



# THE MAYOR OF SALTASH 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.

<u>Document Retention</u>	
<u>Document retention period</u>	<u>Until superseded</u>

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The Calendar of Meetings is published on the Town Council website <https://www.saltash.gov.uk/meetings.php>

## **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

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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Date	April 2017	Date of approval	01.12.2016
Responsible Officer	Town Clerk	Minute reference	351/16/17
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Date	Version	Author/Editor	Comments
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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 places 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.

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.*

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



**In an election year (where the Annual Meeting must be held within 14 days**

- 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, and may choose to hold a 'Ceremony of Mayor Choosing/Making' following their election.

and may choose to hold a 'Ceremony of Mayor Choosing/Making' following their election.

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**Summary of the role:**

### Chairman of the Town Council

Chairs full town Council meetings; 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. 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. 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

### c. Royal Visits

NALC have a guide for Royal Visits (see appendix). Should there be a Royal Visit

### d. Ceremony of 'Mayor ~~Choosing~~/Making'

~~The newly elected Mayor may opt to hold a Ceremony of Mayor Choosing/Making~~  
~~The newly elected Mayor may opt to hold a Ceremony of Mayor Choosing/Making~~

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## Mayor's Charity

It is entirely up to you as Mayor whether you wish to focus on fund raising for a nominated charity/charities/organisations/groups in the town. 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 charity/charities/organisations/group in the town 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 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**

- Royal Naval Association- Patron
- Royal Naval Association- Patron

### **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 or 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 Guildhall**

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 [the Mayor's Secretary](#).

## **Invitations and events**

The Mayor is supported by the Mayor's Secretary who is responsible for the engagement's 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 [or wishes to delegate](#), 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.

[The Mayor should remember that permission should be obtained from individuals when photographs are being taken at an event that may be used on Town Council websites or social media. \(Data Protection and GDPR apply\).](#)

## **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
<b>Mayoral Chain</b>	When undertaking official duties as Mayor and/or  <del>Private places</del> 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.
<b>Consort's Badge</b>	The Consort will only wear the badge when accompanying the Mayor wearing the chain. (Same guidance applies.)
<b>Deputy Mayors Pendant</b>	The Deputy Mayor does not wear the pendant <del>when the Mayor is in attendance</del> at Town Council meetings. <u>The Deputy Mayor may wear the pendant in the presence of the Mayor when attending Civic functions.</u>
<b>Deputy Mayoress's Consort's Pendant</b>	May be worn when accompanying the Deputy Mayor.
<b>Mayoral Robes</b>	May be worn when attending a Civic Event. Comprises: Bicorn with gold flash (Tricorn 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.

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## **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 full Town 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 and all official Civic and Ceremonial events. Furthermore, the Deputy Mayor will wear the Deputy Mayor's Regalia at all Civic and Ceremonial events when in the presence of the Mayor and/or any occasion that the Council approves of.

## **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. Example nomination form
4. Protocol for precedence at Civic Events
- 4.5. [Civic Funeral Protocol](#)
- 5.6. [Useful guides](#)

## 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/organisations/groups in the town 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.

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## 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?

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](mailto:admin@saltash.gov.uk) [sinead.burrows@saltash.gov.uk](mailto:sinead.burrows@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**

**Appendix 5**



# Saltash Town Council

**Policy/Procedure:**

Civic Funeral Protocol

**Date of Adoption:**

n/a

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

<b>Current Status</b>			
<b>Version</b>	<u>2</u>	<b>Approved by</b>	
<b>Date</b>	<u>September 2019</u>	<b>Date of approval</b>	
<b>Responsible Officer</b>		<b>Minute reference</b>	
<b>Responsible Committee</b>	<u>P&amp;F</u>	<b>Review date</b>	<u>As required</u>

<b>Version History</b>			
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<u>September 2019</u>	<u>2</u>	<u>AJT</u>	<u>Minor text amendments; inclusion in MPG</u>

<b>Review Record</b>				
<b>Date</b>	<b>Type of Review</b>	<b>Minute number</b>	<b>Summary of actions</b>	<b>Completed by</b>



## Civic Funeral Protocol

The procedure for a civic funeral will normally follow closely that governing the attendance of the Council at church services

The Council will normally attend a funeral formally only if the deceased was a past mayor or serving member of the Council or Freeman and then only at the invitation of the deceased's family

For the funeral of a Mayor who died in office the senior member of the council will follow the coffin bearing the Mayoral Regalia on a black cushion.

