



**STRATFORD-UPON-AVON
TOWN COUNCIL**

**CIVIC CEREMONIAL
AND
PROCEDURE**

Town Clerk
V2, September 2023

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STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 1 COUNCIL MEETINGS (ANNUAL MEETING AND EXTRAORDINARY MEETINGS EXCEPTED)

Ordinary Town Council Meetings are normally held at 6:30pm on a Tuesday. There are usually eight scheduled meetings per annum.

The Mayor, Councillors and Town Clerk robe for the open session of Town Council Meetings. It is expected that Councillors dress smartly and male Councillors are expected to wear the latest corporate tie, as provided.

Open sessions of Town Council Meetings is recorded and an officer present should ensure recording equipment is set to record just before members enter the Council Chamber.

The Council's Chaplain, if in attendance, the public and the press enter the Council Chamber before the appointed time.

The Beadle stands outside the Mayor's Parlour, rings the bell and announces "*The hour is six thirty of the clock, Mr/Madam Mayor*".

The Mayor and Town Clerk remain within the Mayor's Parlour and the Macebearers with maces shouldered take up position behind the Beadle. The Responsible Finance Officer, if in attendance, should assume their position on the platform for when the Mayoral party enters the Council Chamber.

Councillors process to their places in the Council Chamber in accordance with seniority based on continuous length of service. The Deputy Mayor will process into the chamber in line with seniority, cross the chamber to take up position on the dais on the Mayor's left. The senior Councillor's, place is the first seat for elected members on the Mayor's right.

Members of the public and press stand as the Councillors enter the Chamber.

After a short pause to allow Councillors to reach their places, the Beadle opens the door to the Mayor's Parlour and leads the Mayoral Party into the Chamber in the following order:

Beadle
Ludford Macebearer
Sadler Macebearer
Mayor
Town Clerk

As the Mayoral Party enters, Councillors turn to face the Mayor.

The door of the Council Chamber is then closed.

The Beadle turns at the foot of the dais and ushers the Mayor on to the dais.

The Macebearers proceed to the table on which the maces are rested in front of the dais. They turn towards the dais with the maces still shouldered.

The Mayor and the Town Clerk mount the dais. When in position facing the Council, the Mayor bows slightly towards the maces.

The Macebearers place the maces crosswise on the cushion. They bow once to the Mayor and turn left to proceed to their seat by the chamber door.

The Beadle proceeds to their seat against the side wall by the bookcase. The Mayor greets the Councillors and all those present, and still standing, asks the Council's Chaplain to offer members a thought for the day.

As Council members take their seats, female councillors may remove their hats if they so wish. At the close of the Council Meeting, female councillors should replace their hats in readiness to process from the chamber.

All members should ensure that their mobile phone or tablet is switched to silent. The Mayor then sits and calls the meeting to order and asks the Town Clerk to submit apologies for absence prior to calling for declarations of interest.

During the conduct of the Council's business, the Beadle and Macebearers normally have no duties, but the Beadle must be prepared to ring the bell and call for order, should the Mayor so demand. The Beadle must also time those speaking during Public Participation and call a '30 seconds remaining' warning to ensure speakers do not speak beyond their allotted three minutes. The

Beadle should distribute and collect ballot papers and assist in verifying the ballot vote if only one Clerk is facilitating the meeting.

At the conclusion of business, or upon it being resolved *that owing to the confidential nature of the remaining business to be transacted, the press and public be now excluded from the meeting*, the Beadle and Macebearers take up position to escort the Mayoral party from the Council Chamber.

Everyone stands and remains in place until the Mayor has left the Council Chamber.

The Macebearers shoulder maces, bow slightly to the Mayor once, and turn left.

The Beadle leads the Mayoral Party from the Council Chamber.

At the door to the Mayor's Parlour, the Beadle and Macebearers turn towards the Mayor and bow slightly. The Mayor thanks them and retires with the Town Clerk to the Parlour.

The Beadle and Macebearers dismiss.

Councillors retire from the Council Chamber informally and disrobe while the Mayor and Town Clerk are disrobing. If there is confidential business to be transacted, members should return to the Council Chamber as soon as possible after disrobing.

The Council's Chaplain, press and public disperse.

For the confidential session, Councillors, the Town Clerk will take their places to await the entrance of the Mayor. As the Mayor enters the Chamber, the Town Clerk will bang the gavel and call '*All rise*'. Councillors stand and turn to face the Mayor.

The Council Chamber doors are now closed and the Town Clerk if should ensure that the recording equipment has been turned off.

When the Mayor sits, all present may then sit.

When the Mayor, accompanied by the Town Clerk leaves at the conclusion of the confidential business, all present must stand.

STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 2 EXTRAORDINARY MEETINGS OF THE COUNCIL

If an additional meeting of the Council is required, the Town Clerk will schedule a further ordinary meeting called in accordance with statute. These additional ordinary meetings will take place on a Tuesday at 6:30pm.

The Mayor may call an extraordinary meeting of the Council at any time. These may be held at 6.30pm on a Tuesday (as for ordinary Council meetings) but may be held on any day at a reasonable time convenient to the Mayor.

An extraordinary meeting is generally only required if the Mayor and the Town Clerk refuse to call an additional ordinary meeting. That being the case, the Mayor is required to call an extraordinary meeting of the Council upon receipt of a requisition signed by six members of Council. Thereafter, if the Mayor fails or refuses to call an extraordinary meeting within seven days (the meeting to take place within ten days), two members of the Council may convene an extraordinary meeting of the Council immediately, providing notice as required by statute is given. (See Appendix 'A' pages 54-55).

The Mayor will wear their chain of office but will not robe. The Town Clerk will not be robed, nor will Town Councillors.

Normally, the Council's Chaplain will not attend, nor will the Beadle and the Macebearers.

The press and public all enter the Council Chamber before the appointed time.

Seating is the same as for an ordinary Town Council meeting.

All members should be in their places in the Council Chamber before the appointed time.

At the appointed time, Town Clerk will stand in the doorway of the Council Chamber and announce 'All rise'. Once everyone is standing, the Mayor, followed by the Town Clerk, enters the Council Chamber and Councillors turn to face the Mayor in the usual way. The Mayor and Town Clerk mount the dais. The

Mayor greets the Councillors and takes their seat. All present sit and the Mayor calls the meeting to order.

At the conclusion of business at the extraordinary meeting and with the permission of the Mayor, the Town Clerk will announce 'All rise'. The Mayor vacates the Council Chamber, followed by the Town Clerk.

If there is confidential business to be transacted the Mayor announces the exclusion of press and public. A short break may be taken at this point. The Town Clerk will ensure that recording equipment has been switched off before the confidential session ensues.

If Councillors leave the Council Chamber they should be back in the chamber before the Mayor and the Town Clerk return. The procedure for the entry and exit of the Mayor will be repeated.

STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 3 THE TOWN MEETING

The Town Meeting is usually held on the first Thursday in March each year at 7:30pm, but it could assemble annually between 1 March and 1 June. The timing may be varied but it cannot commence before 6:00pm. The Town Meeting can be convened by any of the following:

- The Mayor;
- Any two Town Councillors;
- Any six local government electors in the town.

If the Mayor is present, they must preside. Only local government electors from the town may vote at the meeting and a poll may be demanded before the conclusion of the meeting on any question arising, but no poll shall be taken unless either the Mayor consents, or the poll is demanded by not less than ten, or one-third of the local government electors present, whichever is less.

Every effort should be made to deflect the call for a poll, for the procedure, which is conducted by the District Council, is similar to that of electing a local councillor. It is expensive and the costs are borne entirely by the Town Council. It also must be remembered that the outcome of the poll and any resolution (save that for the provision of allotments) passed at the Town Meeting will not be binding on the Council.

The Town Meeting is not a Town Council Meeting, and its purpose is for the electorate to air their views or ask questions of the Council. Town Meeting resolutions provide an indication of the views of the local government electorate and it is good practice to consider them formally at subsequent meetings of the Town Council.

The Mayor will wear their chain of office but will not robe. Councillors do not robe but should wear their name badges.

At the start of the meeting, the Mayor makes introductions, and each member of Council stand and state their name and the ward they represent.

The room is arranged relatively informally in theatre style with members' chairs arranged in a horseshoe fashion behind the

central desk of the Mayor and the individual taking the minutes. As this is not a Town Council Meeting, technically the Town Clerk need not attend, but it is customary for them to do so and take the minutes.

Depending on the questions and issues raised, the Mayor will call on the appropriate member to comment or answer.

Members are not summoned to the Town Meeting as it is not a Council Meeting, but it is an opportunity for the Council to be accountable to the electorate collectively, and members should make every effort to support the Mayor and attend.

STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 4 THE ANNUAL MEETING AND MAYOR MAKING

In a year which is not an election year, the Annual Meeting will normally be held at 12 noon on the third Friday in May.

The Mayor, Councillors and Town Clerk are robed. Male Councillors are expected to wear the latest corporate Council tie and Past Mayor's/Mayoress' & Consort Badges should be worn.

The outgoing Mayoress/Consort, the new Mayoress/Consort, Council's Chaplains, the Town Clerk's Consort, guests, public and press enter the Council Chamber before the appointed time of the meeting.

The Beadle and Macebearers will lead in the Civic Party and once relieved of the maces; the Macebearers will turn right and sit beneath the honours board depicting Honorary Freemen of the Borough. The Beadle will turn left to take their place in the alcove by the bookcase. Once on the dais, the Mayor and Town Clerk will allow the Deputy Town Clerk to precede them to take their place on the Mayor's left. The Town Clerk is seated to the right of the Mayor.

It will have been agreed before the meeting which member will propose the election of the Mayor. Traditionally a Councillor in their first term of office will second the election of the Mayor. It will also have been decided which members shall propose and second the election of the Deputy Mayor, the vote of thanks to the retiring Mayor, and if appropriate, the vote of thanks to retiring Councillors. The members, who propose and second the election of the Mayor, will usually give the vote of thanks to the retiring Mayor the following year. Those proposing the election of the Deputy Mayor will usually propose and second the election of the Mayor the following year. If possible, incoming Mayors and Deputies should try to ensure that different members of Council are those proposing/seconding or thanking/seconding.

The Beadle stands outside the Mayor's Parlour, rings the bell and announces 'It is *Twelve noon of the clock, Mr/Madam Mayor*'.

The Council assembles in the Ante-Chamber and will process down the stairs into the Council Chamber empty handed. The Deputy Mayor does not sit on the dais beside the Mayor at the Annual

Meeting and will process into the chamber in line with seniority and will take their place on the floor.

When greeting the assembly. Only the first speaker, the retiring Mayor, acknowledges every VIP guest by title, ending the preamble with '... distinguished guests, councillors, ladies and gentlemen'. Thereafter, all speakers, including the incoming Mayor, only makes mention by title of those by Royal appointment, such as the Lord Lieutenant, High Sheriff and High Steward, ending their preamble with '... Mr/Madam Mayor (when applicable), distinguished guests, Councillors, ladies and gentlemen'.

