

Congleton Town Council

Civic Protocol



Contents

1: INTRODUCTION	3
2: ROLE OF THE MAYOR	4
3: THE MACE AND MACEBEARER	5
4: THE MAYOR’S CHAPLAIN	5
5: MAYOR’S CADET See Mayors Operation Note Four for details	6
6: SUPPORT FOR THE MAYOR	6
7: INVITATIONS TO THE MAYOR	6
8: MAYOR’S CHARITIES	6
9: DONATIONS	7
10: CHEQUE PRESENTATION	7
11: MAYOR’S ALLOWANCE	8
12: SUPPORT BY DEPUTY MAYOR	8
13: INVITATIONS TO COUNCILLORS	9
14: CIVIC INSIGNIA	9
15: CIVIC ROBE	10
16: PRECEDENCE AND PROTOCOL	10
17: RECEIPT OF GIFTS	10
18: CIVIC EVENTS – See Mayors Operation Note two for details	11
19: MAYOR’S OFFICIAL PHOTO AND ROLL OF MAYORS	13
20: HONORARY BURGESSES see Mayor’s Operation Note Five for details	13
21: CONSIDERATIONS FOR MAYORAL CANDIDATES	13
MAYOR OPERATIONS NOTE ONE – CIVIC INVITEES	14
MAYOR’S OPERATION NOTE TWO - CIVIC EVENT DETAILS AND LEVELS OF SUPPORT	15
MAYOR’S OPERATION NOTE THREE STANDARD PRINT TEMPLATES	20
MAYOR’S OPERATION NOTE FOUR - APPOINTING A MAYOR’S CADET	21
MAYOR’S OPERATION NOTE FIVE – APPOINTING A BURGESS	22

1: INTRODUCTION

Holding the position of Town Mayor is a great privilege and very rewarding. The Town Mayor receives many invitations to civic, community and business events and occasions during the civic year.

This Civic Protocol is designed to assist the Town Mayor and Deputy Town Mayor in understanding their roles and responsibilities and provides some useful guidance for undertaking civic duties.

The Protocol refers to several Working Procedures. These are attached as annexes to the paper for information, but do not form part of the protocol and can be amended by the office. The Protocol and the Operation Notes are designed to ensure a consistent approach when dealing with issues connected to the civic function and to help ensure that the civic year runs as smoothly as possible for the incumbent Mayor.

Not all eventualities will be covered by this protocol and assistance is always available from the Town Council Officers.

1.1 TOWN MAYOR

Section 245 (6) of the Local Government Act 1972 gives Parish Councils the power by resolution to allow themselves the title of Town Council and the Chair of a Town Council is entitled to the style of 'Town Mayor'.

A Town Mayor has the same rights and duties as a Parish Council Chair. The office and civic leadership role of Town Mayor must always be respected by members of the council.

1.2 THE COUNCILLOR BECOMING MAYOR

The Mayor, by virtue of the Office, can and should seek to use their influence and standing in the role to stimulate community pride, encourage business and promote the voluntary sector. The Mayor can expect to attend many meetings, engagements, civic events and will be in the public eye during their term of office.

The Mayor is formally elected by Congleton Town Councillors at the Annual Town Council Meeting held in May. In the event of more than one nomination being put forward, the meeting shall select the successful candidate in accordance with the [Council's Standing Orders](#) which are available both on the website and at the Council Offices.

The Mayor must be a serving Congleton Town Councillor. A Deputy Mayor, who must be a serving Councillor, will also be elected at this meeting. The new Mayor is required to make the following declaration when accepting the Term of Office at the Annual Meeting:

“I...(name).... having been elected to the Office of Mayor for the Town of Congleton, 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. “

The Mayor's term in office is for one civic year and during this time the Mayor continues to be a member of the Council and presides over the meetings of the full Council

2: ROLE OF THE MAYOR

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

The key aims of the Town Council should be borne in mind when the Mayor carries out their duties throughout the year and in deciding what initiatives they choose to undertake.

The Mayor has several statutory functions:

- The Mayor, if present, must preside over meetings of the Full Council and the Annual Town Meeting
- The Mayor has a casting vote in the event of an evenly split vote at Council
- The Mayor should ensure, together with the Chief Officer, that the Council makes legal decisions
- The Mayor has a duty to ensure the agenda is followed correctly and that Standing Orders are properly applied
- The Mayor has an ex-officio status on all Town Council committees. (a right through being Mayor)- see [standing orders](#) item 48)

The Mayor also has several Civic Duties:

- Organising events to raise funds for the Mayor's chosen charities
- Acting as host on behalf of the Council at functions organised by the Council
- Attending functions within Congleton, or on occasions outside the town as a ceremonial representative of the Council
- Undertaking official openings or presentations within Congleton on behalf of the Town Council
- Representing the Council during royal visits to the town
- A Mayor's report is given at each Council Meeting.

