



## **St. Anne's on the Sea Town Council Mayoral Protocol**

This protocol establishes a set of principles and expectations concerning how the role of the Town Mayor should be conducted to ensure clarity and consistency for the benefit of the Town, the Town Council as well as the Office holder.

### **1 INTRODUCTION**

The Mayor, by virtue of election to Office, is the Chairman of the Council and if present, presides over Town Council full Council meetings.

The Mayor is formally elected at the Annual St. Anne's Town Council meeting; held in May. The position of Mayor-Elect is decided at the full Council meeting in January, or the nearest Council meeting thereafter.

The position of Mayor-Elect to Town Council Mayor is formally adopted at the Annual meeting. If in an election year the Mayor-Elect is not re-elected, there will be a vote undertaken at the Annual St. Anne's Town Council meeting; held in May.

*Further information on the election process is detailed in the Council's Standing Orders.*

### **2 LEGAL ROLE AND DUTY OF THE MAYOR**

The role of Mayor at St. Anne's Town Council is defined as;

- (i) Chairman of the Town Council
- (ii) Representative of Town on civic matters
- (iii) Spokesman for the Council and the Town on civic matters
- (iv) Representative for the Town Council

In carrying out these roles, the Mayor must be mindful of the dignity of the Office and ensure due protocol and precedence is applied. At all times they should follow the Town Council's Standing Orders and Financial Regulations, whilst complying with the adopted Code of Conduct.

The main duty of the Mayor is to preside at meetings of the Town Council.

When chairing meetings the Chairman should avoid getting involved in debate on highly contentious issues. An impartial Chairman should use their office where appropriate and when necessary to clarify the position of *both* sides in the debate or make compromise or consensus proposals. In some circumstances it may be appropriate for the Chairman to temporarily vacate the chair if they wish to participate in the debate.

Meetings of the Town Council should take precedence over outside invitations received in order to ensure that meetings remain legally quorate.

The Town Mayor will usually attend and “preside” at all events that are arranged by the Town Council. This would normally include greeting/welcoming any principal guests; individually thanking artists and key volunteer helpers as well as occasionally general speeches of welcome/thanks to all attending.

The Town Mayor must not:

- Make decisions, imply financial commitment or act alone without prior resolution from the Council
- Speak out on private or confidential issues
- Conduct a press conference or press release without consulting the Town Clerk.

The Mayor must not solicit invitations to events, as this would undermine the dignity of the office.

### **3 THE COUNCIL’S EXPECTATION OF THE TOWN MAYOR**

The following expectations are applied to the manner in which the Town Mayor conducts their role

- The Mayor needs to exhibit a keen and genuine interest in people they meet, and act with dignity but sociability
- The Mayor must show enthusiasm and genuine commitment to the role at all times
- The Mayor is non-party political
- The Mayor should speak up on the Town’s interests, reflecting the policy of the Town Council at all times rather than individual views on any issues
- The Mayor should seek to use the opportunities and influence of the office proactively to promote the improvement of the community at a grass roots level

### **4 MAYORAL CHARITIES**

During the year in office the Mayor may wish to raise funds, and organise fund raising events in aid of one or several nominated charities, which should be registered with the Charity Commission.

All funds raised by the Mayor for their nominated charity or charities should be paid into the Saint Anne’s on the Sea Town Council, Mayor’s Charity Account. At the end of the year a cheque must be raised made payable to the nominated charity or charities; with the cheque being formally present to the charities’ nominated representative, prior to the Annual Town Council meeting.

The extent of participation in charitable events in a mayoral year is at the discretion of the Mayor.

The Town Mayor’s Carol Service is usually the largest event of the fund raising year and the date and venue are determined by the Mayor at an early date.

