



Civic Protocol

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1. Introduction

- 1.1 Holding the position of Town Mayor is a great privilege and very rewarding. The Town Mayor receives many invitations to civic, community and business events and occasions during the civic year.
- 1.2 This Civic Protocol (Protocol) is designed to assist the Town Mayor and Deputy Town Mayor to understand their roles and responsibilities and provide some useful information, which may be of assistance when undertaking civic duties.
- 1.3 This Protocol and operational notes refers to working protocols which can be amended by the Office and is designed to ensure a consistent approach when dealing with issues connected to the civic function. The object of the information is to try and ensure that the Mayor's civic year runs as smoothly as possible.
- 1.4 Not all eventualities will be covered by this protocol and assistance is always available from the Council Offices.

2. Background

2.1 Town Mayor

- 2.1.1 Section 245 (6) of the Local Government Act 1972 gives Parish Councils the power by resolution to allow themselves the title of Town Council and the Chairman of a Town Council is entitled to the style of 'Town Mayor', also known as the 'First Citizen' of Wimborne Minster.
- 2.1.2 Paul Millward author of "Civic Ceremonial" identifies three main important roles for the Mayor:
 - a symbol of the authority;
 - a symbol of an open society, and
 - an expression of social cohesion.
- 2.1.3 A Town Mayor has the same rights and duties as a Parish Council Chairman. The office and leadership role of Town Mayor must be respected by all members of the council at all times.

2.2 The Councillor becoming Mayor

- 2.2.1 The Mayor, by virtue of the Office, can and should seek to use his/her influence and standing in the role to stimulate community pride, encourage business, and promote the voluntary sector. The Mayor is also likely to have many meetings with various other dignitaries, other engagements, and will be in the public eye for virtually the whole year. The Town Council therefore expects the Mayor to have a keen and genuine interest in the people they meet and act with dignity but sociably; show enthusiasm and a genuine commitment to the role at all times; must be non-party political in the conduct of the office; should speak up for the town's interests, reflecting the policy of the Town Council at all times rather than individual views on any issues, and seek to use the opportunities and influence of the Office proactively to promote the betterment of the community and community spirit.

- 2.2.2 The Mayor is formally elected by the Council at the Annual Council Meeting (see point 12 below) held in May as detailed in Council's Standing Orders and Mayor Making Policy (available on Council's website and at the Council Offices). In the event of more than one nomination being put forward, the meeting shall select the successful candidate in accordance with the Council's Standing Orders. A Deputy Mayor is also elected at this meeting.
- 2.2.3 The Mayor and Deputy Mayor must be a serving Wimborne Minster Town Councillors.
- 2.2.4 The new Mayor is required to make the following declaration when accepting the Term of Office at the Annual Meeting:
"I [*insert full name*] having been elected to the Office of Mayor for the Town of Wimborne Minster, hereby declare that I take the said Office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability."
- 2.2.5 The Mayor's term in office is for one civic year and during this time the Mayor continues to be a member of the Council and presides over the meetings of the Full Council. In the event of more than one nomination being put forward, the meeting shall select the successful candidate in accordance the Council's Standing Orders.
- 2.6 The Town Mayor has a 'Serjant' and Town Crier of Wimborne Minster appointed to assist in the Town's civic functions and duties. The Serjant receives a commission every year from the incoming Mayor to raise The Wimborne Militia to assist in protecting the Mayor, the Council and the Town from 'disorder and rebellion'.
3. The role of the Mayor
- 3.1 The role of the Mayor is to undertake Wimborne Minster Town Council's civic and ceremonial duties in a dignified manner to uphold and enhance the status of the town and engender civic pride. The priorities and aims of the Town Council should be borne in mind when the Mayor carries out their duties throughout the year and in deciding what initiatives they choose to undertake.
- 3.2 Civic duties which the Mayor may carry out include:
- a) Organising events to raise funds for the Mayor's chosen charities.
 - b) Acting as host on behalf of the Council at functions organised by the Council.
 - c) Attending functions within Wimborne Minster, or on occasions outside the town as a ceremonial representative of the Council.
 - d) Undertaking official openings or presentations within Wimborne Minster on behalf of the Town Council.
 - e) Representing the Council during royal visits to the town.
 - f) A Mayor's report is given at each Council meeting.
- 3.3 The Mayor may choose their own consort who can be either a partner, fellow Councillor, or a family member or friend. If the consort is female, she may be referred to as the Mayoress. It is generally understood that the Consort will provide assistance as follows:

- personal support for the Mayor,
- accompany the Mayor on engagements, and
- observe Civic Protocol.

See Operation Note 1 and 2.

- 3.4 The Mayor also has a number of statutory functions as set out below:
- a) The Mayor, if present, must preside over meetings of the Full Council and the Annual Town Meeting as Chairman of the Council.
 - b) The Mayor has a casting vote in the event of an evenly split vote at Council.
 - c) The Mayor should ensure, together with the Town Clerk, that the Council makes legal decisions
 - d) The Mayor has a duty to ensure the agenda is followed correctly and that Standing Orders are properly applied.
 - e) The Mayor and Deputy Mayor have ex-officio status on all Town Council committees as per Council's Standing Orders.

