

# Notice of The Charter Trustees for Bournemouth

Date: Wednesday, 4 December 2024 at 6.00 pm

Venue: Council Chamber, BCP Civic Centre, Bournemouth BH2 6DY



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## Membership:

**Mayor: Cllr George Farquhar**

**Deputy Mayor: Cllr Anne Filer**

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All Members of The Charter Trustees for 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 view the live stream of this meeting at the following link:

<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?CId=304&MId=6178&Ver=4>

If you would like any further information on the items to be considered at the meeting please contact: Democratic Services or email [democratic.services@bcpCouncil.gov.uk](mailto:democratic.services@bcpCouncil.gov.uk)

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](https://democracy.bcpCouncil.gov.uk)

**GRAHAM FARRANT  
HONORARY CLERK TO THE  
CHARTER TRUSTEES**

26 November 2024

**DEBATE  
NOT HATE**



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the Mod.gov app



## Maintaining and promoting high standards of conduct

### Declaring interests at meetings

Familiarise yourself with the Councillor Code of Conduct which can be found in Part 6 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests



What are the principles of bias and pre-determination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

#### Bias Test

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

#### Predetermination Test

At the time of making the decision, did the decision maker have a closed mind?

If a councillor appears to be biased or to have predetermined their decision, they must NOT participate in the meeting.

For more information or advice please contact the Monitoring Officer  
([janie.berry@bcpcouncil.gov.uk](mailto:janie.berry@bcpcouncil.gov.uk))

### Selflessness

Councillors should act solely in terms of the public interest

### Integrity

Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships

### Objectivity

Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias

### Accountability

Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

### Openness

Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing

### Honesty & Integrity

Councillors should act with honesty and integrity and should not place themselves in situations where their honesty and integrity may be questioned

### Leadership

Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

# AGENDA

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

**1. Apologies**

To receive any apologies for absence from Charter Trustees.

**2. Declarations of Interests**

Charter Trustees are requested to declare any interests on items included in this agenda. Please refer to the workflow on the preceding page for guidance.

Declarations received will be reported at the meeting.

**3. Confirmation of Minutes and matters arising**

5 - 6

To confirm the minutes of the meeting held on 17 July 2024 and to consider any matters arising.

**4. Charter Mayor's Communications**

The Charter Mayor will update Trustees on their recent activities and any associated issues.

**5. Report of the Bournemouth Civic Working Group**

7 - 70

This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting in July and seeks support for any recommendations arising

**6. Finance Update November 2024**

71 - 74

The forecast for the 2024/25 financial year is that the Charter Trustees of Bournemouth will underspend against the budget set. This is due to spend to date and planned activity for the rest of the year being lower than originally envisaged. The forecast underspend for the year is £6,464.

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

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## THE CHARTER TRUSTEES FOR BOURNEMOUTH

Minutes of the Meeting held on 17 July 2024 at 6.00 pm

Present:-

Cllr G Farquhar – Mayor

Cllr A Filer – Deputy Mayor

Present: Cllr C Adams, Cllr M Andrews, Cllr S Armstrong, Cllr S Bartlett, Cllr J Beesley, Cllr P Broadhead, Cllr D Brown, Cllr S Bull, Cllr R Burton, Cllr P Canavan, Cllr S Carr-Brown, Cllr J Challinor, Cllr B Chick, Cllr D d'Orton-Gibson, Cllr M Dower, Cllr J Edwards, Cllr D Farr, Cllr M Gillett, Cllr J Hanna, Cllr A Keddie, Cllr G Martin, Cllr A-M Moriarty, Cllr L Northover, Cllr J Richardson, Cllr C Rigby, Cllr J Salmon, Cllr K Salmon, Cllr T Trent, Cllr L Williams and Cllr G Wright

### 6. Apologies

Apologies for absence were received from Councillors Hazel Allen, Brian Castle, Eleanor Connolly, Bobbi Dove, Richard Herrett, Jamie Martin, Bernadette Nanovo, Karen Rampton and Kieron Wilson.

### 7. Declarations of Interests

None.

### 8. Confirmation of Minutes and matters arising

**RESOLVED: That the minutes of the meetings held on 22 January, 24 May and 25 June 2024 be approved as a correct record.**

### 9. Charter Mayor's Communications

The Charter Mayor updated Trustees on his activity since the previous meeting, highlighting that he had attended approximately 30 engagements, though attendance at events had been curtailed by the recent General Election. Of note were:

- Attendance at children's organisations and school events, particularly Bournemouth in Bloom;
- Attendance at the 80<sup>th</sup> anniversary of D-day events, including beacon lighting;

The Mayor highlighted the thoughtful gift from the children of Bournemouth which linked to his chosen Charity 'Every Paw Matters' and which was gratefully received.

The Mayor concluded by encouraging Trustees to take several Mayoral business cards to be shared with schools and community groups who wished the Mayor to attend their events.

10. Report of the Civic Working Group

Councillor John Beesley introduced the report of the Civic Working Group, highlighting the matters to note, and recommended that Trustees formally approve a change of date for Mayor-making 2025 to Tuesday 20 May 2025.

Cllr Broadhead seconded this motion.

While it was noted that this would break from the traditional date, Trustees were in support of the proposed new date, highlighting that it could encourage greater Trustee attendance by virtue of avoiding the bank holiday weekend.

**RESOLVED: That Mayor-making 2025 be held on Tuesday 20 May 2025 at 11:15am.**

Voting: Unanimous

11. Notice of motion

The Charter Mayor informed Trustees that following consultation with and advice from the Honorary Clerk and upon consideration of Bournemouth Charter Trustees Standing Orders, the Motion by Cllr J Salmon and seconded by Cllr K Salmon was not to be debated as it fell outside of the scope of Standing Order 1a.

The Mayor confirmed that the Civic Working Group would undertake a review of the Standing Orders to ensure that they were fit for purpose and a report would be brought to a future meeting of the Charter Trustees.

