



BOURNEMOUTH CHARTER TRUSTEES



Version 2

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The Charter Trust

Background to the Trust

The Borough of Bournemouth 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 16th January 2019 and subsequently made on 20 March 2019.

Purpose of the Trust

The Trust ensures the continuation of the civic, historic and ceremonial traditions of the former Borough of Bournemouth and new events which are not inconsistent with those traditions. The Trust is responsible for choosing a Mayor and Deputy Mayor from the appointed Trustees annually.

The Charter Trustees Regulations 2009 provides that any historic property of the Borough of Bournemouth and which relates to the charter trustee area shall transfer to the charter trustees on 1 April 2019. An inventory of all such historic property has been produced which the Charter Trustees shall be responsible for maintaining and securing. The items listed on the Asset Register are maintained on a regular basis and a full asset verification takes place annually.

Membership and Political Neutrality

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

STATUTORY CHARTER TRUSTEE KEY POSITIONS AND ROLES

CIVIC PARTY

- Mayor
- Deputy Mayor
- Honorary Clerk – officer position
- Responsible Financial Officer – officer position
- 2 x Budget Signatories
- 1 x Bank Statement Verification
- 2 x Members of the Association of Charter Trustee Towns (ACTT)

The Bournemouth civic term is over two years, first serving as Mayor followed by Deputy Mayor.

Meetings of the Trust

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 are four Charter Trustee Meetings a year and as with BCP Full Council meetings, Charter Trustees are summoned to attend. There is a quorum of one third of Charter Trustees required to be in attendance and at each meeting statutory business must be approved by the Charter Trustees. The meetings take place in the following months and the dates are set at the AGM.

Meeting dates:

May – AGM and 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 Mayor may call extra meetings, if they consider this necessary and seven days notice will be given for extra meetings, except in an emergency.

The statutory documents can be viewed on the BCP Council website:

[BCP Council – Democracy](#)

Working Groups

There are two Working Groups, as follows:

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

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

The Civic Working Group can also invite other members to join a meeting where appropriate. The Chairman of the Civic Working Group will present their report at each meeting of the Charter Trustees, with the exception of the AGM, and will seek approval from the trust for any recommendations that they wish to put forward for consideration.

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

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

The recommendations from this meeting will be presented to the trust by the Responsible Financial Officer at the Budget Meeting.

Role and Responsibilities of the Budget Signatories

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 in 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. Supporting the annual budget and precept setting process to ensure the ambitions of the Charter Trustee are reflected in the annual budgets.
3. Officers to consult with budget signatories on proposed expenditure which is not part of the approved budget and to report to the Charter Trustees as appropriate on action taken.
4. To approve the 'out of pocket expenses' incurred by the Mayor in the course of his/her civic duties.

Bank Verification Role

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

Selection and Election to Office

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

Selection

The principal objective of the selection procedure should be to reach agreement between all trustees to ensure that the formal decision at the Annual Meeting of the Charter Trustees is unanimous. It is recognised that this cannot, unfortunately, always be achieved, however, the dignity of the Office of Mayor and Deputy 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 Mayor, Deputy Mayor or other designation can be considered are:-

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

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

SELECTION OF THE CHARTER MAYOR AND DEPUTY MAYOR ELECT

Procedure (in a non-election year)

Each year all Charter Trustees who are eligible to fill the office are invited to indicate whether they are willing to be considered by the Charter Trustees for the Office of Sheriff 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 Mayor Elect and Deputy Mayor Elect. Except in exceptional circumstances and in line with the traditions of the office, the Mayor from the preceding year shall be designated Deputy 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

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/Mayor Making Ceremony, the Annual Remembrance Service and Parade and any Civic Church or 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.

Annual Civic Events

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

Mayor Making – May

Civic Service and Parade – TBC

Annual Service of Remembrance and Parade – second Sunday of November

The Mayor

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

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

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

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

The Mayor's role is to:

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

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

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

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

Mayoral Protocol

The 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 Poole 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.

It is anticipated that both roles will complement each other but it will be vital that there is close liaison between the relevant office and office-holders to ensure each role is afforded appropriate respect.

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 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 are 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 Mayor

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 5th century. The first English Mayor was the Mayor of London, appointed in 1189 by Richard I.

Mayor of Bournemouth

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

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

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

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

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

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

In 1997, the Council became a Unitary Authority.

The Coat of Arms

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

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

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

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

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

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

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

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

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Civic team - Contacts

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

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