

# Mayoral Advisory Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>		
<b>Date:</b>	<b>Thursday 31 March 2016</b>		
<b>Time:</b>	<b>1.00 pm</b>		
<b>Venue:</b>	<b>GFR13</b> <b>West Suffolk House</b> Western Way Bury St Edmunds IP33 3YU		
<b>Full Members:</b>	<div><div><b>Chairman</b> Ian Houlder</div><div><div><u>Conservative Members (5)</u></div><div>John Griffiths Margaret Marks</div><div>Sara Mildmay-White Peter Stevens</div></div><div><div><u>Charter Group Member (1)</u></div><div>Bob Cockle</div><div></div></div><div><div><u>UKIP Group Member (1)</u></div><div>Tony Brown</div><div></div></div></div>		
<b>Substitutes:</b>	<div><div><u>Conservative Members (2)</u></div><div>Angela Rushen</div><div>Sarah Stamp</div></div> <div><div><u>Charter Group Member (1)</u></div><div>Diane Hind</div><div></div></div> <div><div><u>UKIP Group Member (1)</u></div><div>Jason Crooks</div><div></div></div>		
<b>By invitation</b>	<div><div><b>Mayor</b></div><div>Patrick Chung</div><div></div></div> <div><div><b>Mayor Elect</b></div><div>Julia Wakelam</div><div></div></div>		
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.		
<b>Quorum:</b>	Three Members		
<b>Committee administrator:</b>	<b>Claire Skoyles</b> Democratic Services Officer <b>Tel:</b> 01284 757176 <b>Email:</b> <a href="mailto:claire.skoyles@westsuffolk.gov.uk">claire.skoyles@westsuffolk.gov.uk</a>		

# Agenda

*Page No*

## **Procedural Matters**

- 1. Apologies for Absence**
- 2. Substitutes**
- 3. Minutes**

To confirm the minutes of the meeting held on 15 February 2016 (copy attached).

## **Part 1 - Public**

- |           |   |                |
|-----------|---|----------------|
| <b>4.</b> | <b>Mayor Making and Annual Meeting of the Council - 19 May 2016</b><br>Report No: <b>MAC/SE/16/001</b>  | <b>1 - 6</b>   |
| <b>5.</b> | <b>Civic Dinner for the Outgoing Mayor and Mayoress, Councillor Patrick Chung and Mayoress - 19 May 2016</b><br>Report No: <b>MAC/SE/16/002</b> | <b>7 - 10</b>  |
| <b>6.</b> | <b>Mayoralty Protocol - The Financing of Twinning Events</b><br>Report No: <b>MAC/SE/16/003</b>   | <b>11 - 48</b> |

## **Part 2 – Exempt**

**NONE**

# Mayoral Advisory Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>Mayor Making and Annual Meeting of the Council: 19 May 2016</b>	
<b>Report No:</b>	<b>MAC/SE/16/001</b>	
<b>Report to and date/s:</b>	<b>Mayoral Advisory Committee</b>	31 March 2016
<b>Lead officer:</b>	Steven Boyle Service Manager (Legal) <b>Tel:</b> 01284 757165 <b>Email:</b> <a href="mailto:steven.boyle@westsuffolk.gov.uk">steven.boyle@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To discuss arrangements for the Mayor Making and Annual Meeting of the Council on 19 May 2016.	

	2015 Arrangements	Proposals for 2016	Notes
<b>Rehearsal</b>			
<b>Date and Time</b>	<p>Friday 15 May at 5.00 pm in Conference Chamber, West Suffolk House</p> <p>The Apex was not available at a convenient time for the rehearsal. Therefore WSH Conference Chamber was used to rehearse the procession and procedures.</p>	Wednesday 18 May at 5.00 pm at The Apex, Charter Square	
<b>Procession</b>			
<b>Starting Location and time</b>	<p>Started from the Guildhall at 12.30 pm and processed to the Apex at 12.45 pm</p> <p>Formed up inside the Guildhall, and then process along Guildhall Street, into Cornhill, left into Central Walk and into Charter Square.</p>	Propose the same arrangements.	
<b>Freedom of the Borough Ceremony</b>			
<b>Freedom of the Borough</b>	Not applicable	Not applicable	
<b>Mayor Making</b>			
<b>Time</b>	1 pm start – 1.45 pm	1pm start with aim to finish by 2pm	
<b>Film recording</b>	Not applicable	Consideration of whether, subject to appropriate agreements being sought, the proceedings should be filmed for prosperity.	An offer has been made for the loan of film recording equipment, free of charge.
<b>Summons and Agenda</b>	A4 booklet with card cover: Part 1 – Ceremonial Business	Same.	

	<b>2015 Arrangements</b>	<b>Proposals for 2016</b>	<b>Notes</b>
<b>Music</b>	Provided by King Edwards School Procession in – orchestra Robing of new mayor - choir	Same.	
<b>Outgoing Mayor's Charities</b>	Not applicable	Consideration of whether to incorporate the presentation of the outgoing Mayor's Charities' cheques to the relevant recipients into ceremonial business.	If agreed, the Committee is asked to consider whether the cheques should be presented before the election of the incoming Mayor is sought.
<b>Mayor's Chaplain</b>	The Mayor's Chaplain was the same as in 2014.	Consideration of whether the outgoing and incoming Mayor's Chaplains should sit on the top table and exchange places at the appropriate time in the ceremony.	
<b>Presentations to:</b>	<ul style="list-style-type: none"> <li>Incoming Mayoress &amp; Deputy Mayoress</li> <li>Outgoing Mayoress</li> </ul>	<ul style="list-style-type: none"> <li>Incoming Consort &amp; Deputy Mayoress</li> <li>Outgoing Mayoress</li> </ul> <p>Presentations to be made by xxx (to be advised by new Mayor)</p>	
<b>Speeches</b>	As per last year: Proposers: 3 minute time limit Seconders: no speech	Consider removing the need for a Vote of Thanks to the retiring Deputy Mayor as this can be incorporated in the proposer's speech for the incoming Mayor	Retiring Deputy Mayor is expected to be the elected Mayor for 2016/17.
<b>Floral Decorations</b>	2 Pedestals on either side of the stage. These can then be transferred to The Athenaeum for the Civic Dinner	Same	No changes proposed
<b>PA</b>	To be provided by the Apex	To be provided by the Apex	
<b>Adjournment</b>	2pm – Tea and cakes on 1 <sup>st</sup> floor of Apex	2pm – Tea and cakes on 1 <sup>st</sup> floor of Apex	

	<b>2015 Arrangements</b>	<b>Proposals for 2016</b>	<b>Notes</b>
<b>Annual Meeting</b>			
<b>Time</b>	3pm start, finished at 3.33pm  (In 2014, the annual meeting lasted 25 minutes)	3 pm start (aim to finish by 4 pm at the latest)	It is hoped that the agenda will be kept as brief as possible so that the Annual Meeting can be completed within 1 hour. This will allow time to change for those attending the civic dinner.
<b>Summons and Agenda</b>	Part 2 – Procedural Business	Same	



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# Mayoral Advisory Committee



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title of Report:</b>	<b>2016 Civic Dinner for the Outgoing Mayor and Mayoress, Councillor Patrick Chung and Mayoress - 19 May 2016</b>	
<b>Report No:</b>	<b>MAC/SE/16/002</b>	
<b>Report to and date/s:</b>	<b>Mayoral Advisory Committee</b>	31 March 2016
<b>Lead officer:</b>	Steven Boyle Service Manager (Legal) <b>Tel:</b> 01284 757165 <b>Email:</b> steven.boyle@westsuffolk.gov.uk	
<b>Purpose of report:</b>	To discuss arrangements for the Civic Dinner for the outgoing Mayor on 19 May 2016.	
<b>Documents attached:</b>	<b>Appendix A</b> – Proposed VIP Guest List	

	<b>Arrangements 2015</b>	<b>Arrangements 2016</b>
<b>Date and Time</b>	Tuesday 19 May 2015	Thursday 19 May 2016
<b>Venue</b>	The Athenaeum	The Athenaeum
<b>Seating</b>	Round Tables of 8 or 10	Round Tables of 8 or 10
<b>Style</b>	Formal Civic Dinner	Formal Civic Dinner
<b>Dress</b>	Dinner jacket or dark lounge suit, uniform and decorations	Dinner jacket or dark lounge suit, uniform and decorations
<b>VIP Guest List</b>	Appendix A attached	Appendix A attached
<b>Caterer</b>	West Suffolk College	West Suffolk College
<b>Bar</b>	Sodexo	Sodexo
<b>Reception</b>	Chief Executive, Mayor and Mayoress	Chief Executive, Mayor and Mayor's Consort
<b>Table Arrangements</b>	Mayor's Secretary	Mayor's Secretary
<b>Table Flowers</b>	Mayor's Secretary	Mayor's Secretary
<b>Grace</b>	New Mayor's Chaplain	New Mayor's Chaplain
<b>PA</b>	John Roe	SFA (Simon Foster Associates)
<b>Ticket Price</b>	£40.00	£40.00
<b>Toasts:</b>		
The Queen	The Mayor	The Mayor
The Guests	Councillor Sarah Stamp	Serving councillor (tbc)
The response	Rev Canon Malcolm Rogers	Guest to respond (tbc)
<b>National Anthem</b>	One verse - accompanied	One verse - accompanied
<b>Vote of Thanks</b>	Councillor Christopher Spicer	Dependent on attendees (tbc)
<b>Music</b>	County Upper School	County Upper School (during dinner)

### **Provisional Costings**

	<b>Inclusive of VAT</b>	<b>Exclusive of VAT</b>
Ticket Price	£40.00	£33.33
Meal cost (West Suffolk College)	£36.00	£30.00
Wine per bottle	£6 per person	£5 per person
<b>TOTAL COST</b>	<b>£42.00</b>	<b>£35.00</b>

# Civic Dinner for the Outgoing Mayor and Mayoress, Councillor Patrick Chung and Mayoress Thursday 19 May 2016

## Proposed VIP Guest List (non-paying)

High Sheriff of Suffolk and Guest	2
Dean of St Edmundsbury and Guest	2
Vicar of St Mary's Church and Guest	2
Commanding Officer, RAF Honington and Guest	2
Those Funded from Mayor's Personal Expenses Allowance	
New Mayor and Consort	2
Outgoing Mayor and Mayoress	2
New Mayor's Chaplain and Guest	2
Outgoing Mayor's Chaplain and Guest	2
<b>SUB-TOTAL</b>	<b>16</b>
Consideration of Other non-paying VIP guests	
Community Business Representatives: If invited, to be decided by outgoing Mayor, Chairman of Mayoral Advisory Committee and Mayor's Secretary	tbc*
Commanding Officers of RAF Mildenhall/Lakenheath and Guests	4
As suppliers of music at Civic Dinner and Mayor Making, Head Teachers (or appropriate representatives) of County Upper School and King Edward VI School and Guests	4
<b>TOTAL</b>	<b>24</b>

\*6 tickets have been allocated to Community Business Representatives in previous years.