4. Support for the Mayor

- 4.1 Day to day support for the Mayor is provided by the Events and Community Liaison Officer (ECL Officer), under the general direction of the Town Clerk.
- 4.2 The ECL Officer is an employee of the Town Council who, as well as carrying out other duties for the Council, assists the Mayor with organising their term in office.
- 4.3 The ECL Officer will arrange a meeting with the new Mayor once elected to plan his/her Civic Year. This will involve making plans for civic and fundraising events the Mayor wishes to hold. Once planned, the dates will be communicated to minimise potential clashes with other events.
- 4.4 The ECL Officer receives invitations for the Mayor and liaises with the Mayor before accepting/declining invitations.
- 4.5 The ECL Officer is responsible where necessary for arranging transport to the events. The Mayor (or the Deputy Mayor if deputising for the Mayor) will normally use their own transport to attend Civic functions within Wimborne Minster. Depending on the circumstances, alternative means of transport may be considered for engagements out of the town.
- 4.6 If the Mayor is unsure of anything or requires some guidance, then this should first be raised with the ECL Officer, who will provide the necessary information, occasionally this may also require the assistance of the Town Clerk.
- 4.7 Invitations to the Mayor
 - 4.7.1 During the Civic year, the Mayor will support a wide variety of events throughout the town. All invitations must be sent for consideration of the Mayor (as First Citizen) via the ECL Officer.
 - 4.7.2 The ECL Officer shall receive invitations for the Mayor and will request a pro forma to be completed outlining the details of the event and liaises with the Mayor before accepting or declining invitations.

4.7.3 All invitations may include partners or alternative representatives. The Mayor is entitled to extend invitations to a reasonable number of personal friends and family to Town Council Civic Events if numbers permit.

5. Mayor's Charities

5.1 The Mayor's Charity traditionally raises funds for one or more local charities or good causes but is not obliged to. It is advisable to choose the organisations to be supported at an early stage. The Mayor may decide to support as many organisations as they wish.

5.2 It is preferable to announce the chosen charity as part of the incoming Mayor's speech at the Annual Council Meeting (but if not decided then at the next Council meeting).

5.3 Support will be given by the Town Clerk and ECL Officer. However, it is helpful if a separate support mechanism is set up amongst colleagues.

5.4 Charity events vary with individual Mayors, and charity events that the Mayor wishes to organise are generally supported by friends, councillors and the charities that are being supported. Local organisations, clubs or institutions may choose to organise events and donate the proceeds to the Mayor's Charity. The ECL Officer should be advised of all events as soon as they become known. How much focus goes into raising funds will be determined by the Mayor.

5.5 The chosen organisation(s) will be notified and all funds raised at the events to be held by the Mayor will be donated to the chosen organisation(s) at the end of the Civic year.

5.6 Funds raised for the Mayor's charities cannot be used for any other purpose other than as a donation to the charity identified when the funds were raised, save for to cover all reasonable costs to raise the funds.

5.7 Donations

To enable the Mayor to raise funds for local charities, the Council can approach local businesses with a request to donate prizes to be used on raffles and tombola. Although many businesses do support the Mayor's Charity, there are still those who will not donate prizes. The Mayor may feel it necessary to visit local businesses around the Town to request prizes as a more personal approach can encourage businesses to support the chosen charities. It is considered good practise to disclose publicly the donations received.

5.8 Cheque presentations

The ECL Officer will coordinate the distribution of Mayor's funds within six months of the end of their term of office and will coordinate a cheque presentation and associated publicity. The Mayor will announce the total amount raised for their charity at the Annual Meeting.

6. Mayor's Allowance

6.1 The Mayor may be paid an allowance to meet the expenses of the office (LGA 1972, ss 15(5) and 34(5)). The Local Government Act does not stipulate the type or category of expenditure for which the Mayor may use the Civic

Allowance. However, it is commonly described as recompense for the expenses of maintaining the dignity of the office. Furthermore, general items include:

- a) Clothing
- b) Consort's clothing
- c) Donations to charities
- d) Collections
- e) Personal hospitality (including lunches and dinners)
- f) One-off events held by the Mayor

6.2 The Mayor's Allowance will be reviewed annually through the budget setting process and is paid in two equal instalments in May and November. Mileage may be claimed by the Mayor or Deputy Mayor to attend civic events.

6.3 It should be noted that the purchase of the above items would not necessarily qualify towards the allowance for tax-deductible purposes; it merely suggests that the items relate to maintaining the dignity of the office.

6.4 The Town Council's budget contains provision for certain civic events including Remembrance Sunday, Mayor Making and Mayoral Christmas cards. It is important for the Mayor to plan and have an awareness of this budget over the year as once the budget level has been reached no payments can be made, or further orders placed by Council Officers. Any expenditure on anything other than the events mentioned above will need to be approved by Council and ideally planned well in advance to enable a budget to be approved.

7. Support by the Deputy Mayor

7.1 The Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unavailable or has another engagement.

7.2 If the Mayor is not present at a Full Council meeting, the Deputy Mayor shall preside.

7.3 In effect, the Deputy Mayor has no standing as Deputy Mayor when the Mayor is present but assumes the precedence and standing of the Mayor when they are deputising for the Mayor rather than acting as Deputy. Notwithstanding the presence of the Mayor, the Deputy Mayor is permitted to wear insignia at Council Meetings and Civic Events within the Town.