However, the overriding factor shall be that of the family's wishes and protocol will not dictate precedence or procedure in these circumstances.

If the Mayor is to attend and the chain is to be worn the church must be notified and the family of the deceased may then mention the attendance of the Mayor during the service if they so wish.

On all occasions of public mourning either for royalty or for any of the above the head of the maces should be draped in black or a black bow tied around the shaft.

The Council flag shall be flown at half-mast from the day of the death until sunset on the day of the funeral.

### Procedure notes:

- Agree with family/funeral director what the Council input into the service should be.
- St Stephens Church and St Nicholas and St Faith have a special pew for the Mayor that dictates where the Civic Party sit together with dedicated mace stands however other churches will require the mace stands to be in place beforehand.
- The Mayor will advise past mayors, Freeman, MP and past MPs that a civic funeral will be taking places so that they can make a decision to be part of the Civic Party if they choose to.
- Town Sergeant and Mace Bearer to be notified (The black hoods for the maces are in the Guildhall safe).

## ROYAL VISITS

### Legislation

1. By virtue of section 3(4) of the Local Government Act 1972 'The chairman of a district council shall have precedence in the district, but not so as prejudicially to affect Her Majesty's royal prerogative'.

### Royal Prerogative

2. Her Majesty the Queen has made known her wishes about precedence in connection with Royal visits and the subject is covered by Home Office Circular No. 63/1988 to which are attached copies of two memorandums. The effect of these documents applies to visits by Her Majesty the Queen, and by those members of the Royal Family styled His or Her Highness and their spouses.
3. Except where a District matter is the purpose of a Royal visit to a county the order of presentation by the Lord-Lieutenant to the Royal visitor normally be: -
  - a. Lord-Lieutenant's spouse;
  - b. High Sheriff and spouse;
  - c. Chairman of County Council and spouse;
  - d. County Chief Executive and spouse;
  - e. Chairman of District Council and spouse;
  - f. District Chief Executive and spouse;
  - g. Member of Parliament and spouse;
  - h. Chief Constable and spouse; and
  - i. The Principal Organiser of the event.
4. Thereafter other necessary presentations may be deputed to that organiser.

5. Where a District matter is the purpose of the Royal visit, the Chairman of the District Council (or Mayor of the Borough) will take precedence over the Chairman of the County Council as provided by s.3(4) of the Act of 1972. Where there is doubt whether the visit is for a District matter organisers are expected to consult \_\_\_\_\_ the Lord-Lieutenant.

#### **Town, Parish and Community Councils – Visits**

6. There is no provision in the formal order of precedence on Royal visits for the Town Mayor or Chairman of the Parish or Community Council. Where the visit has a particularly local character and is taking place in a Town, Parish or Community the Town Mayor or Chairman would normally be presented as a courtesy after the organiser of the event. In cases of difficulty, it should be possible for the Lord-Lieutenant to resolve the problem. Advice in advance can also be sought from the Private Secretary to the Member of the Royal family.

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

7. The Lord-Lieutenant, if present, takes precedence as the representative of Her Majesty. The Mayor of the Borough or Chairman of the district council by reason of s.3(4) has precedence (next after the Lord-Lieutenant) in the borough or district over all other persons. This statutory right applies even at functions or meetings convened by a Town Mayor or Chairman of a Parish or Community Council. In his town or parish or community the Town Mayor or Chairman should have precedence after the Borough Mayor or District Chairman.

8. The question of precedence is a social, not an executive issue. Accordingly, notwithstanding the rules of precedence, the person entitled to preside, or the person convening the meeting or event, whichever is appropriate, will preside. So at a Town Council dinner the Town Mayor presides even though the District Chairman is present.

