

Protocol and Procedures Guidance for the Town Mayor of Stratford-upon-Avon

(V10 – pages 1-13)

(It is important that this document is read concurrently with the Town Council's 'Civic Ceremonial and Procedure – October, 2018').

Mayor's Allowance

The Mayor's personal expenses allowance is awarded in advance. It will be paid in three tranches, May, October and March and is subject to PAYE and NI. The second and third tranche will only be paid on submission of an up to date report of expenses incurred and will be subject to a review by the Finance & **Scrutiny** Audit Committee. Any residue in the Mayoral Allowance budget at the end of the Mayoral year must be returned.

Council cannot legally award an allowance to anyone other than the Chairman of the Council/Mayor. The Deputy Mayor now plays an important and integral role and will be accountable to the Mayor for all expenditure incurred at official engagements when deputising for the Mayor. Expenses must be submitted to the Mayor on a monthly basis which, once approved, will be drawn down from the Mayor's pre-paid personal allowance.

The following expenditure will be financed from the allowance providing full records of all expenses are submitted to the Finance Officer on a monthly basis.

- 1) Church collections. Although a note is obviously more acceptable than change, it is advisable not to be overly generous as there are occasions when the Mayor could be attending up to three services a day.
- 2) Purchase of raffle tickets, tombola's and auctions. In the event of gain, it is at the Mayor's discretion whether the prizes are

personally retained. If they are, the Mayor cannot claim the ticket price as a legitimate expense and will therefore incur tax.

Ideally, any prize or financial gain should be re-invested into the charitable cause, i.e. appear as a prize at the Mayor's Ball etc. This would not incur tax and can be claimed for accordingly.

- 3) The MOP pig roast charitable auction – advisable to set a realistic amount (£100) and go no further. It is entirely at the discretion of the Mayor whether he/she participates or not in the auction.
- 4) Cost of attending functions that are not complimentary.
- 5) It is entirely at the discretion of the Mayor whether to provide gifts at Christmas for all residents of Guild Cottages in Church Street and for any other residents in the Municipal Charities properties who receive a visit from the Mayor at Christmas. Generosity is also dependent entirely on the Mayor, but it is expected to be a 'token' gift such as biscuits or chocolates but wrapped appropriately.

Nb. This custom does not currently take place, but it may be reintroduced at a future date.

- 6) The Mayor is expected to stock the personal drinks cabinet in the Parlour in order to offer drinks to official guests.
- 7) It is entirely up to the Mayor whether Members are invited back to the Parlour for a drink after a meeting.
- 8) The Mayor's Parlour will be made available to the registrar when events such as weddings are held at the Town Hall. If vacant, it may also be used by officers, particularly when dealing with the bereaved, where a quiet, private interview room is required.

Travelling Allowance

- 9) Providing it is an official engagement, all travelling expenses incurred by use of the Mayors chauffeured car, taxis or the Mayor's personal vehicle, will be finance from the Mayor's Travelling Allowance. **Generally, the Mayor supports Civic**

events organised either by the Lieutenancy, High Sheriff, Warwickshire CC and Stratford DC, and in the following towns: Alcester, Kenilworth, Royal Leamington Spa, Shipston, Southam, Warwick and Whitnash. The Mayor should seek guidance from the Civic Heritage and Events Committee if he/she wishes to travel considerable distances outside the town.

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 Mayor's chauffeur or an officer of the Council.

- 10) In order to travel overseas, the Mayor must first seek the permission of Town Council which must be sought prior to accepting an invitation. If permission is granted, the cost of travel, including incidental expenditure, will be borne by the Council from the Mayor's Travelling Allowance unless the Council specifically deem otherwise.