The Mayor may choose to have a consort. The consort can be a partner, fellow Councillor, family member or friend. It is generally understood that the Consort will provide assistance as follows:

- Personal support for the Mayor
- Accompany the Mayor on engagements
- Observe the Civic Protocol

The consort may choose to use the term Mayoress if they wish. Please discuss choice with the Chief Officer or Civic Administration Officer.

3: THE MACE AND MACEBEARER

[The Mace](#) is a symbol of the Mayor's authority and should be seated close to the Mayor at Council meetings. When the Town Mayor is seated the Mace rests horizontally before them with the crown to their right hand. When at the Town's Parish Church, St Peter's, there is a Mayor's pew and purpose-built area for the mace. The Mace should always be reversed in the presence of the Sovereign.

The role of the Macebearer is to attend the Town Mayor at the Annual Council Meeting, Civic Parade and Royal visits. This is an honorary title and holds no powers or payment. The Macebearer carries the Mace at these public Civic events and is responsible for the safety and security of the civic insignia whilst it is on display on these occasions and returned to the Town Hall afterwards. The Macebearer is well placed to regularly inspect insignia and robes of office and is responsible for bringing to the attention of the Chief Officer the need for any cleaning and necessary repairs. The Mace when not on display is stored in the safe in the Town Hall.

The Macebearer is appointed at the Annual Town Meeting.

4: THE MAYOR'S CHAPLAIN

The Mayor may choose to select a Chaplain, which is an honorary title, for an individual who may provide spiritual guidance or inspiration to the Mayor during their tenure. A Chaplain may be a representative from a specific faith, inter-faith or a pastoral leader or celebrant of no faith, in keeping with the Council's inclusive culture.

It is traditional for council meetings to start with a short period of reflection, guided by the Mayor or Chaplain, this could include such things as a thought for the day, a prayer, an inspirational quote or poem etc. This is the choice of the incumbent Mayor and is not mandatory.

Traditionally, a civic service has been held to welcome the new Mayor. The incoming Mayor may choose to have a religious service at one of the town's places of religious worship or to request a secular event at an alternative venue. If the Mayor has selected a Chaplain they will take a key role in that event. If the Mayor chooses to have a Chaplain, the person taking the role will be announced at the Annual Town Meeting.

5: MAYOR'S CADET See Mayor's Operation Note Four for details

The Mayor's Cadet is a young local person from one of the uniformed groups in the town. The Cadet accompanies the Mayor at key Civic Events, and at other events on agreement between the Cadet and Mayor.

6: SUPPORT FOR THE MAYOR

Day to day support for the Mayor is provided by the Civic Administration Officer (CAO), under the general direction of the Chief Officer. The Civic Administration Officer is an employee of the Town Council who, as well as carrying out other duties for the Council, assists the Mayor with organising their term in office.

The Civic Administration Officer will arrange a meeting with the new Mayor immediately after their election to plan their Civic Year. This will involve making plans for the Civic Service, Mayor's Ball and any other fundraising events the Mayor wishes to hold.

Once planned, the dates will be communicated by the Civic Administration Officer to Councillors, officers and neighbouring town councils to minimise clashes with other key events. Generally, fund raising events outside of the Mayor's Ball are organised by the Mayor with support from members of their chosen charity, friends and colleagues.

If the Mayor requires some additional guidance or information, this should first be raised with the Civic Administration Officer, who will provide the necessary information, occasionally this may also require the assistance of the Chief Officer.

7: INVITATIONS TO THE MAYOR

During the Civic year, the Mayor will support a wide variety of events throughout the town. All invitations must be sent for consideration of the Mayor (as First Citizen) and, if the Mayor cannot attend the invitation may be appropriate to 'pass down' to the Deputy Mayor. The Consort does not take precedence over the Deputy Mayor and cannot represent the Town in their own right. The Deputy should not attend functions unless they have received a specific invitation. Their role is to deputise for the Mayor.

The Civic Administration Officer receives invitations for the Mayor and will request a pro forma to be completed outlining the details of the event and liaises with the Mayor before accepting or declining invitations.