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# Mayoral Advisory Committee



*St Edmundsbury*  
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<b>Title of Report:</b>	<b>Mayoralty Protocol – The Financing of Twinning Events</b>	
<b>Report No:</b>	<b>MAC/SE/16/003</b>	
<b>Report to and dates:</b>	<b>Mayoral Advisory Committee</b>	31 March 2016
	<b>Council</b>	28 June 2016
<b>Portfolio holder:</b>	Ian Houlder Portfolio Holder for Resources and Performance <b>Tel:</b> 01284 810074 <b>Email:</b> <a href="mailto:ian.houlder@stedsbcc.gov.uk">ian.houlder@stedsbcc.gov.uk</a>	
<b>Lead officer:</b>	Karen Points Head of HR Legal and Democratic Services <b>Tel:</b> 01284 757015 <b>Email:</b> <a href="mailto:karen.points@westsuffolk.gov.uk">karen.points@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To make recommendations on the future financing of twinning events and to therefore make appropriate amends to the Mayoralty Protocol.	
<b>Recommendations:</b>	<p><b>It is <u>RECOMMENDED</u> that subject to the approval of full Council:</b></p> <ul style="list-style-type: none"> <li><b>(1) the adoption of the practices outlined in (a) to (g) below, be approved; and</b></li> <li><b>(2) the changes required to the Constitution, working practices and the Mayoralty Protocol as a consequence of the recommendations be made as detailed and tracked on the revised Mayoralty Protocol, attached as Appendix A to Report No: MAC/SE/16/003.</b></li> <li><b>(a) That the Council continues to support the twinning relationships financially (from the appropriate budgets available to the Mayoralty) until 1 April 2018.</b></li> </ul>	

	<p>(b) To support the 50<sup>th</sup> Anniversary of the twinning with Compiègne in 2017 within current Mayoralty budget (civic functions) as well as accommodating 2016 delegates visiting Bury St Edmunds.</p> <p>(c) To continue with current arrangements with Kevelaer until the end of 2017 within current Mayoralty budget.</p> <p>(d) That from 1 April 2018, the Mayor does not automatically and annually accept and fund invitations to visit twin towns abroad nor hosts delegates from the civic budget.</p> <p>(e) That the Twinning Associations start to contribute to the twinning costs between 2016 -18.</p> <p>(f) That the Head of HR, Legal and Democratic Services be given delegated authority to make the required changes to the Mayoralty Protocol, Sections 2.2 -2.7.</p> <p>(g) That a letter be written to the Friends of Compiègne and the Kevelaer group explaining future arrangements and continuing commitment to supporting twin towns whilst reducing the annual expense to the Council.</p>
<p><b>Consultation:</b></p>	<p>Friends of Compiègne because it has a direct impact.</p> <p>With regard to the Kevelaer group, the Mayor receives an invitation to visit bi-annually and will be the decision of the Mayor to accept the invitation and expenses will be met from the Mayor's personal allowance.</p>
<p><b>Alternative option(s):</b></p>	<p>To make no changes and continue to fund the twinning activity as at present.</p>
<p><b>Implications:</b></p>	
<p>Are there any <b>financial</b> implications? If yes, please give details</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> <li>The current costs of twinning cannot be met from the Mayor's Personal Allowance as detailed in the Mayoralty Protocol and the civic budget has reduced by £5,000, so continued funding will impact on the remaining civic events.</li> </ul>

Are there any <b>staffing</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>ICT</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>legal and/or policy</b> implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Change to Mayoralty Protocol which is held in Part 5 of the Constitution	
Are there any <b>equality</b> implications? <i>If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
Poor relationship with twinning associations	High	Consultation and discussion with the Friends of Compiègne, where most impact will be felt, has taken place and agreement reached to the recommendations	Low
<b>Ward(s) affected:</b>		None directly	
<b>Background papers:</b> <i>(all background papers are to be published on the website and a link included)</i>			
<b>Documents attached:</b>		<b>Appendix A:</b> Mayoralty Protocol (with proposed changes tracked)  <b>Appendix B:</b> Mayoralty Protocol (with proposed changes incorporated to assist the reading of the document)	

## **1. Key issues and reasons for recommendations**

- 1.1 The Mayoralty Protocol details the constitutional arrangements, guidance and authority for ensuring the Mayoralty budgets are spent appropriately.
- 1.2 The Mayoral Advisory Committee undertook a Mayoralty Review in 2013 ([Report D328](#) refers) and subsequently the Mayoralty Budget was reviewed as part of the budget setting process for 2015/2016, (Council Report No: [COU/SE/15 /002](#) refers). As a result the budget for the Mayoralty was reduced by £5,000 from 1 March 2015.
  - 1.2.1 The Mayoralty Review considered the events that the Mayor attends and supports. The primary purpose of the Mayoralty was agreed to be the promotion of community engagement, the economic vitality of the Borough and the democratic process. This should inform decisions about the acceptance of invitations to attend events and the choice of invitees to events hosted by the Mayor.
  - 1.2.2 It is also agreed that the diary of the Mayor has to reflect the resources available, and in practice events and invitations would be informally assessed with a view to determining which events align most closely with the priorities of the Council (economic growth, business development, healthy and active communities etc)
  - 1.2.3 The involvement of the Mayor in twinning events has therefore been reconsidered and meetings have taken place with the Friends of Compiègne, who are impacted by the change proposed. The Council works more closely with the Friends of Compiègne than with the Kevelaer twinning group.
- 1.3 Bury St Edmunds is also twinned with Kevelaer in Germany, so any approach taken with Compiègne needs to be congruent with those for Kevelaer although expenses for twinning trips and visits are treated differently. The Borough also has a Charter of Friendship with Huy in Belgium and Ehringhausen (also in Germany).
- 1.4 It is recommended that the Council and the Mayor continue to support the Twinning Associations until 1 April 2018, whilst working towards reducing the costs to the Council, giving time to review the twinning events and the annual funding for twinning visits.
- 1.5 The twinning with Compiègne commenced in the 1960's, before modern technology revolutionised the way we work and can communicate with other communities and countries; and before the partnerships were in that evolve into what is now the European Union.

## **2. Background**

- 2.1 The Council has been twinned with Compiègne in France since 1967. Each year the Mayor either visits Compiègne or hosts a visiting delegation from Compiègne. In 2017, the 50th Anniversary will be celebrated.



- 2.2 Under the Mayoralty Protocol, the Mayor is authorised to attend civic events in 'twin' towns with the cost funded through the Mayor's Personal Allowance. The Personal Allowance is currently £4,300; in recent years this has not been used to pay for twinning events as there has not been enough funds available. The costs therefore have been funded from the Public and Civic Functions budget.
- 2.2.1 The protocol authorises the Mayor to accept one invitation to visit a twin town per annum, and the convention has been to alternate visits between Compiègne and Kevelaer.
- 2.2.2 Invitations extended to visit St Edmundsbury to delegates from any of the borough's twinned towns are also funded from the civic budget.
- 2.2.3 In 2015, the Mayor was invited to Compiègne – the costs of the trip would have been paid by the French group, which has been custom and practice for many years. In 2016, it would be the turn of the delegates from Compiègne to visit Bury St Edmunds at the cost of the Council.
- 2.2.4 The Council has typically paid for hotel accommodation, a reception, visits around the area, restaurants etc. The cost in 2014 was £1,787.
- 2.2.5 In 2015, following consultation with the Mayor and the Twinning Association, the Mayor did not travel to Compiègne (saving the Council costs of the travel and the Compiègne Twinning Association the costs of the hotel) and instead a video message was made and sent which was well received and showcased Bury St Edmunds for schools and other interested parties in the town. Offers were also made to use modern technology to share information with interested groups such as youth groups or the town hall. This was done with a view to reviewing our invitation arrangements, which would be at our cost, to the Compiègne group in 2016. A letter was also written to Compiègne explaining the Council was reviewing its overall budget in order to ensure best value for spend. The cost in 2015 was just under £90.
- 2.2.6 It was also agreed with the Friends of Compiègne that they would meet 50% of the cost of the 2016 Mayor's Reception in Bury St Edmunds, a contribution of around £150, but the cost of the visit will still be at the expense of the Council as in 2014. It was agreed there would be a celebration of 50 years of the twinning in 2017 but after that there would be no council budget available to host twinning visits, nor travel annually to twin towns, although the Mayor would continue to support the friendships in alternative ways if invited to do so.
- 2.3 From 2018 therefore, the proposal is that twinning visits will only take place if the Twinning Associations/Friends are able to raise their own funds and they will not be funded by the Council's civic budget. There is therefore three years (2015 – 2018) during which the Twinning Association can start to build up funds of their own, probably through fund raising activities to pay for the twinning events, or choose to review the activities in which they are involved.
- 2.4 The recommendations have been discussed with the current Mayor and if agreed will need to be reflected in the Mayoralty Protocol, as attached as Appendix A (with proposed changes tracked)/Appendix B (with proposed changes shown incorporated into the document).

