

Beverley Town Council

Civic Protocol and Procedures

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Civic Protocol and Procedures

1. Introduction

This Civic Protocol has been produced as guidance to assist the Mayor and Deputy Mayor to understand their Civic roles and responsibilities and provide some useful information, which may be of assistance to those supporting them in their Civic functions.

Not every eventuality is covered in this booklet, but assistance is always available from the Town Council Office.

There are links/supporting documents at the end of this Protocol to assist the Mayor with additional information not given in this document, eg, a list of Town Mayors, additional information with regard to Civic Regalia and the Mace.

2. Is Being Mayor for You?

When considering taking on the huge honour of becoming Mayor, Councillors should consider the following factors:

- (i) Effect on family and friends** - The Mayor will inevitably be "out of the house" more than an ordinary Councillor and often at unsocial hours. A Mayor's personal social life is disrupted and supplanted with a Civic social life not of their making and thus keeping up with his/her own interests and friends may prove difficult.
- (ii) Effect on a Career/Job** - Careful discussions will need to take place with the Mayor's employer to ensure a good balance is maintained. Some employers make provision for leave for employees fulfilling a public role.
- (iii) Effect on Political Career** - The Mayor is traditionally neutral and steps back from politics for the term of Office. However, they does have a vote in Council, they continues to play a role in the decision making of the Council and in the event of an equity in voting is expected to exercise his/her casting vote.
- (iv) Effects on Personal and Religious Beliefs** - The Mayor, as a Councillor represents all sections of the Council, not merely those who

support a particular political, social or religious view. It is the role of the Mayor to acknowledge, celebrate and support diversity in the area. A Mayor will be invited to institutions they are politically opposed to, and church services opposed to his/her own religious beliefs. It must be remembered that the Office of Mayor belongs to the public and not the individual that occupies it, or for that matter the officers who advise it.

- (v) **Pomp and Ceremony** - Some Mayors will feel uncomfortable with the formality of the traditional Office of Mayor but this is an important aspect of Civic life. There are Robes and Chains of Office to wear and protocols to follow. Mayors should operate within such constraints but should not be afraid to add their own personality and flair to the proceedings.
- (vi) **Effects on Non-Councillor Interests** - The Mayor, as a Councillor, must act within the Code of Conduct and as such must be conscious of his/her private activities and any potential impact they might have on his/her public role.
- (vii) **Effect on the Mayor's Partner** – If the Mayor has a partner, it is usual for them to act as Mayoress (female)/Consort (male) but this is not always the case – it could be another person of choice or a Councillor. The Mayoress/Consort will be expected to play a full part in the Mayoral Role.

It must, however, be stressed that whilst a Councillor is in politics because they want to be, it may be difficult for his/her partner to be pushed into a public role whether Mayoress/Consort or not.
- (viii) **Mayor's Relationship with other Councillors** - The Mayor is a Councillor but as Mayor will have additional responsibilities. They will spend less time on Committee work and there may be some loss of "political" contact. Members will undoubtedly seek the Mayor's help in promoting Council initiatives and as such they are likely to see a wider cross-section of Council work than before.
- (ix) **Mayor's Relationship with his/her Constituents** - The Mayor is a Councillor and his/her constituents will still need help.
- (x) **Mayor's Time and Expectations** – The Mayor must be willing to dedicate a considerable time to the role over the year in providing the Civic role and as Chairman of the Council. The Mayor must be

comfortable speaking in public and may need to prepare and undertake speeches within the year of office.

- (xi) **Organisation** – The Mayor must be able to, or have the necessary assistance to organise his/her Mayoral schedule alongside other work, Council meetings and any other commitments. It is the Mayor's responsibility to organise his/her life and diary commitments and whilst Town Council Officers can give the Mayor as much information as possible, it is not the responsibility of Officers to organise the Mayor's private life.

3. Legal Context

- (i) The legal term is "Chairman" – no other term is lawful (eg, Chair, Chairperson, Chairwoman)
- (ii) The Council consists of the Chairman and Councillors (s14 Local Government Act 1972).
- (iii) The Chairman of a Council shall be elected annually by the Council from among the elected members, by a majority of those present and voting, and this is the first business to be transacted at the Annual Council Meeting (s15(1)(2) Local Government Act 1972).
- (iv) The Council has the power by resolution to give themselves the title of Town Council and that the Chairman of a Town Council is entitled to the style of Town Mayor (s245(b) Local Government Act 1972).
- (v) The Council may appoint a member of the Council to be the Vice-Chairman (Deputy Mayor) (s15(6) Local Government Act 1972).
- (vi) The new Mayor makes the following declaration when accepting the Term of Office at the Annual Meeting of the Town Council [as per the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012 No. 1465]:

"I [insert name of office holder] having been elected to the office of Mayor of the Town of Beverley declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability."