The meeting ended at 6.18 pm

MAYOR

# THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	<b>Report of the Bournemouth Civic Working Group</b>
Meeting date	4 December 2024
Status	Public Report
Executive summary	This report summarises the issues discussed at the Civic Working Group meetings held since the last Charter Trustee meeting in July and seeks support for any recommendations arising
<b>Recommendations</b>	<p><b>It is RECOMMENDED that:</b></p> <p><b>Following acceptance of legal advice regarding the remit of the Charter Trustees, that the proposed amendments to the Standing orders and Handbook be approved.</b></p>
Reason for recommendations	To seek support of the Charter Trustees for the recommendations arising from the Civic Working Group
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Decision

## Background

1. At the meeting held on 23 June 2022, the Charter Trustees (CT) established a Civic Working Group (CWG) to make recommendations to the Charter Trustees at Meetings.

## Purpose of the Civic Working Group

2. The establishment of the CWG provided an opportunity for earlier discussion of relevant matters and to allow members of the Charter Trustees to shape proposals for submission and consideration at the full Charter Trustee body.
3. The remainder of this paper draws upon those matters discussed and includes, where appropriate, a recommendation for determination.
4. The Civic Working Group agreed that they would meet six to eight weeks before each Charter Trustee meeting.

4. Since the Charter Trustee meeting held on 17 July 2024, the CWG has met on 24 July, 5 September and 22 October 2024.

### **Recommendations of the CWG:**

#### **CT Remit, Twinning, and amended Standing Orders and Handbook**

5. Trustees will recall that the agenda for the CT meeting on 17 July 2024 included a motion to end the twinning arrangement between Bournemouth and Netanya, Israel. The motion was included on the agenda following King's Counsel (KC) advice procured by the Honorary Clerk that advised that pre-existing twinning arrangements were matters that fell under the remit of the Charter Trustees, while any new twinning arrangements were to be determined by the prevailing authority (i.e. BCP Council).
6. On the day of the meeting, conflicting advice was received from the KC advising that twinning was not a matter for the Charter Trustees, and in addition that, upon review of the current CT Standing Orders the Charter Trustee was likely operating outside of its remit. The motion was therefore removed from the agenda, and further advice was sought from the KC regarding twinning and Charter Trustee remit.
7. The advice regarding remit had similar implications for the Charter Trustees of Poole, and a similar review process was therefore undertaken for that body.
8. Throughout this review process, the Bournemouth CWG met regularly and was kept informed of progress, and at the meeting on 22 October 2024, the Honorary Clerk confirmed the final position in respect of the advice received from the KC.
9. The CWG was informed that, in the opinion of the KC, the Charter Trustees' basic legislative remit was "very limited, and related to ceremonial and historical matters only."
10. CT functions are therefore limited to:
  - Appointing a Charter Mayor and Deputy Charter Mayor
  - Ensuring the safe custody of the Charter of Incorporation; and
  - Acquiring, holding, administering, maintaining and improving historic property of a ceremonial nature.
11. Any functions currently being undertaken by the Charter Trustees that are outside of this very limited remit, such as the undertaking of Remembrance Sunday events or Mayor's Awards, are therefore not permissible and are to be stopped with immediate effect. (For the avoidance of doubt, the Remembrance events in Bournemouth and Poole for 2024 were underwritten by BCP Council).
12. This also includes matters relating to twinning which, as per the above, fall outside of the remit of the Charter Trustees. In addition, the KC considered that the motion was deemed to be political, when the CT is to be apolitical. Determination of twinning matters is a matter for BCP Council by way of a resolution.
13. The CT Standing Orders and Handbook therefore require minor amendment to better reflect this advice. At the same time, it was felt this was an opportunity to tidy



up the Standing Orders and Handbook to clarify certain matters following lessons learned since the CT was formed in 2019, (e.g. clarity on the order of precedence or the mechanism by which a Trustee may be removed).

14. These amended Standing Orders and Handbook were presented to the CWG at its meeting on 22 October 2024, and can be found appended to this report under Appendices A-D. The CWG accepted the advice as provided and recommends that the amended Standing Orders and Handbook be approved.

**It is RECOMMENDED that:**

**Following acceptance of legal advice regarding the remit of the Charter Trustees, that the proposed amendments to the Standing orders and Handbook be approved.**

### **Summary of financial implications**

15. There are no financial implications arising from this report and the recommendations before the Charter Trustees. A reduced remit will be reflected in the forthcoming budget for 2025/26.

### **Summary of legal implications**

16. The roles and responsibilities of the Charter Trustees is defined in legislation, standing orders and the handbook. The issues raised in this report are in accordance with these provisions.

### **Summary of human resources implications**

17. There are no human resource implications arising from this report.

### **Summary of sustainability impact**

18. There are no sustainability implications arising from this report.

### **Summary of public health implications**

19. There are no public health implications arising from this report.

### **Summary of equality implications**

20. There are no equality implications arising from this report.

### **Summary of risk assessment**

21. The Charter Trustees maintain a separate risk register which is reviewed annually by the Charter Trustees as a body. Any implications arising from decisions of the Charter Trustees which may have an impact on the register will be updated accordingly.

### **Background papers**

22. [Current CT Standing Orders](#)
23. [Current CT Handbook](#)

**Appendices**

Appendix A: CT Standing Orders (proposed w/ tracked changes)

Appendix B: CT Standing Orders (proposed/clean)

Appendix C: CT Handbook (proposed w/ tracked changes)

Appendix D: CT Handbook (proposed/clean)

# 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 and Deputy Mayor;
- Ensuring the safe custody of the Charter of Incorporation; and
- Acquiring, holding, administering, maintaining and improving historic property of a ceremonial nature.
- Dealing with any business expressly reserved by statute to be done.

All events undertaken by the Charter Mayor's office should have as a guiding principle the promoting awareness of the Charter Trustees and the on or enhancement of the Charter 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.

