

# BOURNEMOUTH CHARTER TRUSTEES HANDBOOK



# Contents

---

The Charter Trustees.....	3
Background.....	3
Purpose .....	3
The Charter Trustee Regulations 2009 .....	3
Membership and Political Neutrality .....	4
Removal of a Trustee.....	4
Statutory Positions and Key Roles .....	5
Civic Party.....	5
Meetings of the Trustees .....	5
Meeting dates: .....	5
Working Groups.....	6
Civic Working Group (CWG) .....	6
Budget Working Group.....	6
Role and Responsibilities of the Budget Signatories .....	7
Principles .....	7
Responsibilities .....	7
Bank Verification Role.....	7
Reimbursement of Expenses .....	7
Selection to Office .....	8
Selection Of The Charter Mayor And Deputy Charter Mayor- Elect.....	8
Procedure (in a year of ordinary elections).....	9
Standing for more than one office .....	9
Protocol regarding the wearing of Robes and Hats .....	9
Annual Civic Events.....	10
The Role of the Charter Mayor.....	10
Charter Mayoral Protocol.....	11
History – The Charter Mayor .....	12
Mayor of Bournemouth.....	12
The Coat of Arms .....	13
Bournemouth Charter Trustee Flag.....	14
Civic Team – Contact.....	15

# The Charter Trustees

---

## 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

---

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

---

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

---

## **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

---

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

---

## 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

---

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

---

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

---

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**

---

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

---

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

As the Charter Trustees are unable to obtain charitable status, the Mayor may select

Charities to support throughout their municipal year. 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,

If a Trustee 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.

## History – The Charter 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 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.

# 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.

## Bournemouth Charter Trustee Flag

---



# Civic team - Contacts

---

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)

- *approved December 2024*