Invitations to Events

- 11) Generally, the Mayor and Civic Officer determine the Mayor's forthcoming diary of events. Invitations to events within the town should take priority, apart from those connected to a Royal event elsewhere. (See below)
- 12) The Mayor is expected to determine their diary in a timely manner and it is courteous and best practice to accept invitations on a first come, first served basis. The exception would be an invitation to a Royal event that occurred after the invitation was accepted.
- 13) The Mayor and Civic Officer must refer any invitations to the Town Clerk if they are perceived as potentially controversial, which could bring the Council into disrepute. If the Town Clerk considers this to be the case, and the Mayor still wishes to attend the event/visit, the matter will be referred to Town Council. Permission must be sought prior to accepting the invitation/s.

Raising Money for Charity

- 14) The Mayor's Good Causes Account should be finalised and closed by 30 June each year and the closed account will form part of the Council's internal audit.
- 15) Charitable fundraising by the Mayor should not be viewed as a compulsory duty.
- 16) Extemporaneous donations for charity are often received by the Mayor during their term of office. The Mayor should therefore make known the charity/charities they support at the beginning of their Mayoralty and pass on the donations when received.

However, as the Mayor will undoubtedly encounter a number of worthy local charitable causes whilst in office, the Mayor may reserve the right to withhold a certain percentage of the money raised to be distributed amongst the chosen recipients at the end of their term of office.

- 17) If the Mayor voluntarily undertakes charitable fund raising in support of their chosen charity, it shall become their personal responsibility, or that of their fundraiser, to make good any financial shortfall, should this occur.
- 18) The Civic Heritage and Events Committee is responsible for overseeing the Mayor's charitable activity and for reviewing and updating the Procedures Guidance for the Mayor. A full review will be undertaken on an annual basis but it is at the discretion of the Mayor to call upon the Panel to provide additional scrutiny of their charitable activity as and when necessary.
- 19) When planning a charitable event, the Mayor, assisted by the Governance & Policies Panel, must determine a review date well in advance of the occasion when the loss/break-even/profit point can be calculated in order to cancel the event before incurring significant expense, or make a concerted effort to sell more tickets etc.
- 20) The office will support the Mayor in the planning and organisation of two charitable events in any Mayoral year, subject to clauses 10 and 12 above. Associated costs will be included, such as reasonable photocopying, postage etc.

- 21) The Mayor is entitled to free use of the Town Hall on two occasions throughout the Mayoral year. In accordance with the Terms of Letting of the Town Hall, if alcohol is being served (or given as part of the ticket price) a personal license holder will be required to run the bar.
- 22) Council personnel should not be approached to make financial contributions towards any Mayoral charity fund raising event.

Gifts Received

- 23) Mayoral gifts that are not deemed personal will be subject to the Town Council Gift Policy and submitted for acceptance at the end of each Mayoral year.

Town Council Gift Policy:

- a) The Civic Heritage and Events Committee will determine what gifts are accepted;
- b) Gifts are accepted on the understanding that there is no guarantee of automatic, immediate display;
- c) Gifts on display must be relevant to the Town Hall/Town and accompanied by corroborating information;
- d) Formal recognition of gift by letter of acknowledgement or reference to the donor in the display;
- e) All members must declare gifts or hospitality received in his/her capacity as a member with an estimated value of at least £25.00. This will apply to the Mayor and Deputy Mayor and hospitality is defined as any food, drink accommodation or entertainment freely provided or discounted heavily;
- f) Details of gifts and hospitality should be made available for public inspection as they are 'personal interests'. All Members, including the Mayor and Deputy Mayor must declare a personal interest for the next three years if they are in receipt of a gift/hospitality from an individual/organisation which is being directly or indirectly discussed during a meeting.

- g) The Mayor and Deputy Mayor should get into the habit of advising the Civic Officer of any Mayoral gift received, who will keep a record throughout the year.

Civic Officer

- 24) The Civic Officer should not be expected to attend Mayoral charitable or civic events outside normal working hours, with the exception of the Civic Dinner, which they will attend on a complementary basis. Should he/she be requested to do so by the Mayor, this would incur an overtime payment, and must first be sanctioned by the Town Clerk.
- 25) The Civic Officer is not a fulltime position. The post holder undertakes other administrative and clerking duties which are not dedicated to the Mayor.