7.4 Invitations to the Deputy Mayor should be dealt with as follows:

a) Invitations to functions should not be sent to (or solicited by) the Deputy Mayor. The Deputy Mayor should not normally attend functions in their own right, except when deputising for the Mayor.

b) All invitations should be sent for consideration by the Mayor as First Citizen and, if the Mayor cannot attend, it may be appropriate to 'pass down' an invitation firstly to the Deputy Mayor, then previous Mayor and then another Councillor chosen by the Mayor, with the agreement of the inviting organisation.

c) On the rare occasion when the Deputy Mayor is invited to a function in their own right, there should be a clear procedure whereby the invitation is shown formally by the ECL Officer, in order that there is no misunderstanding.

7.5 In the Council's Standing Orders both the Mayor and Deputy Mayor have ex-officio status on all committees.

8 Invitation to Councillors

8.1 Invitations to Councillors other than the Mayor or Deputy Mayor to represent the Town or the Town Council should be dealt with in the same way as invitations to the Deputy Mayor.

9 Civic Insignia and Robe

9.1 The Mayor's chain is the outward signs of the civic office held, i.e. its insignia.

9.1.1 The Mayor should wear the chain at ceremonial occasions, such as Civic Sunday, Remembrance Sunday, Royal visits etc. and when chairing Town Council meetings.

9.1.2 The Mayor may also wear the chain, when officially invited as Town Mayor, to external functions.

9.1.3 The Mayor should not wear the civic insignia in another area without express permission from the Council for that area. Civic chains should never be worn with a military uniform. However, a Mayor who is a member of the clergy may wear full canonicals with the chain over the gown. Similarly, the chain may be worn over academic dress.

9.1.4 The civic insignia is both valuable and delicate and is covered by 'All Risks' insurance anywhere in the United Kingdom including transit and for up to 90 consecutive days worldwide. The cover excludes theft from vehicles not involving forced entry. If the chain is not to be worn for a period of time it should be returned to the Council Office for safe keeping in Councils safe and it is the responsibility of the Mayor to sign their insignia both in and out of the safe with the ELC Officer.

9.2 Civic Robe and Jabow

9.2.1 The Civic Robe and Jabow (frilly lace neck section) is part of the formal Mayor's attire and may be worn when the Mayor is on official duty and the Town Council has received the invitation for the Mayor. The Town Mayor would normally wear the robe, jabow and the chain at the following events:

- Annual Council meeting (Mayor Making),
- Civic Service and Parade (including Remembrance Day and Service),
- Special and public functions connected with the business of the Council for example a Royal visit,
- Bournemouth Arts University Awards Day,
- Christmas Lights Switch on event,
- Save the Children Parade,
- Carols in the Cornmarket,
- Christmas Eve Mayor charity street collection,
- New Year's Eve,
- Pancake Race.

9.2.2 At other events the Mayor has the discretion to wear the robe or not (for example school visits).

9.2.3 When robing, male Mayors should always wear formal dark suits with a jacket and black shoes and female Mayors should also wear formal clothing.

10 Precedence and Protocol

10.1 A formal distinction has to be made between the style of address of a Borough Mayor and that of a Town Mayor - a Borough Mayor would be titled Mr/Madam Mayor, and a Town Mayor would be titled Mr/Madam Town Mayor.

10.2 A female Mayor should still be termed as Mayor, not a Mayoress.

10.3 Precedence and protocol for visits and events is often set by custom and practice, with the exception of Royal visits. The Lord Lieutenant and Chairman of Dorset Council take precedence over the Mayor at civic events; however in most cases the Lord Lieutenant and the Chairman of Dorset Council will usually surrender their precedence if they are present at events organised by the Town Council.

10.4 The Town Clerk or ELC Officer will be able to offer further advice and assistance on these matters.

11 Receipt of Gifts

11.2 In the course of the duty of being Mayor, often gifts will be offered to the Mayor. It is suggested that all Members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally.

11.2 As is the case with Town Councillors in general, the Mayor and Deputy Mayor remain subject to the Code of Conduct for Members which is in force at the time.

11.3 The Code of Conduct requires Members, including Mayors, to register any gifts or hospitality worth £100 or over that are received in connection with their official duties as a Member, and the source of the gift or hospitality. You must register the gift or hospitality and its source within 28 days of receiving it.

11.4 Be aware that this will be a non-pecuniary interest and if a matter under consideration is likely to affect a person who gave you a gift or hospitality that must be declared.

11.5 If in doubt, consult the Town Clerk.

12 Twinning Associations and events abroad

12.2 The Town Council is twinned with Valognes, France and Ochsenfurt, Germany. Town Twinning developed mainly after the Second World War to promote mutual understanding and friendship with communities in other countries. Its central ideas are to build international co-operation and understanding within a diverse cultural framework with special emphasis on the involvement of young people who serve as the foundation of the future and the exchange of ideas and innovation among the partner cities for the benefit of all sections of the twinned communities.

12.3 The Mayor might be invited to travel abroad or attend town foreign visits, sometimes alone with an escort or as a member of a larger group and often on

the occasion of a significant anniversary. The Mayor is expected to fund any visit personally.

