

# **Mirfield Town Council**

## **Civic Protocol and Guidance**

### **Background and Introduction**

The protocol for Civic functions was agreed on the formation of Mirfield Parish Council in 1988 and has been accepted and amended subsequently

This replaces previous protocols and guidance and should be amended by the Clerk at the start of the Civic Year and given to the Chairman/Town Mayor & Deputy.

A copy is also on the Town Council website and social media in order that the office of Chairman/Town Mayor is respected by both the incumbent and the community

The office of Chairman/Town Mayor is apolitical and represents the borough at all Civic and Ceremonial occasions. The Chairman/Mayor is by charter "The first citizen" and takes precedence over all other dignitaries in Mirfield except for Her Majesty the Queen, members of the Royal family and the Lord-Lieutenant or designated representative, or The Worshipful, the Mayor of Kirklees

The Town Council will set up an email to which the Chairman/Town Mayor and Clerk each have access and this will be the route for electronic invitations, of course residents and groups may still wish to write in

The Town Clerk will record all invitations and whether or not they were accepted and attended

In order for the Chairman/Town Mayor and Deputy to carry out functions as all dress codes demand the Civic Regalia will be repaired and updated to include a support chain to remove the need for the previous method of pinning the chain to clothing

Insignia ribbons will be provided to which the Civic Jewel can be attached when wearing dinner jacket /evening dress etc

The issue of past Chairman/Mayor's Jewels will be reviewed and purchased to reflect the service the bearer has given

Former Chairman/Mayor's and Deputies should be invited to all Civic functions and consideration given to their consorts

## **ROLE OF THE CHAIRMAN/TOWN MAYOR**

The Chairman is elected by the full Council at the Annual General Meeting held in May each year.

The new Chairman/Mayor makes a declaration of Acceptance of Office when accepting the Term of Office at the Annual General Meeting. These protocols are an appendix to that declaration and should be incorporated into Standing Orders the Chairman/Mayor's term of office is for one year providing the incumbent remains a member of the Council

The role of Chairman/Mayor is essentially ambassadorial and will represent the Town Council over a range of events and activities. The role of Chairman/Mayor does not confer any powers to be exercised other than those at a Town Council meeting as set out below.

During the civic year the Chairman/Mayor may support a wide variety of events throughout the Town Council area when invited. The Chairman/Mayor receives invitations to a range of events and every invitation is considered equally. If the Chairman/Mayor cannot attend a function, the Deputy Chairman/Mayor may attend on behalf of the Chairman/Mayor.

The Chairman/Mayor may choose a Consort. This can either be a partner, fellow councillor, a family member or friend.

Duties which the Chairman/Mayor may carry out include but are not limited to :-

- Acting as host on behalf of the Town Council at civic functions
- Attending functions by invitation within the Town Council area, the District Council area or the County and at times outside of the County area.
- Undertaking official openings or presentations at places throughout Mirfield and otherwise as invited

When representing the Town Council, the Chairman/Mayor would normally wear the official chain of office/insignia at all official functions within the Town. When acting in an official capacity the correct term of address is "Town Mayor".

The insignia may also be worn at functions outside of the Town Council area when invited in an official capacity. Protocol dictates that notification is given to the Mayor or Chairman of a principal or parish/Town Council to wear the chain in that Council area. There are some exceptions to this, which usually specify that this is to be the case in an official invitation. It is the responsibility of the Chairman/Mayor to undertake the safe keeping of the mayoral chain during their term of office

The Chairman/Mayor also has a number of statutory functions to undertake as set out below:-

- If present at Town Council meetings, must chair the meeting. (Local Government Act 1972, Schedule 12, paragraph 5 (1)).
  - Has a casting vote in the event of a tie in any voting at a Town Council meeting.
  - Should ensure together with the Town Clerk that the Council makes legal decisions.
  - Has a duty to ensure that the items in the Agenda are properly followed.
  - If the Chairman/Mayor is not present at a Council meeting, the Deputy Chairman/Mayor has to preside.
  - Each year the Chairman/Town Mayor may select a suitable charity or cause which the Chairman/Mayor will support
  - The Town Council has certain expectations of the Chairman/Mayor during the civic year.
  - That the Chairman/Mayor is appointed to serve the people of Mirfield

- That the Chairman/Mayor is the figurehead and public face of the Town Council
- The Chairman/Town Mayor should ensure that the office resources used to organise this and other charity events are reasonable to the resources available to the Town Council.
- The majority of the mayoral activities should be in Mirfield
- Accordingly, the Chairman/Mayor should undertake the following duties in order of priority as set out below: -
- Attending and chairing Town Council meeting. The Chairman/Town Mayor can attend all other meetings of the Town Council and is exofacial.
- To be the figurehead at Town Council organised events.
- Attending events and functions within Marlow organised by other organisations as invited.
- Attending events and functions outside of the Town Council area organised by other organisations and bodies.
- The Chairman/Mayor shall give a monthly report on their activities during each period to a meeting of the Town Council.
- The Town Council may organise/attend the following events throughout the year at which the Chairman/Mayor and or the Deputy is expected to attend:
- Civic Service - Civic Dinner - Remembrance Day Parade, Armistice Day Service, Christmas Lights Switch On, Mirfield In Bloom judging and Prize Presentations

### **ROLE OF THE DEPUTY CHAIRSMAN/TOWN MAYOR**

The Deputy Chairman/Town Mayor will support the Chairman/Town Mayor throughout the Mayoral year by representing them when they are not available. The Deputy will also attend certain Town Council civic functions in support of the Chairman/Mayor when appropriate.

