

CHARTER TRUSTEE MEETING



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

Background

1. The Charter Trustees are asked to consider the following issues:
 - a. the Standing Orders as detailed at Appendix 1 to the report.
 - b. the Handbook at Appendix 2 to the report which includes the procedure for the selection and election to office.
 - c. the date and arrangements for the Annual Mayor-Making Ceremony.
2. The Standing Orders of the Charter Trustees referred to above indicates that the AGM of the Charter Trustees shall be held within 21 days of the Annual meeting of the Bournemouth, Christchurch and Poole Council. Historically Mayor Making has taken place in the Council Chamber at 11 am followed by the Mayor's Luncheon at a venue of their choice. In accordance with this requirement it is proposed that the first AGM of the Charter Trustees be held on 7 June 2019.
3. Set out below are options for the Charter Trustees to consider:
 - **Option 1** – 11 am Council Chamber for Ceremony followed by the Mayor's Luncheon at a venue of their choice.
 - **Option 2** – 11 am Council Chamber for Ceremony followed by buffet lunch in the Committee Suite.
 - **Option 3** – 2 pm Council Chamber for Ceremony followed by afternoon tea in the Committee Suite.
 - **Option 4** – 2 pm Council Chamber for Ceremony followed by buffet afternoon tea in the Committee Suite.
 - **Option 5** – 6 pm Council Chamber for Ceremony followed by drinks and canapes in the Committee Suite
 - **Option 6** – Council Chamber for Ceremony without refreshments.
4. In the past, invitations have been issued as follows and paid for by the Council:

Lord Lieutenant (or his representative)

High Sheriff of Dorset

A representative of the RNLi as Freemen of Poole

A representative of the Rifles as Freemen of Poole

A representative of the Royal Marines as Freemen of Poole

A representative of HMS Cattistock as affiliated to Poole

Poole Harbour Commissioners Chief Executive and Chairman

The three MP's representing Poole

Divisional Police Commander

Head of Dorset and Wiltshire Fire and Rescue

The incoming Mayor's Chaplain

Mayor-elect, 18 guests to include their proposer and seconder

Deputy Mayor-elect, 10 guests to include their proposer and seconder

Sheriff-elect, 10 guests to include their proposer and seconder

Chief Executive

Head of Legal and Democratic Services

The following guests are invited and pay for themselves:

Councillors and one guest who wish to attend the luncheon

Strategic Directors

Democratic Services Manager

Summary of financial implications

5. All the options identified above can be funded from within the existing budget for 2019/20 acknowledging that there is a difference in cost for each option.

Summary of legal implications

6. None

Summary of human resources implications

7. None

Summary of environmental impact

8. None

Summary of public health implications

9. None

Summary of equality implications

10. None

Summary of risk assessment

11. None

Appendix 1 – Standing Orders

Appendix 2 – Handbook