



**CHIPPENHAM  
TOWN COUNCIL**  
Improving the quality of town life

29 May 2019

To Councillors:

Desna Allen  
Mary Norton  
John Scragg

Teresa Hutton  
Andy Phillips

**Civic Matters Sub Committee - Wednesday 05 June 2019**

Dear Councillor,

You are summoned to attend the meeting of the Civic Matters Sub Committee which will be held in the The Town Hall, High Street, Chippenham on Wednesday 05 June 2019 commencing at 2pm for the transaction of the business given in the Agenda attached.

All council meetings are open to the public and press. Members of the public are invited to address the Council at this meeting at 2pm

Yours faithfully,

**Mark Smith. MBA LLB (Hons) CMgr FCMI FSLCC.**  
Chief Executive

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### **RECORDING OF PUBLIC COUNCIL MEETINGS**

Recording and using social media is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

### **2pm - PUBLIC QUESTION TIME (not to exceed 30 minutes)**

The public are welcome to make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

Any individual representation is limited to no more than 3 minutes. The Chairman will call the representation from those who are indicating that they wish to speak; written representations can also be received in advance of the meeting.

A record of any public participation session shall not be included in the Minutes, but included as an appendix note to the Minutes of the meeting.

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## **Agenda**

Civic Matters Sub Committee - Wednesday 05 June 2019

	Wards affected	Page no.
1. <b><u>APOLOGIES FOR ABSENCE</u></b>		
To receive apologies for absence.		
2. <b><u>NOTIFICATION OF SUBSTITUTION</u></b>		
To receive any notification of substitution made to the Chief Executive.		
3. <b><u>DECLARATION OF INTEREST</u></b>		
All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct.		
Members are reminded to declare any dispensation granted in relation to any relevant matter.		
4. <b><u>MINUTES</u></b>		4
To approve as a correct record and to sign the draft minutes of the meeting held on Wednesday 13 March 2019 (previously circulated and copy attached).		

		Wards affected	Page no.
5.	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>		
	To receive any announcements from the Chairman.		
6.	<b><u>CIVIC EVENTS UPDATE</u></b>	All	6
	To receive a report from the Democratic Services Manager regarding civic events, reviewing the Mayor's Investiture and detailing plans for the upcoming Civic Sunday and Merchant Navy Day events (copy attached).		
7.	<b><u>MAYORAL PROTOCOL REVIEW</u></b>	All	8
	To receive and consider report from the Democratic Services Manager regarding updates to the Mayoral Protocol (copy attached).		
8.	<b><u>CHANGE OF DATE FOR CIVIC MATTERS MEETING</u></b>	All	24
	To receive a report from the Democratic Services Manager regarding the date of the next Civic Matters Sub Committee meeting (copy attached).		
9.	<b><u>DATE OF NEXT MEETING</u></b>		
	The next meeting of the Civic Matters Sub Committee will be held on Wednesday 18 <sup>th</sup> September 2019 or as decided at agenda item 8.		



## CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Civic Matters Sub-Committee held in the Town Hall, High Street, Chippenham on Wednesday 13 March 2019 at 2pm.

**COUNCILLORS:** Desna Allen (Vice)                      Michael Merry  
Mary Norton    Andy Phillips (Chairman)

**OFFICERS:** Daryl Jones (Corporate Support Manager)  
**PRESENT:** Heather Rae (Democratic & Civic Officer)

**PUBLIC PRESENT:** There were no members of the public present.

### PUBLIC QUESTION TIME

There were no written or verbal questions from any member of the public.

### **33. APOLOGIES FOR ABSENCE**

There were no apologies for absence received.

### **34. NOTIFICATION OF SUBSTITUTION**

No notifications of substitution were received.

### **35. DECLARATION OF INTEREST**

No declarations of interest were made.

### **36. MINUTES**

Councillors agreed to approve as a true record the minutes of the meeting held on Wednesday 30 January 2019.

#### RESOLVED that:

a) The minutes were approved as a correct record and signed by the Chairman.