8: MAYOR'S CHARITIES

The Mayor's Charity traditionally raises funds for one or more local charities or good causes in the Congleton area but is not obliged to. The Mayor may decide to support as many organisations as they wish. The Mayor's Charity Account is not a registered charity as the charities it supports changes annually.

The Town Council holds two Mayor's Charity Bank Accounts – one for the current Mayor and one for the outgoing Mayor. These are separate bank accounts held with the Royal Bank of Scotland. The bank accounts are outside of the scope of VAT, meaning that VAT does not need to be added to ticket prices, but also that VAT cannot be reclaimed on purchases.

The Mayor is encouraged to announce their charities at the Annual Council Meeting, but if not decided then at the next Council meeting. It is expected that the funds raised during the year in office will be distributed to the named charities by the outgoing Mayor within six months of ceasing to be Mayor. They must be distributed before year end.

Charity events vary with individual Mayors, and charity events that the Mayor wishes to organise are generally supported by friends, councillors and the charities that are being supported. Local organisations, clubs or institutions may choose to organise events and donate the proceeds to the Mayor's Charity. The Civic Administration Officer should be advised of all events as soon as they become known. How much focus goes into raising funds will be determined by the Mayor.

The Town Council holds a small lotteries and gaming licence that enables the Mayor to hold ticketed raffles over several days or weeks. Licence number LA802.

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, except when required to cover reasonable costs to raise funds.

9: DONATIONS

To enable the Mayor to raise funds for local charities, local businesses may be approached to donate prizes for a raffle or tombola. This task is undertaken by the Mayor or their supporters. It is considered good practice to disclose publicly the donations received. All donations must be freely given. Any gift worth more than £100 should be registered with the monitoring officer in line with para 4.16 Gift and Hospitality of the Members Code of Conduct.

10: CHEQUE PRESENTATION

The Civic Administration Officer will coordinate the distribution of Mayor's funds within six months of the end of their term of office. The Mayor will announce the total amount received for their charity, or best estimate at the Annual Council Meeting.

11: MAYOR'S ALLOWANCE

The Mayor's Allowance will be reviewed annually through the budget setting process. The Mayor may be paid an allowance to meet the expenses of the office (LGA 1972, ss 15(5) and 34(5)). The Local Government Act does not stipulate the type or category of expenditure for which the Mayor may use the Civic Allowance. However, it is commonly described as recompense for the expenses of maintaining the dignity of the office.

General items may include:

- a) Clothing
- b) Consort's clothing
- c) Donations to charities
- d) Collections
- e) Personal hospitality (including lunches and dinners)
- f) One-off events held by the Mayor
- g) Tickets to events
- h) Child minding

It should be noted that the purchase of the above items would not necessarily qualify towards the allowance for tax-deductible purposes; it merely suggests that the items relate to maintaining the dignity of the office. The Mayor's allowance is a taxable benefit and Mayors are advised to keep track of their expenses to offset against a potential tax liability.

The Town Council's budget contains provision for certain civic events including Remembrance Sunday, Civic Sunday, Mayor Making and receiving Civic visitors. Managing this budget is the responsibility of council officers and any purchase orders can only be raised by officers. It is important for the Mayor to have an awareness of this budget as once the budget level has been reached, no payments can be made, or further orders placed by Council Officers. Any expenditure on anything other than the events mentioned above would need to be approved by Council and ideally planned well in advance to enable a budget to be approved.

12: SUPPORT BY DEPUTY MAYOR

The Member elected as Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is absent and requests it. If the Mayor is not present at a Council meeting, the Deputy Mayor must preside. 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 they are deputising for the Mayor rather than acting as Deputy. In the Congleton Town Council standing orders both the Mayor and Deputy Mayor have ex-officio status on all committees. ([Standing Order Item 48](#))

Invitation to the Deputy Mayor

Invitations to functions should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor should not normally attend functions in their own right, except when deputising for the Mayor.

- a) All invitations should be sent for consideration to the Mayor as First Citizen and, if the Mayor cannot attend, it may be appropriate to 'pass down' an invitation firstly to the Deputy Mayor, then previous Mayor.
- b) On the rare occasion when the Deputy Mayor is invited to a function in their own right, there should be a clear procedure whereby the invitation is shown formally by the Civic Administration Officer to the Mayor, in order that there is no misunderstanding.

13: INVITATIONS TO COUNCILLORS

Invitations to Councillors other than the Mayor or Deputy Mayor to represent the Town or the Town Council should be dealt with in the same way as invitations to the Deputy Mayor but may include a relevant Councillor.