NB: This preamble is for the Annual Meeting and Mayor Making only. At all other civic events, the first speaker will acknowledge the assembly in full, as above, but thereafter speakers will only acknowledge those of Royal appointment ending their preface with '....distinguished guests' – nothing further.

Before the Mayor declares the Annual Meeting open, they will if necessary, make any formal presentations or announcements, before calling upon the Council Chaplain to say a short prayer, which the Council's Chaplain delivers from the central lectern.

The Mayor calls the meeting to order and declares the meeting open.

A member of the Council proposes the election of the Mayor which is then seconded.

The motion is put to the vote and, on being carried; the new Mayor comes to the lectern immediately in front of the dais. The Town Clerk descends from the dais and attends the new Mayor. The new Mayor reads out the Declaration of Acceptance of Office and signs it. The Town Clerk countersigns the Declaration.

The outgoing Mayor leaves their chair, joins the new Mayor in front of the dais and hands them the Mayoral signet ring.

The Beadle announces 'Please be upstanding whilst the Mayor retires to the Parlour to robe'. The Macebearers take up the Maces and the Beadle and Macebearers (Ludford followed by Sadler) lead the retiring Mayor, the Town Clerk and the new Mayor, in that order, from the Council Chamber.

At the door of the Mayor's Parlour, the Beadle and Macebearers turn towards the Mayor and the Beadle and Macebearers bow slightly.

Those remaining in the Council Chamber may be seated if they so wish.

The new Mayor robes in the Mayor's Parlour assisted by the Beadle and official photographs are taken.

The Beadle and Macebearers must be ready at the door of the Parlour to escort the Mayoral Party back to the Council Chamber.

On return, the new Mayor precedes the Town Clerk and the outgoing Mayor, in that order.

Immediately prior to the Mayoral Party entering the Council Chamber, the Beadle announces 'Please be upstanding to receive the four-hundred and seventy-third (473 an example) Mayor of Stratford-upon-Avon, the Worshipful Councillor Ann Other (Ann Other an example).

The assembly rises to receive the Mayor.

The procedure up to the point where the assemblage has resumed its seats is as before, save the outgoing Mayor takes the seat vacated by the new Mayor and the Deputy Town Clerk has remained in the Council Chamber. (In an election year in which the outgoing Mayor has not sought re-election or has not been re-elected, he or she returns to the Council Chamber disrobed and sits by the outgoing Mayoress in a reserved seat at the side of the Chamber.)

The new Mayor greets the assembly (see preamble instructions on page 11).

In an election year, where appropriate, the reports of the Returning Officer in respect of the ordinary elections are presented by the Town Clerk, who also reports that all members of the Council have made the Declaration of Acceptance of Office. The Mayor will move that Council place on record its thanks to those Councillors who did not stand for re-election or were not returned.

The Town Clerk submits apologies for absence before calling for declaration of interests.

The Mayor thanks the Council for their election. The meeting then follows the set agenda, example attached as Appendix 'B' pages 56-58.

The Beadle will escort those taking part in the ceremony to and from their seat.

During proceedings, the Mayor calls the Mayoress/Consort to the dais and places the Mayoress'/Consort's Chain and Badge around their neck.

The Beadle comes to the dais and presents a token gift to the Mayoress/Consort. A token gift is usually flowers or a bottle of wine or spirit of choice.

Vote of thanks to retiring Mayor (see page 10 relating to speakers)

- A member proposes a vote of thanks to the retiring Mayor in a formal manner.
- Another member seconds the vote of thanks without elaboration.
- The Mayor calls the outgoing Mayor to the dais and places the ribbon of the Past Mayor's Badge around their neck.
- The outgoing Mayor responds.
- The Mayor calls the outgoing Mayoress/Consort to the dais and presents them with the Past Mayoress'/Consort's Brooch/Badge.
- The Beadle comes to the dais and presents the token gift to the outgoing Mayoress/Consort.

Election of Deputy Mayor

- A member of the Council proposes the election of the Deputy Mayor without elaboration.
- Another member seconds the motion without elaboration.
- The motion is put to the vote and, on being carried; the new Deputy Mayor and the Town Clerk will come to the lectern immediately in front of the dais to read out the Declaration of Acceptance of Office and sign it which will be countersigned by the Town Clerk who will present the Deputy Chain of Office.
- The Deputy Mayor's Consort is not acknowledged during Mayor Making and their chain of office is given privately.
- If both the Mayor and Deputy Mayor are present at any meeting or civic event, the Deputy Mayor does not wear their chain of office.

Appointment of the Council's Chaplain

- The Mayor appoints the Council's Chaplain.
- The outgoing and incoming Chaplains join the Mayor at the lectern. The Mayor reads the appointment, signs it and moves that it be recorded in the Minutes.

- The outgoing Chaplain removes the preaching scarf and hands it to the Mayor who places it around the neck of their Chaplain and then hands them the Council's Bible.

Mayor's Communications

- The Town Clerk will read formal and official messages of congratulations to the new Mayor.

Vote of Thanks to the Retiring Members of the Council

- If the occasion demands (e.g. in an election year) a member proposes a vote of thanks to retiring Councillors.
- Another member seconds the motion.
- The motion is put.

Mayor's Annual Report

- The Mayor makes mention of the Annual Report and asks that it be noted.

Closure of the Meeting

- The Mayor invites the Council to attend the Civic Service on the appointed day.

The Mayor invites all present to a reception in the Anteroom immediately after the meeting.

On closure of the meeting, the Beadle will announce 'All Rise'. The Macebearers collect the maces and bow slightly to the Mayor who acknowledges them with a nod. The Mayoral Party leaves the Council Chamber in the following order:

- Beadle
- Ludford Macebearer
- Sadler Macebearer
- Mayor - the Mayoress/Consort joins the Mayor as they pass
- Town Clerk - the Town Clerk's spouse joins the Clerk as they pass
- Deputy Town Clerk - the outgoing Mayoress/Consort joins the Deputy Town Clerk as they pass
- Incoming and outgoing Mayor's Chaplains
- In an election year, the immediate past Mayor who did not seek re-election or lost their seat

Council members then file out of the chamber:

- Row nearest the fireplace (member nearest door leads)
- Central row (member nearest door leads and follows on)
- Row nearest the window (member nearest the central row leads and follows on)

Receiving of Guests

Guests will be made aware, either verbally, if appropriate, or by strategically placed notices, that for their comfort and safety, the receiving line is purely to announce each guest and personal conversation is not encouraged. The Mayor will make every attempt to speak to each guest during the reception. The Beadle will unobtrusively prevent direct passage to the Mayor until they have ascertained the name of the guest/s and will clearly announce and introduce each guest to the Mayor, even if the guest is known to the Mayor.

- The receiving line is the Mayor, the Mayoress/Consort and the Town Clerk.
- When the Mayoral Party is in the Anteroom, The Beadle will formally announce each guest as soon as the Mayor indicates that they are ready to receive them.
- The Mayor and Consort should keep their conversation with each guest as brief as possible to ensure that all guests are received as quickly as possible.

Reception

At the Reception following the Annual Meeting and Mayor Making, which should last no longer than an hour, only drinks are served and the Council should not incur any additional expenditure. If the Mayor chooses to serve canapes, for example, the cost would be borne by the Mayor.

At the Reception the Beadle will acknowledge every VIP guest by title, ending the preamble with ‘... distinguished guests, councillors, ladies and gentlemen’. Pray silence for the Worshipful the Mayor of Stratford-upon-Avon, Councillor X who will propose the Loyal Toast’:

- *The Loyal Toast, ‘The King’*, proposed by the Mayor which is given without preamble.

The Beadle will introduce the Councillor proposing the toast to the Mayor. If the retiring Mayor is not present (or is no longer a Council member) the toast to the Mayor will be given by the most Senior Councillor present.

The Beadle will acknowledge those by Royal appointment and end the preamble with ‘Distinguished guests’ before introducing the speaker who will propose the toast to the Mayor

- ‘*The Mayor*’, proposed by the retiring Mayor which is given without preamble.

When the Mayor is ready to retire, the Beadle will announce the titles of those by Royal appointment followed by ‘Distinguished guests, the Mayor and Mayoress/Consort will now withdraw and I would request that as you leave the Reception, you kindly sign the Mayor’s visitors book, located in the XXXX. Please have a safe journey home.’

It is recommended that Civic Receptions last no longer than one hour, two hours maximum, but the bar will always close once the Mayor has retired.

Amended 19.9.23

Appointment of Council’s Chaplain

Following an extensive debate at the meeting of the Mayoral, Civic Ceremonial and Events Committee held on Tuesday 3 September, 2019, It was Proposed, Seconded and

RECOMMENDED:

That in an attempt to make the role of the Mayor’s Chaplain more expansive and in keeping with the times, the appointment will be redefined as follows:

- i. From May, 2020 the Mayor’s Chaplain will be known as the Council’s Chaplain;
- ii. The appointment will be made on an annual basis in readiness for Mayor Making;
- iii. Nominees for the position will be sought via the Interfaith Forum or Stratford Churches Together;
- iv. Any practising or former Chaplain already known to Council may also apply;
- v. There is no restriction on the number of times a Chaplain may serve;
- vi. The HR Committee will consider nominees and recommend the appointment;
- vii. The Mayor Elect’s preference, (particularly if they have strong religious or agnostic belief) will be taken into account;
- viii. The Council’s Chaplain will administer to a well-defined job description.

STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 5 THE CIVIC DINNER

The Civic Dinner is usually held on the evening of the day of the Annual Meeting. It is most particularly the Mayor's occasion and, as such, some latitude should be permitted to the Mayor in deciding how it should be ordered. It must be remembered, however, that the Civic Dinner is a formal occasion and therefore any musical interlude or entertainment should be unobtrusive and kept to a minimum, to ensure the evening does not become excessively long.

The dress for dinner is stated on the invitations and is normally dinner jackets for men and evening wear for ladies. Orders and miniatures may be worn and Past Mayors, Mayoress/Consort badges should be worn.

Reception before Dinner

For Reception Procedure see Part 9 pages 32-34. However, this reception differs from other Civic Receptions in two respects:

1. The Town Clerk and spouse are guests and therefore do not assist the Mayor and Mayoress/Consort to receive other guests.
2. There are no toasts or speeches.

The reception is held in the Council Chamber and the drink, usually Bucks Fizz, is complimentary. The Mayor is robed. Shortly before dinner, the Mayor will retire to the Parlour to disrobe, although the chain of office is worn throughout proceedings. The Beadle and Macebearers escort the Mayor and Mayoress/Consort to the Parlour. The Macebearers retire and, with the permission of the Mayor, the Beadle enters the Parlour to assist the Mayor to disrobe.