(b)(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 [of promoting awareness of the Charter Trustees](#). 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

[Charter](#) Mayor and [Charter](#) Mayoress /-

~~[Escort Consort](#)~~

Honorary Clerk to the Charter Trustees

Deputy Mayor and Deputy Mayoress / ~~[Escort Consort](#)~~ (\* see note below)

Honorary Freeman and Honorary Aldermen (in order of appointment)

Charter Trustees

Order of Seniority will be based initially on total service in the Borough of Bournemouth and then number of registered voters falling within the historic boundaries of Bournemouth for each Trustee.

\* 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 [Honorary](#) 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 ~~C~~harter ~~T~~rustees.
- (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 [Charter](#) Mayor at the time the meeting is ~~abandoned~~ ~~adjourned~~.

## 10 REMOVAL OF TRUSTEES

(a) The Charter Trustees Regulations 2006 states:

- (6) Any Councillor appointed under this regulation shall (subject to paragraph (7)) hold office as a Charter Trustee until the next election to the relevant council or such time as that person ceases to be a councillor, whichever is the sooner.
- (7) Charter Trustees may remove from office a Councillor appointed under this regulation if, in their opinion, that Councillor has, without sufficient cause, failed to attend two or more consecutive meetings of theirs.

## 4011 ORDER OF BUSINESS AT ANNUAL GENERAL MEETING

- (a) Election of Charter Mayor, and appointment of Mayoress/~~Escort~~[Consort](#).
- (b) Election of Deputy Charter Mayor, and appointment of Deputy Charter

Mayor/Essex Consort.

- (c) Appointment of one representative and a substitute to the Association of Charter Trustees (ACCT).

(d) Appointment of two budget signatories.

~~(d)~~(e) Appointment of a Charter Trustee to undertake bank statement verifications

~~(e)~~(f) Agree a Calendar of Meetings for the forthcoming municipal year.

(g) Any other business deemed necessary by the Honorary Clerk to the Charter Trustees.

~~(f)~~

#### **4112 ORDER OF BUSINESS AT OTHER MEETINGS**

- (a) To appoint a Chairman if the Charter Mayor and Deputy Charter 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 Honorary Clerk to the Charter Trustees.

#### **4213 SPECIAL MEETINGS**

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

#### **4314 CONDUCT OF A MEETING**

- (a) The Honorary 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 [Charter](#) Mayor (or Chairman). If two or more Charter Trustees indicate, the [Charter](#) 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 [Charter](#) 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 [Charter](#) 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 [Charter](#) 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 [Charter](#) Mayor (or Chairman) announces the item to be discussed. If no motion is moved, the meeting moves to discussion. The [Charter](#) 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.

#### **4415 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].

#### **4516 DISORDERLY CONDUCT**

- (a) If at a meeting any Charter trustee, in the opinion of the [Charter](#) 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 [Charter](#) 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 Charter 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);

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

### **4617 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.

### **4718 RECORD OF ATTENDANCES**

Every Charter Trustee attending a Meeting of the Charter Trustees will have their attendance formally recorded. 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.

### **4819 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.

### **4920 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.

~~(b)~~

## **2021 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.

## **2122 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:
- a) 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.
- b) May at any time dissolve a committee or working group or alter its membership.
- c) 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)(c) 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.

## **2223 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.

## **2324 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.

[Charter Trustees are not empowered to amend Standing Orders in a way which seeks to carve out additional powers/duties which they have not been granted by primary legislation](#)

## **2425 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.

[Charter Trustees are not empowered to suspend Standing Orders in a way which seeks to carve out additional powers/duties which they have not been granted by primary legislation.](#)

## **2526 INTERPRETATION OF STANDING ORDERS**

The ruling of the [Charter](#) 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.

## **2627 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



## 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 Charter Mayor and Deputy Charter Mayor
- Ensuring the safe custody of the Charter of Incorporation; and
- Acquiring, holding, administering, maintaining and improving historic property of a ceremonial nature.

Dealing with any business expressly reserved by statute to be done. All events undertaken by the Charter Mayor's office should have as a guiding principle the promoting awareness of the Charter Trustees and the Charter 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 of promoting the awareness of the Charter Trustees. The Honorary Clerk may attend Charter Trustee meetings and speak but not vote. If the Honorary Clerk is an officer of BCP Council, the proportionate cost of the Honorary Clerk will be recharged to the Charter Trustees as set out in 4(d).

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

This shall be:

Mace – borne by the Macebearer

Charter Mayor and Charter Mayoress /

Consort

Honorary Clerk to the Charter Trustees

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

Honorary Freeman and Honorary Aldermen (in order of appointment)

Charter Trustees

Order of Seniority will be based initially on total service in the Borough of Bournemouth and then number of registered voters falling within the historic boundaries of Bournemouth for each Trustee.

- \* 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 Honorary 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 Charter Mayor at the time the meeting is abandoned .

## **10 REMOVAL OF TRUSTEES**

- (a) The Charter Trustees Regulations 2006 states:
  - (6) Any Councillor appointed under this regulation shall (subject to paragraph (7)) hold office as a Charter Trustee until the next election to the relevant council or such time as that person ceases to be a councillor, whichever is the sooner.
  - (7) Charter Trustees may remove from office a Councillor appointed under this regulation if, in their opinion, that Councillor has, without sufficient cause, failed to attend two or more consecutive meetings of theirs.

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

- (a) Election of Charter Mayor, and appointment of Mayoress/Consort
- (b) Election of Deputy Charter Mayor, and appointment of Deputy Charter Mayoress/Consort.
- (c) Appointment of one representative and a substitute to the Association

of Charter Trustees (ACCT).

- (d) Appointment of two budget signatories.
- (e) Appointment of a Charter Trustee to undertake bank statement verifications
- (f) Agree a Calendar of Meetings for the forthcoming municipal year.
- (g) Any other business deemed necessary by the Honorary Clerk to the Charter Trustees.

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

- (a) To appoint a Chairman if the Charter Mayor and Deputy Charter 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 Honorary Clerk to the Charter Trustees.

