



St Edmundsbury

BOROUGH COUNCIL

Mayoralty Protocol

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.

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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 1st 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 Freeman, 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 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.

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 charring 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

(3rd Thursday) May

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

(Sunday tba) June

Civic Sunday (at Mayor's Parish Church)

(3rd Thursday) June

Jankyn Smyth – Cake and Ale Ceremony, Guildhall

Sunday (nearest 14th) September

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

(2nd Sunday) October

Suffolk County Harvest Festival, St Edmundsbury Cathedral and Athenaeum

11th November

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

Saturday (nearest 11th) November

Remembrance Services in the Abbey Gardens, Bury St Edmunds

Sunday (nearest 11th) November

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

(2nd Sunday) November?

St Edmunds Day Service, St Edmunds Church

(2nd Sunday tba) December

Mayor's Christmas Carol Service

(historically) 31st 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 show the budgets directly within the control of the Mayor's Secretary and subject to this protocol.

Mayor's Office Budget for Year 2016-17

Cost Centre 1131	Mayor's Office	Budget for Year
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
	Total	<u>£89,481.00</u>

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 "Job Description"

Taken from Part 3 of the Council's Constitution

1. Overview

- 1.1 The Mayor, and in his/her absence, the Deputy Mayor, has two main roles: a ceremonial role; and a procedural role.

2. Ceremonial Responsibilities

- 2.1 To represent the whole Borough during his/her term of office.
- 2.2 To promote public involvement in the Council's activities.
- 2.3 As the first citizen of St Edmundsbury, to perform an ambassadorial role both inside and outside the Borough and to attend such civic and ceremonial functions as the Council or (s)he determines appropriate.
- 2.4 To promote St Edmundsbury in a positive manner.
- 2.5 To act as a link between the Council and various groups and organisations.

3. Procedural Responsibilities

- 3.1 To preside over 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.
- 3.2 To uphold and promote the purposes of the Constitution, and to interpret rules of procedure at full Council meetings.
- 3.3 To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Members who are not on the Cabinet are able to hold the Cabinet to account.
- 3.4 To call meetings of the full Council in addition to ordinary meetings.
- 3.5 To attend meetings of the Cabinet as appropriate.
- 3.6 To receive decisions and relevant papers from the Cabinet and Committees.
- 3.7 In the absence of the Chairman of the Overview & Scrutiny Committee, to consider requests for items to be considered by the Cabinet under the General Exception Procedure or in cases of special urgency.
- 3.8 To carry out the duties identified in the job description for Frontline Councillors.