### **5 MAYORAL ALLOWANCE**

The Town Council allocates an allowance to meet reasonable expenses of the Mayor’s Office. The allowance is intended to cover:

- The cost of travel & subsistence;
- Necessary expense of organising event(s) to raise funds for the Mayor’s chosen charity;
- Purchase of nominal gifts (flowers/chocolates etc) for presentation at special events (e.g. a 100<sup>th</sup> birthday or a golden wedding anniversary); and
- Realistic spend on items of attire necessary for the conduct of the Mayor’s ceremonial role

From 2015 the Mayor’s allowance is paid directly to the Mayor in two stages:

1. 1<sup>st</sup> payment within one week of their appointment at the Annual Town Council meeting
2. 2<sup>nd</sup> Payment within the first week of September

## **6 TAXATION AND INSURANCE**

Any duties payable to the Inland Revenue will depend on the individual status of the Mayor. There is a responsibility that rests with the individuals concerned to keep expense receipts for payments made from the Mayoral Allowance.

## **7 CHAIN OF OFFICE**

The Mayor's Chain shall only be worn on official occasions and may only be worn by the Mayor.

The Mayor's Chain when not in use should be stored in the designated storage case for the Chain. When the Mayor is travelling in their vehicle, the Chains of Office must be stored out of sight.

## **8 PRECEDENCE**

### **Royal Visits**

The Town Mayor must give precedence in the Parish of St. Anne's to Royalty and the Lord Lieutenant of the County.

### **Events Not Involving the Royal Family**

*Events not organised by the Town Council (held in the Parish)* - The Fylde Borough Mayor has precedence over the Town Mayor at all events not convened or organised by the Town Council held in the Parish of St. Anne's.

*Events organised and arranged by the Town Council* - The Town Mayor shall have precedence over the Fylde Borough Council Mayor at any event convened organised and arranged by the Town Council, including;

- The Annual St. Annes Town Council Meeting
- Easter Event in Ashton Gardens
- RNLI Fund Raising Concert
- The St. Anne's Christmas Light Switch On Event
- The Mayor's Carol Service
- All Town Council meetings

It should be noted that the question of precedence at events not involving the Royal Family is a social, not an executive issue. So, for example, at St. Anne's Christmas Light Switch On Event, the Town Mayor presides even though the Borough Mayor is normally present.

## **9 CONSORTS**

There is no official recognition in law of the partner/spouse of the Town Mayor, or that a Mayor's Consort exists. In the more relaxed procedures today and especially at social events, it is appropriate for the spouse to accompany his/her partner, as a Consort. The Mayor's Consort is referred to as 'Consort' only, is not a Town Council Official in terms of being an elected official or Council Officer and the role is confined to accompanying the Mayor at civic events. Only the Deputy Town Mayor deputises for the Town Mayor.

The Consort usually accompanies the Mayor when the invitation specifically asks so - often attendance is requested for the Mayor alone.

## **10 ROLE AND FUNCTIONS OF THE DEPUTY TOWN MAYOR**

The Mayor can be supported in the attendance of events by the Deputy Mayor and it is at the discretion of the Mayor as to precisely which invitations are to be passed to the Deputy Mayor, in order to deputise on his/her behalf when the Mayor is unavailable.

If they attend an event with the Mayor, they should ensure that they have been invited and the invitation does refer to the Deputy Town Mayor not the Mayor and Consort.

At all times when the Deputy Town Mayor is deputising for the Town Mayor they assume the full roles and responsibilities as laid out for the Town Mayor. The Council's expectation of the Deputy Town Mayor will be identical in all regards to those required by the Town Mayor. As referred to in section 9, the Deputy Town Mayor can bring a Consort to events; however this should be specified within any invitation.

The role of Deputy Town Mayor does not attract a civic allowance.

## **11 OTHER COUNCIL MAYORS**

The sensitive issue of precedence should be respected by the Town Mayor and Deputy Town Mayor, particularly when they are attending events hosted by the Fylde Mayor.

The Town Council work in an effective partnership with the Borough Council and this good working relationship should be supported at all times. It should also be remembered that at events outside the Parish of St. Anne's the Town Council Mayor does not take precedence over the Fylde Mayor or any other Parish/Town Mayors.

If the Town Mayor is at an event with the Fylde Mayor, prior permission should be sought from the Fylde Mayor for the Town Mayor to wear the Mayoral Chains. This also applies to the Deputy Town Mayor. However this does not apply where the event is organised by the Town Council

**Approved and Adopted by the: Town Council**

**On: 30<sup>th</sup> September 2014**