Christmas

- 26) The Mayor is robed and accompanied by the Beadle. The Macebearers do not attend. A sandwich luncheon is provided, if required, in the Mayor's Parlour. It is courteous but not mandatory to include the Beadle and Civic Officer if he is acting as Chauffeur. Please note that no food should be left in the Parlour as there are no staff available to clean until after the Christmas break.
- 27) Unless an alternative date is specifically requested and can be accommodated at the discretion of the Mayor, Christmas visits will be undertaken on Christmas Eve and Christmas morning only. The Civic Officer, if acting as chauffeur and the Beadle go off duty at 1:00pm on Christmas day.
- 28) Hotels will not form part of the visiting schedule, unless a hotel specifically requests a visit from the Mayor, which will be undertaken if time allows.
- 29) Should a hotel offer the Mayor complimentary Christmas lunch, the Mayor may accept but must declare the hospitality. The Mayor disrobes but wears the chain of office if he/she is attending as Mayor.

- 30) The Mayor's Christmas visits will include:
- Residential Homes
 - Nursing Homes
 - Church Street Alms Houses
 - Hospital – Christmas Day
 - Fire
 - Police
 - Royal Mail
- 31) The Mayor's schedule will be drawn up by the Civic Officer, having corresponded with the above, advising them that

'The Mayor will be visiting on... between the hours of.....'

This will ensure a more concise schedule and prevent time consuming circumnavigation of the town.

- 32) Although an official invitation is never forthcoming, it is usual that the Mayor attends the Carol Service at Holy Trinity at 7:00pm, usually in the run-up to Christmas, robed and accompanied by the Beadle.
- 33) That the Mayor's Standard Civic Christmas Card List of 100 cards, plus or minus 5%, would be reviewed on an annual basis by the incumbent Mayor and Civic Officer to determine a more accurate print run. Should the Mayor wish to send the Civic Christmas card to personal recipients, the despatch of cards would continue from the office via franked second class or Scout mail, but the cost would be borne entirely by the Mayor.
- 34) Civic Dinner

There are a number of traditions and protocols that should be observed for Mayor Making activities, including the Civic Dinner. When deciding on the programme for the Civic Dinner, the Mayor should take account of Part 5 (pages 17-20) of Civic Ceremonial and Procedure, August 2018 and act accordingly.

Civic Services and Holy Trinity Church

- 35) The Mayor's Civic Service, which is incorporated into the usual Sunday Service at 10:00am at Holy Trinity Church, is normally held on the Sunday following Mayor Making. Civic dignitaries and guests are invited to attend. The Mayor is expected to read at the Civic Service and the Council Chaplain is usually invited to preach. The Mayor has influence with regard to the service, particularly in the choosing of hymns, but it must be remembered that the Order of Service is as determined by the church.
- 36) The Mayor may also hold a personal Civic Service at their normal place of worship held during normal morning service. Although the Mayor is robed with Beadle and Macebearers in attendance, this is not an occasion when civic dignitaries are invited but is purely for fellow Councillors and their spouses, Past Mayors and the Mayor's personal guests. The reception afterwards is relatively informal and low key and is usually held either in the church itself or church hall. The Town Clerk will usually, but need not necessarily, attend this personal service.

Nb. The Mayor's personal Civic service has not taken place in recent years.

- 37) The Mayor's pew located at the front right hand side of the main aisle in Holy Trinity Church and the prie-dieu situated on the left hand side of the Guild Chapel is for the use of the Mayor on official occasions only. The Mayor has no jurisdiction over these seats at any other time.
- 38) On civic occasions, the Mayor's pew is reserved for the Mayor and Mayoress/Consort and the Town Clerk and Consort.
- 39) The Mayor should take his/her seat quickly at official engagements such as the Civic Service for those assembled should wait for the Mayor to be seated before taking their own seat.