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# Mayoralty Protocol

Last Updated: March 2014

## Mayoralty Protocol

This protocol provides guidance to the Mayor, Deputy Mayor and those staff involved in working alongside them to ensure correct procedures are followed in every aspect of the Mayoralty, and also to ensure that the Mayoralty Budgets are spent appropriately. This protocol should be read in conjunction with the job description of the Mayor as contained in Part 3, Responsibility for Functions, of the Constitution and is replicated in Appendix 4 of this document.

	Pages
<b>Part One - Protocol for the Mayoralty</b>	
1. Engagements	2
2. Twinning Invitations and Hosting	3
3. Annual or Scheduled Civic Events	3-4
4. Civic Receptions and Hospitality	4
5. Catering	5
6. The Role of the Deputy Mayor	5
7. Equality and Diversity	5
8. Budget	5-6
9. The Civic Car and Mayor's Officer	6
10. The Civic Insignia	6
11. Civic Gifts	7
12. Meetings of full Council	7
13. Outside Bodies	7

## Part Two - Appendices

Appendix 1 – Guidance for the Mayor and Deputy Mayor	
1. Preparation for the Mayoral Year	8
2. The Deputy Mayor	8
3. The Mayoress or Mayor's Consort	8-9
4. Your Role as a Councillor	9
5. Support Officers	9
6. Diary Dates	9
7. The Mayor's Chaplain	9-10
8. The Mayor's Charities	10
9. Official Photographs	10
10. Biographical Details	10
11. The Mayor's Allowance	10-11
12. Clothing	11
Appendix 2 – Civic Events Calendar	12
Appendix 3 – The Mayoralty Budget	13-14

Appendix 4 – ~~Mayor's "Job Description" from~~  
~~Part 3 of the Council's Constitution~~ Mayor's Role from  
Part 2: Article 5 of the Council's Constitution

15

## Mayoralty Protocol

### 1. Engagements

- 1.1 During the Mayoral Year the Mayor may be invited to, and undertake, up to 250 engagements. The motive for undertaking an engagement must be the consideration of promoting and rewarding the work and achievements of the people and Borough of St Edmundsbury, and therefore local engagements are considered a priority.
- 1.2 All requests for the attendance of the Mayor must be put in writing to the Mayor's Secretary, to allow for efficient co-ordination of the diary. A civic pro-forma will be forwarded to the host, as appropriate, once the engagement is accepted, to ensure the Mayor and his or her secretary will have all the information they need.
- 1.3 The Mayor's Secretary will liaise with the Mayor as to which engagements (in addition to those set out in Appendix 2) should be accepted, which must be appropriate for the Mayor of the Borough to attend and which will usually be in the following order:-
  - (a) Royal visits;
  - (b) Freedom events;
  - (c) Prestigious events which will promote the Borough;
  - (d) Prestigious events involving the Lord-Lieutenant;
  - (e) Significant local events;
  - (f) Attendance at Royal Garden Parties;
  - (g) Borough Council events;
  - (h) Cathedral events;
  - (i) Invitations from the military;
  - (j) Charity fundraising;
  - (k) Minor local events such as openings, fund raising events, social events etc (accepted in the order in which they are received);
  - (l) Events arranged by nearby local authorities (with the consent of the Mayor or Chairman of that Borough or District); and
  - (m) Other events outside of the Borough (with the consent of the Mayor or Chairman of that Borough or District).
- 1.4 Notwithstanding the above, the Mayor will need to balance civic priorities against the need to honour prior engagements where possible.
- 1.5 As part of the Council's Corporate Priority to promote the local economy, the Mayor may attend in an official capacity any function, the object of which is purely to secure publicity for some commercial venture, for example the opening of a shop or factory. The companies involved will be invited to make a donation towards the Mayor's Charity.
- 1.6 It is not appropriate, however, for the Mayor to attend in an official capacity any function which is considered by the Chief Executive, in consultation with the Leader of the Council, to be politically sensitive.
- 1.7 Appropriate risk assessments will be carried out to ensure that procedures are in place to ensure the safety of the Mayor and Deputy Mayor at all events. In addition, checks will be made that all permissions are in place, for example environmental health in the case of a food outlet, or outstanding planning issues in the case of new or refurbished premises.

- 1.8 A weekly engagement sheet is provided to the local press, MPs, Police, relevant councillors and officers and any other interested parties.

## **2. Twinning Invitations and Hosting**

- 2.1 St Edmundsbury has official “twinning” links with Kvelaer in Germany and Compiègne in France. It is also party to a Charter of Friendship with Huy in Belgium, and has friendly links with Ehringhausen in Germany.
- 2.2 The Mayor is periodically invited to attend civic ceremonial functions in the Borough’s partner towns, and the Mayor is authorised to accept one such invitation ~~from each~~ during any municipal year.
- 2.3 The travelling, subsistence and accommodation costs of the Mayor and Mayoress/Mayor’s Consort for any such visits ~~are to be~~ are funded through the Mayor’s personal allowance. If the Deputy Mayor is travelling **in place** of the Mayor, these same costs will be funded through the current Mayor’s personal allowance. If the Deputy Mayor is travelling **with** the Mayor, these costs will be met by the Deputy Mayor him/herself. Any other Councillor or private individual taking part in the trip will meet his or her own expenses. The Mayor’s civic budget is not to be used for trips abroad and there is not an expectation that all such invitations are accepted; modern forms of communication are encouraged (internet, skype, sharing of information, working with youth groups, schools and community groups through social media etc).
- 2.4 If the Mayor’s Secretary, driver or any other Officer is required to accompany the Mayor on any trip as part of their normal work duties, his or her expenses will ~~also~~ be met by the Borough Council, ~~as part of their standard terms and conditions of employment. Approval from the Head of HR, Legal and Democratic Services is to be sought before such expense is committed and will be given after consideration of the invitation, and the expense, in accordance with s1.3 and subject to funds being available in the civic budget.~~
- 2.5 The civic car and Mayor’s Officer will only travel abroad with the Mayoral party if this would prove more cost-effective (taking into account all vehicle and officer costs) than travel by public transport or the accompanying officer’s car. The cost of the civic car and Mayor’s Officer in these circumstances will be met through the civictwinning budget.
- 2.6 The Borough also has links with HMS Vengeance, the crew or representatives of which are periodically invited to civic events, funded from the civic twinning budget.
- 2.7 The Mayor may on occasion invite ~~Similarly, invitations to visit St Edmundsbury extended to the Mayor or other delegates from any of the Borough’s twinned towns to visit St Edmundsbury but expenses for the visitors will not be paid after 1<sup>st</sup> April 2018; a contribution may be made to a small reception or similar suitable event for such visitors, from the Mayor’s personal allowance (s4.1 below). will be funded from the twinning budget.~~

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## **3. Annual or Scheduled Civic Events**

- 3.1 Appendix 2 sets out annual civic events which are known in advance, and which have their own budget allocations. The Mayoralty budget allocations will provide for the

administration of these events and attendance by the Mayor's Secretary, Mayor's Officer and/or Macebearers, as required, and for the following direct costs:-

- (a) **Annual Meeting of the Council** – PA system, floral decorations, staging, catering and printing/postage;
- (b) **Civic Dinner for the Outgoing Mayor** – table decorations, venue hire, PA system, catering, music and printing/postage;  
A list of complimentary invitations is agreed by the Mayor Advisory Committee. All other dinner invitations are covered by ticket sales.
- (c) **Civic Sunday** – venue hire, printing/postage and catering;
- (d) **Jankyn Smyth** – Cake, sherry and ale (which are part of the formal ceremony) and printing /postage;
- (e) **Battle of Britain Commemorations** – venue hire, PA system, catering, printing/postage, security, car park closures and floral decorations;
- (f) **Suffolk County Harvest Festival** – in conjunction with the Cathedral – venue hire, PA system, car park closures, catering (self financing through ticket sales) and printing/postage;
- (g) **Remembrance** – three events – venue hire, PA system, catering, floral decorations, security, road closure order, car park closures and printing/postage;
- (h) **St Edmund's Day Service** – Refreshments and printing/postage;
- (i) **Mayor's Christmas Carol Service** – Printing/postage and refreshments; and
- (j) **Mayor's Charity Ball** – venue hire, catering, room and table decorations, music and printing/postage, all of which are expected to be covered by ticket sales to the extent that a profit is made for the Mayor's charity.

- 3.2 The Mayoralty may also be required to arrange certain ad hoc civic events as part of the Civic Events Calendar for any particular year. These include Royal Visits, Freedom of the Borough Ceremonies, Magna Carta Celebrations (every 15 years) and certain national commemorations. Provision for these events is not included in normal Mayoralty budgets (see section 8). In addition to staff time, the events may require venue hire, catering, security, road closure orders, printing/postage and any other specific costs.