12.4 For visit protocol please refer to Operation Note 3.

13 The Mayor's Scout and Guide

13.1 It is customary, but not compulsory, for the Scout and Guide organisations in Wimborne Minster to be asked to appoint a Mayor's Scout and Mayor's Guide annually. Neither the Mayor nor the Town Council has any jurisdiction over their selection which takes place in the Spring, around the time that the Council is choosing the Mayor Elect.

13.2 The involvement of the Mayor's Scout and Mayor's Guide is usually restricted to formal civic events where the Mayor is robed, but some Mayors have invited them to other receptions and events and have found them very useful and will depend on the individuals selected.

13.3 It is customary for the Mayor to present them each with a commemorative certificate and small gift at the end of their term of office.

14 The Mayor's Chaplain

14.1 The Mayor may choose to select a Chaplain, which is an honorary title, for an individual who may provide spiritual guidance or inspiration to the Mayor during their tenure. A Chaplain may be a representative from a specific faith, inter-faith or a pastoral leader or celebrant of no faith, in keeping with the Council's inclusive culture.

14.2 It is traditional for council meetings to start with a short period of reflection, guided by the Mayor or Chaplain, this could include such things as a thought for the day, a prayer, an inspirational quote or poem etc. This is the choice of the incumbent Mayor and is not mandatory.

14.3 Traditionally, a civic service has been held to welcome the new Mayor. The incoming Mayor may choose to have a religious service at one of the town's places of religious worship or to request a secular event at an alternative venue. If the Mayor has selected a Chaplain, they will take a key role in that event. If the Mayor chooses to have a Chaplain, the person taking the role will be announced at the Annual Town Meeting.

15 The Mayor's Cadet

15.1 The Mayor may choose to select a Cadet. The Mayor's Cadet is a young local person from one of the uniformed groups in the town. The Cadet accompanies the Mayor at key Civic Events, and at other events on agreement between the Cadet and Mayor (see operational note page 3). See Operation Note 4.

16 Civic Events

Below is a list of typical events which are organised during the Mayor's Year in Office. These dates should be discussed and arranged during a meeting with

the Mayor, Town Clerk and ELC Officer at the beginning of each new year to suit the Mayor's diary.

When the Town Mayor attends a Civic event within the town the Town Crier and Militia (if available) will also attend as the formal bodyguard of the Office. For more informal events request for attendance should be discussed with the ECL Officer at the earliest opportunity.

The Serjant & Crier, if given enough notice is happy to make announcements and deliver a "cry" at events and celebrations that promote the town, shops, businesses, community events and people's personal celebrations. If this is a commercial event than it might be appropriate for a donation to be made to the Mayor's Charity Fund, again please contact the Mayor's Secretary at the earliest opportunity.

Mayor Making Ceremony – Annual Council meeting

Following the Mayor selection process as detailed in standing Orders and Council's Mayor Making Policy and a rehearsal of the Mayor Making Ceremony has taken place with the ECL Officer and Town Clerk, the Mayor Making Ceremony takes place at the Annual Council Meeting in May every year in the Council Chamber in the Town Hall from 7pm (first agenda item – Election of the Town Mayor/Chairman of Council).

The outgoing Mayor will call the meeting to order before making their outgoing speech. They will also present any sums collected for their charity(ies) to their representative(s).

The Mayor Elect will then be invested with the Mayor's robe and chain, take the statutory Declaration of Acceptance of Office and make a speech thanking the Town Council for the honour of the mayoralty and announcing any theme which they propose to adopt for the year and charity(ies) they will support.

The meeting will then continue with its normal business and at the conclusion of the meeting a group photograph is taken of Councillors with the new Mayor wearing the robe and those attending will be offered a light refreshments reception (funded from a sperate budget item to the Mayor's Allowance). The Mayor Elect can, of course, invite family and friends to attend.

See Operation Notes 6 below.

The Civic Service

The incoming Mayor may choose to have a religious service at one of the town's places of worship or to request a secular event at an alternative venue.

Consultation for the date of the Civic Service is agreed with the Mayor, Civic Officer and place selected for the service. The service is usually held on the last Sunday of the mayoral year – this is so that the Mayor can invite representatives from all their chosen charities and ensure the Mayor ends their civic year on a high note. Civic Dignitaries from neighbouring towns, together with colleagues, friends and family are invited to enjoy refreshments after the service.

Annual Parish Meeting

This is not the Annual Meeting of the Town Council. It is a legal requirement that all Parishes in England hold an 'Annual Parish Meeting' to which all local electors are entitled to attend. It must be held between 1st March and 1st June each year and must start no earlier than 6pm. The Town Council usually holds this in April. This is usually one of the last engagements for the outgoing Mayor.

Remembrance Sunday

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day which is on November 11th. The parade and service are organised by the Town Council, the Minster and the Royal British Legion (RBL). The Town Mayor leads the parade from the RBL and will join various invited dignitaries at the Minster to walk in with them. After the service the Town Mayor lays a wreath at the War Memorial at the Minster as First Citizen of Wimborne Minster. The Town Mayor will then walk with the invited Dignitaries to West Borough where they will take the Salute as the RBL Parade marches past and will then go on to a reception held at the RBL.

Christmas Lights Switch On

This is organised by the Town Council on the last Saturday in November and the Mayor will either switch the lights on themselves or invite someone or body to do this. The Town Crier and Militia are in attendance and will fire a volley on the Minster Square at the end.

