

# TENBURY TOWN COUNCIL



## CIVIC PROTOCOL - MAYORALTY

## **1.0 INTRODUCTION**

- 1.1 This Civic Protocol guide has been produced to assist the Town Mayor and Deputy Mayor to understand their roles and responsibilities and provide some useful information, which may be of assistance when undertaking the Civic role.
- 1.2 The Civic Protocol also assists Mayors and Council Officers to apply a consistent approach when dealing with issues connected to the Civic function.
- 1.3 The object of the information is to try and ensure that the Civic year runs as smooth as possible. Not all eventualities will be covered by this document but remember that assistance is always available from the Town Clerk.

## **2.0 BACKGROUND**

### **2.1 Town Mayor**

- 2.1.1 Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chairman of a Town Council is entitled to the title of 'Town Mayor.' A Town Mayor has the same rights and duties as a local Council Chairman.

### **2.2 The Councillor becoming Mayor**

- 2.2.1 Being the Mayor is different from being a Councillor. A Mayor, by virtue of the Office, can use his/her role and influence to stimulate community pride, promote the voluntary sector and mould social cohesion.
- 2.2.2 A Mayor may also have meetings with dignitaries, engagements, late nights, early mornings and is in the public eye for virtually the whole year. Bearing this in mind the Mayor needs to exhibit a keen and genuine interest in those he/she meets, show enthusiasm and commitment to the role, ensure he/she is non-party political, speak up for the town's interests and always be mindful of the dignity of the Office.
- 2.2.3 For those chosen, or who are thinking of putting themselves forward for selection, one thing is clear – being Mayor is most different from being a Councillor, as it has different roles, different working hours, different restraints etc. However, it is also a hugely enjoyable and rewarding job if entered in the right spirit.
- 2.2.4 The Mayor is elected by the Full Council at the Annual Town Council Meeting in May. A new Deputy Mayor is also elected at this meeting. The new Mayor makes the following declaration when accepting the Term of Office at the Annual Town Council Meeting:

"I..... having been elected to the Office of Mayor for Tenbury Town Council, hereby declare that I take the said Office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability. I undertake to observe the Code as to the conduct that is expected of Members of Tenbury Town Council".

2.2.5 The Declaration of Acceptance of Office is signed by both the new Mayor and the Town Clerk of the Council. The Mayor's Term of Office is for one year and during this time the Mayor continues to be a Member of the Council and presides over the meetings of the Council.

### **3.0 ROLE OF THE MAYOR**

3.1 The role of the Mayor is to undertake Tenbury Town Council's civic and ceremonial duties in a dignified manner to uphold and enhance the status of the town and promote civic pride.

3.2 This objective is important and should be borne in mind when the Mayor carries out their duties throughout the year and in deciding what initiatives they choose to undertake.

3.3 During the Civic year, the Mayor supports a wide variety of events throughout the area. The Mayor receives invitations to all kinds of events, functions and engagements and every invitation is considered equally. If the Mayor cannot attend a function, the Deputy Mayor may be asked to attend on his/her behalf.

3.4 Duties that the Mayor may carry out include:

- Acting as host on behalf of the Council at functions agreed and organised by the Council;
- Attending functions and engagements in Tenbury, and outside the town as a ceremonial representative of Tenbury and the Council;
- Undertaking official openings or presentations on behalf of the Council;
- Organising events to raise funds for the Mayor's chosen charities;

3.5 The Mayor will choose his/her own consort who can be either a spouse/partner, fellow Councillor, family member or friend. If the consort is female, she is often referred to as the Mayoress. The consort should be given equivalent respect and dignity whenever he/she accompanies the Mayor on Civic engagements.

3.6 When representing Tenbury Town Council, the Mayor and consort will usually wear the Official Chains of Office. The Chains of Office will normally be worn at all official functions within Tenbury and they can also be worn at functions outside of the town when invited in an official capacity, although there are some exceptions to this, which are usually specified in the official invitation.

3.7 The Chains of Office will be stored in the Council safe and requested as required for official engagements. The Chains of Office should be returned to the office as soon as possible to ensure the insurance cover is not invalidated.

3.8 The Mayor also has several statutory functions:

- If present at the Full Council meeting, the Mayor must chair the meeting;
- The Mayor has a casting vote in the event of a tie;
- The Mayor should ensure, together with the Town Clerk, that the Council makes legal decisions;
- The Mayor has a duty to ensure that the agenda is followed correctly.

