

Deal Town Council
Mayor's Chosen Charities Policy

1. **Process**

The Mayor's secretary will produce a form requesting the name, contact address, email and mission statement of the group/charity and then issue a press release inviting all local Deal groups, charities, clubs and organisations to fill out the form (available on the council's website, reception and on request) this will provide the Mayor's office with up to date information.

Press release to include a closing date at the end of May for forms to be returned by, date to be agreed by the Mayor's Secretary, Town Clerk and Mayor.

2. **Selection**

As soon as possible after the closing date the Mayor, Mayor's Secretary and Town Clerk will meet to consider the forms received and will choose a minimum of three to become the Mayor's chosen charities for that municipal year.

3. **Advertising**

The Mayor's charity event correspondence will include details of who they are supporting for that year and funds raised from Mayoral events will be distributed amongst them at the end of their term.