

**CIVIC CEREMONIAL POLICY & CHARITY POLICY**  
**Protocols and Procedures for the Mayor/Chairman of the Council**

**For the purpose of these policies references to the Mayor and Deputy Mayor shall mean The Chairman and Deputy Chairman of the Council, and references to the Town Clerk shall mean the Proper Officer.**

This policy has been prepared to provide guidance for the incoming Mayor and Deputy Mayor in their role and on procedures whilst undertaking approved Town Council duties, Civic functions and attending meetings of full council. The information in this document is not exhaustive and only covers key points. Advice can be sought from the Town Clerk, the Mayor's Secretary or the Town Sergeant as appropriate at any time.

**Status and Legal Background:** The Mayor and Deputy Mayor must be an elected councillor of the council and they remain in office until the election of their successor, unless they resign, cease to be qualified or become disqualified from holding office with the town council. The Mayor represents the town council at all ceremonial functions within the town council's boundaries or elsewhere. The Mayor, unless through resignation, disqualification or death, continues in office throughout the municipal year and continues in post until the next Annual meeting of the council when the successor is elected and the appropriate Declarations of Appointment to Office have been signed.

**Requirements of the Office – Duties and Roles:**

Chairman to the council: The Mayor is elected by the members of the council at the Annual Council meeting and serves for twelve months (Section 15 (1) of the Local Government act 1972). Their main duty is to Chair full council meetings. They can suggest the items to be included on the agenda to the Town Clerk, but it is the Town Clerk's responsibility to produce the agenda and as legal signatory the Town Clerk will make the final decision on the content of the agenda. The Mayor is responsible for ensuring that effective and lawful decisions are taken at meetings of the council assisted by the Town Clerk. The Mayor is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Mayor summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long whilst abiding by the Procedural Standing Orders. The Mayor has a casting vote. Their first vote is a personal vote as a member of the council. If there is a tied vote, the Mayor can choose to use a second, casting vote. **The Chairman/Mayor cannot legally make a decision on behalf of the council**

A symbol of the authority: The Mayor is clearly seen as a symbol of the council and its area, with the insignia, the civic mace, robes and chains of office etc. The Mayor will often be the public face of the council and will represent the council at official events. They may be asked to speak on behalf of the council, to the public or press and in such circumstances should only express the agreed views of the council and not their own personal views and at all time must advise the Town Clerk of their actions.

A symbol of open society: A modern role for the Mayor is that the office symbolises an open society with the appointment being made from any qualifying Councillor as the town's first citizen. The Town Clerk is the second citizen.

An expression of social cohesion: The many and varied social engagements that are undertaken by the Mayor are a way of giving cohesion to life within the town, linking various bodies and organisations they visit. In this way the council's aims and objectives can be conveyed to those bodies, achieving the council's social, community, educational and economic aims.

**Support for the Mayor:** Day to day support for the Mayor is provided by the Mayor's secretary under the direction of the Town Clerk. The Mayor's secretary is an employee of Deal Town Council who, as well as carrying out other duties for the Council, assists the Mayor during their Term of Office where appropriate. The Mayor's secretary will arrange an induction meeting with the Town Clerk and new Mayor, once elected at the Annual General Meeting of the Town Council, to review the civic year, discuss lines of communication, diary management, and specific support required. Each Mayor may have different needs or preferences in how they wish to be supported and these must be agreed with the Town Clerk.

**Invitations/Events:** Invitations to functions must not be sent to, or solicited by, the Mayor. The Mayor or Deputy Mayor must not wear any civic insignia in another Town, District or Parish areas without prior permission from that Council. The Mayor's secretary will formally apply for this through the correct channels.

Priority must be given to local events within a 15 mile radius of Deal and to Cinque Ports Mayoral events. For any that fall outside this area excluding KCC Chairman events, the Mayor must first receive permission from the Town Council to attend.