### **37. CHAIRMAN'S ANNOUNCEMENTS**

i) The Chairman congratulated the Democratic and Civic Officer on her appointment to Democratic Services Manager.

**38. CIVIC EVENTS UPDATE**

The Democratic and Civic Officer updated Councillors on the upcoming Twinning Reception on Monday 13<sup>th</sup> May 2019 and the Mayor's Investiture on Wednesday 22<sup>nd</sup> May 2019.

**RESOLVED that:**

- a) The report be noted.

**39. DATE OF NEXT MEETING**

The next meeting of the Civic Matters Sub-Committee will be held on Wednesday 5<sup>th</sup> June 2019.

**40. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED that:**

The press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s1. sub section 2.

**41. CIVIC AWARD NOMINATIONS**

The Democratic and Civic Officer presented Councillors with the Civic Award nomination received.

Councillors discussed the nominations and decided to recommend five nominees to receive an award at Civic Sunday on 21<sup>st</sup> July 2019.

**RESOLVED that:**

- a) Councillors agreed to recommend five nominations (B, C, G, H and J) to the upcoming meeting of the Strategy and Resources Committee on 10<sup>th</sup> April 2019 as outlined in Standing Orders (Appendix A, 5.1).
- b) Councillors agreed on the format of the Civic Award to be presented at Civic Sunday on 21<sup>st</sup> July 2019.

The meeting closed at 2.20 pm

These Minutes are subject to confirmation at the next meeting.

Signed on behalf of the Sub-Committee as a true record of the meeting

Signature:

Date:



## Agenda Item 6

Meeting	Civic Matters Sub Committee
Date	05 June 2019
Report Title	Civic Events Update
Author	Heather Rae, Democratic Services Manager

### 1.0 PURPOSE OF REPORT

- 1.1 To update councillors on the recent Mayor's Investiture event and to ask councillors for feedback.
- 1.2 To update councillors on plans for the upcoming Civic Sunday and Merchant Navy Day events.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 Civic events are organised for Chippenham Town Council on an annual basis.

### 3.0 CIVIC EVENTS

#### i) Review of Mayor's Investiture

- 3.1 The Mayor's Investiture was held on Wednesday 22<sup>nd</sup> May 2019, it was attended by Dignitaries including a Deputy Lieutenant, the High Sheriff, the Chief Constable, Military representatives, Mayors and invited guests.
- 3.2 The ceremony took place at 7pm, following this guests were invited into the Neeld for photographs and refreshments.

#### ii) Civic Sunday

- 3.1 The Mayor will host a Civic Service, Awards Ceremony and reception on Sunday 21<sup>st</sup> July 2019.
- 3.2 The event will consist of a procession to a thanksgiving service at St. Andrew's Church. This will be followed by an awards ceremony and reception held in the Neeld Community and Arts Centre.
- 3.3 At the meeting held on 13 March 2019 councillors agreed to award 5 civic awards.
- 3.4 Invitations will be sent out to councillors and all civic organisations in due course.
- 3.5 As discussed at Civic Matters Sub Committee on 10 October 2018 there will be a particular focus on the community, officers will organise videos to be played in the Neeld.

### iii) Merchant Navy Day

- 3.6 Merchant Navy Day will take place on Tuesday 3rd September 2019.
- 3.7 This event will commemorate Merchant Navy veterans and their importance today, there will be a small reception in the foyer followed by the raising of the Red Ensign Flag. Guests will be invited back into the Foyer for refreshments.
- 3.8 Invitations will be sent out to councillors and invited guests in due course.

### 4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 Civic events will contribute to the following corporate priority;
- i. Corporate Priority 4 - To promote Chippenham as a destination Market Town based on our rich heritage, history and culture.

### 5.0 STAFFING IMPLICATIONS

- 5.1 There are no staffing implications.

### 6.0 FINANCIAL IMPLICATIONS

- 6.1 The costs associated with civic events will be met from the existing Civic and Ceremonial budget.