14: CIVIC INSIGNIA

The Mayor's chain is the outward signs of the civic office held, i.e., its insignia. The Mayor should wear the chain at ceremonial occasions, such as Civic Sunday, Remembrance Sunday, Royal visits to the town etc. and when chairing Town Council meetings. The Mayor may also wear the chain, when officially requested at external functions as Town Mayor.

The Mayor should not wear the civic insignia in another geographical area without express permission from the Council for that area. 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.

The civic insignia should be kept in the Town Hall safe whenever possible, however it is acknowledged that if access to the Town Hall is not possible it can be kept at home until access is available. Civic insignia is insured when it is being worn for events and when kept at home when access to the Town Hall is not possible.

It is the responsibility of the Mayor to sign their insignia both in and out of the safe.

15: CIVIC ROBE

The Civic Robe is part of the formal Mayor's attire and may be worn when the Mayor is on official duty and the Town Council has received the invitation for the Mayor. The Congleton Town Mayor would normally wear the robe and the chain at the following events

- Annual Council meeting (Mayor Making)
- Civic Service and Parade
- Special and public functions connected with the business of the Council for example, a Royal visit or Mercian March Past

Other events which the Mayor has chosen to wear the robe have included school visits, Junior Council and Christmas Lights Switch on.

The Mayor's robe should normally be kept in the safe.

16: PRECEDENCE AND PROTOCOL

A formal distinction is made between the style of address of a Borough Mayor and a Town Mayor. In the presence of the Borough Mayor, Town Mayor's should be addressed as 'Mr/Madam Town Mayor'.

A female Mayor should be addressed as Mayor, not a Mayoress.

The Civic Administration Officer or Chief Officer will be able to offer further advice and assist on these matters.

17: RECEIPT OF GIFTS

In the course of the duty of being Mayor, gifts and raffle/auction prizes may be offered to the Mayor. All Members should treat any offer of a gift, favour or hospitality that is made to them personally with caution. The Mayor and Deputy Mayor remain subject to the Code of Conduct for Members which is in force at the time.

The Code of Conduct requires Members, including Mayors, to register any gifts or hospitality worth £100 or over 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.

Be aware that this will be a non-pecuniary interest and if a matter under consideration is likely to affect a person who gave you a gift or hospitality that must be declared. If in doubt, consult the Chief Officer or the Responsible Financial Officer.

18: CIVIC EVENTS – See Mayor’s Operation Note Two for details

Below is a list of typical Civic events which are organised during the Mayor’s Year in Office. As part of the Mayors induction these dates and events should be discussed and arranged during a meeting with the Mayor, Chief Officer and Civic Administration Officer at the beginning of each new year to suit the Mayor’s diary.

CIVIC SERVICE – Usually in June

The incoming Mayor may choose to have a religious service at one of the town’s places of worship or to request a secular event at an alternative venue. Consultation for the date of the Civic Service is agreed with the Mayor, Civic Officer and place selected for the service.

The service is held in the early part of the Mayoral calendar and care is taken to avoid clashes with similar events organised by neighbouring authorities. Civic Dignitaries from neighbouring towns, together with colleagues, friends and family are invited to return to the Town Hall for refreshments after the service.

REMEMBRANCE SUNDAY

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day on November 11th. The parade and service are organised by the Town Council with support from the Royal British Legion. The Town Mayor lays a wreath at the Cenotaph as the First Citizen of Congleton. This is followed by a service at the Town Church and a buffet reception at the Town Hall. At the Town Hall the mayor will, as directed by the Royal British Legion, welcome guests on behalf of the Town Council and introduce the Princess Irene Brigade. Gifts are generally exchanged with the Brigade. It has been tradition for many years that members of the brigade travelling for the Remembrance Parade are entertained by the Mayor on the Saturday evening in advance of Remembrance Sunday.

CHRISTMAS LIGHTS SWITCH ON

This is organised by the Town Council and Congleton Community Projects and the Mayor usually plays a central role and will support whoever is switching on the lights.

TOWN CAROL SERVICE

This is usually on the second or third Thursday in December and is held in St Peter’s Church. The Mayor is a guest of honour.

MAYOR'S CHARITY BALL

The Charity Ball is a highlight of the Mayor's year. Invitees will include Civic Dignitaries from the Unitary Authority and neighbouring Town and Parish Councils, Town Councillors and representatives of local organisations. Other invitees will be at the discretion of the Town Mayor. The date of the Ball will be at the discretion of the Town Mayor, but every effort will be made to avoid any clash with a similar event organised by a neighbouring authority.