## **13 SPECIAL MEETINGS**

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

## **14 CONDUCT OF A MEETING**

- (a) The Honorary 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 Charter Mayor (or Chairman). If two or more Charter Trustees indicate, the Charter 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 Charter 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 Charter 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 Charter 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 Charter Mayor (or Chairman) announces the item to be discussed. If no motion is moved, the meeting moves to discussion. The Charter 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.

## **15 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].

## **16 DISORDERLY CONDUCT**

- (a) If at a meeting any Charter trustee, in the opinion of the Charter 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 Charter 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 Charter 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.

## **17 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.

## **18 RECORD OF ATTENDANCES**

Every Charter Trustee attending a Meeting of the Charter Trustees will have their attendance formally recorded.

## **19 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.

## **20 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.

## **21 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.

## **22 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:
  - a) 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.
  - b) May at any time dissolve a committee or working group or alter its membership.
  - c) 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) 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.

## **23 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.

## **24 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.

Charter Trustees are not empowered to amend Standing Orders in a way which seeks to carve out additional powers/duties which they have not been granted by primary legislation

## **25 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.

Charter Trustees are not empowered to suspend Standing Orders in a way which seeks to carve out additional powers/duties which they have not been granted by primary legislation.

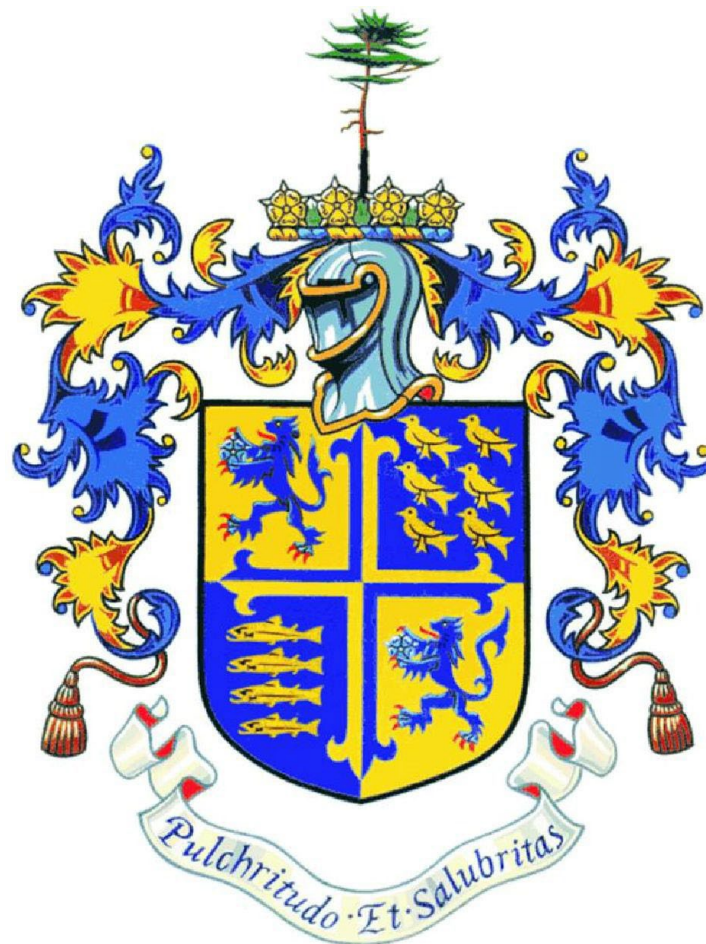
## **26 INTERPRETATION OF STANDING ORDERS**

The ruling of the Charter 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.

## **27 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 Trustees

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## Background

Bournemouth Borough Council was abolished in 2019 following the re-organisation of local government in Dorset.

Following this re-organisation, 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 January 2019 and subsequently made on 20 March 2019.

## Purpose

The Charter Trustees ensure the continuation of the historic civic ceremonial traditions of the former Bournemouth Borough Council and are responsible for choosing a Charter Mayor and Deputy Charter Mayor from the appointed Trustees annually.

The Charter Trustees Regulations 2009 provided that any historic and ceremonial property of the former Bournemouth Borough Council and which related to the Charter Trustee area was to transfer to the Charter Trustees on 1 April 2019. The Charter Trustees are responsible for maintaining and securing the historic and ceremonial property, which is listed on the Asset Register. To support this, the Civic team ensures that the items listed on the Asset Register are maintained on a regular basis and a full asset verification takes place annually.

## The Charter Trustee Regulations 2009

The Bournemouth Charter Trustees have been established in accordance with the Charter Trustee Regulations 2009. [The regulations can be found here.](#)

This Handbook should be read in conjunction with the approved Standing Orders, which can be found alongside all statutory documents here: [Bournemouth CT Statutory Documents](#)

# Membership and Political Neutrality

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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.

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.

Therefore, Trustees, 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.

# Removal of a Trustee

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The Charter Trustees Regulations 2006 states:

- (6) Any Councillor appointed under this regulation shall (subject to paragraph (7)) hold office as a Charter Trustee until the next election to the relevant council or such time as that person ceases to be a councillor, whichever is the sooner.
- (7) Charter Trustees may remove from office a Councillor appointed under this regulation if, in their opinion, that Councillor has, without sufficient cause, failed to attend two or more consecutive meetings of theirs.

A Charter Trustee may submit a request in writing to the Honorary Clerk that they be removed from the membership in accordance with section (7) above.

# Statutory Positions and Key Roles

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## **CIVIC PARTY**

- Charter Mayor
- Deputy Charter Mayor
- 2 x Budget Signatories
- 1 x Trustee to carry out Bank Statement Verifications
- 1 x Member and 1 x substitute for appointment to the Association of Charter Trustee Towns (ACTT)
- Honorary Clerk (officer position)
- Responsible Financial Officer (officer position)

The Bournemouth civic term is over two years, first serving as Charter Mayor for a year then followed by serving as Deputy Charter Mayor for a year

# Meetings of the Trustees

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Four Charter Trustee Meetings are held each year - 1 Annual General Meeting (AGM) and 3 ordinary meetings. As with BCP Full Council meetings, Charter Trustees are summoned to attend. Details of Charter Trustee attendance are available on the Charter Trustee website.