### 7.0 RECOMMENDATIONS

- 7.1 That councillors note the report.



## Agenda Item 7

Meeting	Civic Matters Sub Committee
Date	05 June 2019
Report Title	Mayoral Protocol Review
Author	Heather Rae, Democratic Services Manager

### **1.0 PURPOSE OF REPORT**

- 1.1 To review the Mayoral Protocol and make any necessary amendments.

### **2.0 INTRODUCTION AND BACKGROUND INFORMATION**

- 2.1 The Mayoral Protocol provides both officers and councillors with guidelines for civic duties while elected to the role of Mayor or Deputy Mayor.
- 2.2 The current version of the Mayoral Protocol at APPENDIX A was approved in October 2016.

### **3.0 AREAS TO REVIEW**

- 3.1 The Democratic Services Manager has reviewed the protocol with the current Mayor of Chippenham. The following amendments have been made to the Draft Mayoral Protocol which have been highlighted at APPENDIX B:
- 3.2 Section 19, the role of the Democratic Services Manager has been included in the protocol as an advisor and supporter for the Democratic and Civic Officer.
- 3.3. Section 24, meetings between the Mayor or Deputy and the Democratic and Civic Officer can be scheduled as necessary.
- 3.4 Section 25 has been re-written to reflect the ability of the Mayor to write thank you notes for engagements attended via email.
- 3.5 Section 34, Merchant Navy Day has been added to the list of Civic events and the role of the Democratic Services Manager has been included.
- 3.6 Section 37, this section has been re-written and simplified.
- 3.7 Section 47, all guests have been included in this.

### **4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES**

- 4.1 An updated Mayoral Protocol will contribute to the following corporate priority;



- i. Corporate Priority 4 - To promote Chippenham as a destination Market Town based on our rich heritage, history and culture.

**5.0 STAFFING IMPLICATIONS**

- 5.1 There are no staffing implications.

**6.0 FINANCIAL IMPLICATIONS**

- 6.1 There are no financial implications.

**7.0 RECOMMENDATIONS**

- 7.1 That councillors approve the suggested amendments to the Mayoral Protocol detailed at paragraphs 3.2 to 3.7.
- 7.2 That councillors adopt these amendments and the Mayoral Protocol 2019, with a scheduled review in three years.



APPENDIX A

2016

# Mayoral Protocol



Chippenham Town Council

Revised October 2016

10

# **Protocol for Town Mayor and Deputy Mayor**

## **Incorporating: Mayor/Mayoress/Deputy Mayor Relationship**

### **INTRODUCTION**

The office of Mayor is ceremonial and non-political. The Mayor represents the town at civic and ceremonial events and is elected each year at the annual meeting of the Council.

The role of the Mayor is to undertake Chippenham Town Council's civic and ceremonial duties in a dignified manner so as to uphold and enhance the status of the town and engender civic pride.

The Mayoralty position gives the opportunity to promote and uphold the special character of Chippenham. The following points are laid down and should be read in conjunction with the agreed Member and Employee Protocol and the Town Council Standing Orders.

The Town Mayor shall carry out the role and duties of office in accordance with the approved Protocol, as reviewed and amended from time to time.

### **THE ROLE AND DUTIES OF THE TOWN MAYOR**

1. The Town Mayor and Deputy Mayor are Members of the Council and legally are Town Councillors, bound by any national legislation enacted from time and any related local code.
2. The Mayor and Deputy Mayor have no additional powers to those attributed to being a Town Councillor, other than those specified in law relating to being Chairman of the Town Council, outlined in Standing Orders.
3. The Mayor, once elected by procedures set out in the Town Council's Standing Orders, shall hold Office from the Annual Meeting of the Town Council of one year, generally held in May, until the Annual Meeting of the Town Council of the following year.
4. The Mayor, if present, will preside over Full Council meetings. Dates for which will be set out in the Town Council Calendar of Meetings.
5. The Mayor will meet with the Chief Executive prior to Full Council meetings to discuss the Agenda and Mayor's Announcements.
6. The Mayor should observe the strictest neutrality and impartiality at all times, but is entitled to use a casting vote, when available, in any manner he/she may choose.
7. The Mayor may designate a Mayoress or Consort, as appropriate.
8. The Mayor should not be seen to be supporting any particular local group in sensitive areas which may lead to criticism, nor is it proper for the Mayor to

show undue favouritism for one local group over another, with the exception of indicating support for a particular group through the Mayor's Charity.