- (vii) The Mayor and Deputy Mayor's term in office are for one year and during this time the both continue to be a member of the Council. However, they may be re-elected to their posts. This is undertaken at the Annual Council Meeting.
- (viii) It is not always the case that the Deputy Mayor will succeed the Mayor in the following year. This is because the vote for the Mayor takes place annually from amongst the Councillors present at the meeting.
- (ix) Unless the Mayor resigns or becomes disqualified, the Mayor continues in position until his/her successor is elected and has made a valid Declaration of Acceptance of Office (s15(4) Local Government Act 1972).
- (x) In the case of an equality of votes in the election of a Chairman, the person presiding at the meeting shall give a casting vote in addition to any other vote they may have (s15(3) Local Government Act 1972).
- (xi) After the local council elections that take place on a four-year term, even if the Mayor has not been re-elected or did not seek to be re-elected, they should preside at the first Annual Council Meeting to elect his/her successor. In this instance whilst the outgoing Mayor would not have an original vote to elect his/her successor, they shall retain and use a casting vote in the event of an equality of votes.
- (xii) Those elected to the position of Mayor and Deputy Mayor are expected to undertake a Civic role in addition to chairmanship.

4. Impartiality and Integrity

- (i) The Mayor does not have any greater power than any other Councillor and cannot individually direct Officers or cause expense on behalf of the Council. Decisions are made by the Council unless delegated to Officers or Committees (s101 Local Government Act 1972) (Case law: R v Secretary of State ex parte Hillingdon Borough Council [1986] 1 All ER 810).
- (ii) The Mayor shall abide by the Code of Conduct in place at the time as a Councillor of the authority including the Nolan Principles. As Mayor this does not change from the requirements set out in the Code of Conduct as a Councillor. Heightened public awareness requires a greater need to be prudent in what the Mayor says and acts.
- (iii) The Mayor shall treat Officers with respect and shall not use the Mayor's position to confer an advantage or disadvantage or misuse of resources or staffing.

- (iv) As the Mayor is visible to the public, public expectation is that the Mayor is not political or opinionated. The Mayor should not participate in political matters nor speak on any political subject.
- (v) In dispensation of their duties, the Mayor should observe the strictest neutrality and impartiality in matters likely to cause controversy or division of opinion, or subjects that members of the public may consider to be political.
- (vi) The Mayor should at all times act with dignity and integrity and do nothing to bring the office into disrepute.

5. Getting Started

- (i) The Mayor is elected at the Annual Meeting of the Council (Mayor Making – the name of the ceremony at which the role of Mayor passes from one incumbent to the next) which is traditionally held in the Guildhall, Beverley. After Declarations of Office have been signed, the Mayor and Deputy Mayor will be robed and invested with Chains of Office as assisted by the Council's Macebearer. The Mayor will announce the Mayoress/Consort and the Charities to support for the forthcoming year. There will be a speech by the outgoing Mayor and a speech by the incoming Mayor. Other awards such as Honorary Freeman/Freewomen or Good Neighbour Awards can also be presented at this event although the Council may choose to present these at another Civic occasion arranged specifically for the bestowment of such honours. After the meeting light refreshments are served for invited guests.
- (ii) The Mayor should resist the urge to drastically change the organisation before the Mayor knows how it works. Many of the town's Mayoral traditions have evolved over the years. Office procedures are laid down by the Council in accordance with legislation.
- (iii) The new Mayor needs to consider the following when starting a Term of Office:
 - Choose a Mayoress/Consort (to be introduced at Mayor Making)
 - Nominate a local Charity/Organisation (or more than one) to raise funds for during the year.
 - Consider when and where to have a Civic Dinner
 - Consider when and where to have a Civic Service
 - Prepare a brief biography (around 500 words) for use by the media and in connection with official visits.

- (iv) Town Council staff can provide guidance on the Council and Mayoral procedures and etiquette.

6. The Mayor as Chairman

- (i) The Chairman, if present, must preside at Full Council Meetings. In their absence, the Vice-Chairman will preside.
- (ii) The Chairman's responsibility is to ensure the proper conduct of meetings and to uphold and promote the Council's Standing Orders and governance documents. The Chairman should read and understand Standing Orders and be prepared to use them to control meetings efficiently.
- (iii) The Chairman may exercise a second or casting vote in the event of a tie in votes on any question to be decided at meetings; for other matters they have the same rights as other Councillors. A Chairman must use a casting vote in the election of the following Chairman. A Chairman who ceases to be a Councillor following the four yearly elections is entitled to attend the first meeting of the Council. The outgoing Chairman who is no longer a Councillor must use a casting vote in the election of the subsequent Chairman but does not have a original vote. The Chairman remains in post until the next Chairman is elected.
- (iv) The Chairman is required to ensure that the business considered at a meeting is lawful and that the conduct and/or order of the meeting is proper. A Chairman's authority in respect of the conduct and procedure of meetings is detailed in the Council Standing Orders. Individual Councillors and the public present at the meeting are expected to respect and ultimately obey a Chairman's ruling at meetings.
- (v) A Chairman needs to be fair yet firm and they must act in good faith. Council meeting agendas are the responsibility of the Town Clerk. The Town Clerk will consult with the Chairman to ensure a lawful meeting. A Chairman is required to:
- ensure that motions included in the agenda are lawful and within the remit of the meeting being convened in advance of a meeting
 - be satisfied that a meeting has been lawfully convened, properly constituted and is quorate

