

Agenda No.7f

P&R Policy Meeting

DRESS CODE – Councillor Challen

Code of dress for all Councillors:

1. The Councillor dress code will apply to all meetings of the Full Council.
2. All Councillors are required to wear smart casual clothing with no slogans.
3. No baseball caps are to be worn in any meeting of Council unless for health reasons.
4. No training clothes are to be worn in any meeting of Council. The Mayor, or in their absence the Leader, will have the discretion to excuse a Councillor from complying with the Dress Code, upon receiving a satisfactory explanation from the Councillor for not being appropriately dressed.
5. Councillors unable to comply with the Dress Code due to a disability or health reason will be granted a dispensation for all meeting for as long as the condition applies.
6. Male members are permitted to wear smart trousers and smart jumper in place of a shirt but with no slogans.
7. At Civic functions in the presence of the Mayor, all Members are required to wear smart clothing.

Agenda No. 7g

Saltash Town Council



Name of Policy: **Policy for receiving public questions at meetings**

Date of Inception: **-04.2018**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Original Approved by	
Date	April 2018	Date of approval	
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1
Version 2 2018
ajt

Members of the public have a legal right to attend decision making meetings of the Town Council and its Committees, except where they are excluded for specific items which need to be discussed in confidence (e.g. staffing matters or tenders for contracts). A period of fifteen minutes will be designated for public participation at a meeting and this session is recorded in the minutes of the meeting.

Submission of Questions

Questions must be submitted in writing no later than 48 hours before the meeting¹ either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and address and indicate if you will be present at the meeting.

If the enquirer is unable to be present the question will not be put to the meeting but they will receive a written answer.

No person may submit more than one question to a meeting and no more than one question may be asked on behalf of an organisation.

Any questions submitted after the deadline will be referred to the next meeting.

Anonymous questions will not be answered.

Order of Questions

Questions will be taken in the order in which notice was received but the Chairman of the meeting may group together similar questions.

All questions shall be put to the Chairman and no member of the public may speak for longer than three minutes. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman shall direct in which order this will be.

A public question shall not start a debate at the meeting.

Scope of Questions

Questions must relate to a matter to which the Council has powers or duties or which affect the town of Saltash.

Questions will not be allowed on matters which have previously been determined.

The Chairman of the meeting will reject a question if it:

- Is not about a matter for which the Town Council has a responsibility or which affects the town of Saltash.
- Is defamatory, frivolous or offensive.
- Requires the disclosure of confidential information.
- Is the same, or substantially the same question as one asked in the previous six months.

¹ If NALC S/O are adopted either the SO or the policy will need to be amended.

Response to Questions

Questions may be answered by the Mayor, Deputy Mayor, Town Councillors or the Town Clerk and will be dealt with in one of the following ways:

- A verbal response may be made at the meeting.
- The Town Clerk will be asked to respond in writing.
- The Town Council may decide to place the item on an agenda for a future meeting (or refer it to a Committee) for further consideration.

Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person or clear the public gallery.

Agenda No. 7h



DRAFT DOCUMENT FOR P&R 17.04.2018

THE MAYOR OF SALTASH A PROTOCOL GUIDE

The Mayor is advised to read this document in conjunction with
the agreed Member and Employee Protocol and the Town Council Standing Orders.

Version 1ajt
04/2018

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The Calendar of Meetings is published on the Town Council website www.saltash.gov.uk

Introduction

Congratulations on your election as Mayor of Saltash Town Council and thereby the town's First Citizen. This handbook has been produced to provide information and guidance in your new role.

Please refer to the appendix for a list of initial actions that you may wish to plan.

Top Tips for newly elected Civic Mayors

(Published by the Local Government Association)

1. Please ask for help when you need more information. We recognise that this is a new position to you that you might not have been in before and we as civic officers (particularly the Mayor's Secretary) are there to support and help you in your role. The Town Clerk should become your best friend.
2. Be innovative. You do not need to follow in your predecessor's footsteps. You are now in this role and you can try out new things and ways of working.
3. Remember that you are the Mayor 24/7. You must always remember that the way you act, dress and behave might impact on the Council.
4. Have clear aims and objectives of what you want to achieve during your year as Mayor. Best is to start backwards and think about where you want to be in 12 months' time. That way you can hit the ground running and bring value to the Council.
5. Use training opportunities as these will further enhance your skills, knowledge and networking.
6. Practice both speaking and listening skills. You will be required to speak in public at both announced and unannounced times, but you will also be required to attend events where you need to be the listener.
7. Don't worry so much about fundraising as this is only a small part of your job as Mayor. Fundraising is more than money; it is also about being the link and the value that it brings to communities and the Council.
8. Be careful and mindful about time management. You have the right to a personal life and your well-being is very important. We do not want you to burn-out during your time as Mayor!
9. Allow your deputy to deputise. Learn to delegate with trust. This will encourage succession planning and you will be a good mentor to your deputy.
10. Be reliable and consistent. Do not cancel accepted appointments if you get another invitation that looks more lucrative or exciting! This creates problems and does not look good to those who have been left in a lurch.
11. When you attend functions or appointments, do your homework and know the protocol that goes with this appointment. Get to know your communities and what matters to them. Get to know their religious days and festivals as well as their protocol to ensure you do not offend some community members.
12. Lastly, have fun being the Mayor!



Saltash Town Council



Name of Policy:

Policy for the Election of Mayor and Deputy Mayor

Date of Inception:

01.12.2016 FTC (P&R Min no 351/16/17)

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
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April 2017	2	AJT	

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Date	Type of Review	Date of completion	Summary actions of	Completed by
Feb 2017	Revision	April 2017	Ref P&R Min 134/16/17	RL/AJT

SALTASH TOWN COUNCIL**POLICY FOR THE ELECTION OF MAYOR AND DEPUTY MAYOR****Background**

The 1972 Local Government Act s 15 (2) requires that the first item of business at the Annual Meeting of the Council is to elect a Chairman for the municipal year.