During his or her year of office, the Mayor normally supports a local charity or organisation. Outside organisations and individuals often organise fundraising activities in support of this charity appeal.

9. The Mayor, will be known as Mr. Mayor or Madam Mayor and have their name preceded by the word "Councillor".
10. The Mayor shall be known as the Town Mayor of Chippenham and regarded as the first citizen of the Town.
11. The Mayor shall receive an annual mayoral allowance as specified in the budget for the year. This will be paid monthly through the Chippenham Town Council payroll programme and direct to a designated bank account. There is also a Mayoral travel allowance.
12. The Mayor on taking office shall receive the Protocol and other relevant documents.
13. The Town Council has a budget for approved Civic Events and Entertainment to be approved through the Strategy and Resources Committee and recommended to Full Council as part of the annual budget setting round.
14. The Mayor is entitled to one free use of the Town Hall or The Neeld during his/her Mayoral year for a mayoral function.
15. It is usual for the Mayor to have an annual fund raising event for his/her charity. Assistance with the organisation of this event will be led by the Democratic & Civic Officer.
16. The Town Council will meet the cost of the Mayor's official Christmas card sent by the Mayor on behalf of the Town Council to a maximum sum fixed annually.
17. The Town Council will meet the cost of the Mayor's photograph and frame for the Mayor's Parlour.

### **ENGAGEMENTS**

18. The Mayor receives invitations to engagements throughout the year and attends these wearing the Chain of Office, if required.
19. All engagements should be directed through the Office and will be dealt with by the Democratic & Civic Officer.
20. The Democratic & Civic Officer is not responsible for, nor should respond to, any correspondence of a personal nature or to that relating to "Ward" business but only mail regarding official Mayoral engagements.
21. The Mayor should not receive any official mail at his/her own home. If this should happen any mail received should be brought into the Office.

22. The Democratic & Civic Officer will keep the Mayor's Diary of official engagements and keep the Mayor updated with new events.
23. The Democratic & Civic Officer will keep a list of all official engagements attended for submission to Full Council.
24. The Mayor or Deputy Mayor will make an appointment at a mutually convenient time to meet with the Democratic & Civic Officer to discuss engagements, on a weekly basis.
25. The Mayor will be expected to write personal notes of thank you for those engagements he/she has attended and will be provided with headed paper for this use only. This mail will be posted from the Office at the cost of the Town Council. It is inappropriate for the Mayor to use this headed paper for any other correspondence.
26. The Mayor or Deputy Mayor should not normally accept engagements outside Chippenham unless they are of a Civic nature. The Chief Executive should be consulted in cases of doubt.
27. If the Mayor and Deputy Mayor are present at an engagement the Mayor takes precedence and shall wear his/her Chain of Office. The Deputy Mayor may wear his/her Badge/Chain of Office in the presence of the Mayor.
28. The Mayor may not wear his/her Chain of Office at an engagement outside Chippenham without the express permission of the Chairman (Mayor) of that Parish, Town or District.
29. If the Mayor is unable to accept an invitation, the Democratic & Civic Officer will ask the Deputy Mayor to attend on his/her behalf. Any expenses incurred will come from the Mayor's Allowance.
30. St Pauls Community Service in April and St Pauls Remembrance service in November will be attended by the Mayor, Macebearer and Chief Executive in robes as a Mayoral engagement.

