

## **CIVIC CEREMONIAL**

### **Protocols and Procedures – A Guide for the Mayoralty**

This Briefing Guide has been prepared to provide general guidance for incoming Town Mayors and Deputy Mayors on their roles and procedures whilst undertaking approved Town Council, 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 Town Sergeant or the Mayor's Secretary as appropriate at any time.

#### **1. Status and Legal Background**

The Town Mayor and Deputy Mayor must be an elected Councillor of the Council and he/she remains in office until the election of his/her successor unless he/she resigns, ceases to be qualified or becomes disqualified from holding office with the Town Council. The Town Mayor is the proper person to represent the Town Council on all ceremonial functions within the Town Council's boundaries or elsewhere. The Town Mayor, unless through resignation, disqualification or death, continues in office throughout the municipal year and continues in post until the next Annual Council meeting when the successor is chosen and the appropriate Declarations of Appointment to Office have been signed.

#### **2. Requirements of the Office – Duties and Roles**

Town Mayor: There are four important roles for the Town Mayor:-

- **A symbol of the authority** – the Mayor is clearly seen as a symbol of the Council and its area, with the insignia of the civic mace, robes and chains of office etc.
- **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 an expression of giving cohesion to life within the town, linking various bodies and organisations as he/she visits. 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.
- **Chairman to the council**  
The Chairman/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).
- The Chairman's main role is to run full council meetings. He/she can suggest the content and design of the agenda, but as legal signatory, the Clerk has the final say. The Chairman is responsible for ensuring that effective and lawful decisions are taken at meetings of the council and, assisted by the clerk, guides activities by managing the meetings of the council. The Chairman is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Chairman 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. The Chairman has a casting vote. His/her first vote is a personal vote as a member of the council. If there is a tied vote, the Chairman can have a second, casting vote.

The Chairman will often be the public face of the council and will represent the council at official events. He/she may be asked to speak on behalf of the council in such circumstances should only express the agreed views of the council and not his/her personal views.

- The Chairman cannot legally make a decision on behalf of the council.

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

- Invitations to functions should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right, but only when deputising for the Mayor.
- All invitations should be sent for consideration by the Mayor (as first citizen) and if the Mayor cannot attend, it may be appropriate to “pass down” an invitation. This, however, should not be automatic or necessarily desirable and is the decision of the Mayor in liaison with the Mayor’s secretary. With over 300 civic functions each year, it is inevitable that the Mayor will need to decline a proportion of functions to undertake this substantial workload.
- When attending civic events at which Deal Town Councillors are present, the Deputy Town Mayor will head the group of Deal Town Councillors in appropriate robes.

### 3. **The Demands of Becoming a Town Mayor/Deputy Mayor**

Being a Town Mayor is different to being a Councillor. Consequently, before taking on this demanding role, Councillors should consider the following which will be affected during their year in office:-

- The effect of becoming Mayor on family and friends
- The effect on a career or job
- The effect on a political career
- The effect on personal and religious beliefs
- The pomp, circumstance and protocols that are involved
- The effect on non-Council interests
- The effect on the Mayoral partner
- The effect on a Mayor’s relationships with other Councillors
- The effect on the Mayor’s relationships with his/her constituents

### 4. **The Civic Year**

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 each invitation is considered equally. Invitations to functions should not be sent directly to (or solicited by) the Mayor. If the Mayor cannot attend a function, the Deputy Mayor may be asked to attend on his/her behalf.

Duties which the Mayor may carry out include:

- Acting as host on behalf of the Council at functions organised by the Council.
- Attending functions and engagements in Deal and on occasion outside the town, as a ceremonial representative of the Council.
- Undertaking official openings or presentations on behalf of the Council.
- Organising events to raise funds for the Mayor’s chosen charities.
- Representing the Council during Royal, Celebrity or VIP visits to the town.

The Mayor may choose his/her own escort who can be either a spouse/partner, fellow Councillor, family member or friend. If the escort is female she will be referred to as the Mayoress, if male he will be referred to as the Consort. The escort is entitled to equivalent respect and dignity whenever accompanying the Mayor on Civic Engagements. A list of usual annual civic/town events that the Mayor is expected to attend is attached.

### **Support for the Mayor**

Day to day support for the Mayor is provided by the Mayor's Secretary under the general 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 his/her Term of Office.

The Mayor's Secretary will arrange an induction meeting with the 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 the way they wish to be supported by the Mayor's Secretary.

The Mayor's Secretary receives invitations for the Mayor via post, email or fax at the Town Hall, as soon as is practically possible, the Mayor will be notified of the invitations. A programme of confirmed events will be distributed weekly. On occasions the Mayor may be personally approached to attend an event, these requests should be directed to the Mayor's Secretary in order to avoid any confusion or double bookings.