The current custom and practice at the Town Council is to pre-select the Mayor and Deputy Mayor at the full Council meeting held in February. The election and installation takes place at the Annual Meeting.

This policy sets out a revised process for the nomination of a Mayor Elect and Deputy Mayor Elect, and subsequent installation in both election and non-election years.

1 NOMINATION AND ELECTION OF MAYOR**a. In a non-election year**

- i. At the meeting of full council held in March the outgoing Mayor will call for written nominations for the offices of Mayor.
- ii. Nomination will be by written submission, proposed and seconded by two members of the Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available (see appendix), although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- iii. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.
- iv. A special meeting of the Council will be held within 28 days of the issue of the call for nomination where the only items of business are to elect the Mayor-Elect and Deputy Mayor-Elect.
- v. At least 48 hours prior to the special meeting of the Council the Clerk shall circulate the names of the nominated candidates to all councillors.
- vi. Prior to the vote for each election:
 - i. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
 - ii. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

- vii. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- viii. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1a(ii).
- ix. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.
- x. Where there are more than two candidates, the successful candidate must achieve a clear majority* (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.
- xi. The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May.
- xii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.
- xiii. The election of the Mayor shall be the first item of business at the Annual Meeting of Saltash Town Council in May by a recorded vote.
- xiv. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory note:

All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the chair of the meeting and those standing for office. It is advised that candidates exercise their right to vote unless they have agreed not to do so in advance with the other candidates.

*** The definition of a majority vote is more than half of the votes cast. Abstentions are excluded in calculating a majority vote.**

- b. In an election year (where the Annual Meeting must be held within 14 days of the election)**
- i. As soon as possible, and in any case by the end of the fourth day after the elections, the Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Council to be held within 14 days.
 - ii. Nomination will be by written submission, proposed and seconded by two members of the Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
 - iii. Completed nominations must be submitted to the Town Clerk by the end of the sixth day after the election.
 - iv. As soon as possible, and in any case at least 24 hours prior to the Annual Meeting of the Council the Clerk shall circulate the names of the nominated candidates to all councillors.
 - v. The Annual Meeting of the Council will be held no later than fourteen days after the election where the first item of business will be the election of the Mayor by a recorded vote.
 - vi. Prior to the vote for each election:
 - i. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
 - ii. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
 - vii. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
 - viii. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1b(ii) above but still allowing for the Annual Meeting of the Council to be held within 14 days of the election.
 - ix. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.

- x. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot will be held. This process will continue until there is a clear majority.
- xi. A tie in votes will be settled by the casting vote of the Chairman of the meeting.
- xii. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory notes:

- A. *If the retiring chairman is present in the council chamber, then he must take the chair at the start of the Annual Meeting of the Council.*

If he has been elected as a councillor for the new council then in the election of the new chairman:

- *He has an original vote but is not under a duty to cast it*
- *If there is an equality of votes the chairman has a casting vote which he must use to break the deadlock; and*
- *There is no legal requirement that a chairman should use either his original or casting vote in any particular way. There is no legal prohibition against a chairman using either his original or casting vote in his own favour.*

If the retiring councillor has not been elected as a councillor for the new council then he must preside the meeting until the election of the new chairman is completed, and his successor appointed. The retiring chairman's duties include noting the members present/absent, receiving nominations and counting votes in the election of the new chairman but

- *He does not have an original vote; and*
- *If there is an equality of votes then he has a casting vote which he must use in order to break the deadlock.*

- B. *If the retiring chairman is not present the retiring Deputy Mayor will take the chair for the election of the chairman. If neither is present those councillors in attendance will vote for the councillor to take the chair for the election of the chairman.*

- C. *All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the chair of the meeting (see advisory note A above) and*

those standing for office. It is advised that candidates exercise their right to vote for themselves unless they have agreed not to do so in advance with the other candidates.

D. In an election year there will be a Ceremonial Installation of the Mayor at a date to be arranged following the Annual Meeting of the Town Council.

2 NOMINATION OF DEPUTY MAYOR

- a. The election of the Deputy Mayor will take place as the second item of business at the Annual Meeting of Saltash Town Council.
- b. The process for the nomination of the Deputy Mayor will follow the same timetable and procedure as that for the Mayor.
- c. All nominations must be received in accordance with this policy.

3 NOMINATION OF MAYOR DURING THE MUNICIPAL YEAR

- a. Where a vacancy for the office of Mayor occurs during the municipal year, the process for the election of a new Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.
- b. The Deputy Mayor will assume the responsibilities of the role of Mayor and chair the election of the Mayor which will take place as the first item of business at the next meeting of Saltash Town Council.

4 NOMINATION OF DEPUTY MAYOR DURING THE MUNICIPAL YEAR

- a. Where a vacancy for the office of Deputy Mayor occurs during the municipal year, the process for the election of a new Deputy Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.

History of the Mayor of Saltash

Circa 1225 Reginald de Valletort, lord of Trematon Castle and Trematon Manor, granted a Charter (not dated) to the burgesses of Essa, as Saltash borough was then called. He confirmed all the privileges which they had received from his ancestors. The charter contained a clause stating that the burgesses would be able to elect a reeve themselves. A reeve was a borough administrator.

Two centuries later the term "Mayor of Saltash" began to appear in some documents; gradually it became the standard title. It was made official in the charter granted to Saltash borough by Queen Elizabeth I in 1585.

The Town of Saltash is twinned with Plougastel in France.

For more information on the history of the town please visit Saltash Heritage.

The Role of the Mayor

For those chosen, or who are considering standing for the position of Mayor, it must be considered how different the role of Mayor is to that of Councillor. It has different roles, working hours and restraints. This must be considered in advance of accepting the office particularly in respect of employment and family life. It is however reported to be an enjoyable and rewarding experience by those who have undertaken the role.