- ensure the minutes of the previous meeting are duly approved by the meeting
 - regulate the conduct of the meeting
 - introduce motions in the agenda and direct them to be moved and duly considered
 - order discussions and debate
 - decide points of order
 - put motions to a vote and if necessary, exercise his/her casting vote
 - declare the result of a vote
 - adjourn the meeting if necessary
 - close a meeting after its business has been concluded
- (vi) The Chairman calls extra meetings of the Council subject to the proper law and procedures.
- (vii) The Chairman, if present, shall preside at the Annual Town Meeting. Though not a Council meeting this is a meeting of the electors of the Town and the Mayor has a duty to preside.
- (viii) The Chairman ensures fair debate, ensures public involvement where appropriate and is the conscience of the Council.

7. The Role of the Mayor

The Mayor is the first citizen of the town.

- (i) The Mayoralty is well known and a continuous factor in people's experiences. The power of the Mayor has undoubtedly reduced throughout the centuries, but the Office continues to have a central part to play in modern Local Councils and modern society and part of this role is as a result of the traditions it inherits.
- (ii) The Mayor represents the town as a whole and the Office is held in high regard and deep respect. The Mayor should adopt an impartial role in discharging the duties of the Office and be scrupulously fair in conducting business and at formal meetings of the Council and at all times act with integrity.
- (iii) The Mayor, by virtue of the Office, can use their position to stimulate community pride, encourage business, promote the voluntary sector and mould social cohesion. A Mayor also has meetings of the Council, meetings with dignitaries, engagements, late nights, early mornings and is in the public eye for virtually the whole year.

- (iv) There are three main important roles for the Mayor in today's Local Council and society:
- **A Symbol of The Town Council** - The Mayor can clearly be seen as a symbol of the Town Council and its area, with the insignia of the Mace, Robes, Chains of Office etc. The Mayor, through the Office of Mayor, connects the present day with the history, customs and traditions of the area and acts as a symbol of continuity.
 - **A Symbol of Open Society** - A modern role for the Mayor is that the Office symbolises an open society. Prior to the 20th century, the choice of Mayor was, in reality, very restricted but today the "First Citizen" can (and does) come from any class, gender or ethnic background. The First Citizen no longer is the privilege of the white middle/upper class male and the new diversity reflects the more open and democratic society we live in.
 - **Expression of Social Cohesion** - The many, often social engagements that are undertaken by a Mayor are an expression of giving cohesion to the life of the town. The Mayor can act as a link between the various organisations they visit and can feed back the views and concerns of the people into the political fields.
- (v) To be the representative for the Town Council, the community and local democracy and to work to ensure that the dignity and impartiality of the Office of Mayor is upheld.
- (vi) To host all the Council's Civic events and other major Council sponsored events as appropriate and to welcome visitors to the town on behalf of its members and residents.
- (vii) To act as the Council's ambassador in promoting the town and in selling its locality to industrialists and tourists.
- (viii) To attend and host receptions and other events associated with charitable and voluntary organisations operating within the Town Council's area thereby assisting in promoting their good works and affording them due recognition for their valuable contributions to the wellbeing of the local community. Arrangements for these events are made by the charitable and voluntary organisations working the Mayor. It is not the responsibility of Town Council Officers to organise

unless prior consent has been given by the Town Council in accordance with procedures.

- (ix) There may be occasions when the Mayor is invited to attend events outside the Parish of Beverley. If the invitation is received from the Civic Head of that area, the invitation may be accepted. If the invitation is received from anyone other than the Civic Head of that area permission must be sought to wear Chain of Office prior to accepting and attending that event.

8. Civic Engagements

- (i) During the Civic year, the Mayor will be invited to a wide variety of engagements throughout the Town Council's area. If the Mayor cannot attend a function, the Deputy Mayor may be asked to attend on his/her behalf.
- (ii) All invitations are organised and managed through the office preferably using the Mayoral Invitation form. Private invitations received by the Mayor should be avoided.
- (iii) The Mayor should not invite themselves to engagements as this may cause embarrassment to organisers.
- (iv) Engagements which the Mayor will carry out may include:
- Events to raise funds for charity
 - Acting as host on behalf of the Council at functions organised by the Council
 - Attending functions within the Town Council's area, or on occasions outside the town as a ceremonial representative of the Council
 - Undertaking official openings or presentations within the Town Council on behalf of the Town Council
 - Representing the Council during royal visits to the town.
- (v) Where possible and practical, the Mayor should be prepared to accept invitations to engagements. It would be advisable not to have conflicting interests or other duties which interfere with the duties of the Mayor during the year in office.
- (vi) It is vital that the Mayor is punctual and adheres to arranged arrival times.
- (vii) The Mayor may attend military engagements, for example at Normandy Barracks at Leconfield. Military protocols must be followed and arrival times must be strictly adhered to. The military personnel will organise the visits.