Carols on the Cornmarket

This is usually on the Friday before Christmas and is held in the Corn Market. The Mayor is a guest of honour.

Christmas Eve Mayoral Charity Collection Day

The Town Mayor is supported by councillors and volunteers from the Mayor's chosen charities to collect for the Mayor's charity/charities supported by the Crier and "Quarterjacks" Youth Marching Band.

New Year's Eve

The Town Crier, bagpipe player, Militia, Town Mayor and Reverend Canon from The Parish Church of Saint Cuthburga, Wimborne Minster, welcome in the New Year in the Town Centre.

Charity events

Other events may be organised in the Mayor's year to raise funds for their chosen charities. These are organised by the Mayor and supported by family, friends, supporters, businesses and their chosen charities. There is no additional budget available from the Town Council, but the Council will

promote the event through the website and on other general communication.

Miscellaneous events within town

Various miscellaneous events may be attended by the Mayor, examples of which are listed below:

- a) Presenting Awards and Prizes to individuals and organisations
- b) Entertaining guests and visitors at the Town Council Offices
- c) Presentations at local schools
- d) Attending and meeting Royal Visitors to the Town
- e) Opening new shops/businesses / closing retiring shops/businesses.

Miscellaneous events outside town

The Mayor is invited to a number of events organised by Civic Dignitaries from the surrounding areas which may include:

- a) Civic Services
- b) Civic Carol Services
- c) Civic Dinners
- d) Charity Evening

Tickets for these events are paid for from the Mayor's allowance.

The Mayor's End of Year

The outgoing Mayor needs to consider a number of matters:

- a) Thanks to support employees is always appreciated
- b) Thanks to the Mayor's personal supporters - partner, family, friends, etc.
- c) Thanks to the Deputy Mayor for support and assistance
- d) Thanks to the Mayor's Chaplain/Cadet/Guide/Scout
- e) Thanks to the Mayor's Charity supporters, those Councillors who have helped - and anyone else
- f) Talking to the successor, when announced, giving advice and information

The agenda of the Annual Meeting will be formatted to allow the outgoing Mayor to offer thanks and facilitate the tradition of escorting the outgoing Mayor and chains of office to the Town Hall in procession with Town Crier and the Militia. The outgoing Mayor will be encouraged to thank the Town Crier and Militia for their loyal service over the past year by treating them to a drink. Similarly the new incoming Mayor will be escorted following the handing over of the Mayoral Office and is expected to buy them a drink to cement their loyalty for the coming year.

17. Mayor's official photo and Roll of Mayors

The ECL Officer will arrange for a professional photo of the Mayor with Full Council members to be taken. The ECL Officer will also arrange for the Mayor's name to be added to the Roll of Mayors displayed in the Town Council Chamber in the Town Hall.

18. Honorary Freeman/Freewomen

The Council may award a title of “Honorary Freeman/Freewoman” (Freeman) in recognition of service to Wimborne Minster Town (section 249 (5) and (6) Local Government Act 1972) to persons of distinction and those, who, in Council’s opinion, have rendered eminent services to Council’s area. There is no legal significance to this title, nor does it confer any rights or privileges. Freeman’s are invited to Council meetings.

The admission of an honorary freeman must be by resolution made at a meeting of Full Council specially convened for such purpose and passed by no less than two-thirds of the members of Council (section 249(8) Local Government Act 1972). The notice of the object of the meeting (admission of a Freeman) must be issued via an agenda/summons and public notice.

To mark the conferring of this title, the Council will present the recipient with a document (an address) and badge which will take the form of a resolution of the Council and Council may spend a reasonable sum as it thinks fit for the purpose of presenting this document and badge.

The number of “Honorary Freeman” should be restricted to make it a very special honour. A Freeman retains the title for their life, or unless they choose to resign or are removed following a resolution by Council.

Recipients must be residents of Wimborne Minster Town who, by their actions, have served the Town for the benefit of the community. Employees and sitting Members of the Council shall not be recipients. If a Freeman is elected to Council their role of Freeman will be suspended until they stop being a Councillor.

See Operation Note 5.

19. Consideration for Mayoral candidates

In Civic Ceremonial (5th edition Shaw and Son Ltd) it lists points that councillors thinking of standing for Mayor may wish to consider in advance. These are not intended to discourage but to consider positively!

- The effect of becoming Mayor on family and friends
- The effect on career or job
- The effect on political career
- The effect on personal and religious beliefs
- The pomp, circumstances and religious beliefs
- The effect on non-council interests
- The effort on the Mayoral partner
- The effect on the Mayor’s relationship with other councillors
- The effect of the Mayor’s relationship with other councillors
- The effect of the Mayor’s relationship with their constituents
- The effect of being Mayor on themselves.

Mayor's operational notes

Operation note 1 – Civic invitees

All invitations are to include partners, where space allows. The Mayor is entitled to extend invitations to a reasonable number of close friends and immediate family to Town Council civic events.

The Mayor shall advise the ECL Officer each year which Parish Councils and Community Groups should be invited to Civic events in their year in Office. The ECL Officer will update the Civic Invitee database every June. Former Town Councillors shall be asked annually if they wish to remain on the Civic List.