Background:

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chairman of the Town Council the title of 'Town Mayor'.

The Mayor is elected by the Full Council at the Annual Town Council Meeting in May. The policy for the Election of the Mayor lists the process for nominations of both Mayor and Deputy Mayor. Following election the Mayor signs the Declaration of Acceptance of Office which is witnessed by the Town Clerk. The Mayor will hold office for one year, generally from the Ceremony of Mayor Choosing held in May, until the same event the following year.

Summary of the role:**Chairman of the Town Council**

Chairs full town Council meetings; attends all other committee meetings of the Council as ex-officio voting member; acts as a representative for the whole community during term of office while maintaining an appropriate and active role in their ward; works closely with the Town Clerk on strategic and day to day running of the business of the Council.

Civic Head of the Town

The Mayor is the first citizen of the town and will be in the public eye for the whole of his/her term. He/she will have many meetings, some with dignitaries, numerous engagements, late nights and early morning. The Mayor will need to exhibit a keen and genuine interest in those they meet, show enthusiasm and commitment and promote the interests of the town. The Dignity of the Office of the Mayor should always be upheld.

Council Meetings

The Mayor is the Chairman of the Town Council and is (along with the Deputy Mayor) an ex-officio voting member of all Council Committees. Where present at a meeting of the Full Town Council the Mayor will chair the meeting in accordance with Standing Orders.

As Chairman of the Town Council the Mayor may exercise a casting vote in addition to their ordinary vote in decision making by the full Town Council but otherwise has no additional formal powers to those of other Councillors.

Civic and Ceremonial Protocol**a. Civic Event Order of Precedence Protocol including Town Seniority**

Approved by full Council in April 2013 there is a protocol for precedence at Civic Events which will be controlled by the Town Sergeant.

For information, Town Seniority is based on the date a town was given a Charter.

b. Civic Funerals

Any serving Councillor who dies during their term of office is entitled to a Civic Funeral but only at the express wish of the family. There is a protocol in place (see appendix).

c. Royal Visits (NALC LTN10)

NALC have a guide for Royal Visits (see appendix). Should there be a Royal Visit during your term of office as Mayor the Office of the Lord Lieutenant will work closely with the Town Clerk and Mayor regarding the arrangements. For security reasons it is usual to embargo news of visits until given permission to publicise.

d. Ceremony of 'Mayor Choosing'

In a non-election year this will be the Annual Meeting of the Town Council held in May.

In an election year this will be an inauguration ceremony on a date to be arranged following the Annual Meeting of the Town Council.

Mayor's Charity

It is entirely up to you as Mayor whether you wish to focus on fund raising for a nominated charity/charities. These are normally announced at the Ceremony of Mayor Choosing. You may wish to hold fund raising events for which administration support may be available with the permission of the Town Clerk. Accounts should be kept, particularly where relating to a large event such as a Mayor's Ball, and any funds you raise will be deposited in the Mayor's Charity Account and should be distributed to your nominated charities at the end of your term of office.

Appointment of a Chaplain

This is an unpaid honorary position in the gift of the Mayor. The Chaplain supports the Mayor on a number of events in the Civic Calendar and also leads prayers at the monthly meeting of the full Council.

Appointment of a Mayor's Cadet

The Cadet is chosen from the uniformed youth organisations in the town. Nominations are requested in writing and chosen by the Mayor. The Cadet accompanies the Mayor at Civic Events and any other events deemed appropriate by the Mayor.

Honorary Positions held by the Mayor of Saltash

- Saltash May Fair Committee - Ex officio member and President of the Committee during the term of office – shall also act as Chair of the AGM.
- Royal Naval Association- Patron
- Rotary Club of Saltash - Honorary member and is welcome to attend meetings and give a talk.
- Saltash Sailing Club- Honorary member

Mayor's Allowance

The Mayor is paid an allowance (taxable) during his/her term of office to reflect expenses incurred (LGA 1972, s15 (5) and 34 (5)). The LGA does not stipulate the type or category of expenditure. The objective of the allowance (which is separate from the Councillors Allowance) is to allow any Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

If you are in any doubt as to whether you are expected to pay for something from your allowance please ask.

Gifts

Personal gifts received by the Mayor worth £25 or more are subject to the Code of Conduct. Gifts presented to the Mayor in his/her ceremonial capacity as the first citizen of the town shall be accepted by the Mayor for the town/Council, may not be retained by the Mayor either during their term of office or after and shall be passed to the Town Clerk who shall manage such gifts on behalf of the Council. Where the gift is of nominal value and/or similar gifts are presented to and retained by other members of the Council and/or officers the Town Clerk may deem it appropriate for the Mayor to retain a gift. The Code of Conduct requires all Councillors, including Mayors, to register any gifts or hospitality worth £25 or over that are received in connection with their official duties within 28 days of receipt. All gifts/hospitality declared will be recorded in the Declaration Book stating the date of receipt, details of gift, value of gift (or reasonable estimate) and what happened to the gift.

The acceptance of a gift or hospitality may become an interest declarable in law at a Town Council meeting if connected in any way with a matter under discussion. The Town Clerk should be consulted in any case of doubt or the Monitoring Officer for Cornwall Council.

Use of the Mayor's Parlour

The Mayor is entitled to two free uses of the Guildhall Building during their term of office.

Images

It is considered inappropriate for the Mayor and/or Deputy Mayor to appear in any electoral material, whether associated with their election, or another candidate's election, in any official regalia or robes. The Mayor and/or Deputy Mayor should use all reasonable endeavours to avoid this from occurring.

Civic Service

The Mayor may choose to hold an Annual Civic Service at a place of worship of their choosing. The event should be inclusive of all sections of the community and open to all faiths.

Support for arranging the service is provided by officers.