Once the Mayor has retired, the Civic Officer will acknowledge those by Royal appointment, civic dignitaries and leaders followed by 'distinguished guests, councillors, ladies and gentlemen, would you all kindly familiarise yourself with the seating plan for the Civic Dinner and, other than those on the top table, would you now make your way upstairs to the Ballroom for dinner'.

It is at the discretion of the Mayor whether guests greet the arrival of the Civic Party in the Ballroom with a slow handclap. If the preference is not, the Civic Officer will announce this now.

The Dinner

Only those on the top table and speakers at the Dinner receive complimentary tickets to the Civic Dinner and the Civic Officer, is required to attend the dinner in a formal capacity and be on hand to assist the Mayor. The Mayor is entitled to six complimentary tickets for personal friends or family.

Only those on the top table receive complimentary wine. It is usual for the Mayor to ensure that their personal guests receive wine on their table, but this is not complimentary and the Civic Officer should confirm arrangements with the Mayor and the wine merchant in advance of the event.

The Beadle or another appropriate officer, such as the Civic Officer, shall act as Master of Ceremonies.

When the Mayor is ready, they return to the Council Chamber and the Beadle requests that top table guests form up in the order of seating and explains how they will reach their seats. Guests to be seated on the Mayor's right will form up behind the Mayor and those to be seated on the Mayor's left will form up behind the Mayoress/Consort.

The Civic Officer stations themselves at the turn of the stairs so they can see into the Council Chamber.

When the Mayor is ready, the Civic Officer proceeds to the Ballroom and announces:

Distinguished guests. Will you please be upstanding to receive the Mayor and Mayoress/Consort and the Mayor's guests.

In accordance with the Mayor's wishes and as appropriate, as soon as the Beadle enters the Ante-room, the Civic Officer will prompt the guests in the traditional slow clap of greeting as the Mayor and guests proceed to their seats.

The Beadle, followed by the Sadler Macebearer will lead the Mayor's party into the Ballroom and will turn left towards the stage and lead the guests to the top table. The Mayoress/Consort will turn right and follow the Ludford Macebearer who will lead their party to the top table.

Before anyone sits, the Beadle calls upon the Council's Chaplain to say Grace.

The Mayor gives the Beadle permission to retire and join the Macebearers and other honorarium personnel at their complimentary private dinner in the Committee Room. The Beadle returns to the Civic Dinner when coffee is served.

When coffee is on the table and the Mayor gives permission the Beadle says, without preamble, *'Pray silence for the Worshipful the Mayor to give you the Loyal Toast*. After the toast, 'The King', the Beadle announces that there will be an interval of ten minutes.

After the interval and with the permission of the Mayor, the Beadle (or the officer acting as Master of Ceremonies) calls in turn upon the various proposes and responders to the toasts that are listed on the menu card. The announcements are made from the lectern on the stage but the Beadle or MC will leave the stage between each announcement.

Each speech/toast at the Civic Dinner should not exceed six minutes and the Mayor should ask each speaker to be mindful of this time limit. Due to the private and personal nature of the occasion the speeches following the dinner are traditionally of a light-hearted and informal nature. It is Council policy that those members of the Press who receive personal invitations are invited in a private and not in a professional capacity. It follows that they are requested not to publish the content of any speeches.

Choosing speakers is at the discretion of the Mayor but it is traditional and therefore encouraged that the toast to the guests is given by a serving Councillor on behalf of the Mayor and Town Council. Therefore, only the Mayor and serving Councillors should rise to toast their guests.

The speeches/toasts at the Civic Dinner are:

- The Loyal Toast – The Mayor
- The Mayor of Stratford-upon-Avon
- The Town of Stratford-upon-Avon and Response
- The Guests and Response
- If the Mayor wishes, they may give a short closing address to thank all those present

When the Mayor is seated the Beadle acknowledges those by Royal appointment followed by 'Distinguished Guests; Please be upstanding whilst the Mayor and Mayoress/Consort retire to the Ante-room where a pay bar facility is now open'.

It is customary for the flower arrangement on each table to be given to chosen recipients who may take them when they leave the Civic Dinner. The Mayor should determine the recipients in advance of the event and the Civic Officer should ensure that the appropriate recipients are made aware of this gift, either verbally or in writing by way of a notecard at their seat.

STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 6 CIVIC SUNDAY

The Civic Service is normally held at 10.00am in Holy Trinity Church on the Sunday immediately following the Annual Meeting and Mayor Making.

The Mayor, Councillors, and Town Clerk are robed. Past Mayor's/Mayoress' and Consort's badges should be worn.

The Order of Procession to and from church is contained in an instruction which will have been issued by the Civic Officer prior to each Civic Service.

Assembly

The Sword Bearer and Escort (if available), the Beadle, Macebearers and Mayor's Cadet report for duty and the Beadle will assist the Mayor to robe.

The band, usually the Coventry Corp of Drums, forms up outside the Town Hall in Sheep Street.

Councillors and distinguished guests assemble in the Council Chamber where they are formed up in the order in which they are to process by the Civic Officer.

Shortly before the assembly is due to process to Holy Trinity Church, the Beadle and Macebearers take up position immediately outside the entrance to the Town Hall. The Sword Bearer and Escort take up position immediately behind the Beadle in front of the Macebearers.

The Mayor and Mayoress/Consort, followed by the Town Clerk, stand on the steps of the Town Hall. If the Town Clerk is unaccompanied by their spouse, the Council's Chaplain will accompany them. If the Town Clerk is accompanied, the Council's Chaplain will process immediately behind the Town Clerk. The VIP guests form up behind them.

The Procession to Church

Should the Lord Lieutenant be present, they will always process with the Mayor. On such an occasion, the Macebearers should

swap position so the Lord Lieutenant, as the Queen's representative and as a sign of their greater authority, should follow the Sadler Mace. Generally, the Mayor always follows the Sadler Mace which is the older of the two maces and is carried by the senior Macebearer.

The Mayoress/Consort will accompany the Lord Lieutenant's Consort. If they are not present, the Mayoress/Consort will process immediately behind the Mayor on their own.

Having received the Mayor's permission to march off, the Civic Officer will indicate to the Band Leader to strike up the band and give the order to march off.

The band marches off from outside the Town Hall followed by the Beadle leading the Civic Procession to Holy Trinity Church by way of Chapel Street, Church Street and Old Town, although this route is subject to change if necessary. Depending on who is present, the more usual order of procession is:

The route to Holy Trinity Church is via Sheep Street, Waterside and the Avonbank Gardens

Order of Procession

- Beadle
- Sword Bearer and Escort
- Ludford and Sadler Maces
- Mayoress/Consort and the Mayor
- Consort and Town Clerk
- Council's Chaplain
- Civic Dignitaries
- Mayor's Cadet
- Members of the Town Council (process in order of seniority)
- Past Mayors, Mayoresses and Consorts
- Councillors spouse/partners
- Civic Guests (such as Mayors from other towns)
- Other guests (including Mayor's personal guests)
- The youth and other contingents fall in behind the other guests.

Upon arrival at the gateway leading to the west door of the church the band will counter-march and play until the Beadle arrives at the west door. The civic party enters the church.

The Service

At the west door, the Church Wardens greet the Mayor. Macebearers relinquish the responsibility of escorting the Mayor once inside the church which is always undertaken by the Church Wardens.

A male Mayor and male members of Council remove their hats upon entering the church.

The Mayor, members of the Council and guests are shown to their seats under the arrangements of the Parochial Church Council.

The Mayor, Mayoress/Consort, Town Clerk and Town Clerk's spouse sit in the Mayoral pew at the front right-hand side of the nave. The Mayor and Mayoress/Consort should pause momentarily before entering the pew to allow the Town Clerk and spouse to enter first as the Mayor should sit in the seat closest to the aisle.

VIP guests and civic dignitaries are seated in the front three rows to the left-hand side of the nave.

The Macebearer's take up position in front of the Mayor's pew facing the Mayor. Once the Macebearers see that all members of the Town Council are in position in the pews immediately behind the Mayor, the Macebearers will place their maces in the stand and bow slightly to the Mayor. The Mayor acknowledges the bow and should then sit, which indicates that everyone else may do so.

The Beadle, Macebearers Sword Bearer, Escort and Mayor's Cadet sit in the front pew of the south aisle facing the Chapel of St Thomas.

The Sword of State remains with the Sword Bearer. The maces are placed in the stand in front of the Mayoral pew. The Beadle's staff and the Mayor's Cadet's standard are placed in the stand adjacent to the stone column by the Mayoral pew.

At the Civic Service, the Mayor will normally read the lesson, and the Mayor will be escorted to the lectern by the Verger. It is customary for the Mayor to acknowledge the High Altar with a slight bow of the head as they pass to and from the lectern.

At the conclusion of the service, the Beadle, Macebearers, Sword Bearer and Mayor's Cadet collect their insignia immediately after the clergy and choir have processed from the quire into the nave. They will take up position in front of the Mayoral pew and the Councillors will form up behind them.

It is now common practice for collective acknowledgement of the High Altar which is often announced by the Vicar towards the close of the service. However, should this not occur, the Mayor and Mayoress/Consort should acknowledge the High Altar together, once they have left the pew, and then turn and follow the Churchwardens up the aisle.

As they leave the church, they will be greeted at the door by the Vicar of Holy Trinity Church and the preacher, normally the Council's Chaplain as it is customary for them to be afforded the courtesy of giving the sermon at the Civic Service.

The Recession from Church

The Civic party will form up on the west door pathway and if necessary, the Civic Officer will reassemble the recession into the correct order. **The recession will move off to join the band which has formed up outside the Parish Office.**

The procession will return to the Town Hall via Avonbank Gardens, Waterside and Sheep Street.

Once the band reaches High Street, adjacent to the top of Sheep Street, it will continue to play and counter-march. Once the recessional assembly has halted, the band will play the National Anthem. The Mayor and male members of Council should remove their hats for the duration of the Anthem.

When the National Anthem draws to a close, the Beadle will escort the Mayor to the Band Leader in order for the Mayor to thank them and dismiss the Band.

Civic Sunday Reception

The Mayoral party will make their way immediately to the Ante-room to receive their guests, who will be held downstairs momentarily whilst the mayoral party prepares. The receiving line is the Mayor, the Mayoress/Consort and the Town Clerk.

Guests will be made aware, either verbally, if appropriate, or by strategically placed notices, that for their comfort and safety, the receiving line is purely to announce each guest and personal conversation is not encouraged. The Mayor will make every attempt to speak to each guest during the reception. The Beadle will unobtrusively prevent direct passage to the Mayor until they have ascertained the name of the guest/s and will clearly announce and introduce each guest to the Mayor, even if the guest is known to the Mayor.

Light refreshments are served and at an appropriate time once all the guests have assembled in the Ballroom, the Mayor, Mayoress/Consort, Town Clerk and the senior Councillor present, accompanied by the Beadle and Macebearers will proceed to the Ballroom stage.