### **CIVIC**

31. The Mayor should only wear his/her Chain of Office when undertaking official duties as Mayor.
32. The Mayor's Consort/Mayoress may only wear his/her Chain of Office while accompanying the Mayor.
33. The Deputy Mayor may wear his/her Chain of Office in the absence of the Mayor when deputising for him/her at an official engagement.
34. The Democratic & Civic Officer will normally be in attendance at the five main Civic events. i.e. Mayoral Inauguration, Civic Sunday, Remembrance Sunday, Commonwealth Day and the Twinning Reception.

35. Mayoral Robes can only be worn when the Mayor is attending a Civic Event. This comprises Bicorn with gold flash (Tricorn for female Mayors), red robe trimmed with fake fur, white gloves, lace jabot and the Chain of Office.

On the above occasions the Mayor or Deputy Mayor is normally accompanied by the Macebearer and Chief Executive who will also be in Civic dress. Mayoral robes are not normally worn on any other occasion without the prior agreement of the full Town Council.

36. In the absence of the Mayor, the Deputy Mayor is entitled to the Mayor's right of precedence within the district, although the Deputy Mayor does not have the right to wear the robes.
37. The Mayor and Deputy Mayor are key ambassadors for Chippenham. Message is so easily marred by image, so all Members, but the Mayor and Deputy Mayor in particular, do need to pay particular attention to the way they present themselves both in manner and dress when on Civic duties.
38. The Lord Lieutenant or Deputy Lieutenant, when attending a function or event in an official capacity representing the Crown, takes precedence over the Mayor.

### **MAYOR'S PARLOUR**

39. The Mayor shall have use of the Mayor's Parlour, following prior arrangement with the Democratic & Civic Officer.
40. Access to the Mayor's Parlour out of office hours must be avoided if possible, but if unavoidable must be pre booked with the Democratic & Civic Officer.
41. The Mayor may use the Mayor's Parlour to host meetings with organisations of the Town and meet with the Democratic & Civic Officer to discuss engagements and events.

### **INSURANCE & CARE OF THE CHAIN**

42. The Town Council shall be responsible for the insurance of the Mayor and the Deputy Mayor's Chain of Office. However, it is the responsibility of the Mayor and Deputy Mayor to ensure that they comply with the home security and other requirements set out within the Town Council's insurance policy from time to time.
43. The Mayor and Deputy Mayor will ensure that the Chains of Office are treated with the utmost care and when not being worn are stored and are transported in their carry bags in such a way as to guard against any wear or damage occurring.

### **GENERAL**

44. The Mayor, upon election, is appointed President of:
- Abbeyfield Chippenham Society Limited
  - Chippenham Sea Cadets, TS Tiger
  - Chippenham Twinning Association
45. The Mayor will present a Certificate and a gift to the Civic Award recipients, if applicable, and will be entitled to choose a suitable gift for this ceremony from the approved budget. Guidance can be given as to the nature of the gift by the Democratic & Civic Officer.
46. The Mayor may receive gifts occasionally during his/her year. These gifts may be of a personal nature in which case may be retained by the Mayor, but others that are obviously for the Town must be handed to the Town Council.
47. Important guests must be invited to sign the Visitors Book.
48. Unless otherwise requested by the incoming Mayor, the Mayor's chaplain will be the Reverend presiding at St Andrew's Church, Chippenham.
49. The Mayor and Deputy Mayor should inform the Democratic & Civic Officer as early as possible of any dates they are not free to undertake engagements.
50. The Democratic & Civic Officer should be informed of any special circumstances that may affect the Mayor's attendance or enjoyment of an engagement i.e. fear of heights, allergic reaction to certain foods, dietary needs or disability.
51. Matters regarding protocol or of a general concern to the Mayor can be discussed, in the first instance, with the Chief Executive.
52. The Mayor will operate an account at the same branch of the bank which holds the Town Council's Current Account, although this account is for the use of Mayoral funds and not part of the Town Council's Balance Sheet. The signatories of the account will be the Mayor and the Democratic & Civic Officer who will co-operate in any handover to any successor(s).
53. The Mayor's account belongs to the Civic Institution of Mayors and not to an individual. The only signatories on the account are the ones authorised to deal with payments and receipts, who are the Democratic & Civic Officer and the Mayor of the day. It is not part of the Town Council's balance sheet.
54. If any need to interpret this Protocol arises, it should be referred to the Chief Executive for a ruling in the first instance, and afterwards to the relevant committee.