The Mayor should respond whether or not he/she wishes to attend, and advise whether he/she will be taking his/her escort. If the Mayor cannot attend he/she may request the Deputy Mayor or the Immediate Past Mayor to attend on his/her behalf.

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, and it is courteous of the Mayor to send a letter of thanks to his/her host after the event.

The Town Sergeant will liaise with the Town Clerk and the Mayor's Secretary regarding the arrangements for Civic Events, carrying out his/her 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, 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.

### **The Mayor's Charity**

The Mayor's Charity traditionally raises funds for local charities in Deal. It is advisable to choose one main or two/three smaller charities or good causes, the Mayor' and advise the Mayor's Secretary at the induction meeting. The chosen charities will be formally notified by the Mayor's Secretary and all funds raised at events will be held in the Mayor's Charity Accounts and presented at the end of the year in Office.

During the Mayor's Term of Office, it is recommended that he/she hold a main fundraising event for his/her nominated charities such as; a ball, dinner or dance, plus two/three smaller events such as; an

auction, a concert, quiz or race nights. Events must be cost neutral to the Council, the Mayor's secretary will be able to advise on suitable events.

Funds raised for the Mayor's charities can not be used for any other purpose than as a donation to the aforementioned charities, save to cover all reasonable costs associated with raising the funds.

#### Cheque Presentation

The Mayor will announce the total amount raised for his/her charities at the end of the Term of Office, and may wish to present cheques to the nominated charities at the Annual Town Meeting. It is advisable to invite the local press to any presentations.

#### 5. **Civic Allowances and what expenses can be met** **Deal Town Council have agreed the following Civic Allowance £**

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

- Clothing
- Collections
- Sending Flowers
- Partner's Clothing
- Donations to Charities
- Purchase of Raffle Tickets
- 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

The Kent Code of Conduct adopted by Deal Town Council requires all Councillors including the Mayor to make declarations of any gifts or hospitality over the value of £100, whether accepted or declined. The record book for the declaration is kept by the Town Clerk. The declaration should be made before the end of 28 days beginning with the day of receipt/acceptance.

#### 6. **Transport**

The Town Sergeant has the appropriate vehicle and insurance to drive the Mayor or deputy Mayor when requested to appropriate civic events, engagements and functions. Most engagements will be local with occasional visits to other Cinque Ports.

In the event of the Town Sergeant being unavailable, 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.

#### 7. **Civic Insignia, Robes, Chain and Mace**

The Town 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 Mayor's approval.**

Robes and Chains may only be worn when the Mayor or Deputy Mayor is accompanied by the Town Sergeant, or a Deal Town Council approved attendant.

The rules governing the civic dress code are as follows:-

<b>Occasion</b>	<b>Mayor</b>	<b>Deputy Mayor</b> with Mayors Approval ( <i>which should not be unreasonably withheld</i> )
In cases where the Mace is out it is normal Civic Protocol for all Councillors and the Town Clerk to be robed (Cinque Port Mayors follow this guidance)		
Special and public functions connected with the Business of the Council at which Royalty is present	Full Robes/Chain and Mace	Full Robes/Chain
Civic dinners	Chain and Robes at reception (if requested by organising body)	Chain and Robes at reception (if requested by organising body)
Civic Reception	Chain or Badge	Chain or Badge
Non civic function within the Town at which Royalty is present	Chain (and Robes if requested by organising body)	Chain (and Robes if requested by organising body)
Non civic event within the Town at which Royalty is not present	Chain or Badge	Chain or Badge
Charity meetings, fetes, bazaars etc within the Town	Chain or Badge	Chain or Badge
Any function outside the Town, subject to meeting the guidelines specified in Section 6 of this protocol.	Robes, Chain or Badge, as requested by the organisers and agreed by the Mayor of the area, where the function is held, subject to travelling in the Civic Vehicle	Robes, Chain or Badge, as requested by the organisers and agreed by the Mayor of the area, where the function is held, subject to travelling in the Civic Vehicle

The Town Mayor or Deputy Mayor should not wear any civic insignia in another Town, District or Parish areas without the express permission of that Council, this is requested by the Mayor's secretary.

When wearing official robes and hats the Mayor/Deputy Mayor (male) should remove their hats and females should bow:-

- acknowledging salutes
- during the playing of the National Anthem
- in the presence of a member of the Royal family
- as each section passes the salute
- when the colours pass

It is traditional for outgoing Mayors and Mayoress' to be given a past Mayors/Mayoress badge of office which may only be worn:-

- when the Mayor is in robes at a Council meeting
- when the Mayor asks for such badges to be worn
- at invited ceremonial events when robes are worn
- when invited to do so in another authority's area