In accordance with item 2 of the Standing Orders, the Annual General Meeting (AGM) of the Charter Trustees shall be held within 21 days of the Annual Council Meeting of the Principal Council.

There is a quorum of one third of Charter Trustees required to be in attendance for business to be carried out. The meetings take place in the following months, with the dates agreed by Trustees at the AGM.

## **Meeting dates:**

May: AGM and Charter Mayor Making, Statutory Role appointments, calendar of meetings  
June: Annual Governance Statement sign off and Internal Audit Inspection Report  
October: Mid-Year Finance Update and pre Budget Setting  
January: Final Budget and Precept Setting

The Charter Mayor may call extra meetings if they consider this necessary. Seven days notice will be given for extra meetings, except in an emergency.

A Schedule of meetings, including meeting agendas and minutes, can be viewed on the BCP Council website here: [Bournemouth CT Meetings](#).

# Working Groups

---

The Charter Trustees have established two Working Groups, as follows:

## **Civic Working Group (CWG)**

The Civic Working Group meet quarterly, with membership comprised of the following:

- Charter Mayor
- Deputy Charter Mayor
- 2 x Budget Signatories
- 2 x nominated Charter Trustees

The Civic Working Group can also invite other Trustees to join a meeting where appropriate. The Chairman of the Civic Working Group will present the CWG's report at each meeting of the Charter Trustees, with the exception of the AGM, and will seek approval from the Trustees for any recommendations therein.

## **Budget Working Group**

The Budget Working Group meet annually to provide input into the budget and precept setting. Membership is comprised of the following:

- Charter Mayor
- Deputy Charter Mayor
- 2 x Budget Signatories
- 2 x volunteer members from the Charter Trustees

The recommendations from this meeting will be presented to the Trustees by the Responsible Financial Officer at the Budget Meeting (January).

# Role and Responsibilities of the Budget Signatories

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## Principles

1. A transparent framework of financial management responsibilities and decision making is essential to the effective management of the Charter Trustees financial affairs.
2. All Charter Trustees and Officers share the common duty to abide by the highest standards of integrity and propriety when making decisions about the use of public monies.

## Responsibilities

1. To support the Charter Trustees in maintaining the principles detailed above.
2. To support the annual budget and precept setting process to ensure the ambitions of the Charter Trustee are reflected in the annual budgets.
3. To consult with officers on proposed expenditure which is not part of the approved budget and to report to the Charter Trustees on action taken as appropriate..
4. To approve the reimbursement of expenses incurred by the Charter Mayor in the course of his/her civic duties. (see 'Reimbursement of Expenses', below).

## Bank Verification Role

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The bank statements will be sent to the nominated Charter Trustee on a quarterly basis for them to verify and agree the bank statements.

# Reimbursement of Expenses

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Charter Trustees have approved a budget for the reimbursement of 'out of pocket' expenses incurred by the Charter Mayor and Deputy Charter Mayor.

Claims can be made to the Budget Signatories via the Civic Team and claims must be accompanied by receipts. Each claim will be assessed on a case-by-case basis and Budget Signatories may choose to reimburse a claim in full or in part.  
Charter Trustees are responsible for declaring any claims for tax purposes.



# Selection to Office

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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 Charter Mayor and Deputy Charter Mayor 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 Charter Mayor, Deputy Charter 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 CHARTER 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 of Charter Mayor 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.

The Charter Trustees shall be advised of the ballot result at their meeting in late January the names of those Trustees who shall be designated Charter Mayor Elect and Deputy Charter Mayor Elect. Except in exceptional circumstances and in line with the traditions of the office, the Charter Mayor from the preceding year shall be designated Deputy Charter Mayor Elect.

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

The selection procedure will not take place at the end of the previous year and 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 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.

### **Standing for more than one office**

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

# Protocol regarding the wearing of Robes and Hats

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The wearing of robes is a civic tradition that dates back many years. Typically Charter Trustees will be required to wear their robes for formal civic events including the AGM/Charter Mayor Making Ceremony, the BCP Annual Remembrance Service and Parade and any Civic Church or Civic Funeral Services. Robes are not required to be worn to other statutory meetings of the Charter Trustees.

Women should wear their hat at all times when robed and this should be placed on top of the head, as opposed to the back of the head, so that the hat sits flat. Men should remove their hats when indoors and also when taking the salute from any formal military parade.

The ten most senior Charter Trustees wear red robes and the other members wear blue robes.

## Annual Civic Events

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As well as attending the Full Charter Trustee meetings, attendance is required at the following annual civic events:

- Charter Mayor Making (May)
- Civic Service and Parade (TBC)
- Annual BCP Service of Remembrance and Parade (second Sunday of November)

# The Role of the Charter Mayor

---

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

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

The position of Charter 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 Charter 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 Charter Mayor should endeavour to promote and enhance the role of the Charter Trustees and the Charter Mayoralty and in turn, the people of Bournemouth will continue to have the highest regard for the Charter Mayor and the Office. They will expect the Charter 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
- act as host to official visitors to the town
- attend civic and ceremonial functions and local community-based activities as the Charter Mayor determines appropriate
- represent the Trustees at ceremonial events
- Guest attendance at twinning events, as appropriate. (Twinning arrangements are exclusively the responsibility of the principal authority.)
- carry out all duties in a manner appropriate to the status and tradition of the office

In addition to the ceremonial role, the Charter Mayor has the following responsibilities:

- to uphold and promote the purposes of the Trustee's Standing Orders
- to preside over meetings of the Trustee and ensure meetings follow the procedures set out in the Standing Orders
- to be the conscience of the Trustees

With permission from the event organiser the Deputy Charter Mayor may also represent the Office of Charter Mayor, if the Charter Mayor is unavailable or already engaged. With permission from the event organiser, in the event of the Charter Mayor or Deputy Charter Mayor being unavailable the invitation to be passed on to a past Mayor provided that they are also a serving Trustee.