## **MAYOR/MAYORESS/DEPUTY MAYOR RELATIONSHIP**

- When the Mayor is male he can nominate a person to serve as Mayoress.
- When the Mayor is female she can nominate a person to serve as Mayor's Consort.
- The Mayor may attend engagements alone.
- Some engagements are for either the Mayor / Mayoress or Mayor / Consort i.e. Mayoral Balls/ Dinner Dances/Cocktail Parties.
- It is rare that the Mayor and Deputy Mayor are invited to the same engagement.
- The Deputy Mayor provides cover for occasions when there are two engagements on the same day at the same time.
- The Deputy Mayor provides cover for the Mayor at times of sickness, annual leave or incapacitation.
- The Deputy Mayor can deputise should the Mayor pass away during their year in Office.
- Standing Order No. 4.e ii states that "The Deputy Mayor will automatically be nominated for the position of Mayor at the Annual Town Council meeting for the following year."
- There is no precedent for the post of Deputy Town Mayor being held vacant.
- There is no precedent for the Mayoress or Mayor's Consort being regarded as deputising for the Mayor.
- The custom and practice in all respects is that the Mayoress or Consort accompanies the Mayor to assist with the smooth running of functions, rather than deputising for him/her on their own.





# Draft Mayoral Protocol



**Author: Democratic Services Manager**  
**Responsibility: Civic Matters Sub Committee**  
**Date Adopted: TBC**  
**Review Date: TBC (3 years)**  
**Amendments:**

# **Protocol for Town Mayor and Deputy Mayor**

## **Incorporating: Mayor/Mayoress/Deputy Mayor Relationship**

### **INTRODUCTION**

The office of Mayor is ceremonial and non-political. The Mayor represents the town at civic and ceremonial events and is elected each year at the annual meeting of the Council.

The role of the Mayor is to undertake Chippenham Town Council's civic and ceremonial duties in a dignified manner so as to uphold and enhance the status of the town and engender civic pride.

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The Town Mayor shall carry out the role and duties of office in accordance with the approved Protocol, as reviewed and amended from time to time.

### **THE ROLE AND DUTIES OF THE TOWN MAYOR**

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2. The Mayor and Deputy Mayor have no additional powers to those attributed to being a Town Councillor, other than those specified in law relating to being Chairman of the Town Council, outlined in Standing Orders.
3. The Mayor, once elected by procedures set out in the Town Council's Standing Orders, shall hold Office from the Annual Meeting of the Town Council of one year, generally held in May, until the Annual Meeting of the Town Council of the following year.
4. The Mayor, if present, will preside over Full Council meetings. Dates for which will be set out in the Town Council Calendar of Meetings.
5. The Mayor will meet with the Chief Executive prior to Full Council meetings to discuss the Agenda and Mayor's Announcements.
6. The Mayor should observe the strictest neutrality and impartiality at all times, but is entitled to use a casting vote, when available, in any manner he/she may choose.
7. The Mayor may designate a Mayoress or Consort, as appropriate.

8. The Mayor should not be seen to be supporting any particular local group in sensitive areas which may lead to criticism, nor is it proper for the Mayor to show undue favouritism for one local group over another, with the exception of indicating support for a particular group through the Mayor's Charity.

During his or her year of office, the Mayor normally supports a local charity or organisation. Outside organisations and individuals often organise fundraising activities in support of this charity appeal.

9. The Mayor, will be known as Mr. Mayor or Madam Mayor and have their name preceded by the word "Councillor".
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16. The Town Council will meet the cost of the Mayor's official Christmas card sent by the Mayor on behalf of the Town Council to a maximum sum fixed annually.
17. The Town Council will meet the cost of the Mayor's photograph and frame for the Mayor's Parlour.

