



WIGTON TOWN COUNCIL CIVIC PROTOCOL

INTRODUCTION

1.1 This protocol is designed to assist the Town Mayor and Deputy Mayor to understand their roles and responsibilities and to provide guidance for undertaking civic duties.

BECOMING MAYOR

1.2 The Town Mayor is formally elected by the council from amongst its members at the annual council meeting each May. A Deputy Town Mayor is also elected at this meeting. The term of office for the Town Mayor is one civic year, which runs until the next annual meeting. The Deputy Mayor will not automatically become the Town Mayor the following year. The criteria that will help determine who should be considered as Town Mayor includes the following:

- They must have a good attendance record at both council and committee meetings.
- They must be able to attend engagements and positively promote the Town Council.

1.3 By virtue of their office, the Town Mayor should seek to use their influence and standing in the role to stimulate community pride, encourage business and promote the town. The Town Mayor will likely also have meetings with other dignitaries, attend engagements and generally be in the public eye for their time in office.

1.4 Upon election, the Town Mayor and Deputy Mayor give a declaration of acceptance of office before the Town Clerk. This may be read aloud and will be signed.

1.5 The Town Mayor may choose a consort, which can be their partner, a fellow councillor, a family member, or a friend.

1.6 Current standing orders specify that during the annual meeting the order of election will be as follows:

- Election of Chairman
- Election of Town Mayor
- Election of Deputy Mayor
- Election of members to committees

Standing orders also specify that the Chairman of the Council and the Town Mayor will be a joint role unless voted otherwise with changes made to the standing orders.

THE ROLE OF THE TOWN MAYOR/CHAIRMAN

2.1 The Town Mayor can expect to undertake a number of civic duties:

- a. Attending functions within Wigton such as presentations and official openings
- b. Attending functions outside Wigton as a representative of the town
- c. Hosting council events

2.2 The Council Chairman will be expected to undertake a number of duties:

- a. Presiding over meetings of the Full Council
- b. Presiding over the annual town meeting
- c. Maintaining an oversight of council activity, ensuring, together with the Town Clerk, that the council makes legal decisions and operates effectively.
- d. Reinforcing the standards of behaviour expected of members of the council
- e. Providing administrative line management for the Town Clerk

2.3 The Town Mayor and Deputy Town Mayor are ex-officio members of all council committees. This enables them to attend any committee as a voting member but it is not mandatory that both the Town Mayor and Deputy Town Mayor attend all meetings during the civic year. Each is entitled to attend any meeting.

THE MAYOR'S ALLOWANCE

3.1 The Town Council provides an allowance OF £300 per civic year to the Town Mayor to meet the expenses of office. The allowance may be used as the Town Mayor sees fit such as purchasing clothing for themselves and their consort, purchasing raffle tickets or making donations at engagements and personal hospitality.

SUPPORT FROM THE DEPUTY TOWN MAYOR

4.1 The role of Deputy Town Mayor is to support the Town Mayor throughout the year by representing the council when the Town Mayor is unavailable.

4.2 If the Town Mayor is absent from a Full Council meeting, the Deputy Town Mayor shall preside and act as chairman.

4.3 The Deputy Town Mayor has no formal standing when the Town Mayor is present but assumes the precedence and standing of the Town Mayor when they are deputising. Mayoral chains must not be worn in the presence of the Town Mayor unless there is a function where it has been previously agreed.

4.4 Invitations should not be sent to nor solicited by the Deputy Town Mayor and they will not attend functions in their own right except when deputising for the Town Mayor.

4.5 Where the Deputy Town Mayor is invited to a function, it should be referred to the Town Clerk as an invitation for the Town Mayor and the Deputy Mayor should only attend where the Town Mayor cannot.

4.6 The Deputy Mayor should not attend any external meetings in their role as Deputy Mayor or visit organisations without prior agreement from the Town Mayor unless it is usual councillor business.

4.7 If the Town Mayor is unable to attend an engagement, the Deputy Town Mayor will be asked to deputise. Where the Deputy Town Mayor is unable to attend the Town Mayor may choose another councillor to serve as their representative.

4.8 It will be considered a breach of the Code of Conduct if these protocols are disregarded.

MAYORAL CHAIN PROTOCOL AND PRECEDENCE

5.1 The Mayor's Chain is the outward sign of civic office and may only be worn by the Town Mayor.

5.2 The Town Mayor should wear the chain at ceremonial occasions, such as Civic Sunday, Remembrance Sunday, when hosting dignitaries and can be worn when chairing Town Council meetings. The Town Mayor does not wear the chain at meetings other than full council.

5.3 The Town Mayor may also wear the chain when attending functions or undertaking duties as Town Mayor

PRECEDENCE AND TITLE

5.4 The Town Mayor is the first citizen of Wigton and enjoys precedence over everyone except the King (or the Lord Lieutenant).

5.5 The Town Mayor should be addressed as "Mr/Madam Mayor" or, in the presence of the Borough Mayor, "Mr/Madam Town Mayor". A female mayor is not a mayoress.

5.5 Precedence and protocol for visits/events may be set by custom and practice, except on Royal Visits where there is an established order. Local custom is that the Town Mayor enjoys precedence over the Borough Mayor at town events and functions organised by the Town Council. Town Clerk can provide further guidance on precedence.

ACCEPTANCE OF GIFTS

6.1 In the course of the duty the Town Mayor may be offered gifts. All Members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally. As is the case with members in general, the Town Mayor remains subject to the council's code of conduct and the requirements for the registration of gifts above a certain value with the borough's Monitoring Officer.

6.2 Be aware that the receipt of a gift/hospitality may be regarded as a personal interest and if a matter under consideration is likely to affect a person who gave you a gift or hospitality that must be declared at the meeting