Invitations and events

The Mayor is supported by the Mayor's Secretary who is responsible for the engagements diary. All invitations must be in writing and directed through the Mayor's Secretary. Where the Mayor is approached personally concerning an official event he/she must advise that the Town Council office is the only route through which an engagement is authorised. The Mayor should not solicit engagements or visits or otherwise obtain favours by virtue of office.

If the Mayor is unable to accept an invitation then it may be passed to the Deputy Mayor.

An engagement, once accepted, should not be cancelled except for most important reasons. Under no circumstances should it be swapped for a later invitation that is received and is more appealing. The organiser of each event sees theirs as being the most important and this must be remembered.

Media

The Mayor, as Chairman of the Council (traditionally a neutral role), is responsible for responding on behalf of the Council and may be asked for comments from the press and will also approve press releases arising from the meetings of the Council.

There is a Mayor's Page on the town Council website which can be used to record your year of office with photographs and text. The Mayor's Secretary will be able to give you more information.

Support from Officers

All correspondence addressed to the Mayor is received by the Mayor's Secretary and distributed in the Town Council office. Items addressed in error to a previous Mayor will be redirected to the current Mayor.

Regalia – Guidance on Wearing and/or Use

The Town Clerk is responsible to the Town Council for the safe keeping of Town Council assets and does not have the power to authorise the use of the chain in any case of unacceptable risk. If in any doubt please consult the Town Clerk. The Mayor has access to the Guildhall for secure storage of the chains when not in use. Should you wish to store them off the premises please consult the Town Clerk and check your household insurance before doing so.

Civic chains are not worn with military uniform but may be worn over academic dress or full canonicals by a member of the clergy.

Please advise the Town Clerk immediately of any damage to any part of the Civic Regalia.

Item	Guidance on wearing/use of item
Mayoral Chain	When undertaking official duties as Mayor and/or Private places/engagements: with suitable precautions adhered to including reserved parking space and the agreement of the Town Clerk. In other parish/town: only with written permission of the Mayor's office of that parish/town.
Consort's Badge	The Consort will only wear the badge when accompanying the Mayor wearing the chain. (Same guidance applies.)
Deputy Mayors Pendant	The Deputy Mayor does not wear the pendant when the Mayor is in attendance.
Deputy Mayoress's Pendant	May be worn when accompanying the Deputy Mayor.
Mayoral Robes	May be worn when attending a Civic Event. Comprises: Bicorne with gold flash (Tricorne for female Mayors) Red robe trimmed with fur White gloves Lace Jabot (plus chain of office) At the discretion of the Mayor the accompanying Town Sergeant, Mace Bearer and Town Clerk will also be in Civic dress.

The Role of the Deputy Mayor

The Councillor elected as Deputy Mayor will support the Mayor throughout the year and will represent the Council when asked to do so.

a. Council Meetings

If the Mayor is not present at a Council meeting, the Deputy Mayor must preside if present.

The Deputy Mayor has no standing in that role when the Mayor is present but assumes the precedence and standing of the Mayor when s/he is deputising for the Mayor.

b. Civic and Ceremonial

The Deputy Mayor should not wear the Deputy Mayor's pendant in the presence of the Mayor excepting on his/her election at Mayor Choosing.

The Role of the Mayor at the end of their term of office

At the Annual Town Council meeting the outgoing Mayor will be invited to make a short speech as a response to the vote of thanks of the Council for their services during the year. The new Mayor will present a Past Mayor's badge.

Past Mayors are encouraged to help incoming Mayors find their feet and become comfortable in the role. It is helpful to avoid confusion by members of the public to ensure that an outgoing Mayor does not attend events which are being attended by the incoming Mayor or Deputy Mayor except in private capacity. Former Mayors are advised not to comment on the style or actions of the current Mayor as this may be seen as criticism by members of the public.

Appendix

- 1. Initial actions for the Mayor**
- 2. Speaking and answering questions at events**
- 3. NALC Guide LTN2 – The Chairman of Local Councils**
- 4. LGA – Chairing Skills**
- 5. LGA – Effective member and officer relations**
- 6. LGA – Joining the Chain Gang – preparing for the role of Civic Mayor**
- 7. Example nomination form**
- 8. Protocol for precedence at Civic Events**
- 9. Royal Visits – NALC guide**

Appendix 1**Initial actions for the Mayor**

(The Mayor needs to plan most of these actions before their election at the Annual Meeting of the Town Council.)

1. Choose a Mayoress or Mayor's Consort.
2. Appoint a Chaplain (if desired).
3. Appoint a Mayor's Cadet (if desired).
4. Choose a charity/charities to be supported during the year.
5. Make an appointment with the Mayor's Secretary as soon as elected.
6. Provide biographic notes to the Mayor's Secretary for inclusion on the Mayor's page of the website.
7. Advise the Mayor's Secretary of any important dates where you will not be available during your term of office.
8. Advise the Mayor's Secretary of any pre-existing medical conditions or disabilities that may affect your diet or ability to carry out the role. This will then enable them to advise organisers of events of any special requirements that you may have.

Appendix 2

Speaking and answering questions at events

Speech making is an integral part of the duties of the Mayor. You may be asked to speak on occasions without notice so it is useful to be prepared and have done your research particularly prior to engagements. You may wish to prepare a standard short speech that you can call on when asked to speak without notice at a function. For information on the history of the town Saltash Heritage will be able to help.

You may also be asked questions such as listed below – often asked by younger citizens!

How much is the Chain worth?

How heavy is the Chain?

How old is the Chain?

What do you call the Mayoress when he is a man?

How do you become Mayor?

How long do you serve as the Mayor?

Do you get paid?

Do you live in the Guildhall?

What is the best thing about being the Mayor?

How do you become a Councillor?

How does the Council spend the money?