### **ENGAGEMENTS**

18. The Mayor receives invitations to engagements throughout the year and attends these wearing the Chain of Office, if required.
19. All engagements should be directed through the Office and will be dealt with by the Democratic & Civic Officer who will be the main point of contact for the Mayor and Deputy Mayor. The Democratic Services Manager will advise and support the Democratic and Civic Officer in all aspects relating to the Mayor and Deputy.

20. The Democratic & Civic Officer is not responsible for, nor should respond to, any correspondence of a personal nature or to that relating to "Ward" business but only mail regarding official Mayoral engagements.
21. The Mayor should not receive any official mail at his/her own home. If this should happen any mail received should be brought into the Office.
22. The Democratic & Civic Officer will keep the Mayor's Diary of official engagements and keep the Mayor updated with new events.
23. The Democratic & Civic Officer will keep a list of all official engagements attended for submission to Full Council.
24. The Mayor or Deputy Mayor may make an appointment to meet with the Democratic & Civic Officer at a mutually convenient time to discuss engagements, as necessary.
25. The Mayor will be expected to personally thank organisers of those engagements he/she has attended, either by email or by written letter. If required, the Democratic and Civic Officer will assist with the provision of necessary stationary, which should not be used for any other correspondence. This mail will be posted from the office at the cost of the Town Council.
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30. St Pauls Community Service in April and St Pauls Remembrance service in November will be attended by the Mayor, Macebearer and Chief Executive in robes as a Mayoral engagement.

#### **CIVIC**

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33. The Deputy Mayor may wear his/her Chain of Office in the absence of the Mayor when deputising for him/her at an official engagement.
34. The Democratic & Civic Officer will normally be in attendance at the six main Civic events. i.e. Mayoral Inauguration, Civic Sunday, Merchant Navy Day, Remembrance Sunday, Commonwealth Day and the Twinning Reception. The Democratic Services Manager will provide guidance to the Democratic & Civic Officer for Civic events.
35. Mayoral Robes can only be worn when the Mayor is attending a Civic Event. This comprises Bicorn with gold flash (Tricorn for female Mayors), red robe trimmed with fake fur, white gloves, lace jabot and the Chain of Office.  
  
On the above occasions the Mayor or Deputy Mayor is normally accompanied by the Macebearer and Chief Executive who will also be in Civic dress. Mayoral robes are not normally worn on any other occasion without the prior agreement of the full Town Council.
36. In the absence of the Mayor, the Deputy Mayor is entitled to the Mayor's right of precedence within the district, although the Deputy Mayor does not have the right to wear the robes.
37. The Mayor and Deputy Mayor are key ambassadors for Chippenham, their dress and behaviour whilst on Civic duties should demonstrate this respectfully.
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#### MAYOR'S PARLOUR

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#### INSURANCE & CARE OF THE CHAIN

42. The Town Council shall be responsible for the insurance of the Mayor and the Deputy Mayor's Chain of Office. However, it is the responsibility of the Mayor and Deputy Mayor to ensure that they comply with the home security and other requirements set out within the Town Council's insurance policy from time to time.
43. The Mayor and Deputy Mayor will ensure that the Chains of Office are treated with the utmost care and when not being worn are stored and are transported