#### **4. Civic Receptions and Hospitality**

- 4.1 The Mayor is entitled to host receptions and other hospitality events, funded from his or her personal allowance, so long as these are appropriate and contained within the budget (see below). The Mayor's Secretary will advise on the number and size of events which may be held throughout the year, what refreshments should be provided etc. Examples of occasions when the Mayor may wish to initiate events or hospitality include:-

- (a) The Mayor's own charity events;
- (b) Events to promote local initiatives;
- (c) Events to recognise or pay tribute to outstanding achievements in the Borough;
- (d) Events to honour visits to the Borough by appropriate individuals or organisations;
- (e) Hospitality to mark significant local events or anniversaries; and
- (f) Reciprocation of civic hospitality previously extended to the Borough's representatives.

- 4.2 It is acknowledged that such occasions will arise as the year progresses, and so the Mayor's Secretary will ensure that the Mayor is kept informed of allocations against his or her personal allowance. As this allowance is limited, the Mayor should be wary of

promising hospitality to any group or organisation without first discussing this with the Mayor's Secretary. Any hospitality provided from public funds should always stand up to public scrutiny, and therefore entertaining relatives, friends or political associates are essentially private arrangements for the Mayor, and Council budgets should not be used.

- 4.3 Any funds remaining at the end of the civic year will be used for the following year's Deputy Mayoral engagements.
- 4.4 Any further civic hospitality commitments outside the budget that the Mayor wishes to incur will be met by the Mayor personally.
- 4.5 The following protocol should be adopted when addressing civic dignitaries, depending upon attendance:  
*High Sheriff, Honorary Freemen, Members of the Council, Distinguished Guests, My Lord, Ladies and Gentlemen.*

## **5. Catering**

- 5.1 Any external catering required for civic events will be arranged through the Mayor's secretary. All catering requirements in the St Edmundsbury Public Halls will have to be prepared by Sodexo Prestige, as the in-house caterer.

## **6. The Role of the Deputy Mayor**

- 6.1 The Deputy Mayor will attend functions and events on behalf of the Mayor in the absence of the Mayor, but should not receive invitations directly. If the Deputy Mayor is invited to an event that the Mayor is attending, he or she attends as a Councillor and not as the Deputy. The exception to this is during all of the major civic events set out in Appendix 2, when the Deputy Mayor will attend with his or her regalia at the same time as the Mayor.
- 6.2 If neither the Mayor nor Deputy Mayor is available to attend an engagement, a former Mayor will be approached initially. If no former Mayor is available, the most appropriate Member of the Council will be invited to attend the engagement (to be decided by the Mayor and Mayor's Secretary), and that Member will be provided with the Mayor's Consort's badge to be worn for the occasion.
- 6.3 When claiming travelling expenses the Deputy Mayor will need to distinguish between expenses incurred as Deputy Mayor, and expenses incurred as a Councillor, as they are funded from different budgets.

## **7. Equality and Diversity**

- 7.1 In accordance with Council policy, the Mayor will take into account the promotion of equality and diversity when deciding which engagements to accept or civic functions to hold, and will not accept invitations from or extend hospitality to organisations that unlawfully discriminate on the grounds of race, ethnic or national origin, religion, social background, gender, disability, age or sexuality.



## **8. Budget**

- 8.1 Details of the Mayoralty Budget are provided at Appendix 3.
- 8.2 Whilst it is important to uphold the dignity of the office of Mayor and to provide the necessary support for him or her to fulfil his or her role as expediently as possible, it would send the wrong message to the Council Tax payers of St Edmundsbury if the Mayoralty Budget was treated differently to any other Council budget. While minor variations are to be expected, for example the variations in travelling costs caused by the home address of the Mayor for the year, it is important that the Ceremonial and Mayoral Function Budget is not significantly overspent, except in very exceptional circumstances.
- 8.3 The Mayor's Secretary will monitor the budget situation on a monthly basis, and bring any issues of concern to the attention of his/her line manager (~~currently the Democratic Services Manager~~) and the Mayor. Significant variations will be reported through the Council's normal budget monitoring processes.
- 8.4 Significant commitments instigated by a service department will usually require support and contributions from the relevant budget. Similarly, separate budget provision should be made for any additional one-off major civic events, such as Royal visits or significant national events, not included in the normal Civic Events Calendar. Where a budgetary growth bid or supplementary estimate is required, this must cover direct costs (eg venue hire), the cost of the Mayor's Officer's attendance and the work of the Mayor's Secretary in arranging and attending the event. Alternatively, if a supplementary estimate is not considered appropriate, it will need to be recognised corporately that such events will cause the budget to be over-spent.

## **9. The Civic Car and Mayor's Officer**

- 9.1 The Mayor has access to the civic car, driven by the Mayor's Officer, which will collect him or her from home, take him or her to a function, and return him or her home afterwards. It is necessary, however, to bear in mind that these resources are finite. The Mayor's Officer, like the Mayor's Secretary, works on an annualised hours basis, to enable more hours to be worked during busy times and less during quieter periods. The Mayor's Secretary will schedule the use of the car and the hours of the Mayor's Officer, and discuss with the Mayor which functions should be prioritised for use of the civic car and attendance of the Mayor's Officer, and advise the Mayor if there are any issues of concern. As explained in section 8, additional budgetary provision may be required for one-off special events.
- 9.2 The civic car may not be used for private use or for attending business as an ordinary Member of the Council.

## **10. The Civic Insignia**

- 10.1 The Mayor will wear a robe of office, together with a chain and badge of office, on all formal ceremonial occasions. If the ceremony is out of doors, the Mayor will wear a hat, which in the case of a man is a black cocked hat and for a lady a black tricorn hat. On normal day to day civic occasions, the Mayor will wear only the chain and badge of office

with formal clothing suited to the occasion. The Mayor is expected to wear the robe and chain of office for Council meetings. The Mayoress or Mayor's Consort will be provided with a badge of office to be worn as appropriate.

- 10.2 The Mayor's Officer is responsible for the Mayor's robes and chain of office, and will assist the Mayor, Deputy Mayor, Mayoress or Mayor's Consort in dressing on each occasion.
- 10.3 If the Mayor accepts an invitation to attend a function in another local authority's area, it is courtesy to seek the consent of the Mayor or Chairman of that local authority to wear the chain of office if this is required. Similarly, if the Mayor or Deputy Mayor is to attend any event organised by a Town Council, the consent of the Mayor of that Town to wear the chain of office should be sought.

## **11. Civic Gifts**

- 11.1 It is common practice for the Mayor and Deputy Mayor to be given gifts when attending major external functions in their official capacity. Gifts are also often exchanged when delegates visit St Edmundsbury. It is custom and practice that the Mayor or Deputy Mayor receive such gifts on behalf of the Borough Council, and that they are forwarded to the Mayor's Secretary for entry on the civic inventory and displayed as appropriate.
- 11.2 Small gifts, such as badges or pens which are clearly indicated as a personal gift for the Mayor or Deputy Mayor, may be kept. The Mayor and Deputy Mayor should have regard to the Code of Conduct for Councillors found in Part 5 of the Council's Constitution when deciding whether to receive and keep such gifts, and should ensure that they are recorded in the hospitality register as required by the Code.
- 11.3 A small budget is available to the Mayor for the purchase of gifts for visiting dignitaries, or to exchange on an external visit, and the Mayor's Secretary will advise on appropriate gifts, which may be as follows:-
  - (a) Visiting dignitaries - a Borough wooden shield or paperweight;
  - (b) Twinning visits - a clock, or other suitable item, engraved with the Borough crest;
  - (c) Presentations – a glass paperweight, crystal bowl, china plate etc bearing an inscription; and
  - (d) Small gifts for local organisations or youth visitors etc – badges, pens, Borough literature etc.
- 11.4 When selecting appropriate gifts the Mayor and Mayor's Secretary should bear in mind the occasion, knowledge of gifts offered or received previously, current trends etc, and ensure that the dignity of the occasion and/or the contribution of the recipient is properly reflected.

## **12. Meetings of full Council**

- 12.1 It is part of the Mayor's duties to chair meetings of the full Council, and his or her role is defined in [Part 2, Article 5 and further in Part 4, the Council Procedure Rules](#) ~~found in Part 4 of~~ the Council's Constitution. In presiding over the full Council, the Mayor will uphold and promote the purposes of the Constitution and interpret the rules of procedure, and the

decision of the Mayor about the meaning or use of any of the rules, or about any proceedings of the Council, is final and may not be challenged. If invited to do so by the Mayor, the Chief Executive will advise the Mayor on procedural matters at full Council, and will brief the Mayor in advance of the meeting if so requested. If the Mayor is unavailable the Deputy Mayor will chair the meeting.

### **13. Outside Bodies**

- 13.1 It is usual for the Mayor to become President of the two Twinning Associations of Kevelaer and Compiègne. Additionally, the Mayoress or Mayor's Consort is invited to take the position of President of the Womens' Guild of Friends.

## **APPENDIX 1**

### **Guidance for the Mayor and Deputy Mayor**

Serving as Mayor of the Borough of St Edmundsbury is an honour. However, that honour will have a substantial impact on your life for the coming year, including your family and friends and potentially your employment. The following guidance is intended to assist you as you embark on your Mayoral Year, and whilst it cannot cover every possible issue or subject, it will hopefully answer many of your questions.

The Mayor's Secretary and Mayor's Officer are also available to assist you throughout your year in office, please do not hesitate to ask for advice and guidance.

#### **1. Preparation for the Mayoral Year**

- 1.1 Nominations for Mayor and Deputy Mayor are made in January/February each year, so you will have some time to prepare for your role in the year ahead, which will commence at the Annual Meeting of the Council in May. With support and preparation you will be able to take up your duties as Mayor with confidence, and be as informed as possible about what to expect.
- 1.2 The Mayor's Secretary will discuss with you at the beginning of your year in office whether you feel you have any training needs, for example media training, public speaking or chairing meetings, and make the necessary arrangements.
- 1.3 A meeting will also be arranged with the Head of Legal and Democratic Services before you take up office, to discuss your mayoral year and your choice of charities.

