



## **LEIGHTON-LINSLADE TOWN COUNCIL**

### **TOWN MAYOR AND DEPUTY MAYOR PROTOCOL**

The Mayoralty is a position which gives the opportunity to promote and uphold the special character of Leighton-Linslade. The following points are laid down and should be read in conjunction with the agreed Councillor and Officer Protocol and Town Council Standing Orders.

#### **The role and duties of the Town Mayor**

- 1 The Town Mayor and Deputy Mayor are elected Members of the Council and legally are Town Councillors bound by any national legislation enacted from time and time and any related local code.
- 2 The Mayor and Deputy Mayor have no additional powers, unless specified in statute, other than those attributed to being a Town Councillor.
- 3 The Mayor, once elected at the Annual General Meeting of the Town Council, should normally hold Office until the Annual General Meeting the following year.
- 4 The Mayor will preside over Full Council Meetings, dates for which will be set out in the Town Council Calendar of Meetings
- 5 The Mayor will meet with the Town Clerk prior to Full Council meetings to discuss the Agenda and Mayor's Announcements.
- 6 The Mayor should observe the strictest neutrality and impartiality at all times when carrying out Mayoral and/or civic duties. This is particularly important during debate at Full Council, although he/she is entitled to use an original vote when available and is required to make a casting vote when necessary, in any manner he/she may choose.
- 7 The Mayor may designate a Mayoress or Consort as appropriate.
- 8 The Mayor may choose to support a named charity (or charities) throughout his/her year of office.
- 9 The Mayor will be known as either "Mr Mayor" or "Madam Mayor" and have their name preceded by the word "Councillor".
- 10 The Mayor shall be known as the Town Mayor of Leighton-Linslade and regarded as the first citizen of the Town.

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- 11 The Mayor will preside at the Parish Meeting (in accordance with the legislation).

## **ENGAGEMENTS**

- 12 The Mayor receives invitations to engagements throughout the year and attends these wearing the Chain of Office, if appropriate.
- 13 All engagements should be co-ordinated through the Office and will be dealt with by the Mayor's Secretary.
- 14 The Mayor's Secretary is not responsible for, nor should respond to, any correspondence of a personal nature or to that relating to "Ward" business.
- 15 The Mayor may on occasions receive Mayoral mail or e-mail at his/her own home. If this should happen, it is to be forwarded to the Mayor's Secretary for response.
- 16 The Mayor's Secretary will keep the Mayor's Diary of official engagements and keep the Mayor updated with new events.
- 17 The Mayor's Secretary will keep a list of all official engagements and notify the Mayor accordingly (i.e. weekly). These will be reported on a weekly basis in the Members' Newsletter.
- 18 The Mayor or Deputy Mayor will arrange a mutually convenient time to meet with the Mayor's Secretary (and Line Manager, if deemed appropriate) on a regular basis to discuss engagements.
- 19 As required by the Mayor, the Mayor's secretary will write personal notes of thanks for those engagements he/she has attended. This mail will be posted from the Office at the cost of the Town Council.
- 20 The Mayor or Deputy Mayor should not normally accept engagements outside of the county of Bedfordshire unless they are of a civic nature or from another civic body. The Town Clerk should be consulted in cases of doubt.
- 21 If the Mayor and Deputy Mayor are present at a non-Town Council event, the Mayor takes precedence and shall wear his/her Chain of Office. In this case, the Deputy Mayor shall not wear his/her Badge/Chain of Office. At Town Council events e.g. Civic Service, Mayor's fund-raising events, Remembrance Service, the Deputy Mayor may wear his/her Chain of Office.
- 22 The Mayor or Deputy Mayor may not wear his/her Chain of Office at an engagement outside of Leighton-Linslade without the express permission of the Chair of that Parish, Town, District or Unitary area (such permission to be sought by the Mayor's Secretary).

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- 23 If the Mayor is unable to accept an invitation, the Deputy Mayor shall be invited to attend (unless it is clearly inappropriate from the invitation). If the Deputy Mayor is also unable to attend, the Mayor's Secretary should consult the inviting organisation, to ask if they would wish another Councillor to attend.

