

# LLANGOLLEN TOWN COUNCIL



## Civic Protocol

### **Introduction.**

This Civic Protocol is designed to assist the Town Mayor, Deputy Town Mayor and Town Councillors to understand their roles and responsibilities and provide some useful information, which may be of assistance when undertaking civic duties.

The procedure in the annexe is also designed to ensure a consistent approach when dealing with issues connected to the civic function. The object of the information is to try and ensure that the Town Mayor's civic year runs as smoothly as possible.

Not all eventualities will be covered by this protocol and assistance is always available from the Town Clerk.

### **Town Mayor.**

Section 245 (6) of the Local Government Act 1972 gives Councils the power by resolution to allow themselves the title of Town Council and the Chairman of a Town Council is entitled to the style of 'Town Mayor'.

A Town Mayor has the same rights and duties as a Community Council Chairman. The office and leadership role of Town Mayor must be respected by all members of the council at all times.

The Town Mayor, by virtue of the Office, can and should seek to use his/her influence and standing in the role to stimulate community pride, encourage business, and promote the voluntary sector. The Town Mayor is also likely to have many meetings with various other dignitaries, other engagements, and will be in the public eye for virtually the whole year.

The Town Mayor is formally elected by the Council at the Annual Council Meeting held in May. A Deputy Town Mayor is also elected at this meeting. The new Town Mayor is required to make the following declaration when accepting the Term of Office at the Annual Meeting:

"I [ Cllr]. having been elected to the Office of Town Mayor for the Town of Llangollen, hereby declare that I take the said Office upon myself and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability. "

The Town Mayor's term in office is for one civic year and during this time the Town Mayor continues to be a member of the Council and presides over the meetings of the Full Council. In the event of more than one nomination being put forward, the meeting shall select the successful candidate in accordance the Council's Standing Orders.

### **Role of the Town Mayor.**

Duties which the Town Mayor may carry out include:

- a) Organising events to raise funds for the Town Mayor's chosen charities
- b) Acting as host on behalf of the Council at functions organised by the Council
- c) Attending functions within Llangollen, or on occasions outside the town as a ceremonial representative of the Council
- d) Undertaking official openings or presentations within Llangollen on behalf of the Town Council

- e) Representing the Council during royal visits to the town.

The Town Mayor also has a number of statutory functions as set out below:

- a) The Town Mayor, when present, must preside over meetings of the Full Council and the Annual Town Meeting
- b) The Town Mayor has a casting vote in the event of an equality of votes
- c) The Town Mayor should ensure, together with the Town Clerk, that the Council makes legal decisions
- d) The Town Mayor has a duty to ensure the agenda is followed correctly and that Standing Orders are properly applied.

The Town Mayor is therefore the Civic Head of the Town Council whereas the Town Clerk is the council's principal executive and adviser and is the officer responsible for the administration of its financial affairs. As the council's proper officer, the Town Clerk is responsible for implementing council policy; ensuring the council acts within the law; advising the council on all aspects of its work and may have delegated powers of decision making especially in urgent situations. It is the Town Clerk who should be contacted on all operational aspects of the Town Council, this is not the remit of the Town Mayor.

#### **Town Mayor's consort.**

The Town Mayor will choose their own consort who can be either a partner, fellow Councillor, or a family member or friend. If the consort is female, she may be referred to as the Town Mayoress.

#### **Support for the Town Mayor.**

Day to day support for the Town Mayor is provided by the Town Clerk. The Town Clerk will arrange a meeting with the new Town Mayor once elected to plan his/her Civic Year. This will involve making plans for events the Town Mayor wishes to hold. Once planned, the dates will be communicated to minimise potential clashes with other events. If the Town Mayor is unsure of anything or requires some guidance, then this should first be raised with the Town Clerk, who will provide the necessary information.

#### **Town Mayor's charities.**

The Town Mayor's Charity traditionally raises funds for one or more local charities or good causes. It is advisable to choose the organisations to be supported at an early stage. The Town Mayor may decide to support as many organisations as they wish.

The chosen organisation(s) will be notified, and all funds raised at the events to be held by the Town Mayor will be donated to the chosen organisation(s) at the end of the Civic year.

Funds raised for the Town Mayor's charities cannot be used for any other purpose other than as a donation to the charity identified when the funds were raised, save for to cover all reasonable costs to raise the funds.

Charity events vary with individual Town Mayor's but may include a Charity Dinner/Ball. Other events may be organised by local organisations, clubs or institutions, with proceeds given to the Town Mayor's Charity. Any events the Town Mayor wishes to organise should

be organised with the Town Clerk.