#### **2. The Deputy Mayor**

- 2.1 The Deputy Mayor will be there to support you throughout your year in office.
- 2.2 The main body of this document advises on when it is appropriate for the Deputy Mayor to deputise for you.

#### **3. The Mayoress or Mayor's Consort**

- 3.1 It is usual for Mayors to identify the person who will accompany them to all or most of the civic and social activities which they attend in their official capacity as Mayor. The choice of companion is entirely at the Mayor's discretion. A Mayor's female companion is designated Mayoress, while a Mayor's male companion is designated as the Mayor's consort.
- 3.2 Your Mayoress or Consort will have a responsibility throughout the year to assist you in representing the Borough of St Edmundsbury, although may not attend events in their own right, and you should ensure that he or she is well informed about engagements and protocol.
- 3.3 The Deputy Mayor will identify a Deputy Mayoress or a Deputy Mayor's Consort.

#### **4. Your Role as a Councillor**

- 4.1 As St Edmundsbury's "First Citizen", the Mayor acts as ambassador for the Borough Council and for the Borough itself, and by being an impartial figure he or she can represent the whole community, regardless of differences. Whilst it is necessary for the Mayor and Deputy Mayor to adopt a non-political stance during their year in office, this should be balanced against their responsibility as a Councillor to promote the Council's corporate priorities.

#### **5. Support Officers**

- 5.1 You will already be aware that the Council's officers are an invaluable source of information, advice and guidance. Prior to taking office you will have the opportunity to speak to the Mayor's Secretary, who will administer the detail of your activities, including maintaining your diary and dealing with correspondence. The Mayor's Secretary should be your first point of contact throughout the year, and will ensure you get the information you need in a timely manner, from the appropriate officers.
- 5.2 You should meet with the Mayor's Secretary regularly to discuss issues, engagements, diary commitments and correspondence, and it is important that you do not accept any "verbal" engagements or commit yourself to an engagement. Always advise people to contact the Mayoral Office.
- 5.3 The Mayor's Secretary will also assist you in writing appropriate speeches for events attended. It will be for you to decide whether you would like a full speech drafted, or simply an outline of issues to be addressed.
- 5.4 At major civic events you will be attended throughout the event by the Mayor's Officer, whose role is to guide and advise you. He will also act as chauffeur when the civic car is required.

#### **6. Diary Dates**

- 6.1 As the Mayor is expected to be in a position to accept 95% of the 250+ engagements to which he or she will be invited throughout the year, many of which will be during the daytime, it is a good idea to reserve dates for your personal occasions at the beginning of your Mayoral year to prevent official engagements taking over, and you should also book time for a week or two of holidays, in consultation with your Deputy Mayor. You will of course be informed of key dates which you are required to attend as set out in Appendix 2.

#### **7. The Mayor's Chaplain**

- 7.1 It is traditional for the Mayor to appoint a Chaplain for his or her year in office, who will offer spiritual guidance to the Mayor, say prayers at full Council meetings and attend major civic functions and dinners where he or she will be expected to say grace.
- 7.2 The Mayor's Chaplain will also preside at the Mayor's Civic Service and Carol Service.

## **8. The Mayor's Charity**

- 8.1 You will need to give some consideration as to which charity or charities you wish to adopt. The choice is left to your discretion, but tends to be a locally based charity. Alternatively it could be the local branch of a national charity, the aims and objectives of which are consistent with the Borough Council's policy framework, or which is carrying out a particular project to benefit the Borough.
- 8.2 The Mayor's charity benefits from the money raised at the Mayor's Charity Ball and raffle. The collections from the Mayor's Civic Service and Christmas Carol Service will be equally divided between the Mayor's charity and the church of the Mayor's Chaplain. Other charity fundraising events held throughout the year will be at the Mayor's discretion, and funded through the Mayor's allowance.

## **9. Official Photographs**

- 9.1 After taking up office, official photographs will be taken for display in the Borough Offices, funded from the Mayor's allowance. If you wish to have any copies of the official photograph for your own use and distribution, these must be personally funded.

## **10. Biographical Details**

- 10.1 Before you take up office, the Mayor's Secretary will work with you to produce a short biography, as organisations who invite you to events often request one. This will include details of your career, family, interests etc.

## **11. The Mayor's Allowance**

- 11.1 The Mayor's [personal](#) allowance is intended to be recompense for the expenses of maintaining the dignity of the office of Mayor, and the types of expenditure which the Borough expects the allowance to cover include:-

- (a) Clothing;
- (b) Mayoress's/Consort's Clothing and expenses;
- (c) Travel (except when the civic car is used for authorised engagements);
- (d) Telephone calls and postage undertaken outside the Mayor's office;
- (e) Tickets to events hosted by other Councils;
- (f) Expenses associated with the Mayor's own charity events [and all expenses associated with twinning](#);
- (g) The Mayor's tickets to his/her own charity events and the Mayor's Charity Ball;
- (h) Donations, raffle tickets and prizes etc;
- (i) Civic Christmas Cards to recipients not on the official list;
- (j) Sending flowers; and
- (k) Personal hospitality.

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- 11.2 Should the Mayor incur any refundable expenses during the year, these can be refunded direct to your bank account if you have a receipt for the item. If you are unclear whether an expenses may be refunded, the Mayor's Secretary will be happy to advise.
- 11.3 Should you incur a reasonable expense for which you do not have a receipt, for example raffle tickets purchased at an engagement, or a donation during a church event, these may be refunded via a signed petty cash slip, which will be provided by the Mayor's Secretary.
- 11.4 Any unused balance in this account at year end is moved to the Mayoralty Section balances.

## **12. Clothing**

- 12.1 You should give some thought to the clothes you will need, bearing in mind the weight of the Chain of Office. As Mayor of the Borough your dress should be formal at most engagements you attend. The chain of office will be pinned to your jacket, or alternatively you may choose to have loops fitted on to the shoulders of your jackets, in order to hold the chain in place. Part of your Mayor's Allowance is intended to be used for the purchase of some clothes during your year in office.

## **CIVIC EVENTS CALENDAR**

**(3<sup>rd</sup> Thursday) May**

Mayor Making/Annual Council Meeting/Dinner at the Corn Exchange

**(Sunday tba) June**

Civic Sunday (at Mayor's Parish Church)

**(3<sup>rd</sup> Thursday) June**

Jankyn Smyth – Cake and Ale Ceremony, Guildhall

**Sunday (nearest 14<sup>th</sup>) September**

Battle of Britain Commemorations, St Mary's Church and Athenaeum

**(2<sup>nd</sup> Sunday) October**

Suffolk County Harvest Festival, St Edmundsbury Cathedral and Athenaeum

**11<sup>th</sup> November**

Remembrance Day - 2 minutes Silence and Service at the War Memorial, Angel Hill

**Saturday (nearest 11<sup>th</sup>) November**

Remembrance Services in the Abbey Gardens, Bury St Edmunds

**Sunday (nearest 11<sup>th</sup>) November**

Remembrance Sunday Services and Parades

St Mary's Bury St Edmunds (morning) & St Mary's Haverhill (afternoon)

**(2<sup>nd</sup> Sunday) November?**

St Edmunds Day Service, St Edmunds Church

**(2<sup>nd</sup> Sunday tba) December**

Mayor's Christmas Carol Service

**(historically) 31<sup>st</sup> December**

Mayor's Charity Ball, Corn Exchange



## APPENDIX 3

**The total allowance for the Mayoralty Service in the Budget Book is £115,493. However the following tables shows the budgets directly within the control of the Mayor's Secretary and subject to this protocol.**

### **Mayor's Office Budget for Year 2016-17**

<b><u>Cost Centre 1131</u></b>	<b><u>Mayor's Office</u></b>	<b><u>Budget for Year</u></b>
R1000-R1402	Salaries*	£53,726.00
R3000-R3500	Cost of Mayoral Car	£2,505.00
R4001	Tools & Equipment - Hire	£3,970.00
R4100	Catering	£12,310.00
R4300	External Printing	£1,500.00
R4507	Mobile Phone Call Charges	£100.00
R4553	Public/Civic Functions	£14,100.00
R4554	Civic Regalia & Insignia	£970.00
R4555	Mayor's/Chairman's Allowance	£4,300.00
R9206	Sales - Tickets	£-4,000.00
	<b><i>Total</i></b>	<b><i>£89,481.00</i></b>

***\* includes all employer on-costs (pension, NI etc)***

### **Budgeting for Other Annual Civic Events:**

Freedom Ceremonies	Growth bids made as necessary for these one-off events, with some costs being met from Special Event Expenses
St Edmund's Day Service	Funded from general budgets for refreshments, macebearers, etc
Mayor's Christmas Carol Service	Funded from general budgets for refreshments, macebearers, etc
Mayor's Charity Ball	Self financing from ticket sales

## **Mayor's Role**

### **Taken from Part 2: Article 5 – 'Chairing the Council' of the Council's Constitution**

#### **5.1 Role and function of the Mayor**

The Mayor and Deputy Mayor will be elected annually by the Council.

Neither the Mayor nor Deputy Mayor may be a member of the Cabinet.

The Mayor and in his/her absence the Deputy Mayor have the following roles.

#### **5.2 Procedural role**

The Mayor will:-

- a) chair meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community;
- b) uphold and promote the purposes of the constitution and interpret the rules of procedure at Council meetings;
- c) ensure that Council meetings are a forum for the debate of matters of concern to the community and one of the places at which councillors who are not on the Cabinet are able to hold the Cabinet to account;
- d) exercise a casting vote in the event of a tie at a Council meeting with complete freedom of conscience.