The Beadle will call on the Mayor to propose the Loyal Toast. The Beadle will announce the title of those by royal appointment and civic leaders followed by 'distinguished guests, councillors, ladies and gentlemen, pray silence for the Worshipful Mayor of Stratford-upon-Avon Councillor XXXX who will propose the Loyal Toast'.

The Mayor proposes the Loyal Toast, 'The King'.

The Beadle will then call upon the Senior Councillor present by announcing the title of those by Royal appointed followed by 'Distinguished guests', pray silence for the Senior Councillor present ('present' need only be said if the actual Senior Councillor is absent) who will propose a toast to the Mayor.

The toast to the Mayor is just 'The Mayor' with no preamble.

If the Mayor wishes to say a few words of thanks, then the Beadle will need to re-introduce the Mayor – acknowledging those by Royal appointment followed by 'Distinguished guests', pray silence for the Worshipful Mayor of Stratford-upon-Avon Councillor XXXX'.

Speeches are not required at the Civic Sunday Reception so any address should be short. If the Mayor does not wish to speak, the Beadle should round off proceedings by reminding guests to sign the Mayor's visitor's book when they leave and then immediately lead the civic party from the stage in the following order:

- Beadle
- Ludford Macebearer
- Sadler Macebearer
- Mayor
- Mayoress/Consort
- Town Clerk
- Senior Councillor

When the Mayor is ready to leave the Reception, the Beadle should acknowledge those by Royal appointment, followed by 'Distinguished guests, please be advised that the Mayor will now withdraw and wishes everyone a safe journey home'.

Once the Mayor has retired the bar is then closed.

STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 7

MAYOR, MAYORESS/CONSORT AT HOME (Whichever is applicable)

The occasion is held in the Ballroom and Anteroom at the Town Hall.

Although the date and time of the event is at the behest of the host/hostess, it usually takes place during the summer on a Saturday or Sunday afternoon.

Traditionally the occasion is for ladies to dress up and enjoy afternoon tea in the Ballroom, served at individual tables with the accompanist of a pianist or small musical group. The Beadle will introduce each guest upon arrival. There is a degree of informality about the arrival and departure of guests throughout the afternoon.

If the event is being hosted by a female Mayor or Mayoress, then it is helpful if the Mayor's Consort or the Mayor is available to entertain any male guests in the Mayor's Parlour.

Conversely if the Mayor's Consort is holding his Consort at Home event in the Ballroom, it is helpful if the Mayor was available to entertain any female guests in her Parlour. If a host considers afternoon tea is inappropriate for a gathering of men, refreshments such as beer and sandwiches is acceptable.

The event is advertised in the local press as well as the more formal invitations being sent to the personal and official guests of the Mayor or Mayoress/Consort.

If *the* function is being hosted by the Mayoress/Consort, it need not involve the Mayor unless the Mayoress/Consort expressly wishes that it should. Even if the Mayor is present, the Mayoress/Consort should be the person to first receive their guests. It is usual for the Mayor to retire once all guests have arrived.

The Mayor or Mayoress/Consort specifically invites the past Mayoress'/Consorts who should assist their host/hostess in entertaining and chatting to guests at their tables.

Civic dignitaries, such as those by royal appointment, council leaders and Mayors/Mayoress' from other towns, are seated at the

'top' table. Their tea is served from the Town Council's crested china tea service.

When it is obvious that no further guests are expected, the Mayor or Mayoress/Consort may donate the flower arrangements from each table to whoever they choose, but traditionally they are given to those who have helped make the occasion a success.

Amended 17.3.20

Following a request by a former Mayor in March 2020, the Mayoral, Civic Ceremonial and Events Committee reviewed its policy on whether to hold a 'Mayor at Home' event if the incumbent Mayor is female as he considered it to be inherently unfair.

Following a brief discussion at the meeting held on Tuesday 17 March 2020, it was Proposed, Seconded and unanimously

RECOMMENDED: That the final decision on whether to hold a Mayor or Mayoress at Home should be determined solely by the incumbent Mayor.

STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 8 REMEMBRANCE SUNDAY

This is a full ceremonial dress occasion with assembly at the Town Hall and a procession to Holy Trinity Church followed by a wreath laying ceremony in the Garden of Remembrance. Orders, miniatures and military medals may be worn and Past Mayor's Mayoress' and Consort's badges should be worn.

The Beadle will attend the Mayor to robe as guests assemble in the downstairs chambers.

The band, usually the Air Training Corp Marching Band forms up outside the Town Hall in Chapel Street.

At the appointed time, the Civic Officer or if the Marshal is unavailable, the Beadle, will form up the Procession. Positioning outside the Town Hall will be in accordance with those detailed in the Civic Service section - Procession to Church on page 21-22).

If the Lord Lieutenant is present, they will accompany the Mayor in the procession (see details in Civic Sunday section - The Procession to Church on page 21-22). The order of procession is:

The Beadle
Sword Bearers and Escorts
Ludford and Sadler Macebearers
The Mayoress/Consort and Mayor
The Town Clerk's Spouse and Town Clerk
*Civic Dignitaries
Serving Military Officers
Freemen of the Borough
Mayor's Cadet
Members of the Town Council (in order of seniority)
Former Mayors and Mayoress/Consorts'
Town Councillor's Spouses and Partners
Retired Military and Police Representatives
Mayor's Personal Guests

- * If the Deputy Lord Lieutenant, MP, MEP, High Steward, High Sheriff or Chairman of County/District Council are present then adjustments must be made to this order to allow for respective seniorities.

Having received the Mayor's permission, the Civic Officer will indicate to the Band Leader to strike up the band and give the order to march off.

The Beadle leads the procession to the Garden of Remembrance for a shortened Remembrance Sunday Service which commences at 10:50am. The Civic Officer will ensure the Civic party and guests take up the correct position opposite the WW2 memorial.

At 10:50am the Clergy and Choir will enter the Garden and the Ceremony will commence. It is expected that during the Ceremony **the Town Clerk and** the Mayor's Cadet will read.

At 11:00am precisely the 'Last Post' will herald the 'Two Minutes Silence' and all the standard bearers present, will lower their standards.

Only the Mayor and male council members remove their hats during the playing of the 'Last Post' and two minutes silence. At the end of the two minutes, the Reveille will be played, standards are raised and hats are replaced.

The wreath laying ceremony commences and the Mayor will lay the first wreath. Wreaths are laid at the 1914/1918 memorial followed by the 1939/45 memorial in that order. If the Lord Lieutenant is present, they will take precedence and would be the first to lay a wreath on the 1939/45 memorial.

The Civic Officer or another officer, as appropriate, will announce each wreath layer as they come forward:

Order for Wreath Laying:

- i. CIVIC HEADS
- ii. REPRESENTATIVES OF REGULAR FORCES
- iii. REPRESENTATIVES OF TERRITORIAL AND RESERVE FORCES
- iv. REPRESENTATIVES OF EX-SERVICE ASSOCIATIONS
- v. REPRESENTATIVES OF UNIFORMED PUBLIC SERVICES (Police, Fire Brigade)
- vi. REPRESENTATIVES OF UNIFORMED VOLUNTARY SERVICES

- vii. REPRESENTATIVES OF CADET FORCES
- viii. REPRESENTATIVES OF YOUTH ORGANISATIONS
- ix. MEMBERS OF THE PUBLIC

The Mayor will approach each memorial with their hat on and will remove it when stepping back and acknowledging the dead.

Following the service and the departure of the choir and clergy, the Civic Officer will escort the civic party from the Garden of Remembrance through the Old Town gate, and the recession, in the same order as the procession, will return to Church Street for the March Past, although this route is subject to change if necessary. The recession will process without accompaniment as the Band accompanies the March Past.

The Mayor will ascend the dais **in front of the Town Hall** opposite the District Council Offices, the civic party and Council will flank the dais on either side. If the Lord Lieutenant is present, they will accompany the Mayor on the dais. Occasionally, when high ranking serving officers are present, they may also accompany the Mayor to take the salute. Only the Mayor removes their hat when taking the salute at the March Past.

Following the March Past the assembly returns to the Town Hall where coffee, traditionally laced with rum (as requested), is served in the downstairs chambers.

At the invitation of the Royal British Legion, the Mayor, Mayoress/Consort, the Town Clerk, Councillors and guests usually attend the British Legion Headquarters (Bull Street).

The Beadle announces the title of those by Royal appointment, civic heads and leaders by seniority, followed by 'Distinguished guests, councillors, ladies and gentlemen. On behalf of the Royal British Legion Stratford-upon-Avon branch, may I cordially invite all here present to attend the British Legion Headquarters in Bull Street following completion of procedures here at the Town Hall. Please pray silence for the Worshipful, the Mayor of Stratford-upon-Avon who would like to convey a vote of thanks'.

The Mayor acknowledges those by Royal appointed followed by the preface 'Distinguished guests' and then gives a short vote of thanks, as appropriate.

STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC CEREMONIAL AND PROCEDURE

PART 9

RECEPTIONS (Formal and Informal)

Since all formal occasions are major occasions, Councillors are asked to give their utmost support.

A formal reception is generally one where the guests (all or some) have received individual or group invitations from the Mayor or Council, i.e. The Shakespeare's Celebrations Receptions, Volunteers' Reception, Civic Sunday, Remembrance Day etc. These are occasions when the Mayor, Town Clerk and Council are robed and supported by the Beadle and Macebearers.

At formal receptions, guests are announced by the Beadle and received by the Mayor, Mayoress/Consort and Town Clerk. The Beadle should announce and introduce every guest, irrespective of whether they are personally known to the Mayor. The Mayor, in consultation with the Town Clerk will decide in advance the most practical positioning for the receiving line.

Guests will be made aware, either verbally, if appropriate, or by strategically placed notices, that for their comfort and safety, the receiving line is purely to announce each guest and personal conversation is not encouraged. The Mayor will make every attempt to speak to each guest during the reception. The Beadle will unobtrusively prevent direct passage to the Mayor until they have ascertained the name of the guest/s and will clearly announce and introduce each guest to the Mayor, even if the guest is known to the Mayor.

Councillors and their spouses/partners should be present in the Anteroom and Ballroom in advance of guests being received by the Mayoral party, in order to greet and welcome guests and escort them into the Ballroom once they have been officially received by the Mayor.

