



MAYORAL ATTENDANCE POLICY

2024/25

Date Ratified:	9 April 2024
Meeting:	Finance & General Purpose Committee
Next review date:	April 2027 (<i>3 yearly review</i>)

Introduction

The Mayor is the first citizen of the Town, who acts as the civic head of the Town Council and, in their capacity as Chair of Council, chairs the Council meetings. The Mayor is the public face of the Council and attends the civic and community functions on behalf of the Council. As the first citizen, the Mayor is a symbol of the authority of the Council and it is his or her duty to represent and promote the interests and welfare of the Town and all those who live, work and visit the Town. The Mayor gives recognition, appreciation and encouragement to all those groups and individuals who contribute to the life of the Town. The Mayor is elected amongst the councillors at the Annual Town Council Meeting in May each year and is assisted by a Deputy Mayor, who is also elected by the Council.

As Chair of the Council, it is the Mayor's duty to chair Full Council meetings and uphold the Standing Orders. As Chair of Council, the Mayor has the casting vote, in case of equality of votes at the council meetings.

Policy Aim

The purpose of the policy is to make clear the role of the Mayor when attending functions, what functions they can and cannot attend and the procedure to follow when inviting the Mayor to attend an event.

Mayoral Protocol

Accepting Invitations

The Mayor of Thornbury Town Council attends many events each year. They help to raise the profile of many local groups, charities and businesses and promote and celebrate the town's many organisations' achievements and milestones.

Invitations to events may include:

- civic events – including the Annual Service of Remembrance
- community events
- fundraising events for local charities
- launch events – for local businesses and community groups
- visits to local community groups, schools and care homes
- hosting receptions for visiting dignitaries and other community leaders
- attending religious events of all denominations – attending a religious or other service of another faith is the outward show that they are the Mayor of all the people and of the right to worship freely.

Any invitation to an event which is considered as putting the Town Council at reputational risk or which could be considered as in conflict with the Town Council's responsibilities (e.g. the opening of a housing development on which the Town Council has commented on during the planning application process) will be refused.

Events where the Mayor needs to carry out an official function, like opening a new business, will take priority over social events.

Order of Precedence

The Mayor, as the first Citizen of Thornbury, is entitled to precedence in all places and on all occasions within the boundaries of the town of Thornbury. Accordingly, the Mayor should be given first place at all times and, on formal occasions, should be seated on the immediate right of the Chairman or other person presiding. The Mayoress, Escort or Consort should be seated on the immediate right of the Mayor (the Deputy Mayor, when acting for the Mayor, should be accorded the same precedence).

Forms of Address

The Civic Head of the borough is known as the **Mayor** (whether the office is held by a male or female). In direct speech it is correct to use “**Mr Mayor**” or “**Madam Mayor**” according to gender (the Mayor’s preference should be ascertained and respected).

If introducing the Civic Head, it should be as “**The Mayor of Thornbury, Councillor -----**”.

The courtesy title of “**Mayoress**” is traditionally given to the Mayor’s lady companion and is not a term that should be used in connection with a lady Mayor.

The Mayor should be introduced first to your other guests unless a member of the Royal Family or representative of the King is present. It is helpful if the Mayor is accompanied when being introduced to key personnel.

If a member of the royal family will be present, please contact the Town Clerk, who will be able to advise on protocol, by emailing clerk@thornburytowncouncil.gov.uk.

Photographs

The Mayor is happy to pose for photographs when attending an event. If photographs are taken, the Town Council Office would be pleased to receive any digital copies. Photographs received may be used on the Town Council website or in Town Council reports and it will be assumed that, as the photographs have been given to the Town Council, photographic consent has been given by all persons captured in the images. It is the organisers responsibility to get photographic consent. Please do not email photographs where photographic consent has not been given. Photographs can be emailed to info@thornburytowncouncil.gov.uk.

Press

The press is not automatically notified of the Mayor’s engagements. If you wish for press coverage, it is advisable to contact them directly.

Speeches

If you wish the Mayor to propose or respond to a Toast, or make a speech, prior notice should be given. Please include relevant details of the subject matter and any background or further information which may be helpful, on the form.

The Mayor should be accorded the privilege of being the first speaker. If the Mayor does not speak, the speaker(s) should acknowledge their presence.

Procedure

Please be aware that the Mayor is unable to accept any directly received invitations without the Mayor's Diary Form being completed.

- Prior to the function/event, please contact Thornbury Town Council by emailing info@thornburytowncouncil.gov.uk, phoning 01454 412103 or by dropping in at The Town Hall, 35 High Street, Thornbury, BS35 2AR and asking for a Mayor's Diary Form.
- Complete the Mayor's Diary Form in full including both a contact email address and telephone number. Please provide as much background information as possible on your organisation and the event. If you have asked the Mayor to make a speech, please send them any key information you wish to be included such as key dates or details of names you wish to be mentioned.
- We aim to confirm the Mayor's attendance at your event within 5 working days of receipt of the invitation. If you haven't heard from us within this time, email info@thornburytowncouncil.gov.uk.
- Completion of the form does not guarantee the Mayor's attendance at your event.
- Please reserve a parking space, if possible, for the Mayor as they normally drive themselves to events.
- If the Mayor cannot attend your event, the invite is sent to the Deputy Mayor, unless you say otherwise.
- All the procedures above apply to the Deputy Mayor when attending an event on behalf of the Mayor.

At the Event

Please make sure that the Mayor or Deputy Mayor is met on arrival by the member of your organisation indicated on the Mayor's Diary Form and it is helpful if the Mayor can be accompanied when being introduced to key personnel.

The Mayor's Consort has no civic standing but will accompany the Mayor throughout the event if attending.