# Charter Mayoral Protocol

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

The Chairman of BCP Council is the first citizen of Bournemouth and shall have precedence in the town unless a member of the Royal Family, Lord Lieutenant or High Sheriff is present. However, the role of the Chairman of BCP Council is to prioritise and focus on promoting and enhancing strategic unitary-wide initiatives, hosting high profile business and political visitors, events of regional, national or international significance and activities that enhance the economic, social and environmental well-being of the area.

## Charities Chosen to Support ~~and Promote~~

As the Charter Trustees are unable to obtain charitable status, the Mayor may select Charities to support ~~and promote~~ throughout their municipal year. ~~However, please be advised this is a role that the Civic Team are unable to offer PA support to.~~ The Charter Trustees are unable to hold charitable events or accept cash or cheque donations on behalf of a Charity as they do not have a registered charity number ~~or accept cash or cheque donations on behalf of a Charity, as there is no longer a separate bank account for accounting purposes.~~

If ~~you a Trustee are is~~ offered a donation, this must be given directly to the chosen charity as we are unable to account for such transactions transparently. We would advise that any potential donor is directed to visit the nominated charity website to make a donation online or via one of the Just Giving type webpages.

~~If you wish to attend a charity event hosted by one of your chosen charities, please advise them to email us with a formal invitation. This would then enable you to wear the Chain of Office and any photos/posts can be uploaded to the new Facebook page.~~

# History – The Charter 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.

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

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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.

## Bournemouth Charter Trustee Flag

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# Civic team - Contacts

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If you wish to contact a member of the Civic Team please use the methods below:

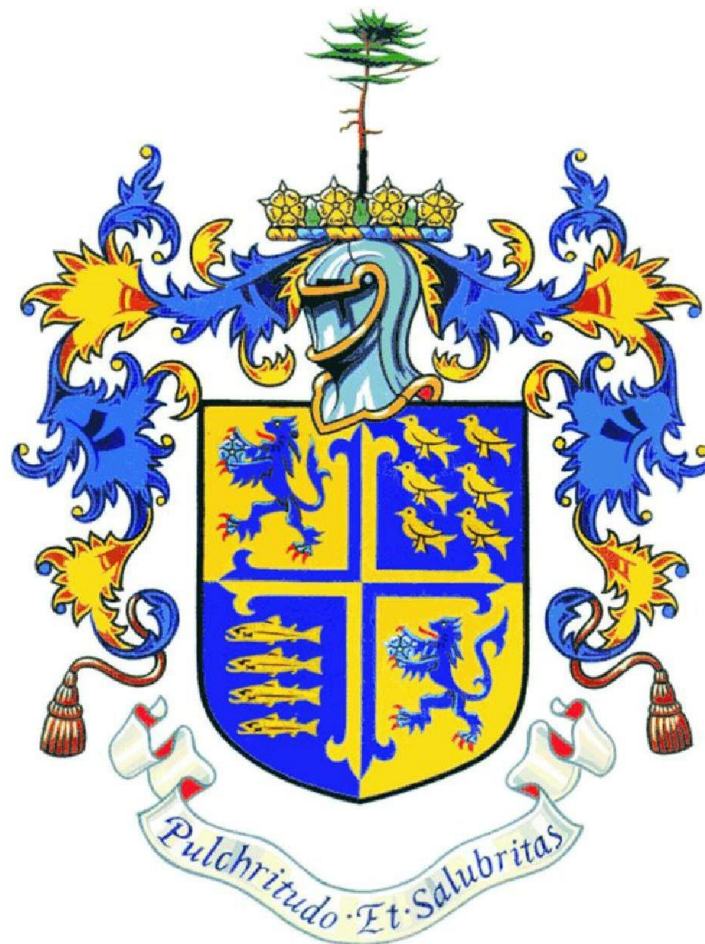
T: 01202 118899

E: [mayorofbournemouth@bcpcouncil.gov.uk](mailto:mayorofbournemouth@bcpcouncil.gov.uk)

- amended ~~November~~ October 202~~4~~3

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# BOURNEMOUTH CHARTER TRUSTEES



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# The Charter Trustees

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## Background

Bournemouth Borough Council was abolished in 2019 following the re-organisation of local government in Dorset.

Following this re-organisation, 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 January 2019 and subsequently made on 20 March 2019.

## Purpose

The Charter Trustees ensure the continuation of the historic civic ceremonial traditions of the former Bournemouth Borough Council and are responsible for choosing a Charter Mayor and Deputy Charter Mayor from the appointed Trustees annually.

The Charter Trustees Regulations 2009 provided that any historic and ceremonial property of the former Bournemouth Borough Council and which related to the Charter Trustee area was to transfer to the Charter Trustees on 1 April 2019. The Charter Trustees are responsible for maintaining and securing the historic and ceremonial property, which is listed on the Asset Register. To support this, the Civic team ensures that the items listed on the Asset Register are maintained on a regular basis and a full asset verification takes place annually.

## The Charter Trustee Regulations 2009

The Bournemouth Charter Trustees have been established in accordance with the Charter Trustee Regulations 2009. [The regulations can be found here.](#)

This Handbook should be read in conjunction with the approved Standing Orders, which can be found alongside all statutory documents here: [Bournemouth CT Statutory Documents](#)

# Membership and Political Neutrality

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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.

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.

Therefore, Trustees, 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.

# Removal of a Trustee

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The Charter Trustees Regulations 2006 states:

- (6) Any Councillor appointed under this regulation shall (subject to paragraph (7)) hold office as a Charter Trustee until the next election to the relevant council or such time as that person ceases to be a councillor, whichever is the sooner.
- (7) Charter Trustees may remove from office a Councillor appointed under this regulation if, in their opinion, that Councillor has, without sufficient cause, failed to attend two or more consecutive meetings of theirs.

A Charter Trustee may submit a request in writing to the Honorary Clerk that they be removed from the membership in accordance with section (7) above.