Civic dignitaries:

| | |
|--|---------------------------------------|
| Wimborne Minster Town Councillors | Lytchett Minster & Upton Town Council |
| DC Wimborne Minster Ward Councillors | Portland Town Council |
| Former Wimborne Minster Town Councillors | Ringwood Town Council |
| Former Town Mayors or widows/widowers | St Leonards & St Ives Parish Council |
| MP for Mid Dorset and North Poole | Salisbury City Council |
| Chairman Dorset Council | Shaftesbury Town Council |
| His Majesty's Lord- Lieutenant of Dorset | Sherborne Town Council |
| High Sherriff of Dorset | Stalbridge Town Council |
| Recipients Wimborne Minster Civic Awards | Sturminster Newton Town Council |
| Chairman Colehill Parish Council and guest | Swanage Town Council |
| Chairman Shapwick/Pamphill Parish Council | Tarrant Rushton Parish Council |
| Chairman BCP Council | Verwood Town Council |
| Mayor Bournemouth (BCP) | Wareham Town Council |
| Mayor Poole (BCP) | West Moors Town Council |
| Alderholt Parish Council | Weymouth Town Council |
| Beaminster Town Council | Yeovil Town Council |
| Blandford Forum Town Mayor and Consort | |
| Bridport Town Council | |
| Chickerell Town Council | |
| Christchurch Town Council | |
| Corfe Mullen Town Council | |
| Dorchester Town Council | |
| Ferndown Town Council | |
| Holt Parish | |
| Gillingham Town Council | |
| Lyme Regis Town Council | |

Community groups, organisations and representatives from organisations etc who have invited the Mayor to a function:

| | |
|--|--|
| All Wimborne Minster Church leaders (lay and clerical) | Chairman (or equivalent) of community organisations and projects |
| Wimborne Minster Town Police Inspector | Chairman Wimborne BID |
| Wimborne Ambulance Service Manager | Chairman Wimborne Minster Chamber of Commerce |
| Chairman East Dorset Museum | Sir William & Lady Hanham |
| All heads of Wimborne Minster Schools | RBL Chairman |
| All uniformed youth organisation leaders | RBL President |
| Wimborne Fire Station Manager | Victoria Hospital Chief Executive |
| Rangers, Scouts, Guides and Brownies Commissioners | |

Operations note 2 – templates

To reduce expenditure and officer time standard templates are generated to support most of the requirements for the Town Mayor:

- Message from the Mayor/ Thank you letter – to be agreed with the Mayor in the first week and delivered within the month.
- Christmas cards – An E-Card to be sent from the Town Council to its key customers, contractors, and contacts. At the discretion of the Mayor a card may be produced to be sent to the Civic list and to others who have helped the Mayor in their year of office.
- Event invitations – Emailed letters to be sent for Mayor Making, Town Meeting and annual regular civic events.
- Event tickets – tickets to be organized by the Mayor and paid for from the Mayor’s Charity account as part of the cost of running an event.
- Any correspondence that uses the Town Council letterhead needs to be approved by the officer responsible for communications unless a standard thank-you letter.

Operation Note 3 – Twinning Association Visit Protocol

Section A – Visits to Wimborne Minster

1. The Representative of Wimborne Minster Town Council will inform the Town Council as soon as the date has been agreed when the relevant Twinning Association will visit.

2. Should a visit be organised to take place shortly after the start of a new Mayoral Year and before a new Town Mayor has been selected, the office will put the relevant date in the Mayor's diary.
3. Should the Mayor be free, an invitation will be sent to the relevant Twinning Association to attend a Civic Reception. Should the Mayor be unavailable the Deputy Mayor will host the Civic Reception otherwise one will not take place.
4. As soon as a response is received from the relevant Twinning Association accepting the invitation, council staff will start making the relevant arrangements. See Point 8 below
5. The Mayor may be asked if he/she might like to host Valognes' Mayor/ Ochsenfurt's Burgermeister.
6. Visits usually take place over a weekend and the Civic Reception is usually held at 10am on the Saturday morning and will include hosts and visitors as well as any member of the relevant Wimborne Twinning Association who are not hosting. This has sometimes been given on a Sunday morning.
7. It is usual to invite members of the Town Council, the Town Crier (members of the Militia if required) and any Freewoman and Freeman of the town.
8. The Civic Reception usually takes place in the Council Chamber and the Mayor decides what will be served, i.e. tea, coffee, wine etc. Arrangements will be made by council staff for people to serve the refreshments as well as setting up and clearing up afterwards. This should not be Town Councillors who are there to talk to the guests.
9. A member of the office staff should ensure that the relevant flags are flying from the Town Hall for the length of the visit.
10. As this is a Civic Event the Mayor should wear the full Mayoral Robes and Chain.
11. The Town Mayor will meet and greet the guests and refreshments are served on arrival.
12. The Events Book should be available for everyone attending to sign and the event and date written at the top of the relevant start page.
13. After 20/30 minutes the Town Mayor will give a speech. This does not have to be given in French or German. This will be followed by a speech by the Mayor/Burgermeister. Gifts are then exchanged. It is up to each Town Mayor what the gift should be and is paid for by the Town Council. It has been usual in

the past, if bottles of wine or other drinks are presented to the Town Mayor/Deputy Mayor (excluding personal gifts) then these are brought to the next full Town Council meeting when all Town Councillors will be asked to stay behind after the meeting to partake of a glass.