## **GENERAL**

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  - Abbeyfield Chippenham Society Limited
  - Chippenham Sea Cadets, TS Tiger
  - Chippenham Twinning Association
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46. The Mayor may receive gifts occasionally during his/her year. These gifts may be of a personal nature in which case may be retained by the Mayor, but others that are obviously for the Town must be handed to the Town Council.
47. All guests at Civic events including dignitaries should be invited to sign the Visitors Book.
48. Unless otherwise requested by the incoming Mayor, the Mayor's chaplain will be the Reverend presiding at St Andrew's Church, Chippenham.
49. The Mayor and Deputy Mayor should inform the Democratic & Civic Officer as early as possible of any dates they are not free to undertake engagements.
50. The Democratic & Civic Officer should be informed of any special circumstances that may affect the Mayor's attendance or enjoyment of an engagement i.e. fear of heights, allergic reaction to certain foods, dietary needs or disability.
51. Matters regarding protocol or of a general concern to the Mayor can be discussed, in the first instance, with the Chief Executive.
52. The Mayor will operate an account at the same branch of the bank which holds the Town Council's Current Account, although this account is for the use of Mayoral funds and not part of the Town Council's Balance Sheet. The signatories of the account will be the Mayor and the Democratic & Civic Officer who will co-operate in any handover to any successor(s).
53. The Mayor's account belongs to the Civic Institution of Mayors and not to an individual. The only signatories on the account are the ones authorised to deal with payments and receipts, who are the Democratic & Civic Officer and the Mayor of the day. It is not part of the Town Councils balance sheet.
54. If any need to interpret this Protocol arises, it should be referred to the Chief Executive for a ruling in the first instance, and afterwards to the relevant committee.

## MAYOR/MAYORESS/DEPUTY MAYOR RELATIONSHIP

- When the Mayor is male he can nominate a person to serve as Mayoress.
- When the Mayor is female she can nominate a person to serve as Mayor's Consort.
- The Mayor may attend engagements alone.
- Some engagements are for either the Mayor / Mayoress or Mayor / Consort i.e. Mayoral Balls/ Dinner Dances/Cocktail Parties.
- It is rare that the Mayor and Deputy Mayor are invited to the same engagement.
- The Deputy Mayor provides cover for occasions when there are two engagements on the same day at the same time.
- The Deputy Mayor provides cover for the Mayor at times of sickness, annual leave or incapacitation.
- The Deputy Mayor can deputise should the Mayor pass away during their year in Office.
- Standing Order No. 4.e ii states that "The Deputy Mayor will automatically be nominated for the position of Mayor at the Annual Town Council meeting for the following year."
- There is no precedent for the post of Deputy Town Mayor being held vacant.
- There is no precedent for the Mayoress or Mayor's Consort being regarded as deputising for the Mayor.
- The custom and practice in all respects is that the Mayoress or Consort accompanies the Mayor to assist with the smooth running of functions, rather than deputising for him/her on their own.



## Agenda Item 8

Meeting	Civic Matters Sub Committee
Date	05 June 2019
Report Title	Change of Date For Civic Matters Meeting
Author	Heather Rae, Democratic Services Manager

### 1.0 PURPOSE OF REPORT

- 1.1 To review the date of the next Civic Matters Sub Committee meeting.

### 2.0 INTRODUCTION AND BACKGROUND INFORMATION

- 2.1 The next meeting of the Civic Matters Sub Committee is scheduled for Wednesday 18<sup>th</sup> September, at the same time there is a Citizenship Ceremony scheduled at which the Mayor is expected to attend.

### 3.0 POSSIBLE DATE

- 3.1 The Democratic Services Manager has researched alternative dates for the next Civic Matters meeting taking into account all committee meetings and room availability.

- 3.2 If Councillors are in favour of changing the date of the next meeting to allow the Mayor to attend both Civic Matters and the Citizenship Ceremony the following dates would be possible:

a) Tuesday 17<sup>th</sup> September 2019 at 2pm

b) Thursday 19<sup>th</sup> September 2019 at 2pm. Please note that there is a Planning, Environment and Transport Committee Meeting on this evening.

### 4.0 CONTRIBUTION TO CORPORATE PLAN PRIORITIES

- 4.1 A meeting of the Civic Matters Sub Committee will contribute to the following corporate priority;

1. Corporate Priority 4 - To promote Chippenham as a destination Market Town based on our rich heritage, history and culture.

### 5.0 STAFFING IMPLICATIONS

- 5.1 There are no staffing implications.

### 6.0 FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications.

### 7.0 RECOMMENDATIONS

- 7.1 That councillors agree to move the date of the next Civic Matters Sub Committee to either the 17<sup>th</sup> or 19<sup>th</sup> September 2019 as detailed in paragraph 3.2.