# Statutory Positions and Key Roles

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## **CIVIC PARTY**

- Charter Mayor
- Deputy Charter Mayor
- 2 x Budget Signatories
- 1 x Trustee to carry out Bank Statement Verifications
- 1 x Member and 1 x substitute for appointment to the Association of Charter Trustee Towns (ACTT)
- Honorary Clerk (officer position)
- Responsible Financial Officer (officer position)

The Bournemouth civic term is over two years, first serving as Charter Mayor for a year then followed by serving as Deputy Charter Mayor for a year



# Meetings of the Trustees

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Four Charter Trustee Meetings are held each year - 1 Annual General Meeting (AGM) and 3 ordinary meetings. As with BCP Full Council meetings, Charter Trustees are summoned to attend. Details of Charter Trustee attendance are available on the Charter Trustee website.

In accordance with item 2 of the Standing Orders, the Annual General Meeting (AGM) of the Charter Trustees shall be held within 21 days of the Annual Council Meeting of the Principal Council.

There is a quorum of one third of Charter Trustees required to be in attendance for business to be carried out. The meetings take place in the following months, with the dates agreed by Trustees at the AGM.

## **Meeting dates:**

May: AGM and Charter Mayor Making, Statutory Role appointments, calendar of meetings  
June: Annual Governance Statement sign off and Internal Audit Inspection Report  
October: Mid-Year Finance Update and pre Budget Setting  
January: Final Budget and Precept Setting

The Charter Mayor may call extra meetings if they consider this necessary. Seven days notice will be given for extra meetings, except in an emergency.

A Schedule of meetings, including meeting agendas and minutes, can be viewed on the BCP Council website here: [Bournemouth CT Meetings](#).

# Working Groups

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The Charter Trustees have established two Working Groups, as follows:

## **Civic Working Group (CWG)**

The Civic Working Group meet quarterly, with membership comprised of the following:

- Charter Mayor
- Deputy Charter Mayor
- 2 x Budget Signatories
- 2 x nominated Charter Trustees

The Civic Working Group can also invite other Trustees to join a meeting where appropriate. The Chairman of the Civic Working Group will present the CWG's report at each meeting of the Charter Trustees, with the exception of the AGM, and will seek approval from the Trustees for any recommendations therein.

## **Budget Working Group**

The Budget Working Group meet annually to provide input into the budget and precept setting. Membership is comprised of the following:

- Charter Mayor
- Deputy Charter Mayor
- 2 x Budget Signatories
- 2 x volunteer members from the Charter Trustees

The recommendations from this meeting will be presented to the Trustees by the Responsible Financial Officer at the Budget Meeting (January).

# Role and Responsibilities of the Budget Signatories

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## Principles

1. A transparent framework of financial management responsibilities and decision making is essential to the effective management of the Charter Trustees financial affairs.
2. All Charter Trustees and Officers share the common duty to abide by the highest standards of integrity and propriety when making decisions about the use of public monies.

## Responsibilities

1. To support the Charter Trustees in maintaining the principles detailed above.
2. To support the annual budget and precept setting process to ensure the ambitions of the Charter Trustee are reflected in the annual budgets.
3. To consult with officers on proposed expenditure which is not part of the approved budget and to report to the Charter Trustees on action taken as appropriate..
4. To approve the reimbursement of expenses incurred by the Charter Mayor in the course of his/her civic duties. (see 'Reimbursement of Expenses', below).

## Bank Verification Role

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The bank statements will be sent to the nominated Charter Trustee on a quarterly basis for them to verify and agree the bank statements.

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# Reimbursement of Expenses

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Charter Trustees have approved a budget for the reimbursement of 'out of pocket' expenses incurred by the Charter Mayor and Deputy Charter Mayor.

Claims can be made to the Budget Signatories via the Civic Team and claims must be accompanied by receipts. Each claim will be assessed on a case-by-case basis and Budget Signatories may choose to reimburse a claim in full or in part. Charter Trustees are responsible for declaring any claims for tax purposes.

# Selection to Office

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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 Charter Mayor and Deputy Charter Mayor 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 Charter Mayor, Deputy Charter 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 CHARTER 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 of Charter Mayor 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.

The Charter Trustees shall be advised of the ballot result at their meeting in late January the names of those Trustees who shall be designated Charter Mayor Elect and Deputy Charter Mayor Elect. Except in exceptional circumstances and in line with the traditions of the office, the Charter Mayor from the preceding year shall be designated Deputy Charter Mayor Elect.

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

The selection procedure will not take place at the end of the previous year and 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 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.

### **Standing for more than one office**

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

# Protocol regarding the wearing of Robes and Hats

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The wearing of robes is a civic tradition that dates back many years. Typically Charter Trustees will be required to wear their robes for formal civic events including the AGM/Charter Mayor Making Ceremony, the BCP Annual Remembrance Service and Parade and any Civic Church or Civic Funeral Services. Robes are not required to be worn to other statutory meetings of the Charter Trustees.

Women should wear their hat at all times when robed and this should be placed on top of the head, as opposed to the back of the head, so that the hat sits flat. Men should remove their hats when indoors and also when taking the salute from any formal military parade.

The ten most senior Charter Trustees wear red robes and the other members wear blue robes.

## Annual Civic Events

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As well as attending the Full Charter Trustee meetings, attendance is required at the following annual civic events:

- Charter Mayor Making (May)
- Civic Service and Parade (TBC)
- Annual BCP Service of Remembrance and Parade (second Sunday of November)

# The Role of the Charter Mayor

---

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

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

The position of Charter 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 Charter 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 Charter Mayor should endeavour to promote and enhance the role of the Charter Trustees and the Charter Mayoralty and in turn, the people of Bournemouth will continue to have the highest regard for the Charter Mayor and the Office. They will expect the Charter 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
- act as host to official visitors to the town
- attend civic and ceremonial functions and local community-based activities as the Charter Mayor determines appropriate
- represent the Trustees at ceremonial events
- Guest attendance at twinning events, as appropriate. (Twinning arrangements are exclusively the responsibility of the principal authority.)
- carry out all duties in a manner appropriate to the status and tradition of the office

In addition to the ceremonial role, the Charter Mayor has the following responsibilities:

- to uphold and promote the purposes of the Trustee's Standing Orders
- to preside over meetings of the Trustee and ensure meetings follow the procedures set out in the Standing Orders
- to be the conscience of the Trustees

With permission from the event organiser the Deputy Charter Mayor may also represent the Office of Charter Mayor, if the Charter Mayor is unavailable or already engaged. With permission from the event organiser, in the event of the Charter Mayor or Deputy Charter Mayor being unavailable the invitation to be passed on to a past Mayor provided that they are also a serving Trustee.