## **CIVIC**

- 24 The Mayor should only wear his/her Chain of Office when undertaking official duties as Mayor.
- 25 The Mayoress/Mayor's Consort may only wear his/her Badge of Office while accompanying the Mayor or attending an event in his/her own right.
- 26 The Deputy Mayor may only wear his/her Chain of Office in the absence of the Mayor when deputising for him/her at an official engagement, or at Parish events as detailed in 21 above.
- 27 Attendance by the Town Mayor's Secretary at Mayoral and civic events is expected where possible and practicable. Where such events take place outside the postholder's normal working hours, reimbursement by way of overtime or time off in lieu will be by agreement of the Town Clerk.
- 28 The Lord Lieutenant or Deputy Lieutenant, when attending a function or event in an official capacity representing the Crown, takes precedence over the Mayor.
- 29 The Mayor shall have use of the Council Chamber and Meeting Room, if available, following prior arrangement with the General Office.
- 30 Access to the Council Chamber and Meeting Room, out of office hours, should be avoided if possible, but if unavoidable must be pre booked with the General Office. Such access will be subject to the availability of an officer, on a voluntary basis, to open and close the building.
- 31 The Mayor may use the Council Chamber and Meeting Room to host meetings with organisations of the Town or meet with the Mayor's Secretary to discuss engagements and events.
- 32 The Town Council shall be responsible for the insurance of the Council's civic regalia. However, it is the responsibility of the Mayor and Deputy Mayor to ensure that they comply with home/car security and other requirements set out within the Town Council's insurance policy from time to time.
- 33 The Mayor shall receive an annual mayoral allowance as specified in the budget for the year. The Mayor is advised to operate a separate personal account for this allowance and to keep a record of all expenditure for tax purposes.

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- 34 The Mayor, on taking office, shall receive a copy of this Protocol and other relevant documents.
- 35 The Town Council will meet the cost of various administrative Mayoral expenses, as determined by the Policy and Finance Committee, being in accordance with the Council's approved budget. <sup>1</sup>

## **GENERAL**

- 36 The Mayor will present certificates to Honorary Burgess recipients, if applicable.
- 37 The Mayor may receive gifts occasionally during his/her term of office. These gifts may be of a personal nature in which case they may be retained by the Mayor (and need to be declared in accordance with the Code of Conduct), but others that are obviously for the Town must be handed to the Town Clerk.
- 38 All guests visiting the White House must be invited to sign the Visitors Book and advised that only limited car parking spaces are available.
- 39 The Mayor and Deputy Mayor should inform the Mayor's Secretary, as early as possible, of any dates when they are not free to undertake engagements.
- 40 The Mayor's Secretary should be informed of any special circumstances that may affect the Mayor's attendance or enjoyment of an engagement e.g. allergies, dietary requirements, disability restrictions.
- 41 Matters regarding protocol or of a general concern to the Mayor can be discussed, in the first instance, with the Mayor's Secretary or the Town Clerk
- 42 The Mayor will operate an account for the use of the Mayor's Charities. The signatories of the account will be the Mayor and the Town Clerk who will co-operate in any handover to any successor(s).
- 43 If any need to interpret this Protocol arises, it should be referred to the Town Clerk for a ruling in the first instance and afterwards to the relevant Committee.

## **FUNDRAISING EVENTS**

- 44 As agreed by the Policy and Finance Committee in November 2014, the Mayor shall be entitled to three free uses of Town Council owned buildings/facilities during each municipal year, for the purposes of holding charity fundraising events. This applies only to hire of the

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<sup>1</sup> To be produced and agreed.

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facility; normal charges would apply for other services such as catering, bar, etc.

- 45 To avoid the loss of income opportunity, the Mayor shall confirm the date of such uses no later than 30 June each year.
- 46 Should an occasion arise when payment for hire still applies, the charges will be at the lower community group rate, where applicable.
- 47 The Mayor will liaise with the Town Mayor's Secretary to develop a plan of charity fundraising events for the year, as early as possible during his/her term of office. This allows sufficient time for booking of venues or suppliers, as well as the development of suitable marketing material.
- 48 The number of charity fundraising events held each municipal year will vary depending on the availability of each Mayor. However, it is broadly anticipated that no less than six and no more than twelve (one per calendar month) events will be hosted by the Mayor during the year.
- 49 Where there is insufficient budget for marketing of Mayoral fundraising events, the expectation is that, should external services be required for marketing purposes (e.g. the production of a banner), that these costs will be met from the income generated from the event or from the Mayoral allowance.

***Approved by the Policy & Finance Committee 16.01.2017  
Amendment to Point 49 endorsed by Council 30.01.2017***

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