(viii) The Civic year is found in Section 15.

9. Civic Regalia

- (i) When representing the Town Council, the Mayor and Deputy Mayor will normally wear the official Chains of Office. The Chains of Office will normally be worn at all official functions within the Town. The Chains are an outward sign of the Civic office held.
- (ii) Chains of Office are usually worn at functions outside of the town when invited in an official capacity, although there are some exceptions to this which are usually specified in the official invitation. The Mayor should not wear the Civic Regalia outside of the Town Council's area without express permission from the Mayor/Chairman of the Council for that area.
- (iii) Chains of Office should NOT be passed on for someone else to wear if the Mayor is unable to fulfil an engagement or visit. The Deputy Mayor has his/her own set of Chains of Office.
- (iv) The Deputy Mayor cannot wear the Chains of Office if the Mayor is present at an engagement (except at Mayor Making).
- (v) Civic Chains of Office should never be worn with a military uniform. Military based Mayors can wear miniature medals on the Robes or alongside the Chains of Office.
- (vi) A Mayor who is a member of the clergy may wear full canonicals with the Chains over the gown. Similarly, the Chains may be worn over academic dress.
- (vii) Chains of Office must be kept in the safe at the Offices at the Town Council and must be returned there after each engagement. Chains should not be held at the home of the Mayor or Deputy Mayor.
- (viii) When abroad the Deputy Mayor's Chains will be worn.
- (ix) Robes will be worn at certain ceremonial occasions during the year such as Remembrance Service, Armistice Day, the Mayor's Civic Service and some occasions when asked to do so. Robes should only be worn on high Civic/ceremonial occasions or engagements representing the wider community.
- (x) The robes are red and are originally a statement of authority. There is a pocket to hold speeches. They must be kept in a cool, dark, well-

ventilated place and cleaned when needed. History referring to the current Chains of Office can be provided by Officers.

- (xi) The Mayor will wear a hat when wearing Robes. The hats for male and female Mayors are different.
- (xii) The Macebearer will accompany the Mayor when Robes are worn and carry the Town Council's Mace. The Mace is the emblem of the power of dignity of the Mayor when carried in procession and precedes the Mayor.
- (xiii) Where possible at Full Council meetings, the Mayor is encouraged to wear the Chains of Office and the Mace shall be displayed.
- (xiv) It is expected that where the Mayor attends a function and wears Chains of Office, smart day dress/jacket/suit and tie shall be worn. Evening occasions may require more formal dress but this will be determined by the invitation and on the advice of Officers.
- (xv) The Mayor shall not wear the Chains of Office when the Mayor is attending private functions or in a private capacity.
- (xvi) Political colours are NOT part of the Civic Regalia.
- (xvii) There is no Civic or Mayoral car. Mayors will need to have their own transport.

10. Public Relations

- (i) The press will frequently ask the Mayor to comment on issues. The Mayor, as Chairman of Council, should only speak on behalf of the Council on issues that have been discussed by Council. If the matter has been discussed, the Mayor is at liberty to divulge that which **Council** has resolved but no more. As Chairman of Council, by inference, the Mayor speaks on behalf of the Town Council, on ratified issues carried by a majority vote and not personal opinion.
- (ii) It may be helpful to remove the word 'I' from any statement to the Press. If the word 'I' is removed, it must be replaced with either 'we' or 'Council', which focuses the mind and reminds the Mayor that they are issuing a statement not as themselves, but as the representative of Council. Reference should be made to the Town Clerk, who regularly liaises with the press and issues press releases on behalf of the Town Council.

- (iii) The Mayor will abide by the Council's policies for the engagement with the press, including social media and will not make any personal or political statements.
- (iv) The Mayor will liaise with the Town Clerk on any requests for comments made by the press.
- (v) When attending engagements by invitation, the Mayor is a guest of the organisers and as such it is the organisers that will prepare any press coverage for the event. The Mayor may be asked for photographs (for example cutting the ribbon at an opening, or presenting a certificate or award). There may be occasions when the Mayor may be asked to say a few words and these should be prepared in advance in accordance with the Mayoral Invitation request form.
- (vi) The Town Clerk will organise press coverage for events organised by the Town Council and will include the Mayor in any statement or photograph.