Appendix 3**Example nomination form****Nomination form for the Office of Mayor of Saltash****ALL NOMINATIONS MUST BE RECEIVED BY 4.00PM ON INSERT DATE**

Candidate's Details	
Surname	
Forenames	

	Print name	Signature
Proposer:		
Seconder:		
Candidate:		

Date: _____

Nominations may be posted to the Town Clerk at the Guildhall or sent by email to admin@saltash.gov.uk

Office use only:

Received by	
Date	
Time	
Nomination checked & circulated	

Appendix 4

Protocol for precedence at Civic Events

Civic Event Order of Precedence Protocol

Town Sergeant to exercise control and form up parade.

Town Sergeant and Mace Bearer

Mayor and Mayoress/Consort or Lord Lieutenant if present.

Town Clerk and Mayors Chaplain
plus Mayoress/Consort if Lord
Lieutenant present.

Deputy Mayor and Deputy Mayoress.

Mayors Cadets

Councillors (In order of length of service/seniority).

Freeman of Town (In order of length of award)

Member of Parliament

Town Crier plus May Queen and Princesses.

Visiting dignitaries

Police /Fire Representatives

Others

Last updated February 2012

Useful guides*

NALC Guide LTN2 – The Chairman of Local Councils

LGA – Chairing Skills

LGA – Effective member and officer relations

LGA – Joining the Chain Gang – preparing for the role of Civic Mayor

Royal Visits – NALC guide

***All documents available electronically on request from the Senior Administration Officer**

Agenda No. 7i

Saltash Town Council



Name of Policy:

Policy for the awarding of grants from the Festival Fund

Date of Inception:

--04.2018

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Original Approved by	
Date	April 2018	Date of approval	
Responsible Officer	Town Clerk	Minute reference	
Responsible Committee	P&R	Review date	

Version History			
Date	Version	Author/Editor	Comments

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

Saltash Town Council annually allocates a budget to support events in the town intended to strengthen community spirit, generate a sense of community pride and raise the economic profile of the town. The fund will not be replenished during the ensuing financial year.

Events that may be supported:

- Regular events in the town calendar
- Specific one off events

Applicants:

All properly formed community organisations with a bank account, constitution and audited accounts or a charity number. (Proof required with application)

Grants to religious organisations can only be made where the funded purpose is open to those of all denominations and cannot be for any works to buildings as this is precluded by law.

Applications from companies or private commercial ventures will not be considered.

Funding levels

There is no specific grant ceiling.

The council reserves the right to offer partial funding against applications.

Applications will be dealt with on a first come first served basis and there will be only one grant per organisation per financial year.

Applications:

All applications must be submitted on the official form available from the Town Council office and must enclose:

- A copy of full audited accounts
- Bank account details (Money cannot be paid into an individuals account.)
- Estimates/quotes (must be project specific)

Applications should give a minimum of six weeks' notice before grants can be allocated to events.

Retrospective applications will not be considered.

Procedure:

The application will be considered at the next available meeting of the Policy and Resources Committee. No personal data will be disclosed.

Applications will be marked by Councillors against a set of key criteria*.

Applications that do not achieve the minimum score will be rejected.

Rejected applicants will receive notification of why their bid was unsuccessful.

Councillors who advise applicants on preparing forms and individual Councillors with close connection to applicants will not vote on those applications.

If successful:

- Applicants will have two months to accept the grant on the terms offered after which the offer will lapse and Saltash Town Council will be under no obligation to provide any grant assistance.
- The applicant agrees to publicise the support of Saltash Town Council and the Festival Fund.
- On completion of the project a report should be submitted to Saltash Town Council comprising of evidence (e.g. receipts, photos, press reports) to prove that the grant has been used for the purposes intended within the financial year that the grant has been paid, or exceptionally for a longer period defined by STC. Failure to do so may prejudice future applications.

Conditions:

Saltash Town Council may withhold further payments of the grant and will be entitled to reclaim amounts already paid if any of the following events occur:

1. Any of the terms and conditions of the agreement are not complied with.
2. Any information given to Saltash Town Council either in the application or at any time and concerning the approved project is found to be incorrect.
3. There has been any financial impropriety by anyone connected with the project.
4. Applicants fail to provide information regarding the project within the timescales prescribed.
5. The grant paid has not been used towards the completion of the approved project.
6. The applicant or anyone connected with the project become subject to a bankruptcy order, or in the case of a company go into liquidation whether compulsory or otherwise.
7. Any payment of grant has been made in error.

Acceptance of the offer:

Acceptance of the terms and conditions of the offer will be indicated by the applicant signing and returning one copy of the grant offer to Saltash Town Council.

The grant offer should not be construed as giving any consents required for carrying out the project. Sponsoring organisations and other interested parties must ensure that they have the necessary authority (legislative or otherwise) for the activities proposed. All persons must comply with all forms of the law for the time being in force in the United Kingdom

Saltash Town Council reserves the right to change these rules at any time and without notice.

***Scoring criteria**

Strength of the project – how much it contributes to the general good of Saltash. (Applications that support Saltash Gateway's Community Development Plan, or STC priority areas such as: improving Fore St; improving community safety; improving play provision will be preferred).

4 pts max

Sustainability of the project – what long term benefits it offers

2 pts max

Track record (as indicated by e.g. membership, most recent accounts, annual reports, previous projects, support from other people/organisations, evidence of partnership projects)

1 pt max

Cost-effectiveness (shown by e.g. alternative approaches, competitive quotes etc) (Value for money)

1 pt max

What contribution the applicant/others are making to the project

1 pt max

What benefits it offers Saltash Town Council (in terms of publicity for the scheme, or support for events or projects involving the Town Council). Applicants will be expected to show on their application how they will publicise Saltash Community Chest (in order to encourage others to apply).