ANNUAL MEETING OF THE TOWN - Usually in April / May

This is not the Annual Meeting of the Town Council. It is a legal requirement that all Parishes in England hold an 'Annual Parish Meeting' to which all local electors are entitled to attend. It must be held between 1st March and 1st June each year and must start no earlier than 6pm. This is usually one of the last engagements for the outgoing Mayor.

FIRST CITIZEN DUTIES

As the First Citizen for Congleton the Mayor is the person to make local announcements in times of crisis, national mourning or as directed by Westminster or the Palace.

CHARITY EVENTS

Other events may be organised in the Mayor's year to raise funds for their chosen charities. These are organised by the Mayor and supported by family, friends, supporters, businesses and their chosen charities. There is no additional budget available from the Town Council, but the Council will promote the event through the website and on other general communication

MISCELLANEOUS EVENTS WITHIN THE TOWN

Various miscellaneous events are attended by the Mayor, examples of which are listed below:

- a) Presenting Awards and Prizes to individuals and organisations
- b) Entertaining guests and visitors at the Town Council Offices
- c) Presentations at local schools
- d) Attending and meeting Royal Visitors to the Town
- e) Opening new shops and businesses

MISCELLANEOUS EVENTS OUTSIDE OF THE TOWN

The Mayor is invited to several events organised by Civic Dignitaries from the surrounding areas which may include:

- a) Civic Services
- b) Civic Carol Services
- c) Civic Dinners
- d) Charity Evening

Tickets for these events are paid for from the Mayor's allowance.

19: MAYOR'S OFFICIAL PHOTO AND ROLL OF MAYORS

The Civic Administration Officer will arrange for a professional photo of the Mayor to be taken. This will then be used to hang on the Mayor's Gallery on the first floor of the Town Hall. The CAO will also arrange for the Mayor's name to be added to the Roll of Mayors displayed in the entrance to the Town Hall.

20: HONORARY BURGESSES - See Mayor's Operation Note Five for details

The Council may award a title of "Honorary Burgess" in recognition of service to Congleton Town. There is no legal significance to this title, nor does it confer any rights or privileges. Burgesses are invited to all full Council meetings and sent copies of agendas and non-confidential reports.

To mark the conferring of this title, the Council will present the recipient with a document which will take the form of a resolution of the Council.

The number of "Honorary Burgesses" should be restricted to make it a very special honour. A Burgess retains the title for their life, or unless they choose to resign or are removed following a resolution by the Council.

Recipients must be residents of Congleton Town who, by their actions, have served the Town for the benefit of the community. Employees and sitting Members of the Council shall not be recipients. If a Burgess is elected to Council their role of Burgess will be suspended until they stop being a Councillor.

21: CONSIDERATIONS FOR MAYORAL CANDIDATES

In Civic Ceremonial (5th edition Shaw and Son Ltd) it lists points that councillors thinking of standing for Mayor may wish to consider in advance. These are not intended to discourage but to consider positively!

- The effect of becoming Mayor on family and friends
- The effect on career or job
- The effect on political career
- The effect on personal and religious beliefs
- The pomp, circumstances and religious beliefs
- The effect on non-council interests
- The effort on the Mayoral partner
- The effect on the Mayor's relationship with other councillors
- The effect of the Mayor's relationship with other councillors
- The effect of the Mayor's relationship with their constituents
- The effect of being Mayor on themselves.

MAYOR OPERATIONS NOTES

MAYOR'S OPERATIONS NOTE ONE – CIVIC INVITEES

All invitations are to include partners, where space allows. The Mayor is entitled to extend invitations to a reasonable number of close friends and immediate family to Town Council Civic Events.

The Mayor shall advise officers each year which Parish Councils and Community Groups should be invited to Civic events in their year in Office. The Civic Administration Officer will update the Civic Invitee database every June. Former Town Councillors shall be asked annually if they wish to remain on the Civic List.