11. Support for the Mayor

Office Staff

- (i) Day to day support for the Mayor's Civic role is provided by the Town Council office, under the general direction of the Town Clerk and administrative support by the Administrative Officer to the extent of job roles as determined by the Town Council.
- (ii) The Mayor should be able to expect support from fellow Councillors.
- (iii) The office receives invitations for Civic engagements. These can be in written or email form or via the Mayoral Invitation form. The information requested on the Mayoral Invitation form is such that will provide a clear expectation for the engagement. On request for the Mayor to attend an engagement, the form will usually be sent out for the organisers to complete. If there is any information that is unclear, the Administrative Officer will seek clarification. The Administrative Officer liaises with the Mayor before accepting/declining invitations. The Mayor should provide a timely response to the Administrative Officer's requests for confirmation to accept an invitation – this is because there may be RSVP dates, or time required to ask the Deputy Mayor if the Mayor is not able to accept. Prompt responses drastically cut down office time taken in reviewing and repeating requests.
- (iv) The Administrative Officer keeps the Civic Diary electronically of all engagements the Mayor is attending and this is sent weekly (or on request) to the Mayor, Deputy Mayor and Macebearer by email. The

Mayor is advised to use the information on the Civic Diary in any other diary or calendars the Mayor may use. The Mayor will always receive a copy of invitations for information which the Mayor is expected to retain and refer to. It is up to the Mayor to organise his/her own diary and time and must not rely on Officers to organise their time and schedules.

- (v) The Administrative Officer should not be viewed by the Mayor as a personal secretary but as the Administrative Officer of the Town Council.
- (vi) If the Mayor is unsure of anything or requires some guidance, then this should first be raised with Officers, who will provide the necessary information. The Mayor is advised to listen to and take account of guidance issued by Officers of the Council at all times.
- (vii) Officers will appraise the Mayor on what is required for events and engagements but Officers are not required to write speeches/scripts and these are to be prepared by the Mayor.
- (viii) The Mayor will not seek to influence Officers to provide support that is not required as part of the Officer's role. The Mayor will not press or continue to require Officers to undertake work that has not been approved by the Town Council. The Mayor will not cause expense or direct Officers either within or outside of the Town Council without the approval of the Town Council.
- (ix) Town Council Officers will organise and will provide administrative support for (including sourcing some raffle prizes) the Civic Dinner and Civic Service. Other fundraising events as desired by the Mayor will be organised by the Mayor, his/her volunteers and the charities involved.
- (x) The management and financing of activity associated with the Mayor's chosen charities shall be entirely the responsibility of the Mayor. Time permitting the Council's Administration Officer can assist to provide administrative support such as publicity and ticketing.

The Deputy Mayor

- (i) The Member elected as Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unable to. Invitations are sent to the Deputy Mayor when the Mayor responds that they are not able to attend an engagement. There are exceptions to this when the Mayor is representing the Council on certain bodies or where the invitation so directs that this is not passed to the Deputy Mayor. Invitations are NOT passed to Councillors after this process.

- (ii) Referring an invitation to the Deputy Mayor is undertaken by Officers.
- (iii) It should be emphasised that the Deputy Mayor deputises for the Mayor.
- (iv) If the Mayor is not present at a Council meeting, the Deputy Mayor will preside.
- (v) The Deputy Mayor should not wear the Deputy Mayor's Chain of Office in the presence of the Mayor.
- (vi) Invitations to functions should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not normally attend functions in his/her own right, except when deputising for the Mayor.

Mayoress/Consort

- (i) There is no legal obligation to select a Mayoress/Consort but where one is appointed, this shall be done at the Annual Council Meeting. The Mayoress/Consort will be the choice of the Mayor and can be a partner, family member, friend or another Councillor.
- (ii) The role of the Mayoress/Mayor's Consort is to support the Mayor during their year of Office. Although the role has no Civic standing, the support given is invaluable to the Mayor and it is essential that the Mayoress/Mayor's Consort is as willing as the Mayor to fulfil the role.
- (iii) The Mayoress/Consort accompanies the Mayor on Civic engagements where this is requested or expected. There are certain engagements throughout the year where the Mayoress/Consort would not be invited to attend.
- (iv) There may be occasions where the Mayoress/Consort is not able to escort the Mayor to an engagement. The Mayor may ask another person to accompany them to the engagement, but it is expected that only the Mayoress/Consort shall wear the official Chain of Office.
- (v) If the Mayor is unable to attend an event, the Deputy Mayor should attend on the Mayor's behalf and not the Mayoress or Consort.

Macebearer

- (i) The Mace is the emblem of the power of the dignity of the Mayor when carried in procession. The Mace is carried on the "slope" of the right shoulder. The origin of the Mace is a weapon of defence is well-known and accordingly the emblem of authority of the Mayor and precedes the Mayor at Civic occasions, but becomes redundant in the presence of the Sovereign.
- (ii) At Council meetings the Mace can be placed in front of the Mayor (with the crown to his/her right) – although having the Mace present at Council meetings is not essential. In Church the crown of the Mace faces towards the altar (or as the Church directs).
- (iii) The Council has a Macebearer who receives an annual retainer for their services which is to attend Civic/Ceremonial duties and functions. The Macebearer is not the Mayor's attendant or chauffeur.
- (iv) The Mayor and Deputy Mayor must contact the Macebearer via the Office. Any request for the Macebearer's presence must be organised through the office.
- (v) The Macebearer will address the Mayor either by the term "Mr Mayor" or "Madam Mayor" to retain the respectful/professional aspect of the role to avoid a personal nature.
- (vi) The Macebearer will advise the Mayor on procedures, dress, Civic or ceremonial aspects for the event or function of the day, or on any Civic/ceremonial questions the Mayor may have.
- (vii) The Macebearer may direct the Mayor and it is expected that the Mayor will adhere to the advice and direction given.