Robing and the Wearing of Insignia

- 40) Official robes are purchased and maintained by Council. Clothing worn by the Mayor or Mayoress/Consort at official engagements (including hats etc.) is still classed as personal,

and would be subject to tax if purchased through the Mayor's personal allowance.

- 41) For Town Council Meetings the Mayor will be robed. If the meeting goes into confidential, the Mayor retires and disrobes but continues to wear the chain and badge during the confidential session.
- 42) For Standing Committee Meetings and internal meetings at the Town Hall, and for informal meetings of outside bodies, the Mayor will wear their ribbon and badge. Generally, for all other occasions when the Mayor is in attendance in a formal capacity, including formal meetings of outside bodies, the chain should be worn.

For example:

Meeting of Stratford-in-Bloom – badge

AGM of Stratford-in Bloom or their Awards Night – chain.

- 43) The attendance of the Mayor at funerals is often at the discretion of the family and sometimes it would be inappropriate to wear the chain of office. Guidance will be sought at the time, but unless it is a high profile event (the Atherstone Firefighters funerals in 2007), the Mayor should generally wear the badge of office on a black ribbon.

Dress Code

- 44) Civic Occasions

The Mayor will wear:

- Hat - outdoors
- Jabot
- Robe
- Chain
- Badge
- White Gloves - outdoors
- Ring - optional
- Carry the sword stick- outdoors

- 45) Other Occasions

Even for relatively informal occasions, the Mayor should be smartly attired. Jeans or trainers are not classified as 'smart casual' and are not acceptable if the chain is being worn.

As it is now common practice for ladies to attend events without a hat, the wearing of hats by a female Mayor is entirely at her discretion.

The Mayoral Engagement Form should detail the desired dress code and Mayors are advised to ascertain their correct attire well in advance of the engagement.

Care of Insignia

- 46) The chains and badges of office of both Mayor and Deputy and their Consorts are steeped in history, and the incumbents must be mindful of the considerable personal responsibility bestowed on them as custodians of such valuable Council assets.
- 47) The insignia will receive a biannual inspection by the Civic Officer; prior to Mayor Making and halfway through the Mayoral term, with the outcome reported to Civic Heritage and Events Committee.

It is inevitable that a Mayor/Deputy will be embarrassed and anxious if the insignia suffers accidental damage, for whatever reason. However, they must make known any damage or perceived defect/s immediately, in order for swift action to be taken to prevent further deterioration by neglect.

- 48) When the chain is not being worn, it should always be kept in its designated case.
- 49) The chains and badges are covered by the Council's all risks insurance policy, which provides protection for the insignia whilst in the UK and in the personal possession of the Mayor/Deputy, including their own home or vehicle etc.

Consequently, once the appointment of Mayor Elect and Deputy Mayor Elect has been confirmed, the incumbents should contact their own insurance company to ascertain whether, having the insignia on their premises, will incur an additional uplift to their personal contents insurance. If uplift is

levied, the cost will be borne by the Town Council within the Civic Budget.

The Council's insurance company, Zurich Municipal, advises that this course of action is undertaken as the incumbents must be satisfied that the level of their contents insurance would cover them for any damage to their property, or theft of their possessions, if targeted for having the insignia on their premises. Please note that the Town Council's insurance cover does not cover this eventuality.

However, caution is advised before declaring too much information which would jeopardise the Mayor's personal insurance policy, and as it must be noted that in some instances, the insurance company make demands that are so unrealistic that a risk analysis should be undertaken and alternative precautions explored.

- 50) If the insignia is in the possession of the Mayor/Deputy whilst off duty, particularly as a result of unforeseen socialising in a public place, it must be kept or stowed appropriately, using a common sense approach. Equally, whilst the insignia is at the premises of the incumbents, the same care and attention is required.
- 51) Ideally, the insignia should be kept in the Mayor's Parlour safe and must be kept in the safe if there is a long time lapse when it is not required or when the Mayor/Deputy is absent from home overnight.