Civic Dignitaries

Congleton Town Councillors	Macclesfield Town Mayor & Consort
Congleton Ward CEC Councillors	Middlewich Town Mayor & Consort
Former Congleton Town Councillors from the administration immediately prior to the current one.	Nantwich Town Mayor & Consort
Former Congleton Mayors	Northwich Town Mayor & Consort
Congleton MP	Poynton Town Mayor & Consort
Her Majesty's Lord-Lieutenant of Cheshire	Sandbach Town Mayor & Consort
High Sheriff of Cheshire	Wilmslow Town Council Chair
Recipients of Congleton Civic Awards	Winsford Town Mayor & Consort
Youth Council Members	Staffordshire Moorlands Chair & Consort
Cheshire East Mayor & Consort	Biddulph Town Mayor & Consort
Alsager Town Council Chair	Leek Town Mayor & Consort
Bollington Town Mayor & Consort	
Crewe Town Mayor & Consort	
Knutsford Town Mayor & Consort	

Community Groups and Organisations

All Congleton Church Leaders: Lay and Clerical	All uniformed Youth Organisation Leaders
Congleton Police Station, Inspector	Congleton Partnership - Chair
Congleton Ambulance Service – Station Manager	Royal British Legion, Chair
Congleton Fire Station – Station Manager	Congleton Rotary – Chair
War Memorial Hospital – Manager	Congleton Lions – Chair
Heads of Congleton Secondary and Primary Schools	Congleton Community Projects
Congleton Trusts – Inclosure, Town, William Dean and Congleton 4 Congleton.	U3A – Chair
CEO of East Cheshire Chamber of Commerce	Editor of Congleton Chronicle

MAYOR'S OPERATION NOTE TWO - CIVIC EVENT DETAILS AND LEVELS OF SUPPORT

Civic Service

This is assuming that the normal convention of Deputy Mayor will be chosen as the Mayor for the following year. Councillors may elect a different Councillor to be Mayor. Every four years there is an 'all-out' election. Ideally the Deputy Mayor in the year leading up to the election will be intending to stand in the coming election. If the Deputy Mayor chooses not to stand for re-election or doesn't get re-elected Councillors will elect another Councillor. This may affect the Civic Parade as the Mayor chooses their Chaplain.

Element	Responsibility	Indicative time
Set Date	Mayor with CAO	December ideally and confirm May
Communicate Date to town diary and other towns	Events/Comms	December – Confirm May
Choose a Chaplain	Mayor	April – confirm May
Choose location for Service - <i>NOTE the Town Council can get agreements for a Temporary Obstruction in Road for 15 minutes. A longer parade may involve Road Closures which need to be paid for and applied for 8 weeks in advance.</i>	Mayor – CAO to inform	April – confirm May
Book a band to lead parade	Consult Mayor, then Events Team	April – confirm May
Arrange a Parade Master	Events Team	April – confirm May
Book Town Hall for reception	Events Team	As soon as known
Liaise with Commercial Partners over catering	Agree what with Mayor then Events Team	Book time – catering requirements/numbers 2 weeks in advance
Put in for Road Closures	Events Team	At least 6 weeks before event
Agree layout of the Hall	Mayor and Events Team	At least 2 weeks before
Borrow plants from Four Oaks	Streetscape	On Friday before
Send out invitations - via email /letter	CAO	As soon as confirmed
Check responses	CAO	One week before
Plan an order for the parade	Events Team/CAO	Week before
Inform Press	Events Team	As soon as date confirmed
Book photographer – vol if available	Events Team	As soon as date confirmed
Organise road marshals, signage, radio control, back of parade safety	Events Team	As soon as date confirmed

Check route clear of litter, mess	Streetscape Team	Week and day before + on day
Fly flags	Town Hall Team	Friday before
Write thank you speech	Mayor – help from Events team	Week before
Thank you notes to those who volunteered/attended	Mayor’s write Thank you notes, office to send out	Within a Month of event

Armistice Day

Note that Armistice Day is organised by the Town Council will support from the Royal British Legion and is followed by a reception at the Town Hall. CTC provides a grant which covers use of the hall, catering and PA system at the hall. The Prinses Irene Brigade come over for the weekend and there is usually a meal on the Saturday and an exchange of gifts on the Sunday.

Element	Responsibility	Indicative time
Set Date	National Date – through British Legion	Year in advance
Book Town Hall for the Sunday – expect guests from 12 – 2.30pm.	Events Team	Year in advance
Church for the service	Events Team /RBL	Year in advance
Book Catering	Events Team	Year in advance for diary. Instructions for what and how many a month in advance
Road Closures	CTC Events Team	Check in September
Sound System	Events Team to book appropriate contractor	Book in September
Invites	These go out via the Press RBL collects a list of people to lay wreaths.	6 weeks in advance
Cleaning Cenotaph, Treo and Eardly statues	Streetscape Team	2 weeks leading up to event
Ordering Wreaths	CTC order for the Mayor, Youth Council, Deputy Lord Lieutenant, Dutch Brigade – RBL organise	Month in advance
Publicise Event	Events Team – Bear Necessities, Web Site, Facebook, Twitter, Joint Press Release with the RBL	Date in January – then in autumn
Put Cones out to stop cars parking opposite	Events Team	Night before
Put chairs out for veterans	Arrange to borrow plastic chairs – put out by cenotaph in the morning – RBL to give names and numbers Events Team	On the Day
Fly Flags	Town Hall Team	On the day and through to the 11 th