Where alcoholic drink is served at formal receptions, it will usually be either red or white wine with a soft drink alternative. Only very occasionally will an alternative alcoholic beverage be served, which will be as recommended by the Civic Heritage and Events Committee and ratified by Council (example: during

a reception to welcome Stratford-upon-Avon Rugby Club's rugby visitors from France, beer was also served)

Food and canapes are not necessarily served at all formal receptions:

FORMAL		
Mayor Making lunchtime	No food	Alcohol (alternative non-alcoholic beverage)
Civic Dinner reception	No food	Bucks Fizz and alternative
Civic Dinner	Non-complimentary dinner	Non complimentary wine and alternatives
Civic Sunday	No food	Alcohol and alternative
Volunteer's/Eve of Birthday Celebrations	Substantial Canapes	Alcohol and alternative
Birthday Celebrations (Saturday)	No food	Coffee and biscuits
Birthday Celebrations (Sunday)	Breakfast	Coffee or non- alcoholic beverage
Christmas Festival Opening	Mince pies, sausage rolls etc.	Mulled wine, wine and alternative
INFORMAL		
Remembrance Sunday	Biscuits	Coffee and rum
Mop Reception	Biscuits	Coffee and sherry
Christmas Lights Switch-on	Biscuits, crisps, sausage rolls, mince pies	Squash, tea, coffee, non-alcoholic mulled wine
Mayors Bowling Match at Avon Bowling Club	Light supper such as a Ploughman's	Pay bar

An informal reception is generally one where the Mayor and Councillors are asked by an outside body if they will receive and welcome a visiting group. The normal dress for such occasions (when the Beadle and Macebearers are not present) is for the Mayor and Mayoress/Consort to wear their chain of office but they will not robe.

Councillors attending do not robe but it is good practice to wear their name badge as provided by the Council. Only if appropriate and if time permits will the Town Clerk attend an informal reception, or if expressly asked to do so by the Mayor.

The question of robing for this type of informal reception should generally be the exception rather than the rule and would

normally only apply to occasions in honour of foreign and other dignitaries, and certain groups of visitors. A decision to robe for an informal reception should be at the discretion of the Mayor in consultation with the Chair of the Civic Heritage and Events Committee and the Town Clerk.

If robes are considered appropriate, the Beadle and Macebearers should be in attendance, for as a general rule, the Mayor and/or Councillors only robe when attended by the Beadle and/or Macebearers.

STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 10 SHAKESPEARE'S CELEBRATIONS

The Shakespeare Celebrations have been organised by the Town Council since 2012 and in partnership with Stratford District Council since 2014. They take place predominantly over the weekend closest to Shakespeare's Birthday on 23 April. It is noteworthy that the feast of Easter often disrupts the date for the Birthday and an alternative date in April is then chosen by the organisers in association with Holy Trinity Church.

Traditionally, the event celebrates the 'cradle to the grave' experience and incorporates measures that start at Shakespeare's Birthplace and end with a procession to Holy Trinity Church where flowers are left to festoon Shakespeare's tomb. During proceedings, a Flag Unfurling Ceremony has taken place in Bridge Street, which signifies the world-wide appreciation of Shakespeare by the flying of flags from different countries, as well as locally based organisations, which is a relatively new concession.

Because the Town Council is responsible for the civic aspects of Saturday's Birthday festivities, very detailed programmes and instructions will be issued each year. As an example, all the instructions for the 2018 Birthday Celebrations are appended to this Civic Ceremonial and Procedure 2018 as Appendix 'C' on pages 59-62.

The Celebrations have metamorphosed since the Town Council became chiefly responsible for the event, so it is not possible to provide an account that is anything other than generic. Some events associated with the weekend as a whole have been discontinued, such as Beating Retreat. However, the Royal Engineers are Freeman of the Borough, and in time, the event may be re-introduced. For completeness therefore, details appertaining to Beating Retreat have been retained as part of this document.

In 2018, the Town and District Councils in association with their market operator, LSD Promotions, introduced the Living Statue Competition in Bancroft Gardens. This, and future innovative introductions will either continue and expand or cease altogether. This more diverse approach has been adopted in order to appeal to a wider audience, maximise community involvement and prevent the Celebrations from being perceived as too 'highbrow' or elitist.

FRIDAY RECEPTION (I) CELEBRATING VOLUNTEERS ON THE EVE OF THE BIRTHDAY CELEBRATIONS

In 2017, the Volunteers' Reception was celebrated on the eve of the Birthday Celebrations. The combined approach of celebrating both occasions simultaneously proved highly successful.

The Volunteer's Reception is a formal affair and proceedings are as set down in Part 9 pages 33-35.

As the event also includes guests associated with the Birthday Celebrations, the District Council Chair is in attendance but takes no official part in the first part of the evening, which concentrates on the volunteers. However, they do form part of the receiving line comprising:

- Mayor and Mayoress/Consort
- Town Clerk
- Chair of the District Council and Consort

When all are assembled, the civic party will make their way to the stage where the Beadle introduces the Mayor by announcing the title of those by Royal appointments, civic leaders and dignitaries, followed by the preface 'Distinguished guests, councillors, ladies and gentlemen pray silence for the Worshipful, the Mayor of Stratford-upon-Avon, Councillor X'.

The Mayor responds by individually acknowledging those by Royal appointments followed by the preface 'Distinguished guests'. During the speech, which honours all those in the voluntary sector, the Mayor will announce the recipient of the Mayor's Award to the one person or persons who, in their personal opinion, has gone that 'extra mile' to enhance or enrich the lives of others.

It is preferable that the recipient/s have no prior knowledge of receiving the Award, and in the run up to the event, the Mayor and Civic Officer must covertly ascertain that the recipient will be in attendance.

The winner is announced, and they make their way onto the stage, where they are warmly congratulated by the Mayor, who presents a silver salver to the recipient. They are then afforded the opportunity of responding briefly.

The Macebearers lead the Mayor, Mayoress/Consort and Town Clerk from the stage. The Beadle remains, to call upon the Chair

of the District Council. The acknowledgment and preface is the same as for the second speaker.

The District Chair thanks the Mayor and Town Council for their hospitality and welcomes everyone to the forthcoming Birthday Celebrations. At the close of their speech the Beadle will acknowledge and preface as previously and state 'Please be advised that the formal proceedings are now over. You are cordially invited to enjoy the rest of the evening and before you go, the Mayor would be most grateful if you would kindly sign their visitor's book located in XXXXX. May I wish you all a most enjoyable weekend'.

The Beadle leads the District Chair from the stage.

When the Mayor is ready to withdraw, the Beadle will make the official announcement adapted from the announcement detailed on page 17. The civic party will retire and the bar will close.

SATURDAY CELEBRATIONS (II)

Every year, specific instructions will be issued in accordance with the measures and entertainment in place to celebrate the start of Shakespeare's Celebrations.

The Beadle, Macebearers and Mayor's Cadet arrive at the Town Hall in readiness to attend the Mayor who should be robed and ready to join Councillors by 9.30am.

Sprigs of rosemary will be available at the Town Hall for those who do not come pre-prepared with their own rosemary tied with yellow and black ribbon. This is traditionally worn throughout the weekend as a sign of remembrance. The rosemary should be pinned on the left, with the sprig facing upwards.

A laurel wreath, with the inscription "The Mayor of Stratford-upon-Avon Town Council", and token posies of flowers will be available for the Mayoress and Town Clerk/wife, as appropriate. The Mayor's wreath will be carried by the **Mayor's Cadet** Beadle who will walk in procession ahead of the two Macebearers. **If the Cadet is not present, the Beadle will carry the wreath.** Most participants carry floral tributes but these are at their discretion and will not be provided by the Town Council. Flowers are to be left with Town Council staff in the Committee Room ready for collection on departure.

The Mayor/Mayoress/Consort, the Chair of the District Council and Councillors will circulate and greet diplomats, dignitaries and

distinguished guests in the Ballroom. The coffee reception is informal, and there is no receiving line.

Marshalling of the procession will take place at the direction of the Civic Officer who will give a 'five minute' call. The order of the procession will be as previously determined, but the civic party/Town Council does not lead the procession which is led by the Lord Lieutenant.

The Civic Party will formally process in robes in the usual formation; Beadle, Macebearers, Mayor etc. On this occasion Councillor's spouses/partners will process alongside them.

The Town Clerk now plays an important directional role as the Celebrations unfold and if the Town Clerk is unable to attend the mustering and procession to the flag positions, the Deputy Town Clerk will process immediately behind the Mayor and will relinquish that position when the Town Clerk re-joins the Civic Party.

The route does vary, but it is usual to process into Bridge Street from Waterside for the ceremony of unfurling the flags at 11.00am. The Mayor unfurls the flag of the Town of Stratford-upon-Avon, which is one of the top four in the centre of Bridge Street. The pole topped with a crown flies the Union Flag which is always at the top of Bridge Street and is unfurled by the Lord Lieutenant. The flag of St George is the second flag in line, followed by the District Council's and then the Town Council's flag. Thereafter flags are interchangeable depending on which organisations purchase a central column flag position – usually the RSC, SBT, Town Trust, Stratford BID and KES. Guests from the Diplomatic Corp, receive complimentary flag positions in the central column, and are placed as at the seniority of the diplomat in attendance.

King Edward VI School (KES) which has led a parade to Holy Trinity Church since 1893 will lead in procession to Holy Trinity Church. They are led by a marching band and when they leave the arena, it is usual for the Civic Officer to form up the civic procession which will follow KES accompanied by another marching band, the procession will follow the same route to church - Bridge Street into High Street, Chapel Street, Church Street, Old Town and finally into Holy Trinity Church through the west door.

The Churchwardens take precedence over the Macebearers as the procession moves to the high altar where the floral tributes will be received by the clergy. Having relinquished the wreath, a female Mayor will remove their hat and bow their head to the altar. A male

Mayor will have removed his hat on entering the church. Once the flowers have been received the Civic Party moves through the Priest's Door, to the right of the High Altar and into the precincts of the churchyard.

The Civic Party will make their way to the Birthday Luncheon which is organised independently and has nothing to do with the Town Council. Arrangements and the location of the luncheon may differ, and separate instructions will be given which will include arrangements for the Mayor and Councillors to disrobe. If the Beadle and Macebearers are stepped down and are no longer to accompany the Mayor, arrangements will be made by the Civic Officer to ensure that the maces are returned safely to the Town Hall.

SHAKESPEARE SUNDAY (III)

Some innovative ideas have recently been added to both the Shakespeare Sunday Reception and the Shakespeare Service which may or may not be repeated every year. Consequently, specific instructions and a detailed programme will be issued each year.

The Sword bearer and Escorts, Beadle and Macebearers and Mayor's Cadet report to the Town Hall at 9:30am. The Beadle will assist the Mayor to robe.

By 10:00am the civic party will be receiving guests in the Ballroom. The Beadle will introduce each guest to the receiving line:

- Mayor and Mayoress/Consort
- Town Clerk
- Chair of the District Council and Consort

The Mayor greets guests and it is important that this happens speedily as this Reception is strictly governed by time in order to process to church for the service at 11:15am.

At the appropriate time, the Civic Officer will advise guests to prepare for the toasts and take a glass from the drinks table. The Beadle will escort the Lord Lieutenant and the civic party, which includes the District Council Chairman, to the stage. The Beadle will 'acknowledge by title all those by Royal appointment (not forgetting the Lord Lieutenant), diplomats, civic leaders and dignitaries, distinguished guests, councillors ladies and gentlemen – pray silence for the Lord Lieutenant of Warwickshire – XXX who will give the Loyal Toast.