#### **5.3 Civic and ceremonial role**

The Mayor is the ceremonial head of the Council and will be its representative at civic and ceremonial events. He/she maintains an apolitical stance, especially when chairing Council meetings. This part of the role includes:-

- a) representing and promoting the whole borough during his/her term of office;
- b) enhancing the image of the borough;
- c) encouraging understanding of the Council's role, priorities and partnerships
- d) promoting public involvement in the Council's activities.

Appendix 4 Last Updated: March 2015

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*St Edmundsbury*  

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*BOROUGH COUNCIL*

# Mayoralty Protocol

Last Updated: Subject to approval

# Mayoralty Protocol

This protocol provides guidance to the Mayor, Deputy Mayor and those staff involved in working alongside them to ensure correct procedures are followed in every aspect of the Mayoralty, and also to ensure that the Mayoralty Budgets are spent appropriately. This protocol should be read in conjunction with the job description of the Mayor as contained in Part 3, Responsibility for Functions, of the Constitution and is replicated in Appendix 4 of this document.

	<b>Pages</b>
<b>Part One - Protocol for the Mayoralty</b>	
1. Engagements	2
2. Twinning Invitations and Hosting	3
3. Annual or Scheduled Civic Events	4
4. Civic Receptions and Hospitality	4-5
5. Catering	5
6. The Role of the Deputy Mayor	5-6
7. Equality and Diversity	6
8. Budget	6
9. The Civic Car and Mayor's Officer	7
10. The Civic Insignia	7
11. Civic Gifts	7-8
12. Meetings of full Council	8
13. Outside Bodies	8
 <b>Part Two - Appendices</b>	
Appendix 1 – Guidance for the Mayor and Deputy Mayor	
1. Preparation for the Mayoral Year	9
2. The Deputy Mayor	9
3. The Mayoress or Mayor's Consort	9-10
4. Your Role as a Councillor	10
5. Support Officers	10
6. Diary Dates	10
7. The Mayor's Chaplain	11
8. The Mayor's Charities	11
9. Official Photographs	11
10. Biographical Details	11
11. The Mayor's Allowance	1-12
12. Clothing	12
 Appendix 2 – Civic Events Calendar	13
 Appendix 3 – The Mayoralty Budget	14
 Appendix 4 – Mayor's Role from Part 2: Article 5 of the Council's Constitution	15

# Mayoralty Protocol

## 1. Engagements

- 1.1 During the Mayoral Year the Mayor may be invited to, and undertake, up to 250 engagements. The motive for undertaking an engagement must be the consideration of promoting and rewarding the work and achievements of the people and Borough of St Edmundsbury, and therefore local engagements are considered a priority.
- 1.2 All requests for the attendance of the Mayor must be put in writing to the Mayor's Secretary, to allow for efficient co-ordination of the diary. A civic pro-forma will be forwarded to the host, as appropriate, once the engagement is accepted, to ensure the Mayor and his or her secretary will have all the information they need.
- 1.3 The Mayor's Secretary will liaise with the Mayor as to which engagements (in addition to those set out in Appendix 2) should be accepted, which must be appropriate for the Mayor of the Borough to attend and which will usually be in the following order:-
  - (a) Royal visits;
  - (b) Freedom events;
  - (c) Prestigious events which will promote the Borough;
  - (d) Prestigious events involving the Lord-Lieutenant;
  - (e) Significant local events;
  - (f) Attendance at Royal Garden Parties;
  - (g) Borough Council events;
  - (h) Cathedral events;
  - (i) Invitations from the military;
  - (j) Charity fundraising;
  - (k) Minor local events such as openings, fund raising events, social events etc (accepted in the order in which they are received);
  - (l) Events arranged by nearby local authorities (with the consent of the Mayor or Chairman of that Borough or District); and
  - (m) Other events outside of the Borough (with the consent of the Mayor or Chairman of that Borough or District).
- 1.4 Notwithstanding the above, the Mayor will need to balance civic priorities against the need to honour prior engagements where possible.
- 1.5 As part of the Council's Corporate Priority to promote the local economy, the Mayor may attend in an official capacity any function, the object of which is purely to secure publicity for some commercial venture, for example the opening of a shop or factory. The companies involved will be invited to make a donation towards the Mayor's Charity.
- 1.6 It is not appropriate, however, for the Mayor to attend in an official capacity any function which is considered by the Chief Executive, in consultation with the Leader of the Council, to be politically sensitive.

- 1.7 Appropriate risk assessments will be carried out to ensure that procedures are in place to ensure the safety of the Mayor and Deputy Mayor at all events. In addition, checks will be made that all permissions are in place, for example environmental health in the case of a food outlet, or outstanding planning issues in the case of new or refurbished premises.
- 1.8 A weekly engagement sheet is provided to the local press, MPs, Police, relevant councillors and officers and any other interested parties.

## **2. Twinning Invitations and Hosting**

- 2.1 St Edmundsbury has official "twinning" links with Kevelaer in Germany and Compiègne in France. It is also party to a Charter of Friendship with Huy in Belgium, and has friendly links with Ehringhausen in Germany.
- 2.2 The Mayor is periodically invited to attend civic ceremonial functions in the Borough's partner towns, and the Mayor is authorised to accept one such invitation during any municipal year.
- 2.3 The travelling, subsistence and accommodation costs of the Mayor and Mayoress/Mayor's Consort for any such visits are to be funded through the Mayor's personal allowance. If the Deputy Mayor is travelling **in place** of the Mayor, these same costs will be funded through the current Mayor's personal allowance. If the Deputy Mayor is travelling **with** the Mayor, these costs will be met by the Deputy Mayor him/herself. Any other Councillor or private individual taking part in the trip will meet his or her own expenses. The Mayor's civic budget is not to be used for trips abroad and there is not an expectation that all such invitations are accepted; modern forms of communication are encouraged (internet, skype, sharing of information, working with youth groups, schools and community groups through social media etc).
- 2.4 If the Mayor's Secretary, driver or any other Officer is required to accompany the Mayor on any trip as part of their normal work duties, his or her expenses will be met by the Borough Council. Approval from the Head of HR, Legal and Democratic Services is to be sought before such expense is committed and will be given after consideration of the invitation, and the expense, in accordance with s1.3 and subject to funds being available in the civic budget.
- 2.5 The civic car and Mayor's Officer will only travel abroad with the Mayoral party if this would prove more cost-effective (taking into account all vehicle and officer costs) than travel by public transport or the accompanying officer's car. The cost of the civic car and Mayor's Officer in these circumstances will be met through the civic budget.
- 2.6 The Borough also has links with HMS Vengeance, the crew or representatives of which are periodically invited to civic events, funded from the civic budget.
- 2.7 The Mayor may on occasion invite the Mayor or other delegates from any of the Borough's twinned towns to visit St Edmundsbury but expenses for the visitors will not be paid after 1<sup>st</sup> April 2018; a contribution may be made to a small reception or similar suitable event for such visitors, from the Mayor's personal allowance (s4.1 below).

### 3. Annual or Scheduled Civic Events

3.1 Appendix 2 sets out annual civic events which are known in advance, and which have their own budget allocations. The Mayoralty budget allocations will provide for the administration of these events and attendance by the Mayor's Secretary, Mayor's Officer and/or Macebearers, as required, and for the following direct costs:-

- (a) **Annual Meeting of the Council** – PA system, floral decorations, staging, catering and printing/postage;
- (b) **Civic Dinner for the Outgoing Mayor** – table decorations, venue hire, PA system, catering, music and printing/postage;  
A list of complimentary invitations is agreed by the Mayor Advisory Committee. All other dinner invitations are covered by ticket sales.
- (c) **Civic Sunday** – venue hire, printing/postage and catering;
- (d) **Jankyn Smyth** – Cake, sherry and ale (which are part of the formal ceremony) and printing /postage;
- (e) **Battle of Britain Commemorations** – venue hire, PA system, catering, printing/postage, security, car park closures and floral decorations;
- (f) **Suffolk County Harvest Festival** – in conjunction with the Cathedral – venue hire, PA system, car park closures, catering (self financing through ticket sales) and printing/postage;
- (g) **Remembrance** – three events – venue hire, PA system, catering, floral decorations, security, road closure order, car park closures and printing/postage;
- (h) **St Edmund's Day Service** – Refreshments and printing/postage;
- (i) **Mayor's Christmas Carol Service** – Printing/postage and refreshments; and
- (j) **Mayor's Charity Ball** – venue hire, catering, room and table decorations, music and printing/postage, all of which are expected to be covered by ticket sales to the extent that a profit is made for the Mayor's charity.

3.2 The Mayoralty may also be required to arrange certain ad hoc civic events as part of the Civic Events Calendar for any particular year. These include Royal Visits, Freedom of the Borough Ceremonies, Magna Carta Celebrations (every 15 years) and certain national commemorations. Provision for these events is not included in normal Mayoralty budgets (see section 8). In addition to staff time, the events may require venue hire, catering, security, road closure orders, printing/postage and any other specific costs.

### 4. Civic Receptions and Hospitality

4.1 The Mayor is entitled to host receptions and other hospitality events, funded from his or her personal allowance, so long as these are appropriate and contained within the budget (see below). The Mayor's Secretary will advise on the number and size of events which may be held throughout the year, what refreshments should be provided etc. Examples of occasions when the Mayor may wish to initiate events or hospitality include:-

- (a) The Mayor's own charity events;
- (b) Events to promote local initiatives;
- (c) Events to recognise or pay tribute to outstanding achievements in the Borough;
- (d) Events to honour visits to the Borough by appropriate individuals or organisations;
- (e) Hospitality to mark significant local events or anniversaries; and
- (f) Reciprocation of civic hospitality previously extended to the Borough's representatives.