14. A short speech is then given by the Chairman of the relevant Twinning Association. Gifts between the Twinning Associations may be exchanged at this stage although it is usual for the gifts exchanged by the Wimborne/Valognes Twinning Association, not the Town Council, takes place at their dinner, which is held on the Saturday evening.
15. At the end of the reception everyone is invited outside for a group photograph in the garden in front of the gazebo.

Section B – Visits to Valognes / Ochsenfurt

1. The Representative of Wimborne Minster Town Council will inform the Town Council as soon as the date has been agreed when the relevant Twinning Association will be visiting Valognes or Ochsenfurt.
2. The Town Council have a corporate membership for both Associations so any member of the Town Council can join the visit and all expenses incurred for the trip are paid for personally.
3. A personal invitation is sent to the Town Mayor and, should the Town Mayor join the visit, the Town Council will pay for the gift to be given to the Valognes' Mayor/Ochsenfurt's Burgermeister but all other expenses incurred will be personally paid for by the Town Mayor.
4. The Town Mayor is under no obligation to accept the invitation in which case a personal letter will be sent from the Town Mayor to be read out on his/her behalf at the relevant Civic Reception by the Deputy Mayor, Town Council Twinning Association Representative, Town Councillor in seniority order or a Representative of the Twinning Association.
5. The Town Mayor may, but not always, be invited to stay with the Valognes' Mayor/Ochsenfurt's Burgermeister.
6. Any member staying with a host family takes a gift/s for the family as a thank you.
7. Mayoral Regalia

Valognes: as transport is by car and ferry the Town Mayor is able to take the Chain of Office and, if requested for a special Civic Occasion, the Mayoral Robes.

Ochsenfurt: if transport is by coach the Town Mayor is able to take the Chain of Office and, if requested, the Mayoral Robes whereas, if travelling by air, it is advisable and easier to take the Badge of Office through Customs.

Operation Note 4 – appointing a Mayor's Cadet

- Ideally a cadet will be chosen alternately from the uniformed youth group in the town.
- The Council shall invite the Commanding Officer of the relevant organisation to nominate candidates to the position each February.
- Should an organisation have insufficient members to nominate an appropriate cadet, the alternative organisation will be invited to nominate.
- The nominated cadets should expect to be in the locality for their term of office i.e., from Mayor Making to Mayor Making (May to May)
- The Deputy Town Mayor shall review the nominations and appoint a Mayoral Cadet to serve the next Civic Year by April 1st.
- The chosen cadet will be informed of the decision and invited to attend the Mayor Making ceremony.
- The chosen cadet will be appointed regardless of whether the Deputy Town Mayor is elected Mayor at the Mayor Making.
- The Mayor's Cadet will be sworn in at the Mayor Making ceremony and presented with a badge of office.
- The Mayor's Cadet's term of office runs until the appointment of the new Mayor's Cadet

The Mayor's Cadets duties will be:

- Attendance at the Mayor Making
- Participation in Mayoral Processions / Civic Service
- Participation in the Remembrance Sunday Parade and Services
- Briefing the incoming cadet of their duties
- Other occasions as requested by the Town Mayor

It is anticipated opportunities will arise to attend (with the Mayor) a wide variety of local cultural and community events, including those of other local towns and civic dignitaries. (The cadet's education and cadet's organisational needs to take precedence.)

The Town Mayor's Cadet is expected to:

- o Be clean and smart when assisting the Mayor
- o Keep confidential any matters learned as a result of the exercise of the office
- o Inform the Civic Administration Officer if they are unable to attend any function

Operation note 5 – Appointing a Freeman

From time-to-time residents of Wimborne Minster may demonstrate outstanding commitment and contribution to the Town or community and it is recognised that this contribution should be acknowledged. The Council will do this by, in special circumstances that meet the criteria of this policy, awarding to an individual the title of “Honorary Freeman of the Town of Wimborne Minster”.

The Council will recognise, under appropriate circumstances, individuals who have demonstrated an outstanding contribution. It is the highest honour available to the Town Council.

Principles:

- (a) Outstanding contributions should be recognised by the community and the Town Council.
- (b) The status of the honour should be protected over time.

Provisions

1. General

1.1 The conferring of the honour of the “Honorary Freeman of the Town of Wimborne Minster” will occur only in rare and exceptional circumstances to maintain both the significance and prestige of the title.

1.2 The nominee must have given extensive and distinguished service to the Town or community in a largely voluntary capacity. The nominee must have made an outstanding contribution to the Town or community such that the nominee’s contribution can be seen to stand above the contributions made by most other people.

2. Nomination criteria

2.1. The following shall be taken into account when consideration is being given to the conferring of the title of Honorary Freeman of the Town of Wimborne Minster:

- (a) the nominee’s exceptional service must be recognised as a matter of public record.
- (b) the nominee must have lived in, worked or served the Town of Wimborne Minster for a minimum of 12 years.
- (c) the nominee must have identifiable and long-standing connections with the community in the Town of Wimborne Minster.
- (d) the nominee must have provided a distinguished service to the local community.
- (e) the nominee’s endeavours must have clearly benefited the community Town of Wimborne Minster.
- (f) the nominee must have demonstrated both outstanding leadership and personal integrity.
- (g) preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
- (h) the contribution to the welfare of the community must involve one or more of the following factors:

- significant contribution of the nominee's time in serving members of the Community for the improvement of their welfare.
- the promotion, achievement and/or delivery of community services in which a real personal role and contribution is made.
- while difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.
- the title shall not be bestowed on anyone who is holding the office of Councillor of the Town Council.