Relationship with the Press

- 52) The press will frequently ask the Mayor to comment on issues. The Mayor, as Chairman of Council, should only speak on behalf of Council on issues that have been discussed by Council in accordance with the Council's Press Policy. If the matter has been discussed, the Mayor is at liberty to divulge that which Council has resolved but no more.

Although there is no intention to 'gag' the Mayor, this privileged position does not entitle the incumbent to voice purely personal opinions via the press which could be misconstrued as being the opinion of Council. As leader of Council, by inference, it

appears that the Mayor speaks on behalf of the Town Council, which indeed he/she should, on ratified issues carried by a majority vote.

It may be helpful to remove the word 'I' from any statement to the Press. If the word 'I' is removed, it must be replaced with either 'we' or 'Council' which focuses the mind and reminds the Mayor that they are issuing a statement not as themselves, but as the representative of Council.

- 53) The Town Clerk should not be used as a stooge when issues with the Press get tricky. The Town Clerk should abide by and conduct relations in exactly the same manner as outlined above. The Town Clerk will, however, issue Press Releases on behalf of Council when appropriate.

Greeting Guests

- 54) To prevent guests from waiting too long in the receiving line, the Mayor and Mayoress/Consort should welcome guests only briefly as they are introduced. Conversations can take place once guests have been received.

Public Meetings and Politics

- 55) Once appointed the Mayor is 'A' political and should not get involved in controversial organisations.
- 56) The Mayor, as Mayor, should not take part in a political conference, other than to officially open it, which is an acceptable Mayoral engagement.
- 57) Political events can be held at the Town Hall, charged at full commercial rate, which the Mayor may attend in an official capacity, as outlined above.
- 58) The Mayor is at liberty to chair any Public Meeting although it is advisable not to get embroiled in anything likely to be too controversial.
- 59) The Mayor cannot grant permission for the Public Meeting to be held in the Town Hall free of charge without first obtaining permission from the Finance and Scrutiny Committee.

Car Parking

- 60) The Mayor's personal vehicle may be parked in the bay outside the Town Hall.
- 61) The Mayor is requested to take account that there is another permit for the bay and to park accordingly. Particular co-operation is required when the Town Hall is hired for high profile events such as weddings and if possible it would be appreciated if the Mayor could park elsewhere on those occasions.

The Deputy Mayor

- 62) The Deputy Mayor and Consort are not permitted to attend events in their Deputy Mayoral capacity if the Mayor is in attendance. Therefore, the Deputy Mayor's chain of office shall not be worn if the Mayor is present.

Mayoress/Consort

- 63) The Mayoress or Consort is not an elected representative of the Council. Consequently, if the Mayor is unable to attend an event, the Deputy Mayor should attend on the Mayor's behalf, not the Mayoress or Consort.

There are occasions specifically for the Mayoress/Consort which they are entitled to attend without accompaniment in their own right.

- 64) It is usual but not mandatory for the Mayoress to wear a hat on formal occasions. Some consider that hats should not be worn after 4:00pm but there is no current evidence to substantiate that.

Upon Leaving Office

- 65) If in doubt whether an invitation is personal to a serving Councillor or is actually a Mayoral engagement, the Civic Officer should be notified and will investigate all invitations received by the incumbent Mayor for occasions occurring when a new Mayor has taken office.

**Terms of Reference
Control Sheet**

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

Version	Description of Amendment (including paragraph)	Date
V5	Amended by Governance & Policies Panel and adopted at Town Council October 2018 – Title heading, Mayor’s Allowance - 5) 6), Raising Money for Charity - preamble 11) 13) and 14), Mayor’s Gifts – 18g), Civic Officer - 19), Civic Dinner - 28), Civic Service & Holy Trinity Church - 29) 30), Care of Insignia - 41) (subsequent clauses renumbered)	October 2018
V6	Clause 27 reviewed by G&PP	19.3.19
V8	Amended by CHE and approved and adopted by Council	25.1.22
V9	Amended by CHE and approved and adopted by Council	28.1.23
V10	Amended by CHE and approved and adopted by Council	