1 pt max

Agenda No. 7i

Saltash Town Council



Name of Policy:

Policy for the awarding of grants from the Community Chest

Date of Inception:

--04.2018

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Original Approved by	
Date	April 2018	Date of approval	
Responsible Officer	Town Clerk	Minute reference	
Responsible Committee	P&R	Review date	

Version History			
Date	Version	Author/Editor	Comments

Review Record				
Date	Type of Review	Date of completion	Summary actions of	Completed by

Saltash Town Council annually allocates a budget to support small scale community projects in the town intended to improve the town environment or to strengthen the community fabric or the economy of the town. The fund will not be replenished during the ensuing financial year.

Events that may be supported include:

- New co-ops or community enterprises
- Equipment for leisure/youth/sports clubs
- Murals and banners
- Community clean-ups
- Workshops/training
- Neighbourhood safety initiatives

Applicants:

All properly formed community organisations with a bank account, constitution and audited accounts or a charity number. (Proof required with application) Other community projects may be considered at the discretion of the Council.

Grants to religious organisations can only be made where the funded purpose is open to those of all denominations and cannot be for any works to buildings as this is precluded by law.

Applications from companies or private commercial ventures will not be considered.

Funding levels

Normal grant level up to £1000.

Exceptionally up to £1500 where the project is judged to show:

- clear community benefit to more than one section of the community
- clear evidence of working in partnership
- the Committee considers the application warrants additional funding.

Applicants will be expected to show some sort of contribution to the project – either cash or in kind (eg volunteer time.)

The council reserves the right to offer partial funding against applications.

Applications will be dealt with on a first come first served basis and there will be only one grant per organisation per financial year.

Applications:

All applications must be submitted on the official form available from the Town Council office and must enclose:

- A copy of full audited accounts

- Bank account details (**Money cannot be paid into an individuals account.**)
- Estimates/quotes (must be project specific)

Applications should give a minimum of six weeks' notice before grants can be allocated to events.

Retrospective applications will not be considered.

Procedure:

The application will be considered at the next available meeting of the Policy and Resources Committee. No personal data will be disclosed.

Applications will be marked by Councillors against a set of key criteria*.

Applications that do not achieve the minimum mark will be rejected.

Qualifying applications will be judged competitively with the highest scoring being the most likely to secure funding (if funds are running low).

Rejected applicants will receive an explanation of why their bid was unsuccessful.

Applications will be judged on:

- Track record (as indicated by e.g. membership, most recent accounts, annual reports, previous projects, support from other people/organisations, evidence of partnership projects)
- Strength of the project – how much it contributes to the general good of Saltash.
- Sustainability of the project – what long term benefits it offers
- Cost-effectiveness (shown by e.g. alternative approaches, competitive quotes etc)
- What contribution the applicant/others are making to the project
- What benefits it offers Saltash Town Council (in terms of publicity for the scheme, or support for events or projects involving the Town Council).

Councillors who advise applicants on preparing forms and individual Councillors with close connection to applicants will not vote on those applications.

If successful:

- Applicants will have two months to accept the grant on the terms offered after which the offer will lapse and Saltash Town Council will be under no obligation to provide any grant assistance.
- The applicant agrees to publicise the support of Saltash Town Council and the Community Chest.

On completion of the project a report should be submitted to Saltash Town Council comprising of evidence (e.g. receipts, photos, press reports) to prove that the grant has been used for the purposes intended within the financial year that the grant has been paid, or exceptionally for a longer period defined by STC. Failure to do so may prejudice future applications.

Conditions:

Saltash Town Council may withhold further payments of the grant and will be entitled to reclaim amounts already paid if any of the following events occur:

1. Any of the terms and conditions of the agreement are not complied with.
2. Any information given to Saltash Town Council either in the application or at any time and concerning the approved project is found to be incorrect.
3. There has been any financial impropriety by anyone connected with the project.
4. Applicants fail to provide information regarding the project within the timescales prescribed.
5. The grant paid has not been used towards the completion of the approved project.
6. The applicant or anyone connected with the project become subject to a bankruptcy order, or in the case of a company go into liquidation whether compulsory or otherwise.
7. Any payment of grant has been made in error.

Acceptance of the offer:

Acceptance of the terms and conditions of the offer will be indicated by the applicant signing and returning one copy of the grant offer to Saltash Town Council.

The grant offer should not be construed as giving any consents required for carrying out the project. Sponsoring organisations and other interested parties must ensure that they have the necessary authority (legislative or otherwise) for the activities proposed. All persons must comply with all forms of the law for the time being in force in the United Kingdom.

Saltash Town Council reserves the right to change these rules at any time and without notice.

***Scoring criteria**

Strength of the project – how much it contributes to the general good of Saltash.
(Applications that support Saltash Gateway's Community Development Plan, or STC priority areas such as: improving Fore St; improving community safety; improving play provision will be preferred).

4 pts max

Sustainability of the project – what long term benefits it offers

2 pts max

Track record (as indicated by e.g. membership, most recent accounts, annual reports, previous projects, support from other people/organisations, evidence of partnership projects)

1 pt max

Cost-effectiveness (shown by e.g. alternative approaches, competitive quotes etc)
(Value for money)

1 pt max

What contribution the applicant/others are making to the project

1 pt max

What benefits it offers Saltash Town Council (in terms of publicity for the scheme, or support for events or projects involving the Town Council). Applicants will be expected to show on their application how they will publicise Saltash Community Chest (in order to encourage others to apply).

1 pt max

Agenda No. 7k**Town & Parish Councils in Cornwall****Guiding Principles for
Pre-application Discussions**

Pre-application discussions have an important role in all types of planning applications. Local Councils are particularly aware of the importance of public perception in planning and the need for transparency in their relationships with developers. This paper has been published to support Town/Parish Councils in their role, working with developers and Cornwall Council on pre-application proposals: [3-way protocol for working together on pre-applications](#).

