



Yateley Town Council - Mayoral Protocol

Purpose

This protocol outlines the roles, responsibilities, and guidelines for the Mayor and Deputy Mayor of Yateley Town Council to ensure the effective and dignified execution of their duties.

This protocol applies to the Mayor, Deputy Mayor, Town Councillors, and relevant staff members.

Legal Framework

This protocol is guided by the Local Government Association (LGA) Model Councillor Code of Conduct 2020, which sets out the standards of conduct expected of elected members, including mayors.

1.0 Election of the Mayor

1.1 Annual Election:

- i) The Mayor is elected annually at the Annual Town Council Meeting, commonly referred to as “Mayor Making.”
- ii) The retiring Mayor or Deputy Mayor presides over the election process.

1.2 Eligibility:

- i) Any serving Town Councillor is eligible for election as Mayor.
- ii) Nominations are submitted in advance and seconded by another Councillor.

2.0 Roles and Responsibilities

2.1 Representation:

- i) The Mayor represents the Town Council at official functions, civic ceremonies, and community events.
- ii) The Mayor acts as an ambassador for the town, promoting its interests and fostering community spirit.

2.2 Council Meetings:

- i) The Mayor presides over Town Council meetings, ensuring they are conducted in an orderly and efficient manner.
- ii) The Mayor has a casting vote in the event of a tie.

2.3 Civic Duties:

- i) The Mayor attends and participates in civic ceremonies, including Remembrance Day, Christmas events, and other significant town celebrations.

3.0 Community Engagement

- i) The Mayor engages with local residents, businesses, and organisations to understand their needs and concerns.
- ii) The Mayor supports and promotes local initiatives and projects.

4.0 Mayor's Charity

4.1 Appointment of Charities

- i) The Mayor may appoint a charity or charities to support during their time in office. It is advisable to choose the charity or charities to be supported at an early stage.
- ii) The Mayor should not support any charity that could bring the Council into disrepute.
- iii) It is common to announce the chosen charity at the Annual Town Council Meeting when the Mayor is elected. The chosen charity/charities will then be notified, and all funds raised at the events held by the Mayor will be donated to the chosen charity.

4.2 Local Focus

- i) The Mayor's charity will usually raise funds for local charities within the Parish of Yateley, Frogmore, and Darby Green. It is recommended that fundraising events be held within these areas to support local causes and engage the community.

4.3 Fundraising Events

- i) During the Mayor's Term of Office, he/she can hold multiple fundraising events for his/her charity, such as balls, dinners, dances, etc. All events must be cost-neutral to the Council. Other events may be organised by local organisations, clubs, or institutions, with proceeds given to the Mayor's charity. Ideally, these events should take place within the Parish of Yateley, Frogmore, and Darby Green.

5.0 Transparency and Accountability

- i) All funds raised for the Mayor's charities must be transparently managed and accounted for, ensuring they are used solely for the intended charitable purposes, except for covering reasonable fundraising costs. Funds cannot be used for any other purpose other than as a donation to the charity identified when the funds were raised.

6.0 Use of Mayoral Chains and Attire

6.1 Official Functions:

- i) The mayoral chains are to be worn exclusively during official functions, including:
 - Full Council meetings
 - Civic ceremonies
 - Official town events

- Representational duties at external events where the Mayor is invited in an official capacity.

6.2 Non-Official Functions:

- i) The mayoral chains must not be worn during non-official functions or personal events, such as:
 - Private gatherings
 - Social events not sanctioned by the Town Council
 - Any event where the Mayor is not representing the Town Council in an official capacity.

6.3 Storage and Security:

- i) When not in use, the mayoral chains should be stored securely in a designated location within the Town Council offices.
- ii) The Mayor and Deputy Mayor are responsible for ensuring the chains are returned to the secure location after each use.

6.4 Handling and Care:

- i) The mayoral chains should be handled with care to maintain their condition and appearance.
- ii) Any damage or loss of the chains must be reported immediately to the Town Clerk.

6.5 Etiquette for Wearing Chains Outside the Parish:

- i) If the Town Mayor wishes to wear the chain of office outside the parish or community, they should seek permission from the chair or mayor of the area in question as a matter of etiquette.

7.0 Addressing the Town Mayor

7.1 Correct Mode of Address:

- i) When communicating with the Town Mayor, either in writing or in person, the correct mode of address is 'Mr Town Mayor' or 'Madam Town Mayor'. Some mayors prefer 'Ms Town Mayor'.