#### **4.0 SUPPORT FOR THE MAYOR**

4.1 Support for the Mayor is provided by the Assistant to the Town Clerk under the general direction of the Town Clerk. The Assistant to the Town Clerk who, as well as carrying out other duties for the Clerk, assists the Mayor with organising their diary. Each Mayor may have different needs or preferences in the way they are supported by the Assistant to the Town Clerk/Town Clerk and this can be agreed with the Town Clerk.

4.2 The Town Clerk and Assistant to the Town Clerk receives invitations for the Mayor by either post or email. All invitations should be sent to the Town Council offices addressed to the Town Clerk.

4.3 As soon as possible the Mayor will be notified of the invitation. Events and engagements will be logged onto the Mayor's engagement spreadsheet. The Mayor should respond whether he/she wishes to attend and whether he/she will be taking a consort with him/her. If the Mayor cannot attend he/she may request that the Deputy Mayor or another Councillor attend on his/her behalf. Once it is confirmed who will be attending, the appropriate response is sent to the host organiser by the Assistant to the Town Clerk who will also check on any other details regarding the event e.g. is a speech required, prize giving, dress code, Chains of Office, transport, parking arrangements and so on.

4.4 Confirmed events are entered onto the Mayor's itinerary dealing as much as information as possible. If both the Mayor and the Deputy Mayor decline, then similarly an appropriate response to the organiser will be sent thanking them and giving apologies.

4.5 All correspondence for the Mayor is kept in the Town Clerk's office. It is courteous for the Mayor to send a thank you letter to the host after the event, but this is at the Mayor's discretion. Thank you letters will be produced on Town Council headed paper and signed by the Mayor.

## **5.0 MAYOR'S CIVIC SUNDAY**

- 5.1 Each year the Mayor holds a Mayor's Civic Parade and Service. In previous years this has taken the form of a Civic Service reflecting religious and civic importance. However, the specifics of the event are entirely the choice of the Mayor but must be kept within an agreed budget, must be held in the parish of Tenbury and must be a suitable civic occasion inviting local and regional civic dignitaries.
- 5.2 The Mayor must discuss the proposals with the Town Clerk so the full implications of organising and arranging these events are clear and can be monitored.

## **6.0 MAYOR'S CHARITY**

- 6.1 The Mayor's charity traditionally raises funds for local charities in the Tenbury area. It is advisable to choose the charity or charities to be supported at an early stage. The Mayor may decide on either one main charity to support or two or three local charities or good causes. It is common to announce the chosen charity at the Annual Town Council Meeting when the Mayor is elected.
- 6.2 The chosen charity will be notified, and all funds raised at the events to be held by the Mayor will be donated to the chosen charity, usually at a presentation to be held at the end of the Mayor's year in office. Funds raised for the Mayor's charities cannot be used for any other purpose other than as a donation to the charity identified when the funds were raised, save for to cover reasonable costs to raise the funds.
- 6.3 During the Mayor's Term of Office, he/she can hold any number of fundraising events for his/her charity e.g. a ball, dinner dance, show etc which must be cost neutral to the Council. Other events may be organised by local organisations, clubs or institutions, with proceeds given to the Mayor's charity.
- 6.4 To enable the Mayor to raise funds for local charities, the Council relies on local businesses donating prizes to be used on raffles and tombola's. The Mayor may feel it necessary to visit local shops, pubs and businesses around the town to ask for prizes as sometimes the local shop owners/businesses prefer a more personal approach and consequently more likely to support the charity.
- 6.5 **Cheque Presentation**
- The Mayor will announce the total amount raised for his/her charity at the end of the Term of Office. The Annual Town Council Meeting might be considered an appropriate time to present cheques to the nominated charities. The local press is invited to attend however if absent photographs will be taken and press release sent to local newspapers for their use.

## **7.0 MAYOR'S EXPENSES**

7.1 The Mayor may be paid an allowance to meet the expenses of their office (LGA 1972, s15(5) and s34(5)). The Local Government Act does not stipulate the type or category of expenditure for which the Mayor may use the Civic budget. However, it is commonly described as recompense for the expenses of maintain the dignity of Office.