12. Mayoral Charities

- (i) The charities that the Mayor will work with throughout the Mayoral year will be announced by the Mayor at Mayor Making. The Mayor may work with additional charities throughout the year.
- (ii) The management and financing of activity associated with the Mayor's chosen charity shall be entirely the responsibility of the Mayor. Time

permitting the Council's Administrative Officer can assist to provide administrative support such as publicity and ticketing.

- (iii) It is better to choose charities that operate within Beverley and benefit the residents of the town of Beverley the most.
- (iv) Any funds raised go directly to the charities; the Council does not hold any charity funds raised.

13. Allowances and Gifts

- (i) A Mayor may be paid an allowance to meet the expenses of his office (LGA 1972, ss 15(5)). It is commonly described as recompense for the expenses of maintaining the dignity of the office.
- (ii) An approved allowance of £1500 is given to the Mayor at the commencement of the year of office (and is subject to PAYE). This is paid as a contribution towards expenses incurred: to assist the Mayor to purchase appropriate clothing or footwear if necessary; to purchase raffle tickets etc at engagements; to make donations at events; Church collections at Civic Services; travel costs within the Town Council boundary and other associated costs that the Mayor may have. There is no requirement for strict accounting for the spend and a general report on activity will suffice (ERNLLCA advice). This will be in the form of a report at meetings to include a verbal report and table of engagements and sections of the Civic Diary being uploaded to the website subject to GDPR.
- (iii) There is an allowance of £200 that is held by the Town Council which is used to pay for tickets to events, Civic dinners or other ticket costs for the Mayor or Deputy Mayor.
- (iv) The Mayor may claim travel or subsistence allowances/expenses using the Town Council approved forms and policies. Travel expenses will only be paid for journeys outside of the Town Council boundary.
- (v) In the course of official duties and functions, often gifts will be offered to the Mayor. It is suggested that all Members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them.
- (vi) The Town Council's Code of Conduct requires Members to register any gifts or hospitality worth £25 or over that are received in connection with their official duties as a Member, and the source of the gift or hospitality.

- (vii) The gift or hospitality must be registered and its source recorded within 28 days of receiving it. If in doubt, please consult the Town Clerk.

14. Civic Budget

- (i) The Town Council approves a Civic Budget along with the rest of the Council's budget process.
- (ii) The Civic Budget is used to help fund Civic costs during the year as organised by the Town Council for example costs associated with the Civic Service, Civic Dinner, Mayor Making (outgoing Mayor), Christmas Cards/Calendar, repairs and dry cleaning of Robes and Mascot, purchase of any regalia required and formal photograph.
- (iii) It may also be used to financially support fundraising events organised by the Mayoral charities, for example for hire of a hall, but this is not automatic and it must be approved by Full Council along with the proposals for the event to ensure Council funds are appropriately used.

15. The Mayoral Year

- (i) There are Civic events during the year organised by Officers. The Mayor will play a large part in decision making about how these events will take place. Mayor Making takes place in May. There is a Civic Dinner (recommended July/August) and a Civic Service (recommended March) and the Council's Civic Awards Evening (November). It is usual to try to space these events out during the year (one per quarter) as work to undertake these events can be onerous for office staff in addition to normal workload and other Council events.
- (ii) The Mayoral Year is recorded on the Civic Diary undertaken by the Administrative Officer. All Civic engagements are recorded in detail enough for the Mayor to have full knowledge of what is expected at each engagement. Sometimes the volume of information is onerous. The information needed is: date, time, event/engagement, location or venue, address, the organisation or person inviting the Mayor, who will greet the Mayor and contact details. Further information will be recorded such as whether the Mayor wears Chains, Robes, whether the Consort is to attend, whether the Mace/Macebearer is required, dress code, parking facilities, refreshments (including dietary requirements), access requirements, what the Mayor is required to do, eg make a speech, cut a ribbon, open a shop, just attend! When visiting the Forces such as Normandy Barracks, car make, model and registration number may be required as well as the name of the person driving.