These would normally be the Civic Service, Civic Dinner Remembrance Day Parade

Unless authorised by the Chairman/Town Mayor those are the only occasions at which both the Chairman/Town Mayor and Deputy attend in regalia

The Deputy Chairman/Mayor will never be invited to events in their own right, all requests must be for the Chairman/Town Mayor, who may delegate attendance should they wish

## **Guidance for Civic Invitations**

The Chairman/Town Mayor, is your principal guest and is there to celebrate and recognise your own organisation's achievements and milestones.

This guidance is to ensure your event is enjoyable and memorable for everyone involved.

### **Before the event**

Please complete the request form to request the Chairman/Mayor's attendance at your event.

The Chairman/Mayor is unable to accept any directly received invitations without the engagement form being completed.

When you submit your request please provide as much background information as possible on your organisation and the event. It would be really helpful if you could attach any leaflets or any other information which would be useful for the Chairman/Mayor.

### **Speeches**

If you wish the Chairman/Mayor to make a speech please send key information you wish to be included such as key dates or details of names you wish to be mentioned.

### **Timing of functions**

To help plan the Chairman/Mayor's diary we ask that you give some consideration to the most suitable arrival time and the departure time for the Chairman/Mayor. It may be important for the Chairman/Mayor to arrive just before a formal opening to allow time to get everyone into position or for the Chairman/Mayor to arrive at a specific point during a function.

### **Parking**

Please reserve a parking space for the Chairman/Mayor as they normally drive themselves to events/engagements, especially if your function begins or ends after dark.

### **At the event**

Please ensure that the Chairman/Mayor or Deputy Chairman/Mayor is met on arrival by the member of your organisation indicated on the engagement form and it is helpful if the Chairman/Mayor can be accompanied when being introduced to key personnel.

The Chairman/Mayor's Consort has no civic standing but will accompany the Chairman/Mayor throughout the event if attending.

The Chairman/Mayor should be introduced first to your other guests unless a member of the Royal Family, a representative of the Queen or the Mayor of Kirklees is present. This is the Civic Order of Precedence

The seat reserved for the Chairman/Mayor should be on the immediate right of the person presiding at your event and the seat reserved for the Chairman/Mayor's Consort should be on the immediate left of the person presiding.

With the exception of the Civic Order of precedence

The Chairman/Mayor will be happy for you to take photographs at appropriate times throughout the event, for example presenting prizes, cutting a ribbon, meeting members of your organisation.

### **Addressing the Chairman/Mayor/Deputy Chairman/Mayor**

To introduce the Mayoral party at your event and for invitations, written correspondence and publicity purposes:

- The Town Mayor of Mirfield, Councillor *Fred Bloggs*
- The Mayoress of Mirfield, Mrs *Jane Bloggs*
- The Deputy Town Mayor of Mirfield, Councillor Mrs *Jane Bloggs*

### **During your event:**

- Mr Mayor, Councillor *Bloggs*, or if agreed, *Fred (First Name)*, *But should be avoided*

### **After the event**

We would be grateful if you would send copies of any photos you take to [mirfieldtowncouncil@gmail.com](mailto:mirfieldtowncouncil@gmail.com)

**Contact information** [mirfieldtowncouncil@gmail.com](mailto:mirfieldtowncouncil@gmail.com)

**Invitation to the Chairman/Town Mayor of Mirfield**

Invitation to .....

Date / Time .....

Event Venue, full address and post code .....

Expected time of arrival for the Mayoral Party .....

Approximate length of the function? .....

Who will greet the Mayoral Party? Name of the person and position e.g. President, Secretary etc

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Will the Chairman/Mayor be asked to give a speech?

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Vote of Thanks? .....

Present Awards? .....

Announce Event Open? .....

Formal speech - please provide details of content. Other - please give full details and provide any useful background information .....

Who else will be making a speech and in what order? e.g., before/after the Chairman/Mayor.

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Names of other VIP's or main guests attending, please give details .....

Likely number of attendees? .....

Gentleman's Dress Code e.g., Suit/Black Tie

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Ladies Dress Code: Day Dress/Suit/Evening Dress .....

Mayoral Chain to be worn? .....

If refreshments are offered, please indicate what this is and what time .....

Reserved Parking for Civic Car? – Details .....

Name of the organisation running the function.....

Name of Organiser .....

Day time Evening .....

Telephone number of Organiser.....

Mobile Email address of Organiser .....

**ADOPTED 4/5/22 MTC9/2022**