9. The order of civic precedence after the local Mayor or Chairman is not pre-determined. So far as is necessary it should be arranged by the organiser of the event. Modelling the list so far as possible on that prescribed for Royal visits and

differentiating between equals by reference to the date of first taking up the position currently held should normally provide a satisfactory answer. Where there are clear local customs these should be followed. For social precedence there is a clear and long list mainly based on titles or honours to be found in standard books of etiquette.

### **Insignia**

10. Invitations to events should as a matter of courtesy indicate the style and dress and, in particular, invitations by Town Mayors or Chairmen to the heads of other local authorities should say whether civic insignia (such as a Mayoral chain) is to be worn. This is a matter for the convenor of the event. The organiser does not have to follow any direction or wish of the Mayor of the borough or Chairman of the district although normal civic courtesy would give weight to any request from him.

### **Titles**

11. A Town Mayor should be described as 'The Town Mayor of \_\_\_\_\_'. A chairman of a parish or community council should be entitled 'The Chairman of the Parish (or Community) Council of \_\_\_\_\_'. A member of a town parish or community council should, if any title is used, be entitled 'Councillor (Miss or Mrs) \_\_\_\_\_'.

### **Forms of Address**

12. In view of the need to distinguish between borough mayors and town mayors it is thought that the proper forms of address should be 'Mr (or Madam) Town Mayor', Mr (or Madam) Chairman, or 'Town Mayor'. Members of councils should be addressed as 'Councillor (Mrs or Miss) \_\_\_\_\_' where formality is required. A deputy should be addressed as 'Mr (or Madam) Deputy Town Mayor' not as 'Mr Deputy'.

### **Civic Services**

13. There are no generally followed forms of church service for use on civic occasions. It is normal practice for the service to be settled by arrangement between the clergyman and the local authority.

### Honorary Titles and Freeman

14. As a result of amendments to s. 249 of the Local Government Act 1972 by s.29 of the Local Democracy, Economic Development and Construction Act 2009 which came into force on 12 January 2010, local councils have the power to confer the title of “honorary freeman” or “honorary freewoman” to persons of distinction and those who, in the council’s opinion, have rendered eminent services to the council’s area. The admission of a person to the roll of freemen of a pre-1974 city or town (who, unlike honorary freemen and honorary freewomen, enjoy special rights in the corporate property) is approved by the chairman of the district council whose area includes that city or town. See further LTN 12 (Honorary Titles and Officers of Dignity).

### Officers of Dignity

15. Where a pre-1974 city or borough became a parish or community, any power of the borough to appoint local officers of dignity is exercisable by the parish or community council pursuant to s. 246(3) of the Local Government Act 1972.

16. Further information can be found in “Civic Ceremonial: A Handbook, History and Guide for Mayors, Councillors and Officers” by Paul Millward.

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### Other Legal Topic Notes (LTNs) relevant to this subject:

<u>LTN</u>	<u>Title</u>	<u>Relevance</u>
<u>12</u>	<u>Honorary Titles and Officers of Dignity</u>	<u>Sets out the powers of councils to grant honorary freedoms.</u>

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**Useful guides\*:**

**NALC Guide LTN2 – The Chairman of Local Councils**

**LGA – Chairing Skills**

**LGA – Councillor/Officer Relations**

\*All documents available electronically on request from Mayor's Secretary

### Version History

<u>Version 1</u> <u>Adopted P&amp;R Min.no.07/18/19.04.2018</u>				
<b>Review Record</b>				
<b>Date</b>	<b>Type of Review</b>	<b>Date of completion</b>	<b>Summary of actions</b>	<b>Completed by</b>
January 2019	Amendment P&R 136/18/19	01.2019	Pages 11 & 16	ajt
May 2019	Amendment P&F 20/19/20	20.05.2019	Page 12 Mayor's Cadet no longer 'uniformed'	ajt
July 2019	P&R 64/19/20e	23.07.2019	Update re charity definition (SB) Index refined	AJT
<u>October 2019</u>	<u>Full Document</u>	<u>29.10.2019 DRAFT</u>	<u>Update to wording to reflect changes in procedure</u>	<u>AJT</u>
<u>February 2020</u>	<u>Full Document review by Mayor &amp; Deputy Mayor</u>	<u>07.02.2020 DRAFT</u>	<u>Pages 12, 14, 16</u>	<u>AJT</u>