7.2 General items that can be claimed include:

- Clothing and partners clothing;
- Donations to local charities (under s137 power);
- Poppy wreaths;
- Collections;
- Attendance at engagements;
- Subsistence and mileage;
- The official Mayor's Christmas card.

7.3 It is important for the Mayor to plan the use of the budget over the year. The budget will be monitored by the Town Clerk and the once the budget level has been reached, no payments can be made, or further orders placed by the Town Clerk.

## **8.0 SUPPORT BY DEPUTY MAYOR**

8.1 The Member selected as Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unable to. If the Mayor is not present at a Council meeting, the Deputy Mayor must preside.

8.2 In effect, the Deputy Mayor has no standing as Deputy Mayor when the Mayor is present but assumes the precedence and standing of the Mayor when he/she is deputising for the Mayor rather than acting as Deputy.

8.3 The Deputy Mayor should avoid wearing the Deputy's Chain of Office in the presence of the Mayor except for Mayor Making.

## **9.0 CIVIC INSIGNIA**

9.1 The Mayor's chain and badge of office are the outward signs of the Civic Office held. The Mayor should not wear the Civic insignia in another capacity or area without express permission from the Council.

- 9.2 Civic chains should never be worn with a military uniform. However, a Mayor who is a member of the clergy may wear full canonicals with the chain over the gown. Similarly, the chain may be worn over academic dress.

## **10.0 PRECEDENCE AND PROTOCOL**

- 10.1 Town Mayor's should be addressed as 'Mr/Madam Town Mayor' or simply 'Mr/Madam Mayor'. A female Mayor is not a Mayoress. Precedence and protocol for visits and events is often set by custom and practice. The Town Clerk will be able to assist on these matters.

## **11.0 RECEIPT OF GIFTS**

- 11.1 In the course of the duty of being Mayor, often gifts will be offered to the Mayor. It is suggested that all Members should treat with extreme caution any offer of gifts, favour or hospitality that is made to them personally. Members including the Mayor are required to register any gifts or hospitality worth over £5.00 that are received in connection with their official duties as a Member, and the source of the gift or hospitality. You must register the gift or hospitality and its source within 28 days of receiving it.

## **12.0 THE CIVIC YEAR – EVENTS**

- 12.1 Below is a list of typical events, which are organised during the Mayor's year in Office. These dates are discussed with the Town Clerk at the beginning of each new year.

### **12.2 Civic Service/Mayor's Sunday**

The Mayor's Civic Sunday will be held in July. The format of the day is entirely for the Mayor to decide but must be within an agreed budget and held within the parish boundary. Civic dignitaries from the Council's designated list together with leaders of local community groups and organisations, colleagues, friends and family are invited.

### **12.3 Annual Town Meeting**

This is not the Annual Meeting of the Town Council. It is a legal requirement all parishes in England hold an 'Annual Town/Parish Meeting' to which all local electors are entitled to attend. In Tenbury, the meeting is organised and chaired by the Mayor and can adopt any format. Organisations that have been supported through the Town Council's grant scheme may be invited to display along with any community group who wishes to present a report. The meeting must be held between 1<sup>st</sup> March and 1<sup>st</sup> June each year.

### **12.4 Remembrance Sunday**

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day, which is on November 11<sup>th</sup> at 11.00am. The parade and the day's events are organised by the Royal British Legion in conjunction with St.

Mary's Church and the Town Council. The Mayor will lay a wreath on behalf of Tenbury Town Council in memory of those men and women who gave their lives for their country.

#### 12.5 Miscellaneous Events

Various miscellaneous events are attended by the Mayor, examples of which are included in the list below:

- Town twinning events – Tenbury is twinned with Pont-du-Casse in France;
- Opening of and attending fayre, garden parties, shows and festivals;
- Presenting awards and prizes to individuals and community organisations;
- Events, exhibitions and presentations to local schools;
- Other town's Civic Services, Civic events and charity fundraising events.

#### 13.0 **MAYOR'S END OF YEAR**

13.1 At the Annual Town Council Meeting, which notes the end of the Mayor's Term of Office, the outgoing Mayor makes a short speech and needs to consider several matters:

- Thanks to the Mayor's personal supporters – spouse/partner, family, friends etc;
- Thanks to the Deputy Mayor for support and assistance;
- Thanks to the charity supporters, Councillors who have helped and anyone else who has influenced or assisted in any way throughout the year.