3. Nomination procedure

3.1 The honour may only be made by a Town Councillor. A Councillor may make a nomination on their own cognisance or act as a sponsor for a wider community desire to honour a person.

3.2 A nomination for the honour may be submitted at any time provided that the nomination is in writing and clearly addresses the nomination criteria.

3.3 The nomination must clearly outline the history of the nominee in chronological order, outlining their history of the community service.

3.4 Nominations must be made in the strictest confidence without the nominee's knowledge and be sponsored by a Councillor and supported in writing by at least two other Councillors.

3.5 Nominations and details are to be submitted to the Town Clerk. The Town Clerk will subtly find out if the proposed person would be interested in becoming a Freeman, and if so, will submit a confidential report to a Council Meeting with details of the nomination.

3.7 Deliberations on the matter will take place in private (Exempt Business). No record of the nominee's name shall be recorded in the Minutes of the Council Meeting, whether supported or not by the Council as a part 2 item, although the Council will need to minute when a new Freeman is to be announced.

4. Entitlements

4.1 Any person declared an Honorary Freeman of the Town of Wimborne Minster:

- may designate themselves as an "Honorary Freeman of the Town of Wimborne Minster",
- will be invited to all civic events and functions and be acknowledged as a dignitary,
- will be provided with a plaque to commemorate receipt of their Award.
- will be conferred at an appropriate civic ceremony for the purpose hosted by the Town Council.

5. Limitation on holders of the award

5.1 A maximum of four persons only, unless otherwise decided by two-thirds of the Council present at the meeting, may be honoured with the title 'Honorary Freeman of the Town of Wimborne Minster in any one Council cycle, to a maximum of eight living persons. A Council cycle is the four-year term of office that Councillors are elected for.

5.2 For avoidance of doubt, the honour shall not be awarded posthumously.

6. Personal conduct

6.1 A person who has been conferred with the honour of “Honorary Freeman of the Town of Wimborne Minster” shall display high standards of personal conduct and behaviour at all times and shall not bring the Town of Wimborne Minster into disrepute.

6.2 The Council reserves the right to cancel the honour, in the event that the holder is convicted of a serious criminal offence or brings the honour into disrepute. (Any such decision shall be by an absolute majority decision of those present).

7. The Acceptance Ceremony

7.1 The ceremony for the admitting of an Honorary Freeman is to be a very formal occasion. This will take place on the occasion of an Annual Town Council meeting. The resolution should recite the grounds upon which the recommendation is being made, and details of the public services rendered by the recipient should be included. The procedure should be carried out with the utmost formality and the Honorary Freeman Elect is invited and should attend the Council Meeting and be placed on the left hand of the Mayor. After the passing of the resolution, the newly admitted Freeman should take the appropriate Oath and sign the Freeman Roll, his/her signature being witnessed by the Mayor and the Town Clerk or nominated Officer. A certificate of the grant of Honorary Freeman, containing a copy of the formal resolution, should then be presented to the newly appointed Honorary Freeman by the Mayor with a Freeman badge and an opportunity given for the recipient to reply. After the formal proceedings come to an end, it is usual to close the meeting and adjourn for a reception. This gives an opportunity for the invited guests to offer their congratulations to the newly appointed Honorary Freeman.

Operations Note 6 – Annual Town Meeting

1. The outgoing Mayor will call the meeting to order.
2. The outgoing Mayor will then deal with apologies for absence and make their outgoing speech, present cheques representing the money raised in aid of their charities and present a scroll to the Mayor’s Guide and Scout if appropriate.
3. The outgoing Mayor will call for a proposer to nominate the name of a councillor to be the Town Mayor for the forthcoming municipal year, a seconder will support the motion and a vote will take place.
4. Once the incoming Town Mayor is resolved the outgoing Mayor will disrobe and the new Mayor will enrobe within the Council Chamber. The incoming Mayor will present the outgoing Mayor with the Mayor’s insignia. The outgoing Mayoress/Mayor’s Escort will present the new Mayoress/Mayor’s Escort with their badge. The outgoing Mayor will then sit in the seat vacated by the new Mayor.
5. The new Mayor will make their declaration:
“I [insert full name] having been elected to the Office of Mayor for the Town of Wimborne Minster, hereby declare that I take the said Office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my

knowledge and ability“ and sign the Declaration of Acceptance of Office provided by the Town Clerk.

6. The new Mayor will make a speech and present the commission to the Town Mayor's Serjant and if appropriate present the new Mayor's Guide and Scout with their sashes.
7. The Mayor will sit and call for a proposer to nominate the name of a councillor to be the Deputy Town Mayor for the forthcoming municipal year, a seconder will support the motion and a vote will take place.
8. Once the incoming Deputy Town Mayor is resolved, the Mayor will present the Deputy Mayor's badge to the new Deputy Mayor and who will take their place by the Mayor's side.
9. The Mayor will move onto the next agenda items.
10. Group photograph of Councillors with new the new Mayor and refreshments will take place once the meeting is closed.

[end]