Pre-application meetings

In considering a request to meet with a developer prior to formal submission of a planning application, Parish/Town Councils would expect that

1. The meeting is open to the public to attend and has been reasonably advertised.
2. The developer meets all reasonable costs for the hosting of the public meeting including the provision of large scale paper plans for display purposes.
3. A public consultation or engagement event is either already scheduled, or firmly planned.

Parish/Town Councils may wish to combine a public engagement event with a scheduled local council meeting rather than a separate event. Whilst for large developments an initial pre-app meeting and the community engagement event may be far apart in time, for smaller applications, these could effectively be undertaken at the same meeting.

A Parish/Town Council will **not** normally hold private meetings with developers unless there is a necessary and compelling reason which could be justified to the public (for example a strong commercial sensitivity, where a developer wishes to receive an initial steer before deciding whether to progress).

Pre-application community engagement (PACE)

A Parish/Town Council will encourage developers to carry out engagement with the local community before submitting plans for significant or complex developments. Any PACE meeting must meet the following expectations:

1. The venue is convenient and accessible in the community.
2. Sufficient and timely publicity within the community and to all likely interested parties. The timing of the meeting should be appropriate to allow as wide a range of people as possible to attend.
3. That there is a genuinely open mind and willingness to adapt plans in response to community feedback.
4. The developer meets all reasonable costs for the hosting of the public meeting including the provision of large scale paper plans for display purposes.

Local Councillors are advised not to attend separate private briefings as part of public consultation, but instead to attend a public event.

As well as working with the Town/Parish Council on a public engagement event, developers also have the option of a formal pre-application community engagement forum facilitated by Cornwall Council for more significant or complex applications. Further details on these formal options are found on Cornwall Council's website at: <http://www.cornwall.gov.uk/environment-and-planning/planning/planning-advice-and-guidance/pre-application-advice/> and <http://www.cornwall.gov.uk/environment-and-planning/planning/local-councils/role-of-local-councils-in-planning/>

Pre Application Process and the Code of Conduct for Local Councils

It is noted that some Town/Parish Councils are concerned about potential issues with encouraging early conversations with developers on pre-application proposals. These include requests for meetings with individual councillors and how feedback on a proposal could be viewed as pre-determination.

It is recommended:

Individual Councillor's discussions

- a. Councillors must be aware of their obligations under the Council's Code of Conduct.
- b. Individual Councillors must not enter into informal discussions of possible future applications with a developer; to do so may lead to a complaint for a potential breach of the Code.
- c. Where a site meeting is needed, the Council will nominate at least two representatives to attend.

A developer should not attempt to lobby individual members; if this occurs, the Local Council reserves the right to withdraw from any pre-application process.

Pre-Determination

Councillors should avoid expressing any detailed opinion or prior view which might be viewed as pre-determination. To this end, a formal meeting arranged by the Town/Parish Council could include the following suggested wording on the meeting agenda or invitation:

While I/Members may express an opinion for or against the proposal at this meeting, my/our mind(s) is/are not closed and I/we will only come to a conclusion on whether I/we should support the scheme or offer an objection after I/we have listened to the full debate.

A similar statement could also be read out and clearly stated at the start of an informal meeting, to make it clear that the members of the Town/Parish attending are not pre-determining their position on a proposal. Local councillors could also include the words 'in principle' or 'subject to ..' when expressing their views to further emphasise that any opinions given at this stage are not pre-judging a proposal in advance of a formal planning application.

Agenda No. 7kProtocol on pre application meetings for major developmentsGuidance for councillors and developersPreamble

Saltash Town Council recognises that pre-application discussions play an important role in major planning applications, and welcomes the desire of many developers to consult both the council and the public more widely. However the council is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the council is conducting secretive negotiations or colluding with developers.

Pre-determination

In all meetings with developers members are reminded of the critical importance of not pre-determining their position on any future application, as this could require them to take no part in the discussion or leave them open to referral to the standards board. It is noted however that expressing a pre-disposition, for example of either 'welcome in principle' or 'concerns', is permissible.

Cornwall Councillors

It is understood that 'dual-hatted' Councillors may on occasion take part in meetings with developers in their capacity as Cornwall Councillors. In such cases councillors must be clear to distinguish, to both the developers and the public, their role as a Cornwall Councillor from that of a Town Councillor.

Individual members' discussions

Individual members may be approached by developers for informal discussions of possible future applications. Whilst it is left to the individual judgement of members whether to take part in such discussions, based on the nature and likely level of controversy of the application, they are advised:

- i. To carefully consider the public perception of such meetings.
- ii. To avoid any appearance of collusion in applications likely to cause controversy.
- iii. To avoid accepting hospitality in connection with such meetings.
- iv. To advise the Mayor, and where possible the council, of such meetings

Members must not purport to be representing the council at such meetings, unless expressly authorised to do so by the council.

Pre application briefings

1. The council is, in general, willing to hold meetings with developers prior to public consultation on the following two conditions:
 - i. Full public consultation is either already scheduled or firmly planned.
 - ii. The meeting is open to the public to attend and has been reasonably advertised.These meetings should take place at the Guildhall as they are briefings to the council.
2. The general policy of the council is not to hold private meetings with developers.

Exceptions to the above two rules may be agreed if:

- i. there is a necessary and compelling reason for a developer to receive an initial steer before deciding whether to progress. This may include a strong commercial sensitivity requiring private discussion, or significant pre-application cost requiring a steer before deciding whether to proceed with public consultation. Such meetings would be subject to agreement that if the developer did decide to proceed public consultation would be carried out)
OR
- ii. there is a strong public consensus in favour of the principle of development and such discussions are likely to focus around the details of draft proposals prior to submission.

These exceptions do not negate the aspects of this protocol in relation to pre-determination or Cornwall Councillors.