- 4.2 It is acknowledged that such occasions will arise as the year progresses, and so the Mayor's Secretary will ensure that the Mayor is kept informed of allocations against his or her personal allowance. As this allowance is limited, the Mayor should be wary of promising hospitality to any group or organisation without first discussing this with the Mayor's Secretary. Any hospitality provided from public funds should always stand up to public scrutiny, and therefore entertaining relatives, friends or political associates are essentially private arrangements for the Mayor, and Council budgets should not be used.
- 4.3 Any funds remaining at the end of the civic year will be used for the following year's Deputy Mayoral engagements.
- 4.4 Any further civic hospitality commitments outside the budget that the Mayor wishes to incur will be met by the Mayor personally.
- 4.5 The following protocol should be adopted when addressing civic dignitaries, depending upon attendance:  
*High Sheriff, Honorary Freemen, Members of the Council, Distinguished Guests, My Lord, Ladies and Gentlemen.*

## **5. Catering**

- 5.1 Any external catering required for civic events will be arranged through the Mayor's secretary. All catering requirements in the St Edmundsbury Public Halls will have to be prepared by Sodexo Prestige, as the in-house caterer.

## **6. The Role of the Deputy Mayor**

- 6.1 The Deputy Mayor will attend functions and events on behalf of the Mayor in the absence of the Mayor, but should not receive invitations directly. If the Deputy Mayor is invited to an event that the Mayor is attending, he or she attends as a Councillor and not as the Deputy. The exception to this is during all of the major civic events set out in Appendix 2, when the Deputy Mayor will attend with his or her regalia at the same time as the Mayor.
- 6.2 If neither the Mayor nor Deputy Mayor is available to attend an engagement, a former Mayor will be approached initially. If no former Mayor is available, the most appropriate Member of the Council will be invited to attend the



engagement (to be decided by the Mayor and Mayor's Secretary), and that Member will be provided with the Mayor's Consort's badge to be worn for the occasion.

- 6.3 When claiming travelling expenses the Deputy Mayor will need to distinguish between expenses incurred as Deputy Mayor, and expenses incurred as a Councillor, as they are funded from different budgets.

## **7. Equality and Diversity**

- 7.1 In accordance with Council policy, the Mayor will take into account the promotion of equality and diversity when deciding which engagements to accept or civic functions to hold, and will not accept invitations from or extend hospitality to organisations that unlawfully discriminate on the grounds of race, ethnic or national origin, religion, social background, gender, disability, age or sexuality.

## **8. Budget**

- 8.1 Details of the Mayoralty Budget are provided at Appendix 3.
- 8.2 Whilst it is important to uphold the dignity of the office of Mayor and to provide the necessary support for him or her to fulfil his or her role as expediently as possible, it would send the wrong message to the Council Tax payers of St Edmundsbury if the Mayoralty Budget was treated differently to any other Council budget. While minor variations are to be expected, for example the variations in travelling costs caused by the home address of the Mayor for the year, it is important that the Ceremonial and Mayoral Function Budget is not significantly overspent, except in very exceptional circumstances.
- 8.3 The Mayor's Secretary will monitor the budget situation on a monthly basis, and bring any issues of concern to the attention of his/her line manager and the Mayor. Significant variations will be reported through the Council's normal budget monitoring processes.
- 8.4 Significant commitments instigated by a service department will usually require support and contributions from the relevant budget. Similarly, separate budget provision should be made for any additional one-off major civic events, such as Royal visits or significant national events, not included in the normal Civic Events Calendar. Where a budgetary growth bid or supplementary estimate is required, this must cover direct costs (eg venue hire), the cost of the Mayor's Officer's attendance and the work of the Mayor's Secretary in arranging and attending the event. Alternatively, if a supplementary estimate is not considered appropriate, it will need to be recognised corporately that such events will cause the budget to be over-spent.

## **9. The Civic Car and Mayor's Officer**

- 9.1 The Mayor has access to the civic car, driven by the Mayor's Officer, which will collect him or her from home, take him or her to a function, and return him or her home afterwards. It is necessary, however, to bear in mind that these resources are finite. The Mayor's Officer, like the Mayor's Secretary, works on an annualised hours basis, to enable more hours to be worked during busy times and less during quieter periods. The Mayor's Secretary will schedule the use of the car and the hours of the Mayor's Officer, and discuss with the Mayor which functions should be prioritised for use of the civic car and attendance of the Mayor's Officer, and advise the Mayor if there are any issues of concern. As explained in section 8, additional budgetary provision may be required for one-off special events.
- 9.2 The civic car may not be used for private use or for attending business as an ordinary Member of the Council.

## **10. The Civic Insignia**

- 10.1 The Mayor will wear a robe of office, together with a chain and badge of office, on all formal ceremonial occasions. If the ceremony is out of doors, the Mayor will wear a hat, which in the case of a man is a black cocked hat and for a lady a black tricorn hat. On normal day to day civic occasions, the Mayor will wear only the chain and badge of office with formal clothing suited to the occasion. The Mayor is expected to wear the robe and chain of office for Council meetings. The Mayoress or Mayor's Consort will be provided with a badge of office to be worn as appropriate.
- 10.2 The Mayor's Officer is responsible for the Mayor's robes and chain of office, and will assist the Mayor, Deputy Mayor, Mayoress or Mayor's Consort in dressing on each occasion.
- 10.3 If the Mayor accepts an invitation to attend a function in another local authority's area, it is courtesy to seek the consent of the Mayor or Chairman of that local authority to wear the chain of office if this is required. Similarly, if the Mayor or Deputy Mayor is to attend any event organised by a Town Council, the consent of the Mayor of that Town to wear the chain of office should be sought.

## **11. Civic Gifts**

- 11.1 It is common practice for the Mayor and Deputy Mayor to be given gifts when attending major external functions in their official capacity. Gifts are also often exchanged when delegates visit St Edmundsbury. It is custom and practice that the Mayor or Deputy Mayor receive such gifts on behalf of the Borough Council, and that they are forwarded to the Mayor's Secretary for entry on the civic inventory and displayed as appropriate.
- 11.2 Small gifts, such as badges or pens which are clearly indicated as a personal gift for the Mayor or Deputy Mayor, may be kept. The Mayor and Deputy Mayor

should have regard to the Code of Conduct for Councillors found in Part 5 of the Council's Constitution when deciding whether to receive and keep such gifts, and should ensure that they are recorded in the hospitality register as required by the Code.

- 11.3 A small budget is available to the Mayor for the purchase of gifts for visiting dignitaries, or to exchange on an external visit, and the Mayor's Secretary will advise on appropriate gifts, which may be as follows:-
- (a) Visiting dignitaries - a Borough wooden shield or paperweight;
  - (b) Twinning visits - a clock, or other suitable item, engraved with the Borough crest;
  - (c) Presentations – a glass paperweight, crystal bowl, china plate etc bearing an inscription; and
  - (d) Small gifts for local organisations or youth visitors etc – badges, pens, Borough literature etc.
- 11.4 When selecting appropriate gifts the Mayor and Mayor's Secretary should bear in mind the occasion, knowledge of gifts offered or received previously, current trends etc, and ensure that the dignity of the occasion and/or the contribution of the recipient is properly reflected.

## **12. Meetings of full Council**

- 12.1 It is part of the Mayor's duties to chair meetings of the full Council, and his or her role is defined in Part 2, Article 5 and further in Part 4, Council Procedure Rules the Council's Constitution. In presiding over the full Council, the Mayor will uphold and promote the purposes of the Constitution and interpret the rules of procedure, and the decision of the Mayor about the meaning or use of any of the rules, or about any proceedings of the Council, is final and may not be challenged. If invited to do so by the Mayor, the Chief Executive will advise the Mayor on procedural matters at full Council, and will brief the Mayor in advance of the meeting if so requested. If the Mayor is unavailable the Deputy Mayor will chair the meeting.

## **13. Outside Bodies**

- 13.1 It is usual for the Mayor to become President of the two Twinning Associations of Kevelaer and Compiègne. Additionally, the Mayoress or Mayor's Consort is invited to take the position of President of the Womens' Guild of Friends.

**Guidance for the Mayor and Deputy Mayor**

Serving as Mayor of the Borough of St Edmundsbury is an honour. However, that honour will have a substantial impact on your life for the coming year, including your family and friends and potentially your employment. The following guidance is intended to assist you as you embark on your Mayoral Year, and whilst it cannot cover every possible issue or subject, it will hopefully answer many of your questions.

The Mayor's Secretary and Mayor's Officer are also available to assist you throughout your year in office, please do not hesitate to ask for advice and guidance.

**1. Preparation for the Mayoral Year**

- 1.1 Nominations for Mayor and Deputy Mayor are made in January/February each year, so you will have some time to prepare for your role in the year ahead, which will commence at the Annual Meeting of the Council in May. With support and preparation you will be able to take up your duties as Mayor with confidence, and be as informed as possible about what to expect.
- 1.2 The Mayor's Secretary will discuss with you at the beginning of your year in office whether you feel you have any training needs, for example media training, public speaking or chairing meetings, and make the necessary arrangements.
- 1.3 A meeting will also be arranged with the Head of Legal and Democratic Services before you take up office, to discuss your mayoral year and your choice of charities.

**2. The Deputy Mayor**

- 2.1 The Deputy Mayor will be there to support you throughout your year in office.
- 2.2 The main body of this document advises on when it is appropriate for the Deputy Mayor to deputise for you.