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## Bournemouth Charter Trustee Flag

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# Civic team - Contacts

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If you wish to contact a member of the Civic Team please use the methods below:

T: 01202 118899

E: [mayorofbournemouth@bcpcouncil.gov.uk](mailto:mayorofbournemouth@bcpcouncil.gov.uk)

- amended October 2024

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## THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	<b>Finance Update November 2024</b>
Meeting date	4 December 2024
Status	Public
Executive summary	The forecast for the 2024/25 financial year is that the Charter Trustees of Bournemouth will underspend against the budget set. This is due to spend to date and planned activity for the rest of the year being lower than originally envisaged. The forecast underspend for the year is £6,464.
Recommendations	<b>It is RECOMMENDED that:</b>  <b>The Charter Trustees note the in-year budget position for 2024/25 and other finance updates set out in the report.</b>
Reason for recommendations	To inform the Charter Trustees of the budget position for the current financial year
Report Authors	Matthew Filmer, Assistant Chief Financial Officer BCP Council  ☎ 01202 128503  ✉ <a href="mailto:matthew.filmer@bcpcouncil.gov.uk">matthew.filmer@bcpcouncil.gov.uk</a>

### Budget forecast position 2024/25

1. The Charter Trustees of Bournemouth approved the 2024/25 budget at their meeting of 22 January 2024. Agreed total expenditure was £172,836 which will be funded from the council tax precept of £148,091, reserve contribution of £23,645 and £1,100 from investment and contributions income.
2. Appendix A of this report provides a detailed breakdown of the agreed budgets and the latest financial forecast for 2024/25 against budget headings. The current forecast is that budgets will be underspent at the year-end because of spend to date and planned activity for the rest of year will be less than previously expected. This will create a forecast underspend of £6,464 which is the difference between forecast drawdown of reserves and what was budgeted for.
3. The reserves of the Charter Trustee of Bournemouth are forecasted to decrease to a closing position of £86,396.

## **Budget Workshop**

4. In January 2025 the Charter Trustees will meet to set the 2025/26 budget and agree the council tax precept to fund it.
5. To facilitate the budget setting process for next year a budget workshop was held in November 2024. The workshop looked to provide clarity and direction for the following budget areas:
  - a) Update on the in-year budget position to inform the levels of budget required for 2025/26;
  - b) Discussion around what activities the charter trustees can carry out following receipt of legal advice
  - b) The Charter Trustee's ambitions with regards to precept levels and therefore implications for council tax;
  - c) Review of the tax base for the Charter Trustees of Bournemouth
  - d) Review of recharges made to the Charter Trustees. This would include agreeing a charge for the use of the vehicles from BCP Council.
  - e) An appropriate level of reserves for the Charter Trustees to maintain.

## **Summary of finance Implications**

6. As detailed in the report.

## **Summary of legal Implications**

7. None

## **Summary of human resources implications**

8. None

## **Summary of sustainability impact**

9. None

## **Summary of equality impact**

10. None

## **Summary of risk impact**

11. The monitoring of the in-year budget position and early engagement on the 2024/25 budget setting process minimise the risks that budgets are insufficient to meet expenditure, or that in-year overspends occur.

## **Appendices**

Appendix A – November Budget Forecast



## The Charter Trustees of Bournemouth - Budget Monitoring November 2024



Description of expenditure and income	2024/25 Budget	2024/25 Forecast
<b>Expenditure</b>		
<b>Civic Budget</b>		
Hospitality	6,000	4,637
Civic Regalia	4,500	4,500
Travel and Subsistence	100	20
Training & Conferences	200	0
Out of Pocket Expenses	1,000	394
Photography	500	250
Flowers	300	70
<b>Civic Events</b>		
Mayor-Making	2,000	2,143
Remembrance Sunday Parade & Service	10,000	0
Civic Service	2,000	0
Civic Awards	2,000	1,028
War Commemorations - D-day	5,000	5,774
<b>Premises</b>		
Room & Premises rental	18,512	18,512
<b>Staffing Recharges</b>		
Salaries, LGPS Pensions & National Insurance	107,046	104,575
		0
<b>Administration and Running Costs</b>		
Postage	100	0
Printing & Photocopying	50	166
Stationery	150	0
Subscriptions - Organisations	150	150
<b>Supplies and Services</b>		
Uniform and Clothing	200	249
Insurance	640	640
External Auditors	400	400
Internal audit	1,750	1,750
Accountancy	3,888	3,888
IT Provision	1,600	1,600
Communication and Promotions	400	400
Telephone	50	50
Laundry (dry-cleaning of Parlour laundry, uniforms, robes)	200	200
Legal Advice	0	11,925
<b>Transport</b>		
Use of Vehicles	2,700	2,700
Fuel	1,000	1,000
Vehicle Hire	400	200
<b>Total Expenditure</b>	<b>172,836</b>	<b>167,220</b>
<b>Income &amp; Reserves</b>		
Council Tax Precept	(148,091)	(148,091)
Investment Income	(800)	(800)
Contribution to / (from) Reserves	(23,645)	(17,181)
Mayor Making Contributions	(300)	(1,148)
<b>Total Income &amp; Reserves</b>	<b>(172,836)</b>	<b>(167,220)</b>
<b>Net Position</b>	<b>0</b>	<b>(0)</b>
<b>Opening Balance</b>	<b>(103,577)</b>	<b>(103,577)</b>
In year movement	23,645	17,181
<b>Closing Balance</b>	<b>(79,932)</b>	<b>(86,396)</b>

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