- Lord L 'The King'.
- Beadle The Beadle will 'acknowledge all those by Royal appointment followed by "Distinguished guests, pray silence for the Worshipful the Mayor of Stratford-upon-Avon, Councillor XXX who will propose the toast to the Immortal Memory of William Shakespeare".
- Mayor Having acknowledged those by Royal appointment "Distinguished guests, I give you the toast: The Immortal Memory, William Shakespeare, Man of Stratford".
- Beadle Having acknowledged those by Royal appointment, "Distinguished guests, "Pray silence for the Senior Councillor (present), Councillor who will propose the toast to our Civic leaders".
- Senior Cllr Having acknowledged those by Royal appointment "Distinguished guests, I give you the toast to the Worshipful the Mayor of Stratford-upon-Avon, Councillor XXX and the Mayoress/Consort, Mr/Mrs/Cllr XXX" and the Chair of the District Council, Councillor XXX and Mr/Ms XXX'.
- Beadle Having acknowledged those by Royal appointment "Distinguished guests, I now call again upon the Lord Lieutenant of Warwickshire, XXXX'.
- Lord L Expresses a short generic speech of thanks to all involved in staging Shakespeare's Celebrations and a brief anecdotal résumé of the weekend's events.
- Beadle Leads all from the dais.

The Civic Officer will give a 'five minutes' call and at the appropriate time will form up the Procession as follows:

Clergy
Beadle
Sword bearers and Escort
Lord Lieutenant's Cadets (if present)
Sadler & Ludford Maces
Lord Lieutenant of Warwickshire and Mayor
Lord Lieutenant's Consort and Mayoress/Consort
Consort and Town Clerk

Consort and Chairman of Warwickshire County Council
Consort and Chairman of Stratford-on-Avon District Council
Members of the Diplomatic Corp in order of precedence
Mayor's Cadet
Deputy Town Clerk (if present)
Members of the Town Council (in order of seniority)
Former Mayors, Mayoress' and Consorts
Town Councillor's Spouses and Partners
International and National Representatives and Civic Guests
Speakers at the Luncheon
Members of the Royal Shakespeare Theatre
Mayor's personal guests and other invited guests

The marching band, will have formed up in Sheep Street by 10:30am. The Procession will leave the Town Hall at 10.35am and proceed to Holy Trinity Church via Sheep Street, Waterside and the Avonbank Gardens.

On arrival at the gateway leading to the west door of Holy Trinity Church, the band will counter-march whilst continuing to play until the Beadle arrives at the west door.

The Lord Lieutenant and the Mayor shall be met by the Churchwardens at the west door who will take up the responsibility of escorting them to the civic party seating at the front left hand side and front right hand side of the nave respectively. Town Councillors will sit in the pews immediately behind the Mayor. Procedure to be followed as in Part 6 – Civic Service pages 21-25.

The Shakespeare Service lasts for approximately one and a quarter hours. At the conclusion of the service, the Recession will form up outside the Church in the same order and return to the Town Hall in the reverse direction to the processional route.

The band shall not strike up until everyone is ready to move off. The Civic Officer will give the signal and the procession will return to the Town Hall. **On arrival at the Town Hall the band will counter-march in High Street until the Recession comes to a halt level with the Town Hall.**

The band will play the National Anthem. The Mayor and male members of Council should remove their hats for the duration of the Anthem.

When the National Anthem draws to a close, the Beadle will escort the Mayor to the Band Leader in order for the Mayor to thank them and dismiss the Band. The civic party and those in

the Recession enter the Town Hall but formal proceedings have now ended and guests may depart.

BEATING RETREAT (IV) (written in 2012)

Prior to the Band of the Royal Engineers Beating Retreat in Henley Street, it is customary for the Mayor to entertain the Regiment's Colonel Commandant in the Mayor's Parlour.

At 5:20pm the Mayor's chauffeur will convey the Beadle, Macebearers and Mayor's Cadet to Henley Street before returning to the Town Hall to collect the Mayor, the Colonel Commandant and their spouse/partners. Alighting at the top of Henley Street they will process the short distance to the Birthplace at 5:30pm.

The Civic Marshal, with the help of military cadets, if possible those as represented by the Mayor's Cadet, will be on hand to ensure guests are shown to their seats and issued programmes. Chauffeurs may wait in the Windsor Street Coach Park.

Members of the Council and other guests are invited to have made their way to Henley Street by 5.15 p.m. where reserved seating will be available. As seating is strictly limited, seats will only be available to those confirming their attendance in advance. Seating as follows:

Front Row:

Colonel Commandant, Colonel Commandant's wife/partner, Mayor and Mayoress/Consort, Town Clerk, Town Clerk's wife/partner and any other dignitaries such as Lord Lieutenant of Warwickshire, High Steward of Stratford-upon-Avon, High Sheriff of Warwickshire, Chairman and Chief Executive of Stratford District Council, Chairman of the County Council and the Stratford MP.

Second Row

Council's Chaplain, Councillors and their spouse/partners. Councillors will not be robed.

Third Row

Former Mayors/Mayoress'/Consorts of Stratford-upon-Avon and other Civic Heads.

Fourth Row

Invited guests, in association with the Shakespeare Birthplace Trust

Following Beating Retreat, the Colonel Commandant will take the salute. The Mayor will remove his hat (if the Mayor is a lady member she does not remove her hat but bows her head.) The Mayor gives permission for the Band of the Royal Engineers to march off.

The Council and guests remain standing whilst the Mayor and Colonel Commandant leave the dais to be joined by their spouse/partners and process to the top of Henley Street where the Mayor's chauffeur awaits to convey them back to the Town Hall. The Beadle, Macebearers and Mayor's Cadet depart for the Town Hall by car.

Councillors and invited guests will make their own way to the Town Hall for the Civic Reception.

Councillors robe in private.

At approximately 6:30pm the Mayor and Mayoress/Consort receive their guests in the anteroom, guests move through into the Ballroom.

At 7:00pm the Beadle leads the Macebearers and Mayor and Mayoress/Consort to the Dais. The Beadle calls for silence and the Mayor makes a short speech of welcome.

The Bar shall remain open whilst the Mayor is present at the Reception.

STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 11 CHRISTMAS

CHRISTMAS LIGHTS SWITCH-ON (I)

The Mayor may invite any member of their immediate family or another person of their choosing to assist at the Switch-on.

Generally, a personality from local radio or television is invited to act as compere and from 4:00pm they will conduct proceedings from the balcony of the Town Hall introducing the band, usually from a local secondary school, and the choir, from a local primary school, who entertain the crowd prior to the arrival of the civic party at approximately 4:20pm.

The civic party, who are robed, comprises:

- Beadle
- Sadler and Ludford Macebearers
- Mayor and Mayoress/Consort
- Town Clerk
- Mayor's family or guest
- The Civic Photographer

If it proves that the balcony is too crowded with people or equipment, the Macebearers and Beadle will stand behind the Mayor, framed in the balcony doorway.

Amended 23.7.19

Prior to the Mayor being introduced by the compere, the Mayor's Chaplain blesses the lights. However, it has been recommended by the Chaplain that this activity is no longer appropriate, and it will therefore be discontinued.

The Mayor is then introduced by the compere. There is no formal preamble and their address should be light-hearted and appeal to a younger audience. However, it is important that the relevant organisations, such as the Christmas Lights Co Ltd and the other major funding organisation, the Town Trust, are thanked publically.

The compere will start the count down in readiness for the lights being switched on at 5:30pm.

The civic party then vacate the balcony and the crowd awaits the arrival of Father Christmas. His arrival is often heralded by

fireworks or a 'snow-storm' as determined by the Civic Heritage and Events Committee who define and oversee the arrangements for children's visits to Father Christmas in his grotto, which takes place in the Town Hall immediately following Switch-on.

Councillors robe for the occasion and should wear their name badges and act as hosts whilst supervising the activities in the Town Hall. Officers and/or marshals will control numbers and the smooth access and egress of visitors.

The Mayor should remain robed throughout proceedings and should make a point of welcoming and talking to as many visitors as possible.

In the past on Switch-on night, the Mayor has often attended a charity event in close proximity to the Town Hall, such as the lighting of the Tree of Lights on the Barclays roundabout, organised by the Shakespeare Hospice. The Mayor was escorted on foot by the Beadle and Macebearers. Currently, this practice has been curtailed due to heightened security measures. If the practice, or something similar, is re-introduced, it is usually a short affair and the Mayoral party should return to the Town Hall as soon as possible to continue entertaining.

VICTORIAN CHRISTMAS FESTIVAL (II)

This venture was first introduced in 2017 and is administered jointly by the Town and District Councils. The Town Council is specifically responsible for entertainment at the Festival and the Civic Reception at the Town Hall which precedes the opening ceremony by the Mayor and Chairman of the District Council.

Both Councils try to adopt an innovative and spontaneous approach in planning and organising the event and the proceedings for the opening are subject to change from year to year. In 2017, for example, in keeping with the Victorian theme, the Mayor and Councillors wore Victorian apparel. In 2018 however, the procession through the town is intended to be formal. The Mayor, Town Clerk and Councillors should robe, with the Beadle and Macebearers in attendance.

Once the Festival has been officially opened by the Mayor and Chairman, officials attending the opening will be invited to ride the carousel, located in another area of the market, The Mayor and Chairman are then invited to visit all the market stalls to choose the 'Best Dressed Stall' in keeping with the Victorian theme.

Every year, specific instructions will be issued in accordance with the measures and entertainment in place for that Festival.

CHRISTMAS VISITS (III)

Christmas visits are seen as an exception to the rule and unusually, the Macebearers are stepped-down and do not form part of the civic party on Christmas Day. However, if they are available, they are in attendance for visits in the run-up to Christmas, as appropriate. The Mayor and Mayoress/Consort usually attend the Carol Service at Holy Trinity Church before Christmas. (Time and day TBC)

On Christmas Day the Mayor, who is robed, is accompanied by the Mayoress/Consort, Beadle and Civic Officer. During the morning only, they traditionally visit:

- Stratford Hospital
- **Alms Houses**
- **Residential and Nursing Homes**
- Emergency Services
- **Local Hotels**

In the past, these visits have taken place on Christmas Day. Now however, some recipients have asked for Christmas Eve and even 23 December visits. The timetable is determined by the Civic Officer and although timing is very much dependent on when it is most convenient for the Mayor's arrival at each establishment, care should be taken in planning the route, so valuable time is not taken in circumnavigating the town when travelling to and from the various establishments.

Traditionally it is expected that during their visit to the Guild Cottages (formerly the Alms Houses) and any other houses administered by the Municipal Charities, the Mayor will present a token gift to each resident. The token gift is usually biscuits or sweets and need not be expensive but should be wrapped appropriately.

STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 12 FUNERALS AND FLAG FLYING

N.B. The following details regarding funeral arrangements are subject to the wishes of the next of kin

Civic Funeral

A full civic funeral where all Councillors are fully robed and process to the Church accompanied by the Beadle and Macebearers will apply when the person being mourned is a serving member of the Council.