- (iii) Some engagements are constant from year to year and the Mayor should make sure that they are able to attend these. These include (but this list is not exhaustive):
- ERYC Freeman Admission Ceremonies – usually one in September and one in October, dates tbc. The Mayor welcomes the new Freeman once they have taken their oath. This is usually about 4 pm.
 - Friends of Beverley Minster AGM, usually the second Sunday in October in the afternoon, the Mayor proposes the adoption of the reports.
 - Bonfire Night – to light the bonfire with the President of the Beverley Westwood Lions
 - Armistice Day - 10 am to 11.30 am, 11th November 2021.
 - Remembrance Sunday – morning Church Service, parade and laying of wreaths at Memorial Gardens.
 - Christmas Lights Switch on Beverley – attend Market Cross switch on if this is going ahead, usually the end of November.
 - New Year's Eve – to read "Ring Out Wild Bells" at New Year at Beverley Minster – this is done in consultation with the Minster each year.
 - Preside over the Turner's Trust Awards Ceremony – usually the second Monday in January.
 - Preside over the Pasture Masters Elections – 1st March each year (or nearest working day) at the Guildhall, leave the whole day free for this although it may be over by noon.
 - Orange Day, Swinemoor Primary School – the last Friday of Easter term, to attend the school assembly, speak to the children about being Mayor and give out oranges to each child (this has been a longstanding tradition)
 - St John of Beverley Service – usually second Sunday in May.
 - The Lord Lieutenant and High Sheriff engagements – dates to be confirmed – usually summer garden parties and/or Church services, for example the Legal Service usually held in February.
- (iv) The Mayor will receive invitations to Civic Services and Civic Dinners both from within the East Riding of Yorkshire and neighbouring counties. It is an opportunity to network and promote Beverley in other towns and areas. There is a network of 13 local town Councils within the East Riding called "The Chain Gang" where reciprocal arrangements exist for not charging when the Mayor and Consort attend each other's' Civic Dinners. The Mayor may choose to attend or not attend these Civic Dinners and Civic Services however, this is a huge opportunity to make a difference in promoting Beverley.

- (v) Some Mayors have chosen not to attend Civic invitations from outside of the East Riding of Yorkshire, for example over the Humber Bridge, should their workload become too onerous or because they prefer to concentrate their efforts within Beverley and surrounding areas.
- (vi) The Mayor will be expected to open/attend functions or events as organised by the Town Council, for example the Food Festival, Jubilee, etc. There may be options to work with the charities for raffles/tombola stalls at these events.
- (vii) The Mayor's Civic Dinner – will either be traditional or more in keeping/modern with the wishes of the Mayor in office. Some traditions will remain such as the Grace before the meal, the Loyal Toast and there will be speeches, entertainment and raffles/auctions. The Mayor does not wear Robes and the Mace is not required at the Mayor's Civic Dinner.
- (viii) The Mayor's Civic Service – Robes and Chains can be worn and there may be processions in and out of Church. An order of service will be discussed with the relevant Church and Vicar/Minister with input from the Mayor. Procession advice will be given by the Office.
- (ix) Remembrance Sunday – Traditionally the Mayor will stand at the Market Cross with other Civic Dignitaries whilst the parade goes past. At each section of parade, the Mayor will call "eyes right" at which point the Mayor (male) will remove his hat, bow and put the hat back on. The Mayor (female) will keep her hat on and bow. At Hengate Gardens when called, the Mayor will walk forward, lay the wreath, step back, take the hat off (male) and bow. The Mayor (female) will leave the hat on and bow.
- (x) The Mayor will send Christmas Cards or Calendars to Civic dignitaries and persons on the Civic Database held by the Administrative Officer as required. Usually this is the HM Lord-Lieutenant, High Sheriff, Chairman of the East Riding of Yorkshire Council, Town Mayors in the East Riding of Yorkshire, twinning Mayors and others.
- (xi) The Mayor will be expected to have a photograph taken in Civic Regalia at the end of the year of Civic office.
- (xii) The Administrative Officer will action correspondence for the Mayor after consulting the Mayor using Office of the Mayor of Beverley Stationery.

16. External Responsibilities

The Mayor will also take up some responsibilities conferred on them by way of the Office of Mayor. These are:

- Hon Trustee of the Minster Old Fund – (the Trust that oversees work to the Minster), meetings of which are quarterly on a Wednesday in the afternoon
- Hon Trustee of the Turner's Trust – (A Trust that provides fund awards annually to those who are in domestic service who meet certain criteria), meetings of which are held quarterly at 11.30 am on a Monday. The Mayor will give permission annually for the town crest to be used on their award certificates for their Awards Ceremony in January.
- Twinning – the Mayor will be invited to attend Beverley-Lemgo Twinning Association meetings, Supper Clubs and the AGM. The Mayor is sometimes invited to meetings of the Beverley Nogent Twinning Association.
- The Mayor is usually invited to become an Honorary Rotarian.

17. Mayor during the Run-Up to Elections

During the run up to elections, there are statutory guidelines the Town Council must follow regarding publicity. Guidance should be sought from the Town Clerk to ensure that the Mayor operates within those guidelines. It is worthy of note that unlike all councillors who cease office four days after the four-yearly local elections, the Mayor remains in office until his/her successor is appointed at the Annual Council Meeting.

18. Civic Precedence

This is historical information for guidance. Processional/ceremonial precedence will be determined dependent on the occasion.