The Mayor's secretary receives invitations for the Mayor via post or email at the Town Hall. The Mayor will be notified of the invitations and will decide on which ones to accept in liaison with the Town Clerk. A programme of confirmed events will be distributed weekly to the Mayor, Town Clerk and Deputy Mayor. On occasions the Mayor may be personally approached to attend an event, these requests must always be directed to the Mayor's secretary for action.

If the Mayor cannot attend the Town Clerk in consultation with the Mayor may request the Deputy Mayor or the Immediate Past Mayor attends on the Town Council behalf if appropriate.

Once it has been confirmed who, if anyone, is attending, an appropriate response will be sent to the host by the Mayor's secretary, who will also check on any details regarding the event, e.g. if a speech or any specific duty is required, dress code, insignia preferred, transport, parking arrangements etc.

All correspondence for the Mayoralty is kept in the Town Hall.

The Town Sergeant will liaise with the Town Clerk and the Mayor's secretary regarding the details for civic events, carrying out their duties as the council Mace Bearer, Mayor's driver and caring for the civic regalia. It should be remembered that the Town Sergeant will be collecting the Mayor and their consort from their home addresses or Town Hall when appropriate, but as with all council staff, both the Mayor's secretary and Town Sergeant are responsible to the Town Clerk, not an individual councillor including the Mayor.

**Transport/Town Sergeant & Deputy Town Sergeant:** The Town Sergeant has the appropriate vehicle and insurance to drive the Mayor or Deputy Mayor when requested to attend appropriate civic events, engagements and functions. Most engagements will be local with occasional visits to other Cinque Ports.

The Town Clerk will make the decision if the Town Sergeant is required on duty but will liaise with the Mayor's secretary and the Mayor. The Mayoral Chains may only be worn if the Town Sergeant, Deputy Town Sergeant or Deal Town Council officer is in attendance. In the event of the Town Sergeant being unavailable or at the request of the Town Clerk when required the Deputy Town Sergeant who also has appropriate car insurance will assist. Alternatively the Mayor or Deputy Mayor can make their own travel arrangements if civic regalia is not required, with any travel costs being charged to the Mayor's disbursement allowance.

**Deputy Chairman/Deputy Mayor:** The Deputy only has a civic legal and royal status in the absence of the Mayor, therefore:

**Invitations:** Invitations to functions should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor must not attend functions in their own right, but only when deputising for the Mayor. Invitations must be sent to the Mayors Secretary for processing through the correct channels.

**Civic Events:** When attending civic events at which Deal Town Councillors are present, the Deputy Mayor will head the group of Deal Town councillors in appropriate robes.

**Full Council meetings:** The Deputy Mayor will chair meetings of Full Council in the Mayor's absence.

**The Chairman/Mayor Charity Fund:** The Town Council has a Mayor's Charity Account Fund that the Mayor raises money for to be distributed to local charities in Deal (Charity policy refers). All funds raised at events will be held in the Mayor's Charity Fund Account.

To raise money for the fund the Mayor will hold fundraising events, these must be cost neutral to the Council, the Mayor's secretary will be able to advise on suitable events. The cost of putting on these events such as catering, raffle prizes, wine and refreshments must all come from the ticket price of the event unless agreed to come from the Council's hospitality for special reason and supported by Council resolution.

The Mayor will announce the total amount of money raised for the chosen charities at the end of their Term of Office.

**Mayoral Certificates/Awards:** If the Mayor wishes to hand out certificates and/or awards it must be remembered that this is being done on behalf of the Town Council. For this reason the certificates, awards and the recipients must first be agreed at a meeting of full council before action.

**Civic Insignia, Robes, Chain and Mace:** The Mayor and Deputy Mayor each have separate robes of office, chains and badges. The Deputy Mayor may not wear the Mayor's robes or chain, when undertaking civic events. The Deputy Mayor may only wear civic insignia with the Town Clerk's and Mayor's approval.

**Civic Allowances and expenses:** Deal Town Council has agreed a Civic Allowance of £2,000 This allowance covers the Mayor, Deputy Mayor and Mayoress. The split between the Mayor, Deputy Mayor and Mayoress is decided by the Mayor.