**3. The Mayoress or Mayor's Consort**

- 3.1 It is usual for Mayors to identify the person who will accompany them to all or most of the civic and social activities which they attend in their official capacity as Mayor. The choice of companion is entirely at the Mayor's discretion. A Mayor's female companion is designated Mayoress, while a Mayor's male companion is designated as the Mayor's consort.
- 3.2 Your Mayoress or Consort will have a responsibility throughout the year to assist you in representing the Borough of St Edmundsbury, although may not attend events in their own right, and you should ensure that he or she is well informed about engagements and protocol.

- 3.3 The Deputy Mayor will identify a Deputy Mayoress or a Deputy Mayor's Consort.

#### **4. Your Role as a Councillor**

- 4.1 As St Edmundsbury's "First Citizen", the Mayor acts as ambassador for the Borough Council and for the Borough itself, and by being an impartial figure he or she can represent the whole community, regardless of differences. Whilst it is necessary for the Mayor and Deputy Mayor to adopt a non-political stance during their year in office, this should be balanced against their responsibility as a Councillor to promote the Council's corporate priorities.

#### **5. Support Officers**

- 5.1 You will already be aware that the Council's officers are an invaluable source of information, advice and guidance. Prior to taking office you will have the opportunity to speak to the Mayor's Secretary, who will administer the detail of your activities, including maintaining your diary and dealing with correspondence. The Mayor's Secretary should be your first point of contact throughout the year, and will ensure you get the information you need in a timely manner, from the appropriate officers.
- 5.2 You should meet with the Mayor's Secretary regularly to discuss issues, engagements, diary commitments and correspondence, and it is important that you do not accept any "verbal" engagements or commit yourself to an engagement. Always advise people to contact the Mayoral Office.
- 5.3 The Mayor's Secretary will also assist you in writing appropriate speeches for events attended. It will be for you to decide whether you would like a full speech drafted, or simply an outline of issues to be addressed.
- 5.4 At major civic events you will be attended throughout the event by the Mayor's Officer, whose role is to guide and advise you. He will also act as chauffeur when the civic car is required.

#### **6. Diary Dates**

- 6.1 As the Mayor is expected to be in a position to accept 95% of the 250+ engagements to which he or she will be invited throughout the year, many of which will be during the daytime, it is a good idea to reserve dates for your personal occasions at the beginning of your Mayoral year to prevent official engagements taking over, and you should also book time for a week or two of holidays, in consultation with your Deputy Mayor. You will of course be informed of key dates which you are required to attend as set out in Appendix 2.

## **7. The Mayor's Chaplain**

- 7.1 It is traditional for the Mayor to appoint a Chaplain for his or her year in office, who will offer spiritual guidance to the Mayor, say prayers at full Council meetings and attend major civic functions and dinners where he or she will be expected to say grace.
- 7.2 The Mayor's Chaplain will also preside at the Mayor's Civic Service and Carol Service.

## **8. The Mayor's Charity**

- 8.1 You will need to give some consideration as to which charity or charities you wish to adopt. The choice is left to your discretion, but tends to be a locally based charity. Alternatively it could be the local branch of a national charity, the aims and objectives of which are consistent with the Borough Council's policy framework, or which is carrying out a particular project to benefit the Borough.
- 8.2 The Mayor's charity benefits from the money raised at the Mayor's Charity Ball and raffle. The collections from the Mayor's Civic Service and Christmas Carol Service will be equally divided between the Mayor's charity and the church of the Mayor's Chaplain. Other charity fundraising events held throughout the year will be at the Mayor's discretion, and funded through the Mayor's allowance.

## **9. Official Photographs**

- 9.1 After taking up office, official photographs will be taken for display in the Borough Offices, funded from the Mayor's allowance. If you wish to have any copies of the official photograph for your own use and distribution, these must be personally funded.

## **10. Biographical Details**

- 10.1 Before you take up office, the Mayor's Secretary will work with you to produce a short biography, as organisations who invite you to events often request one. This will include details of your career, family, interests etc.

## **11. The Mayor's Allowance**

- 11.1 The Mayor's personal allowance is intended to be recompense for the expenses of maintaining the dignity of the office of Mayor, and the types of expenditure which the Borough expects the allowance to cover include:-
  - (a) Clothing;
  - (b) Mayoress's/Consort's Clothing and expenses;
  - (c) Travel (except when the civic car is used for authorised engagements);

- (d) Telephone calls and postage undertaken outside the Mayor's office;
- (e) Tickets to events hosted by other Councils;
- (f) Expenses associated with the Mayor's own charity events and all expenses associated with twinning;
- (g) The Mayor's tickets to his/her own charity events and the Mayor's Charity Ball;
- (h) Donations, raffle tickets and prizes etc;
- (i) Civic Christmas Cards to recipients not on the official list;
- (j) Sending flowers; and
- (k) Personal hospitality.

- 11.2 Should the Mayor incur any refundable expenses during the year, these can be refunded direct to your bank account if you have a receipt for the item. If you are unclear whether an expenses may be refunded, the Mayor's Secretary will be happy to advise.
- 11.3 Should you incur a reasonable expense for which you do not have a receipt, for example raffle tickets purchased at an engagement, or a donation during a church event, these may be refunded via a signed petty cash slip, which will be provided by the Mayor's Secretary.
- 11.4 Any unused balance in this account at year end is moved to the Mayoralty Section balances.

## **12. Clothing**

- 12.1 You should give some thought to the clothes you will need, bearing in mind the weight of the Chain of Office. As Mayor of the Borough your dress should be formal at most engagements you attend. The chain of office will be pinned to your jacket, or alternatively you may choose to have loops fitted on to the shoulders of your jackets, in order to hold the chain in place. Part of your Mayor's Allowance is intended to be used for the purchase of some clothes during your year in office.

## **CIVIC EVENTS CALENDAR**

### **(3<sup>rd</sup> Thursday) May**

Mayor Making/Annual Council Meeting/Dinner at the Corn Exchange

### **(Sunday tba) June**

Civic Sunday (at Mayor's Parish Church)

### **(3<sup>rd</sup> Thursday) June**

Jankyn Smyth – Cake and Ale Ceremony, Guildhall

### **Sunday (nearest 14<sup>th</sup>) September**

Battle of Britain Commemorations, St Mary's Church and Athenaeum

### **(2<sup>nd</sup> Sunday) October**

Suffolk County Harvest Festival, St Edmundsbury Cathedral and Athenaeum

### **11<sup>th</sup> November**

Remembrance Day - 2 minutes Silence and Service at the War Memorial, Angel Hill

### **Saturday (nearest 11<sup>th</sup>) November**

Remembrance Services in the Abbey Gardens, Bury St Edmunds

### **Sunday (nearest 11<sup>th</sup>) November**

Remembrance Sunday Services and Parades  
St Mary's Bury St Edmunds (morning) & St Mary's Haverhill (afternoon)

### **(2<sup>nd</sup> Sunday) November?**

St Edmunds Day Service, St Edmunds Church

### **(2<sup>nd</sup> Sunday tba) December**

Mayor's Christmas Carol Service

### **(historically) 31<sup>st</sup> December**

Mayor's Charity Ball, Corn Exchange



## APPENDIX 3

**The total allowance for the Mayoralty Service in the Budget Book is £115,493. However the following table shows the budgets directly within the control of the Mayor's Secretary and subject to this protocol.**

### Mayor's Office Budget for Year 2016-17

<b>Cost Centre 1131</b>	<b>Mayor's Office</b>	<b>Budget for Year</b>
R1000-R1402	Salaries*	£53,726.00
R3000-R3500	Cost of Mayoral Car	£2,505.00
R4001	Tools & Equipment - Hire	£3,970.00
R4100	Catering	£12,310.00
R4300	External Printing	£1,500.00
R4507	Mobile Phone Call Charges	£100.00
R4553	Public/Civic Functions	£14,100.00
R4554	Civic Regalia & Insignia	£970.00
R4555	Mayor's/Chairman's Allowance	£4,300.00
R9206	Sales - Tickets	£-4,000.00
	<b>Total</b>	<b><u>£89,481.00</u></b>

*\*Includes all employer on-costs (pension, NI etc.)*

### Budgeting for Other Annual Civic Events:

Freedom Ceremonies	Growth bids made as necessary for these one-off events, with some costs being met from Special Event Expenses
St Edmund's Day Service	Funded from general budgets for refreshments, macebearers, etc
Mayor's Christmas Carol Service	Funded from general budgets for refreshments, macebearers, etc
Mayor's Charity Ball	Self financing from ticket sales

## **Mayor's Role**

### **Taken from Part 2: Article 5 – 'Chairing the Council' of the Council's Constitution**

#### **5.1 Role and function of the Mayor**

The Mayor and Deputy Mayor will be elected annually by the Council.

Neither the Mayor nor Deputy Mayor may be a member of the Cabinet.

The Mayor and in his/her absence the Deputy Mayor have the following roles.

#### **5.2 Procedural role**

The Mayor will:-

- a) chair meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community;
- b) uphold and promote the purposes of the constitution and interpret the rules of procedure at Council meetings;
- c) ensure that Council meetings are a forum for the debate of matters of concern to the community and one of the places at which councillors who are not on the Cabinet are able to hold the Cabinet to account;
- d) exercise a casting vote in the event of a tie at a Council meeting with complete freedom of conscience.

#### **5.3 Civic and ceremonial role**

The Mayor is the ceremonial head of the Council and will be its representative at civic and ceremonial events. He/she maintains an apolitical stance, especially when chairing Council meetings. This part of the role includes:-

- a) representing and promoting the whole borough during his/her term of office;
- b) enhancing the image of the borough;
- c) encouraging understanding of the Council's role, priorities and partnerships
- d) promoting public involvement in the Council's activities.

Appendix 4 Last Updated: March 2015