(i) HM Lord-Lieutenant of the East Riding of Yorkshire

HM Lord-Lieutenant of the East Riding of Yorkshire is the Queen's representative in the county. The ancient Office of Lord-Lieutenant, whose roots can be traced back to Tudor times, is bestowed by the Queen on the recommendation of the Prime Minister. The Lord-Lieutenant's first and foremost duty is to uphold the dignity of the Crown in the East Riding of Yorkshire Lieutenancy area, which for ceremonial purposes comprises both the East Riding of Yorkshire and the City of Kingston upon Hull.

There is a Vice Lord-Lieutenant who may carry out duties in the Lord-Lieutenant's absence. There are a number of Deputy Lieutenants who assist.

Further information about the work the Lord-Lieutenant undertakes can be found using the following links:

<https://www.eastriding.gov.uk/council/Civic-services/lord-lieutenant/>

<https://www.eastridinglieutenancy.org.uk/>

(ii) High Sheriff

The Office of High Sheriff is an independent non-political Royal appointment for one year. Nominations are dealt with through the Privy Council for consideration by the Queen who "pricks" the appointee's name with a bodkin following a Warrant of Appointment is issued. Duties include attendance at Royal visits to the County and support for HM High Court Judges. The High Sheriff will support the Police, emergency services, probation and prison services and voluntary sector organisations involved in crime reduction.

Further information about the work the High Sheriff undertakes can be found using the following links:

<https://www.eastriding.gov.uk/council/Civic-services/lord-lieutenant/>
(scroll to the bottom of the page).

<https://highsheriffs.com/east-riding-of-yorkshire/>

(iii) Chairman of East Riding of Yorkshire Council

The Chairman of the East Riding of Yorkshire Council is elected annually at the Annual Council Meeting. The main role is to chair Council meetings and represent and promote East Riding of Yorkshire Council at Civic and ceremonial events.

Further information about the Chairman of the East Riding of Yorkshire Council can be found using the following link:

<https://www.eastriding.gov.uk/council/Civic-services/chairman-of-the-council/>

(iv) The Right Worshipful the Lord Mayor of Kingston upon Hull and Admiral of the Humber

The Lord Mayor of Hull is elected annually. The position of the Mayor of Kingston was established in 1332 and in 1914 it was declared that the title would become Lord Mayor due to the city's high position in the roll of ports of the kingdom. The honour was confirmed by letters patent in 1975. The majority of the Lord Mayor's responsibilities relate to the first citizen function which is to represent the Council. Within Hull's boundary, the Lord Mayor takes precedence over the Chairman of the East Riding of Yorkshire Council. Outside the boundary of Hull, the Chairman of East Riding of Yorkshire Council takes precedence.

(v) Hedon Town Council

King John gave Hedon a Charter in 1200 (confirming the 1158 Charter) stating that Hedon could hold a market, making it a Market Town. Hedon's first Mayor took office in 1348 as a result of a Charter of Incorporation granted by Edward III. Their Civic Mace acquired in 1415 is now the oldest in the country.

19. Form of Address for the Mayor

(i) Formal

The Mayor should be introduced as "The Worship the Mayor of Beverley, Councillor (Name)".

(ii) In Conversation

If male: "Mr Mayor".

If female: "Madam Mayor".

20. London Bridge

The Town Clerk will guide the Mayor through Operation London Bridge procedures should this become necessary.

21. Civic Presence at Funerals

The presence of the Mayor at any funeral is dependent on the wishes of the family, and nature/religion of the ceremony.

(i) Death of a Mayor in Office

Only with the agreement of the Mayor's family, the Mayor's Chains of Office will be carried by the Town Clerk on a black cushion behind the coffin. The Mace is carried upside down with black rosettes by the Macebearer

(ii) Death of a Councillor in Office, Honorary Freeman, Past Mayor or Serving or Past Officer

Only with the agreement of the family, will the Mayor attend the funeral wearing the Chains of Office (no Robes) with black rosettes attached. The Mayor will wear traditional black funeral attire and will sit in the Church/place of funeral and not process in with the mourners.

(iii) Death of Dignitaries

Upon the death of a dignitary, should the Mayor be invited to attend the funeral, the Town Council and the Mayor will be guided by the authority organising the funeral.

22. Useful Links and Documents

List of Mayors from 1573 to the present day –

<https://www.beverley.gov.uk/wp-content/uploads/sites/75/2021/05/Mayors-of-Beverley-1573-to-2021.pdf>

About the Coat of Arms –

<https://www.heraldry-wiki.com/heraldrywiki/index.php/Beverley>

History of the Great Mace, Armorial Bearings and Walts Chains.
Available from the Office.

Up to date Mayoral Information

<https://www.beverley.gov.uk/mayor-Civic/>

Mayoral Invitation Form (Scroll to the bottom of the Page for the link)

<https://www.beverley.gov.uk/mayor-Civic/>



Approved and Adopted by Full Council on 20th February 2023

Signed

Councillor Linda Johnson
Mayor of Beverley

Matthew Snowden
Acting Town Clerk