These allowances may be used to meet related expenses for the costs of being in office including:

- Clothing
- Sending Flowers
- Partner's Clothing
- Donations to Charities
- Purchase of Raffle Tickets (any prizes are the property of Deal Town Council and must be re-circulated in raffles held by the council and Chairman)
- Purchase of Tickets for Mayoralty Events (limited to one guest)
- Personal Hospitality (inc. drinks, lunches and dinners)
- One off civic events to meet travel costs or fund raising events tickets

In addition to the Civic Allowance, Deal Town Council has agreed a Hospitality Budget of £2,000 This allowance covers the cost of the Mayor, Deputy Mayor and Mayoress attending Civic and other events as detailed above.

Transport is provided by the Town Sergeant or Deputy Town Sergeant using the Deal Town Council Official car that has its own budget that includes fuel. The cost of any alternative travel is charged to a separate Mayoral Travel budget of £100

**Charter Day Civic Service:** The Mayor will hold an annual civic Charter Day service on the 13 October (the date the Charter was given to Deal) or a day near this date. The usual practice is to hold the service at the Mayor’s Chaplain’s church. The Mayor will decide with the Town Clerk, Mayor’s secretary and Town Sergeant the format for the day.

**Ceremonial Evening:** The council will hold a ceremonial mayoral evening shortly after the annual meeting of the council; business of this evening shall include, the announcement of the Incoming Mayoress/Consort, Deputy Mayoress/Deputy Consort, outgoing Mayor and Deputy Mayor speeches, Incoming Mayor and Deputy Mayor speeches, announcement of the Mayor’s Chaplain and Mayoral Cadet. Please see agenda attached. The maximum number of places to be allocated for this evening at the Town Hall is 80.

Invites to be sent as follows;

Incoming Mayor	1
Incoming Deputy Mayor	1
Outgoing Mayor	1
Outgoing Deputy Mayor	1
Lord Warden of the Cinque Ports	2
Local MP	2
Chairman of Dover District Council	2
Cinque Port Mayors & Consorts (not inc Tsgts)	32
Chairman of Walmer Parish Council	2
Deal Town Councillors & partners	22
Town Clerk	1
Town Sergeant	1
Mayors Secretary	1
Mayors Cadet incoming & escort	2
Mayors Cadet outgoing & escort	2
Incoming Mayors Chaplain	1
Outgoing Mayors Chaplain	1
Incoming Mayoress/Consort	1
Outgoing Mayoress/Consort	1
Incoming Deputy Mayoress/Consort	1
Outgoing Mayoress/Consort	1
<b>TOTAL</b>	<b>79</b>

The 1 remaining place to be allocated by the incoming Mayor

Should any places be remaining once all responses are received the incoming Mayor will make the decision on their allocation in liaison with the Town Clerk.

## **Mayor's Chosen Charities Policy**

**Process:** The Mayor's secretary will submit a press release to the East Kent Mercury and advertise on the council's website and noticeboards inviting all local Deal charities, groups, clubs and organisations to apply for the Mayor to consider supporting them during the Mayoral year. The application form for this will include, contact address, email and mission statement of the group/charity and why they require funding.

Press release to include a closing date at the end of June for forms to be returned by.

**Selection:** As soon as possible after the closing date for receipt of applications the Mayor, Mayor's Secretary, and Town Clerk will meet to consider the forms received and will select a maximum of three to recommend to council to become the Mayor's chosen charities for that municipal year for decision.

**Advertising:** All of the Mayoral charity event correspondence/advertising will include details of who the council are supporting for that year and all funds raised from these events will be distributed between the 3 or more chosen charities at the end of that Mayoral term.

**Allocation of funds raised:** The decision on how these funds will be allocated is delegated to the Town Clerk in liaison with the Mayor's secretary, Mayor and R.F.O. The Mayor will visit the recipients to present the funds raised to them.

Approved F/C March 2019

Updated with approved budget information May 2021