For a full civic funeral, the Town Council flag may be placed on the coffin. In the case of the death of a Mayor incumbent, their chain and badge of office will be placed on the coffin upon a black cushion. In the case of a Mayoress/Consort in office, the Mayoress'/Consort's chain and badge of office will be placed on the coffin upon a black cushion.

Members of the Town Council will dress as for mourning (black tie not Council's corporate tie) and process to church in unison, usually from either the Parish Office or the Methodist Church. Former Mayors and Town Council staff, will process behind the Council. In order for the traditional civic pews, on the right hand side of the nave, to be occupied by the civic party as per usual, permission should be sought from the family, as it usual for the mourning family to occupy these pews. Subject to consent, the Council and associates will sit immediately behind the Mayoral pew. Any visiting civic dignitaries will be seated on the left of the nave.

At the close of the service, when the last member of the family has left their pew, the civic party and Town Council will immediately follow. Council will stand together remaining just inside the precinct of the churchyard. As the coffin is placed in the hearse, male councillors, other than a male Mayor, will remove their hats. As the hearse pulls away, the Mayor will step forward and bow. If the Mayor is male, he will remove his hat as he bows. Hats should be replaced once the cortege is out of sight. The Macebearers do not remove their hats.

Past Mayor's badges should be worn for the funerals of the following:

- Mayor
- Mayoress/Consort
- Serving Councillors
- Past Mayors
- Past Mayoress'/Consorts
- The incumbent Town Clerk

Private Funeral

When the Mayor attends alone, or with other Councillors, the funeral of a former member of the Town Council, or of any other person of particular note whom the Town Council wish to acknowledge, the form of dress will be as for mourning or as instructed by the family. According to the family's wishes, the Mayor will wear either the chain or just the badge on a black ribbon.

Flying the Town Council Flag

The Town Flag shall be flown at half-mast for a maximum of five working days commencing on the day the death is announced. It will be flown again as a mark of respect on the day of the funeral.

- The Mayor or Mayoress/Consort in office;
- A serving member of Council;
- A former Mayor/Mayoress/Consort;
- The incumbent Town Clerk;
- The incumbent Lord Lieutenant, High Sheriff or High Steward;
- A serving officer from the Corp of the Royal Engineers;
- A serving member of the armed forces from the local community.

If the reception following the funeral is to be held at the Town Hall, or if the cortege is to specifically pass the Town Hall on its way to or from the funeral in accordance with the family's wishes, the flag will also be flown at half-mast and then raised as soon as proceedings are over. When the death of a senior member of the Royal Family is announced, the Town Council will follow national protocol which will also dictate the flying of flags, usually relating to

- The observation of national mourning;
- Respecting the dead following local, national or global incidents.

A notice for information stating the reason why the flag has been lowered to half-mast will be posted by the door of the Town Hall, on notice boards and the Council's website. A notice will also be

posted when the Union Flag is flown, as opposed to the usual Town Council flag. This usually denotes a Royal event or anniversary when observance is national.

At Town Council Meetings or at a civic/national event in public when mourning a senior member of the Royal Family, the Mayor and female members of Council should wear black jabots, cuffs and gloves and male members should wear black ties and black rosettes. The Mayor should wear their chain of office.

Black gloves, a black tie and a black rosette for a male Mayor/Consort, and black gloves and a black scarf for a female Mayor/Mayoress will be kept in the civic car, in case the death of a senior member of the Royal Family is announced when the Mayoral party is travelling on route to a civic event.

STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC CEREMONIAL AND PROCEDURE

PART 13

CIVIC CAR

CIVIC CAR: DEPUTY MAYOR (I)

When the Mayor is not using the civic car and the Deputy Mayor is attending a civic function on their behalf, the Mayor may give permission for the Deputy to use the civic car, to be driven by the Civic Officer, the relief driver, or an officer of the Council.

CIVIC CAR: HONORARIUM PERSONNEL (II)

If the honorarium personnel are stepped down anywhere other than the Town Hall, the maces must be stored safely in the boot of the Civic Car to be transported to the Town Hall. If the civic car is not being used, the Civic Officer should ensure that a taxi has been arranged to transport the Macebearers (and Beadle if appropriate) and the maces safely back to the Town Hall.

CIVIC CAR – DRIVERS (III)

All drivers of the civic car or any other council vehicle must submit their driving licence details every six months so these can be checked, take notice of the Council's Driving Company Vehicles Policy, and sign the Driver Eligibility Statement.

If the civic car is not being used by the Mayoralty, the civic car may be driven by officers if travelling on Council business, with the express permission of the Town Clerk.

CIVIC CAR – BADGES AND PENNANTS (III)

There is a general consensus that car badges and pennants/flags are regarded as insignia in the same way as chains and badges of office. Within the town of Stratford-upon-Avon therefore, the badge and pennant/flag should be displayed whenever the Mayor is travelling in the vehicle.

Pennants/flags are not automatically displayed outside the town unless express permission has been granted by the host authority that the Mayor may wear their chain of office and display the pennant on the civic car. Strictly speaking, this procedure also applies to those areas through which the Mayor may be passing during the course of their journey, but current practice indicates that such correctness is not maintained.

As the pennant/flag is intended to indicate that the Mayor and/or Mayoress/Consort are actually in the vehicle, it is clearly wrong for it to be displayed when they are not travelling in the vehicle and it will not be displayed if the Deputy Mayor is being driven. When they are not travelling in the vehicle the pennant/flag should either be removed or suitably covered.

Pennants/flags will not be displayed on the vehicle if travelling on motorways. Aside from any legal ruling, it is clear that the wind turbulence would very quickly destroy and seriously shorten the lifespan of a pennant/flag. It would be prudent therefore to bear this in mind when the Mayor undertakes any journeys where high cruising speeds are likely to occur whether on a motorway or not.

STRATFORD-UPON-AVON TOWN COUNCIL CIVIC CEREMONIAL AND PROCEDURE

PART 14 DRESS

General Attire (I)

There is no strict dress code for members, but a common sense approach should be adopted and both male and female councillors are expected to dress smartly when attending Town Council Meetings or civic events. Male councillors are expected to wear the Council's latest corporate tie at civic events, Town Council Meetings and for the annual Town Council photograph.

The dress for the Civic Dinner is as stated in Part 5 on page 18 and for that at funerals in Part 12 on page 48. On all other occasions, unless specifically stated on the invitation, dress is lounge suits for male and appropriate dress or suit for females.

Past Mayor's Badges (II)

Past Mayor's badges should be worn at the invitation of the Mayor but always on the following occasions if the Mayor is also wearing their chain:

- All meetings where robes are worn
- Civic Dinner
- Civic Sunday
- Remembrance Sunday
- Shakespeare's Celebrations
- Funerals of Mayors/Mayoress'/Consorts, serving Councillors, Past Mayors/Mayoress'/Consorts and a serving Town Clerk.
- Royal visits – either at the Town Hall or other venues

Hats (III)

Councillors (male) - Ceremonial hats are worn only when processing as a corporate body in the open.

Councillors (female) - Ceremonial hats are worn when entering and exiting the Council Chamber during public sessions of the Council, but hats may be removed when seated if the member so chooses. Hats are worn when processing as a corporate body in the open.

Mayoress - Traditionally a hat is worn for daytime functions before 4.00pm but the origins of this tradition are lost in time. There is now no hard and fast rule regarding the protocol of when a hat is to be worn and even members of the Royal Family are often seen

without a hat at a ceremonial event. The final decision to wear a hat or not at a function before 4:00pm should be left to the experience and choice of the individual concerned.

Insignia

If the Mayor is wearing the chain of office or just the badge, the Deputy Mayor, if present, will not wear their insignia.

Mayoress/Consort – If a Past Mayor or Mayoress/Consort becomes a Mayoress/Consort whilst still a serving Councillor, their chain of office and Past Mayor's insignia should not be worn simultaneously.

Medals

Military medals should only be worn when the invitation specifically refers to decorations being worn. If evening dress is the form of attire, orders and military medals must only be worn in miniature.

If uniform is worn then it would be Mess Dress only and therefore miniatures would be worn as of right. Orders and military medals must only be worn in miniature.

CONVENING AN IMMEDIATE EXTRAORDINARY MEETING OF THE TOWN COUNCIL BY MEMBERS

The statutory right to convene a meeting of the Town Council is in accordance with the Local Government Act 1972 mainly but not only detailed in Schedule 12. Normally, the calling of a meeting in accordance with statute is the responsibility of the Town Clerk, but there may be occasions when it is necessary for the Mayor and/or members to act without the guidance of the officer – as an example, the meeting may be necessary because the officer concerned refuses to call a meeting.

All the procedures on the right to convene and the publishing of Public Notices and Agendas are as set down in (Charles) 'Arnold-Baker on Local Council Administration' (CAB) by Paul Clayden. In terms of Council administration, this publication is seen as the '*font of all knowledge*'. The Town Clerk should ensure that the Town Council office always holds a copy of the latest version of this reference book (currently tenth edition, 2016). A copy of the reference book is contained in the Town Clerk's office with a further version (previous edition) contained in the Town Council main office or the Deputy Town Clerk's office.

Right to Convene (CAB 7.3)

There is a difference between ordinary and extraordinary meetings. An ordinary meeting is called by the Clerk in pursuance of statutory rules or under Standing Orders, and includes a meeting convened by them to elect a Chairman when a casual vacancy has arisen in the Chair. An extraordinary meeting is one specially called.

The Chairman may convene an extraordinary meeting of the Council at any time, and unless by Standing Orders it otherwise dictates, the Deputy Chairman may do so in the absence of the Chairman. In addition, if six members sign a requisition that the Council be convened and the Chairman (or Deputy Chairman as the case may be) either refuses or neglects to do so for seven days, then any two members may convene. The two convening members need not be the same as the requisitioning members.

Public Notices (CAB 7.4)

At least three clear days before a meeting of the Council (excluding days of issue and the meeting, Sundays, the days of Christmas, Easter and bank holiday breaks and days appointed for public thanksgiving or mourning (LGA 1972 s243) a notice of the time and

place of the meeting must be affixed in some conspicuous place in the locality. For Stratford-upon-Avon Town Council, the conspicuous places are currently:

- Town Hall Notice Board
- Cemetery Notice Board
- Bishopton Notice Board
- Town Council Website

If the meeting is called by Councillors, they must sign it and it must specify the business to be transacted at the meeting.

Agenda (CAB 7.5)

In England, the summons must be signed and certified by the proper officer (almost invariably the Clerk) and sent to every member of the Council by the appropriate method i.e. by leaving the summons at the member's usual place of residence, by post, or in electronic format (e.g. email). If the summons is sent in electronic format, the member must first have given (and not withdrawn) their consent.

