

THE CHARTER TRUSTEES FOR BOURNEMOUTH



Report subject	Trustee attendance at meetings
Meeting date	23 October 2025
Status	Public Report
Executive summary	This report provides detail on Charter Trustee attendance at meetings, highlighting those Trustees who have not attended two or more consecutive meetings
Recommendations	It is RECOMMENDED that Charter Trustees: a) Note the meeting attendance record attached as Appendix 1; and b) Request that the Honorary Clerk write to all Trustees who have not attended the previous two consecutive meetings, asking them to confirm whether they wish to continue as Charter Trustees or whether they wish to be considered for removal
Reason for recommendations	The Charter Trustees have requested that Trustee attendance be reviewed at each meeting. The Civic Working Group believe that writing to Trustees who have not attended the previous two consecutive meetings will highlight the importance of attendance, or give those Trustees the opportunity to request their removal
Report Authors	Neil Fraser, Deputy Head of Democratic Services
Classification	For Decision

Background

1. At the meeting of 29 January 2025, the matter of attendance at Charter Trustee meetings was discussed.
2. As a result of that discussion, Trustees resolved that attendance at meetings was to be reviewed at each subsequent meeting by way of a standing item. Meeting attendance details can be found at Appendix 1 to this report.

3. The Civic Working Group has recommended that the new Honorary Clerk, Aidan Dunn, write to all Trustees who have not attended the two most recent meetings to ask them to confirm whether they wish to continue as Charter Trustees or whether they wish to be considered for removal.
4. The provision for the removal of Charter Trustees is set out in the Standing Orders and Handbook, approved at the meeting held on 4 December 2024.

RECOMMENDED: That Charter Trustees

- a) **Note the meeting attendance record attached as Appendix 1; and**
- b) **Request that the Honorary Clerk write to all Trustees who have not attended the previous two consecutive meetings, asking them to confirm whether they wished to continue as Charter Trustees or whether they wished to be considered for removal.**

Summary of financial implications

5. There are no financial implications arising from this report.

Summary of legal implications

6. There are no financial implications arising from this report. Provision for the removal of Charter Trustees is set out within the Charter Trustee Standing Orders and Handbook.

Summary of human resources implications

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

Summary of sustainability impact

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

Summary of public health implications

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

Summary of equality implications

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

Background papers

Charter Trustee Standing Orders

Charter Trustee Handbook

Appendices

Appendix 1: Charter Trustee meeting attendance record