Set up of the Hall Decorations/Music	Agree with RBL and communicate to Town Hall Team	Instructions at least a week in advance
Collect wreaths	Wreath carriers on the morning as instructed by RBL	On the day
Safety of the Parade	Royal British Legion and Congleton Police	Planning and day
Invoices for costs	Events and Marketing to sign off	When arrive
Pictures added to Web Site	Marketing and Comms	Within a couple of days
Buy Present for Prinses Irene Brigade	In agreement with CO	A month in advance
Present Irene Brigade with present	Mayor following the Civic Reception in the Town Hall following the Remembrance Parade. Event Team help with speech if needed	

Annual Meeting of the Town

Element	Responsibility	Indicative time
Agree Date	Chief Officer – annual list of meetings	April - year in advance
Agree an Agenda	Events/CO/ Mayor and Leader	2 months before
Book the Town Hall	Events	When date known
Invite Speaker to deliver agenda	Events and Comms	As soon as agenda agreed
Advert in Paper	Events Team - at least 21 days' notice	One month before
Bear Necessities	Events/Comms in the Winter and Spring Editions	Advertise date
Book catering - TCB before meeting starts	Events Team	When date known
Minutes of previous year	Chief Officer	Put out on the evening
Mayor available to Chair and needs to be briefed	Chief Officer	Make sure in diary asap
Prepare Annual Report to issue at Meeting	Events Team	At close of year -
Include Mayor and Leader review of year in Annual Report	Help from the Events team if requested	Write in March
Gather presentations onto one memory stick or download to computer	Events Team	Ahead of the day -

Annual Council Meeting and Mayor Making

Element	Responsibility	Indicative time
Agree Date	Chief Officer – annual list of meetings	April - year in advance
Book the Town Hall	CAO	As soon as date is known
Book Catering	Events - liaise with Mayor about numbers and any preference	Date – year in advance What and numbers – one month
Invitations	Email and letters to Civic Guests – CAO	Six weeks in advance
Recommend Chairs and Deputy Chairs, Mayor, Deputy Mayor and other positions.	Political leaders at an Informal event	Couple of weeks in advance
Layout for the Hall	Events liaise with Town Hall team	Month before event - standard layout
Bear Necessities	Events/Comms in the Winter and Spring Editions	As appropriate
Prepare papers	Town Hall Office Staff	Week in advance
Book Chronicle for photos	Events and Marketing	Month in advance
Press release to go out straight after the event	Events and Marketing	Prepare three days before
Fly the Flags	Town Hall Team	On the Day
Decorate the Town Hall	Town Hall Team	On the Day
Borrow plants from Four Oaks	Streetscape Team	Day before
Update Website	Events and Marketing provide pics and text to office to add	

Mayor's Ball

Element	Responsibility	Indicative time
Menu	Mayor and CAO to agree with caterer	Early November
Entertainment	Mayor to forward information and cost to Mayors Secretary to book -	Mid November
Ticket price	Mayor, CAO and Chief Officer to agree ticket price based on known costs and expected income	Mid November
Standard invitation updated	Mayor to approve detail	Late November
Approved Invitation sent to printers	CAO/Events to liaise	Late November
Send Invitations inclusive of booking form	CAO to Civic list and to agreed contacts of the mayor	Early December
Agree table / room layout	Mayor and CAO and caterer to determine capacity	Mid-January
Agree and approve programme for the evening inclusive of raffles and auctions	Mayor and CAO – sign off with events	Late January
Programme to printers	Events and Marketing	Mid-February
Agree and approve tickets	Events and Marketing	Late January
Information for updated standard programme sent to designer /printers	Events and Marketing	Early February
Additional items for the tables and the hall	Mayor to arrange and inform CAO and caterers of plans	Mayors' timings
Receive booking forms, record attendees, payments received and banking	CAO– update and forward / discuss with mayor on a weekly basis	January onwards
Send tickets	CAO once payment received	Early February onwards
Agree final table plan	Mayor and CAO	1 week before event
Table Plan to printers – name cards for tables	CAO	1 week before event
Mayors Ball	Room set up Town Hall supervisor / caterers and mayors table dressers	

Post Ball financial analysis	Mayor, CAO (Chief Officer/ RFO if required)	
------------------------------	---	--

- * Invitations, tickets are based on a standard template which will be reviewed on an agreed basis with the Chief Officer
- * Any sponsorships, raffle and auction prizes to be sourced by the Mayor, friends and supporters.

