessor. They are grouped and one added as a variation so that, whilst still reminding a Student of Heraldry of the source from which they come, they suggest important local features. The sand cliffs of Bournemouth are distinct sources of its beauty and the *Martlets* fitly indicate this. The Azure field may express the blue sky, whilst the third quarter below suggests the blue sea beneath, an idea which the fish (salmon) moving upon it completes.

The Crest is a pine tree (proper) upon a green mountain (*mount vert*) with, in front, four English roses, the whole being on a wreath of the colours - gold and blue (Or and Azure). The pine tree on the green mountain may be taken as indicating the salubrity of the climate, and the rose is not only a Royal Emblem of Hampshire (in which County Bournemouth was originally situated) but, as the queen of flowers, it

emphasises the motto "*for beauty and salubrity*". The Crest and motto therefore combine to state the claims of Bournemouth upon the British public as a resort for health and pleasure.

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