Pre application public consultations

The council strongly encourages developers to carry out full public consultation before submitting plans for major developments, on the following basis:

- i. An accessible and convenient venue.
- ii. Sufficient publicity to likely interested parties, in good time.
- iii. Appropriate timings to allow as wide a range of people as possible to attend.
- iv. A genuinely open mind and willingness to adapt plans in response to feedback.

The council does not allow such consultations to be held at the Guildhall, due to potential public confusion as to the position of the town council as both 'host' and 'authority'.

In general members are advised not to attend separate private briefings as part of public consultation, but instead to attend with the public.

Interpretation

This initial decision as to how these rules apply to a particular case shall be made by the Town Clerk in consultation with the Mayor, and emailed to councillors. Any councillor may then choose to submit a motion, proposed and seconded under Standing Orders, to discuss the matter at Full Council and consider departing from the initial decision.

Agenda No. 71

Saltash Town Council



Name of Policy:

Civic Event/Attendance Order of Precedence

Date of Inception:

--04.2018

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	1	Original Approved by	
Date	April 2018	Date of approval	
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Version History			
Date	Version	Author/Editor	Comments
April 2018	1	ajt	

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

Civic Protocol – Precedence for presentation/parades at events in Saltash

- Royal Visits
- Remembrance Sunday
- Other events

Legislation: Local Government Act 1972 Section 3(4)

'The Chairman of a district council shall have precedence in the district, but not so as prejudicially to affect Her Majesty's royal prerogative.'

Reference NALC LTN 10 (February 2010)

Royal Visits

Applies to visits by HM the Queen, by those members of the Royal Family styled His or Her Highness and their spouses.

Note: All Royal visits are co-ordinated by the Office of the Lord-Lieutenant

Except where a District matter is the purpose of a Royal visit to a county the order of presentation to the Royal Visitor by the Lord-Lieutenant will normally be:

- a. Lord-Lieutenant's spouse
- b. High Sheriff and spouse
- c. Chairman of Cornwall Council and spouse
- d. County Chief Executive and spouse
- e. Member of Parliament and spouse
- f. Chief Constable and spouse
- g. The Principal Organiser of the event
- h. Thereafter other necessary presentations may be deputed to the organiser (g) but the Mayor would normally be presented as a courtesy after the organiser of the event.

Where a District matter is the purpose of the Royal visit the Mayor will take precedence over the Chairman of Cornwall Council.

If there is any doubt the organisers will obtain guidance from the Office of the Lord-Lieutenant which is responsible for co-ordinating Royal visits in Cornwall.

Events not involving Royal Family

The Lord-Lieutenant (if present) takes precedence as the representative of Her Majesty.

The Mayor has precedence over all other persons after the Lord-Lieutenant.

The order of precedence after the Mayor is established following the local protocol.

Remembrance Sunday

Town Sergeant to exercise control and form up parade

(Remembrance Sunday RBL Parade Marshal)

Town Sergeant and Mace Bearer

Lord-Lieutenant

Mayor and Consort

Mayor's Cadet

Military Representatives - Remembrance Sunday Only

Town Clerk and Mayors Chaplain

Deputy Mayor and Consort

High Sheriff

Cornwall Council Chairman and Consort

Member of Parliament

Councillors (In order of length of service/seniority)

Freeman of Town (In order of length of award)

Town Crier (Not in uniform on Remembrance Sunday) plus May Queen and Princesses.

Citizen and Young Citizen of the year

Cornwall Councillors

Visiting dignitaries (Including Chairman of Chamber of Commerce etc)

Police /Fire Representatives

Others

Civic Parades

Town Sergeant to exercise control and form up parade

Town Sergeant and Mace Bearer

Lord-Lieutenant

Mayor and Consort

Mayor's Cadet

Town Clerk and Mayors Chaplain

Deputy Mayor and Consort

High Sheriff

Cornwall Council Chairman and Consort

Member of Parliament

Councillors (In order of length of service/seniority)

Freeman of Town (In order of length of award)

Town Crier (Not in uniform on Remembrance Sunday) plus May Queen and Princesses.

Citizen and Young Citizen of the year

Cornwall Councillors

Visiting dignitaries (Including Chairman of Chamber of Commerce etc)

Police /Fire Representatives

Others

Note: Where Mayors from other towns are in attendance they shall be lined up in accordance with (a) town seniority – see attached - followed by (b) alphabetical order.

Civic Attendance – Parades at events not organised by the Town Council

The Mayor as first citizen takes precedence at events in the town over all other persons where the Lord-Lieutenant is not in attendance. The organiser of the event will arrange the order of the procession after the Mayor following the Civic protocol where other members of the Town Council and other dignitaries are in attendance. Guidance can be obtained through the Mayor's Secretary.

TOWN SENIORITY

1196	Lostwithiel Town Council	1196 Charter
	Bodmin Town Council	
1199	Saltash Town Council	1199 Charter, King John
1201	Helston Town Council	1201 Charter, King John
1229	Launceston Town Council	1229 (Charter) but 1140 Reginald, Earl of Cornwall
1236	Penryn Town Council	1236 Charter
1240	Liskeard Town Council	1240 Charter
1285	Truro Town Council	1285 Royal Charter, Edward II
1609	Marazion Town Council	
1614	Penzance Town Council	1614 Charter
1639	St Ives Town Council	1639 Charter
1661	Falmouth Town Council	1661 Charter
1685	Fowey Town Council	1685 (Royal Charter) but 1200 (Theobald, Prior of Tywardreath)
1974	Camelford	In alphabetical Order
	Callington Town Council	
	Camborne Town Council	
	Hayle Town Council	
	Looe Town Council	
	Newquay Town Council	
	Padstow Town Council	
	Porthleven Town Council	
	St Columb Town Council	
	St Columb Major Town Council	
	St Just in Penwith Town Council	
	Wadebridge Town Council	