MAYOR’S OPERATION NOTE THREE - STANDARD PRINT TEMPLATES

To reduce expenditure and officer time standard print templates are generated to support most of the requirements for the Town Mayor, these include

Business cards - to be agreed with the Mayor within the first week and delivered within a month. Paid from Civic Expenses. 500 cards

Message from the Mayor/ Thank you letter – to be agreed with the Mayor in the first week and delivered within the month - 200 cards – 100 of each

Christmas cards – An E-Card to be sent from the Town Council to its key customers, contractors, and contacts. A card produced for the Mayor to go to be sent to the Civic list and to others who have helped the Mayor in their year of office

Event invitations – Emailed letters to be sent for Mayor Making, Town Meeting and Civic Parade. Invitations printed for the Mayor’s Ball.

Event tickets – These will only be designed and printed by the office for the Mayor’s Civic Ball, other tickets to be organized by the Mayor and paid for from the Mayor’s Charity account as part of the cost of running an event.

Event table plans – These will be produced for the Mayor’s Civic Ball – but for any other event will need to be paid for from the Town Mayor’s Charity Account.

CORRESPONDENCE / USE OF TOWN COUNCIL LETTERHEAD

Any correspondence that uses the Town Council letterhead needs to be approved by the officer responsible for communications unless a standard thank-you letter.

MAYOR'S OPERATION NOTE FOUR - APPOINTING A MAYOR'S CADET

- Ideally a cadet will be chosen alternately from the uniformed youth group in the town.
- The Council shall invite the Commanding Officer of the relevant organisation to nominate candidates to the position each February.
- Should an organisation have insufficient members to nominate an appropriate cadet, the alternative organisation will be invited to nominate.
- The nominated cadets should expect to be in the locality for their term of office i.e., from Mayor Making to Mayor Making (May to May)
- The Deputy Town Mayor shall review the nominations and appoint a Mayoral Cadet to serve the next Civic Year by April 1st.
- The chosen cadet will be informed of the decision and invited to attend the Mayor Making ceremony.
- The chosen cadet will be appointed regardless of whether the Deputy Town Mayor is elected Mayor at the Mayor Making.
- The Mayor's Cadet will be sworn in at the Mayor Making ceremony and presented with a badge of office.
- The Mayor's Cadet's term of office runs until the appointment of the new Mayor's Cadet
- The Mayor's Cadets duties will be:
 - Attendance at the Mayor Making
 - Participation in Mayoral Processions / Civic Service
 - Participation in the Remembrance Sunday Parade and Services
 - Briefing the incoming cadet of their duties
 - Other occasions as requested by the Town Mayor

It is anticipated opportunities will arise to attend (with the Mayor) a wide variety of local cultural and community events, including those of other local towns and civic dignitaries. (The cadet's education and cadet's organisational needs to take precedence.)

The Town Mayor's Cadet is expected to:

- Be clean and smart when assisting the Mayor
- Keep confidential any matters learned as a result of the exercise of the office
- Inform the Civic Administration Officer if they are unable to attend any function

MAYOR'S OPERATION NOTE FIVE – APPOINTING A BURGESS

Councillors or the Chief Officer can suggest a local person who should be put forward as for the prestigious title of Honorary Town Burgess. This is a post for life unless the person chooses to resign the title or Council votes to remove the person from office due to activities which make them unfit to be a Town Council Burgess.

There is a limit of 25 Burgesses in the Town Council's Standing Orders. This title should be taken seriously and should not be given lightly. In recent years there have been between 4 and 8 Town Burgesses.

Criteria:

- Right to vote in Congleton
- Long term commitment to improving the town and making a difference to the community in a voluntary capacity.
- Proven interest in the workings of the Town Council
- Willingness to take on the role of Town Burgess

Nominations will be sent to the Chief Officer who will discuss the role with the nominee to check that they wish to go forward as a nominee. If this is positive, the nominations will be discussed as a Part 2 item at Council Meeting and announced at the next Annual Council Meeting.