



MIRFIELD TOWN COUNCIL



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 Chairman would usually be the Member who has carried out the duties of Deputy Chairman in the previous year. A new Deputy Chairman is also elected at this meeting.

The new Chairman makes a declaration of Acceptance of Office when accepting the Term of Office at the Annual General Meeting.

The Chairman's term of office is for one year and during this time the Chairman will continue to be a member of the Council and presides over meetings 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 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 supports a wide variety of events throughout the Town Council area. 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. The consort has no status and is not subject to protocol.

Duties which the Chairman/ Mayor may carry out include:-

- 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 on occasion in the District Council area or the County, and at times outside the County area.

When representing the Town Council the Chairman/Mayor would normally wear the official chain of office at all official functions within the Town. When the official chain of office is worn the wearer should be addressed as "Chairman or Town Mayor". The chain would normally also be worn at functions outside of the Town Council area when invited in an official capacity. Permission is required from the Chairman/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 or to collect and deposit it from the Town Council office following use at any function.

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/Executive Officer 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 will select a suitable charity which the Chairman/Mayor will support and endeavour to raise funds.

The Chairman/Mayor is responsible for the fundraising together with assistance from fellow Councillors.

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 in Mirfield
- 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 exofficio.
- To be the figurehead at Town Council organised events.
- Attending events and functions within Mirfield organised by other organisations etc.
- 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 organises the following events throughout the year at which the Chairman/Mayor and or the Deputy is expected to attend:

- Remembrance Luncheon for Mirfield War Veterans
- Remembrance Day Parade
- Late Night Christmas shopping (Organised by the Chamber of Trade)
- Civic Dinner
- Civic Service
- Mirfield In Bloom Prize Presentations or similar event

ROLE OF THE DEPUTY CHAIRMAN/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, main Charity Function, Festival Receptions, Remembrance Day Parade and Carols Concerts

The Clerk will liaise and coordinate with both the Chairman/Mayor and the Deputy whenever necessary and taking into account the Town Councils priorities for the year.