The summons must specify the business which it is proposed to transact in such a way that the member who receives it can identify the matters which they will be expected to discuss. A Council cannot lawfully decide any matter which is not specified in the summons (*Longfield Parish Council v Wright* (1918) 88 LJ Chp 19). The Council has power to include in its business time for prayers or other religious observances or observance connected with a religious or philosophical belief (*Local Government (Religious etc. Observances) Act 2015*).

If a facilitating officer is not present, it is important for a scribe to be appointed from amongst the members present to ensure that proper minutes of the meeting are taken, which must be approved, adopted and published in accordance with statute (*LGA 1972 Sch 12 para 41(1)*). For further details, see CAB 7.39 Minutes.

STRATFORD-UPON-AVON TOWN COUNCIL
ANNUAL MEETING OF THE TOWN COUNCIL
THURSDAY, 17 MAY 2018 at 12 NOON
TOWN HALL

The Council's Chaplain will say a short prayer.

The Mayor will declare the meeting open.

1. To Elect the Mayor

Councillor will propose the election of the Mayor.
J Fradgley

Councillor Fojtik will second.

The motion will be put to the vote.

The new Mayor will come to the lectern immediately in front of the dais to read out the Declaration of Acceptance of Office and sign it, which will be countersigned by the Town Clerk.

The outgoing Mayor then leaves the chair on the dais, comes down to the new Mayor, hands the ring to him, and retires with him and the Town Clerk to the Mayor's Parlour. The Beadle and Macebearers will exit from the Council Chamber, followed by the outgoing Mayor, the Town Clerk and the new Mayor in that order.

The Mayor robes in the Mayor's Parlour and returns with the outgoing Mayor, who follows the Town Clerk into the Council Chamber. The outgoing Mayor takes the seat vacated by the new Mayor.

2. Apologies The Mayor calls for apologies for Absence.

3. Declarations of Interest The Mayor calls for any Declarations of Interest on items on the Agenda.

4. The Mayor's Acceptance Speech
 - (i) Thanks the Council for his election.
 - (ii) Invites the Mayoress to the dais and presents her with the Mayoress' chain.
5. To Move a Vote of Thanks to the Retiring Mayor

Councillor Dowling will propose a Vote of Thanks to the retiring Mayor.

Councillor Jackson will second.

The Mayor will invite the outgoing Mayor to the dais and present her with the Past Mayor's Badge. The former Mayor will then respond.

The Outgoing Mayor will resume her seat.

The Mayor will then call the outgoing Consort (Mr Gary Alcock) to the dais and present him with the Past Consort's Badge.

6. To Elect the Deputy Mayor

Councillor Alcock will propose the election of the Deputy Mayor.

Councillor J Fradgley will second.
The motion will be put to the vote.

The new Deputy Mayor will come to the lectern immediately in front of the dais to read out the Declaration of Acceptance of Office and sign it, which will be countersigned by the Town Clerk, who will present the Deputy Chain of Office.

7. To Elect the Chaplain

The Mayor leaves his chair and comes to the lectern where he is joined by the Chaplains. The Mayor reads the appointment, signs it and moves that it be recorded in the minutes. The retiring Chaplain, Doctor Reverend Roy Lodge MBE, removes the Preaching Scarf which the Mayor then presents to his Chaplain, the Reverend Cannon Andrew Dow, and hands him the Council Bible.

8. Mayor's Communications

The Town Clerk will announce any official communications.

9. Attendance Record of Members at Council and Committee Meetings in Civic Year 2017/2018

To note.

It was agreed at Town Council on 2 October, 2018 that the attendance record would henceforth be published on the website and not included within the public papers for Mayor Making.

10. Mayor's Report 2017/2018

To note.

The Mayor shall declare the meeting closed

The Mayor will invite the Council to attend Civic Service at Holy Trinity Church on Sunday, 19 May 2018 at 10:00am.

The Mayor will invite all present to a drinks reception in the Ante-Room.

NB: The Beadle will lead out the Macebearers followed by the Mayor. As they pass the Mayoress joins the Mayor, followed by the Town Clerk and Consort, and the two Chaplains. Town Councillors then leave the Council Chamber followed by Councillors' spouse, partners and guests.

After the guests have assembled in the Ante-room, the Mayor will propose the Loyal Toast,
"The Queen".

The immediate Former Mayor, Councillor Alcock, will then propose the toast,
"The Mayor".

SHAKESPEARE'S CELEBRATIONS 2018**Saturday 21 April**

Time	Order of Proceedings	Activity
10:00am	compere, Michael Collie, sets the scene	From dais at the top of Bridge Street by Barclay's Bank roundabout
10:00am – 10:35am	The Literary Pageants muster in Great Garden	Literary Pageants assemble for judging by the Mayor and Chairman of SDC who will leave the Great Garden at 10:35am
10:05am	Primary School children take up position	Mustering in Sheep Street
10:15am	KES Parade enters arena and processes to Church	KES starts proceedings and is the first to parade to Holy Trinity Church accompanied by the Coventry Corp of Drums
10:30am	Primary School children follow the KES Parade	Primary school participants follow KES to Holy Trinity accompanied by ATC Band
10:35am	Having mustered in the Swan Theatre Garden, Civic Parade enters arena to take up positions at flag stations	Marshals will lead the various columns from the Swan Theatre Gardens, along Waterside into Bridge Street led by the West Midlands Fire Service Band
10:40am	Mayor and Chairman & Civic Party slotted into their positions in the VIP Civic Parade	Mayor and Chairman will join the Parade's central column participants as they muster in Sheep Street
10:50am	Having left the Town Hall and mustering in Sheep Street, the Lord Lieutenant leads the VIP Civic Parade central column up Bridge Street. Michael Collie to make mention of the Lord Lieutenant's position as the Queen's representative, particularly as it is also the Queen's birthday today	Marshals lead the VIP participants to central column flag positions
10:55am	Unfurling of the Big Birthday Banner	Mr Tony Bird OBE and one of the Pride of Stratford's Young Achievers of the Year, Sophie

		Evans-Lee, will unfurl the Big Birthday Banner to be preceded by a drum roll from the Coventry Corp of Drums
10:58am	Fanfare played by West Midlands Fire Service Band	Flags will be unfurled simultaneously, commencing with the Union Flag, unfurled by the Lord Lieutenant
11:00am	Union Flag unfurled	
11:02am	National Anthem	The National Anthem will be played by West Midlands Fire Service Band once all the flags have been unfurled
11:05am	Having mustered at Escape Arts, enter the Cake from High Street displayed on a flatbed trailer/lorry escorted by four Town Criers	Sheep Street, High Street, Bridge Street
11:06am	Cake arrives in the arena	Cake arrives from High Street and comes to rest at the mouth of Union Street
11:07am	'Happy Birthday' led by Fire Service Band will be interspersed with confetti canons – Happy Birthday to you – Cannon, Happy Birthday to you – Cannon....	...“Happy Birthday Mr Shakespeare...” and then ‘Mr Shakespeare’ will pop up from within his Birthday Cake heralded by the final explosions of Confetti/Streamer/Canons during the last ‘Happy Birthday to you’
11:09am – 11:13am	Cake progresses with five confetti cannons being fired each side of the road as it makes its progress and will be escorted by the four Town Criers, two at the front and two at the rear of the trailer	The cake will make its way down Bridge Street (M&S) turn at the bottom and come up the other side stopping just passed Barclays Bank at the head of Union Street
11:15am	Shakespeare exits the cake and the trailer drives off down Bridge Street into Waterside where the cake will be displayed all day	Mr Shakespeare will be escorted onto the dais by the four Town Criers. As he mounts the stage they will cry ‘Three Cheers for William Shakespeare – Hip Hip Hooray’ etc.
11:20am	The eighteen walking pageants make their way to the arena from Chapel Street, High Street and into Bridge Street	Community Pageant Parade begins
11:20am – 11:50am	Symbolisation of Shakespeare’s literary legacy	Shakespeare greets and hands a Quill to the leader of each carnival

	being passed on	literary walking pageant as they pass
11:50am	The carnival literary pageants parade in Bridge Street	Each walking pageant will take a turn of Bridge Street and will wait one behind the other in Bridge Street until all the pageants are in the arena
12:05pm	Winning pageant is announced Mayor announces winner and presents trophy/badges SDC Chairman presents cheque/badges More confetti cannons fired by Town Criers	The winning pageant is announced, and they are called up to receive the trophy, cheque and their Shakespeare Celebrations Badges
12:15pm	Literary pageants leave Bridge Street and exit into Waterside	Literary pageant leaves Bridge Street, in crocodile formation starting from bottom of Bridge Street (Boots side)
12.18pm	Winner processes down Bridge Street into Waterside	Winning pageant takes final victory half circuit of Bridge Street and exists into Waterside
12:20pm	Forming up of Civic Parade	The Marshals will form up the Civic Parade headed by Mr Shakespeare. All will be led to Church by the West Midlands Fire Service Band
12:20pm onwards	Participants in the Literary Pageant, the public and those intent on laying flowers may join on the end of the Civic Parade	The Coventry Corp of Drums will lead this secondary parade as it joins the end of the Civic Parade as it makes its way to church, which will be led by the District Scouts
	OTHER ACTIVITIES	
10:00am	Market Village unable to be staged on Recreation Ground. Moved to Waterside	Market Village selling a good quality mixed offer, and will include craft demonstrations and other attractions
11:00am – 5:00pm	Street theatre and vintage singers	Appearing throughout the day on Bancroft Gardens, Waterside, Dust Bowl
12:45pm	Boat pick-up Theatre Gardens Mr Shakespeare to welcome those embarking onto boats	Boat pick-up Theatre Gardens Civic Dignitaries and luncheon guests) can board a boat to ferry them to the Crowne Plaza or may choose to walk

1:00pm	Crowne Plaza	Birthday Luncheon, ticketed event
Noon – 5:00pm	Living Statues will be on view throughout the day, although all will be taking unannounced short performance breaks as and when necessary. The three judges will judge the competitors independently and without ceremony over Saturday and Sunday	National Living Statue Competitors perform in the Bancroft Gardens
7.00pm - 7.30pm 8.00pm - 8.30pm 9.00pm - 9.30pm	Mime Theatre on Dust Bowl/Bancroft	Dustbowl (small crowd) Bancroft Gardens (bigger crowd)

Control Sheet

Document Ownership	<i>Civic Heritage and Events Committee</i>
Full Review	Every year - September

Version	Description of Amendment (including paragraph)	Date
V1	Approved and Adopted by Town Council 2.10.18 v1	02.10.2018
V2	Open sessions of the Town Council Meetings are recorded and an officer present should ensure that the recording equipment is set to record just before members enter the Council Chamber.	19.9.23
V2	The Mayor and Town Clerk remain within the Mayor's Parlour and the Macebearers with maces shouldered take up position behind the Beadle. The Responsible Finance Officer, if in attendance, should assume their position on the platform for when the Mayoral party enters the Council Chamber.	19.9.23
V2	Throughout the document, all references to the loyal toast should be updated to refer to 'The King'.	19.9.23