8.0 Hosting and Guest Protocol

8.1 Hosting Functions:

- i) When functions are held within the parish or community at which the Town Mayor is the host, they will be placed first in the reception line to receive the guests.

8.2 Guest Functions:

- i) When the Town Mayor is a guest, the host will invariably invite them to join the reception line, in which case the Town Mayor receives the other guests after the host.

8.3 Principal Guest:

- i) On occasions when the Town Mayor is the principal guest at functions in their own parish or community, they will be seated on the immediate right of the president or chair of the host organisation.

9.0 Deputy Mayor

9.1 Support Role:

- i) The Deputy Mayor supports the Mayor in their duties and may represent the Mayor at functions when the Mayor is unavailable.
- ii) The Deputy Mayor steps in as Acting Mayor in the Mayor's absence.

9.2 Succession:

- i) The Deputy Mayor is often considered for the role of Mayor in the following term, though this is not automatic and requires election.

10.0 Substitution Priorities

- i) Substitution priorities will align with Standing Orders: if the Mayor is unavailable, the Deputy Mayor will deputise; if they are also unavailable, the Chair of Finance and Policy will step in, followed by any other Councillor.

11.0 Conduct and Etiquette

11.1 Professionalism:

- i) The Mayor and Deputy Mayor must conduct themselves with dignity and professionalism at all times.
- ii) They should adhere to the Town Council's Code of Conduct and set a positive example for others.

11.2 Public Speaking:

- i) The Mayor should be prepared to speak at public events, delivering speeches that reflect the values and interests of the town.

11.3 Dress Code:

- i) The Mayor and Deputy Mayor should dress appropriately for all official functions, adhering to any specific dress codes as required.

12.0 Receipt Of Gifts

- i) In the course of the term of Office, gifts may be offered to the Mayor. It is suggested that all Councillors should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally. Standing Orders require Councillors, including Mayors, to register any gifts or hospitality that are received in connection with their official duties as a Councillor, and the source of the gift or hospitality. The Town Council's Gifts and Hospitality Policy provides that this applies to gifts or hospitality over £25 in value. You must register the gift or hospitality and its source with the Clerk within 28 days of receipt.

Be aware that this will now be considered a personal interest- if a matter under consideration is likely to affect a person who gave you a gift or hospitality that is now registered.

13.0 Mayor's Allowance

13.1 Purpose:

- i) The Mayor may be paid an allowance to meet the expenses of their office, as per the Local Government Act 1972, sections 15(5) and 34(5).
- ii) The allowance is intended to cover expenses incurred in maintaining the dignity of the office and performing official duties.

13.2 Usage:

- i) The allowance can be used for expenses such as:
 - Travel and accommodation for official events
 - Hosting official functions
 - Purchasing appropriate attire for civic duties
 - Other expenses directly related to the execution of mayoral duties

13.3 Accountability:

The Mayor must keep accurate records of all expenses incurred and provide receipts where possible.

The Town Clerk will review the expenses to ensure they are in line with the approved budget and guidelines.

14.0 Support For The Mayor

14.1 Day to day support

Day to day support for the Mayor is provided by Town Council Officers under the direction of the Town Clerk.

14.2 Correspondence All correspondence for the Mayor is kept in the Town Council Office and will be opened by Officers (as with all other mail) and belongs to the Town Council.

14.3 Civic Engagements All civic engagements are arranged through the Town Council officers. All engagements should to be reported to the Full Town Council to ensure public accountability and openness. Where the Mayor is approached personally concerning an official Mayoral event s/he must advise that the Town Council office is the only route through which an engagement is authorised. Neither the Mayor nor Deputy Mayor or any other Councillor must solicit engagements or visits or otherwise obtain favours by virtue of office.

14.4 Social Media Communications All social media communications, when speaking as the Mayor, should be managed through the Council Office.

Authorisation:

Any exceptions to this protocol must be authorised in advance by the Town Council.

Compliance

All members of the Town Council are expected to comply with this protocol. Non-compliance may result in disciplinary action as determined by the Town Council.

Review

This protocol will be reviewed annually to ensure it remains relevant and effective.

Version 1: Agreed 07.10.24

Version 2: Agreed 19.10.26

Due for Review: October 2028