

Dear Cllr XX

At a recent meeting of the Bournemouth Civic Working Group, at which Charter Trustee attendance at meetings during the municipal year 2024-25 was reviewed, it has been brought to my attention that you have not attended the two most recent Bournemouth Charter Trustee meetings, held on 17 July and 4 December 2024.

While it is acknowledged that there may be times when a Trustee is unable to join a meeting, we do ask that Trustees make every effort to attend.

In line with legislation as set out within the Standing Orders, Charter Trustees “may remove from office a Councillor [...] if, in their opinion, that Councillor has, without sufficient cause, failed to attend two or more consecutive meetings of theirs.”

However, the newly revised Charter Trustee handbook makes provision for a Charter Trustee to “submit a request in writing to the Honorary Clerk that they be removed from the membership”. This was introduced to allow Trustees to request their removal if they find it difficult to attend meetings or do not wish to engage with the work of the Charter Trustees.

I am therefore writing to ask that you confirm, by return, whether you wish to remain as a Charter Trustee for Bournemouth or whether you would like to request your removal.

If you do wish to remain as a Charter Trustee, I would recommend making every effort to attend the forthcoming meeting on 30 January to avoid any potential removal as a result of non-attendance.

Yours sincerely,

Graham Farrant

Honorary Clerk to the Charter Trustees of Bournemouth