### **Donations.**

To enable the Town Mayor to raise funds for local charities, the Council relies on local businesses donating funds or prizes. Although many businesses do support the Town Mayor's Charity, there are still those who will not donate prizes. The Town Mayor may feel it necessary to visit local businesses around the Town to request prizes as a more personal approach can encourage businesses to support the chosen charities. It is considered good practise to disclose publicly the donations received.

### **Cheque presentation.**

The Town Clerk will coordinate a cheque presentation and associated publicity. The Town Mayor will announce the total amount raised for their charity at the Annual Meeting.

### **Town Mayor's allowances.**

Allowances are paid in accordance with Town Council resolutions relating to the Annual Report of the Independent Remuneration Panel for Wales determinations. The Town Council's budget contains provision for certain civic events including Remembrance Sunday and receiving Civic visitors.

It is important for the Town Mayor to plan the use of the civic funds over the year. Once the budget level has been reached, no payments can be made, or further orders placed by Council officers.

### **Support by Deputy Town Mayor.**

The Deputy Town Mayor will support the Town Mayor throughout the year by representing the Council when the Town Mayor is unavailable or has another engagement. If the Town Mayor is not present at a Full Council meeting, the Deputy Town Mayor shall preside.

In effect, the Deputy Town Mayor has no standing as Deputy Town Mayor when the Town Mayor is present but assumes the precedence and standing of the Town Mayor when they are deputising for the Town Mayor rather than acting as Deputy. Notwithstanding the presence of the Town Mayor, the Deputy Town Mayor is permitted to wear insignia at Council Meetings and certain Civic Events within the Town (see annex).

### **Invitations to the Town Mayor.**

The Town Clerk receives invitations for the Town Mayor and liaises with the Town Mayor before accepting/declining invitations. The Town Clerk is responsible, where necessary, for arranging transport to the events. The Town Mayor (or the Deputy Town Mayor if deputising for the Town Mayor) will normally use their own transport to attend Civic functions within Llangollen. Depending on the circumstances, alternative means of transport may be considered for engagements out of the town.

### **Invitations to the Deputy Town Mayor.**

The Town Clerk receives invitations for the Deputy Town Mayor and these should be dealt with as follows:

- a) Invitations to functions should not be sent to (or solicited by) the Deputy Town Mayor. The Deputy Town Mayor should not normally attend functions in their own right, except when deputising for the Town Mayor
- b) All invitations should be sent to the Town Clerk for consideration by the Town Mayor as First Citizen and, if the Town Mayor cannot attend, it may be appropriate to 'pass down' an invitation firstly to the Deputy Town Mayor and then another Councillor chosen by the Town Mayor.
- c) On the rare occasion when the Deputy Town Mayor is invited to a function in their own right, there should be a clear procedure whereby the invitation is shown formally by the Town Clerk to the Town Mayor, in order that there is no misunderstanding.

### **Invitations to Councillors.**

Invitations to Councillors other than the Town Mayor or Deputy Town Mayor to represent the Town or the Town Council should be dealt with in the same way as invitations to the Deputy Town Mayor.

### **Civic Regalia.**

The Town Mayor's chain is the outward signs of the civic office held, i.e. its insignia. The Town Mayor should wear the chain at ceremonial occasions, such as Remembrance Sunday, Royal visits etc. and when chairing Town Council meetings. The Town Mayor must also wear the chain, when officially invited as Town Mayor, to external functions.

The Town Mayor should not wear the civic insignia in another area without express permission from the Council for that area. Civic chains should never be worn with a military uniform. However, a Town Mayor who is a member of the clergy may wear full canonicals with the chain over the gown. Similarly, the chain may be worn over academic dress.

### **Precedence and protocol.**

The Town Mayor's should be addressed as 'Mr/Madam Town Mayor'. A female Town Mayor should still be termed as Town Mayor, not a Town Mayoress. Precedence and protocol for visits and events is often set by custom and practice, with the exception of Royal visits. The Town Clerk will be able to offer further advice and assistance on these matters.

### **Receipt of gifts.**

In the course of the duty of being Town Mayor, often gifts will be offered to the Town Mayor. It is suggested that all Members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally. As is the case with Town Councillors in general, the Town Mayor and Deputy Town Mayor remain subject to the Town Council's policy on Gifts and Hospitality.

The policy requires Members, including Town Mayors, to register any gifts or hospitality worth £10 or over that are received in connection with their official duties as a Member, and the source of the gift or hospitality. The Policy does not apply to: -

- Gifts and hospitality, you may receive from family friends and colleague (as birthday or other festival presents) that are not related to your position as a member. You should however question any such gift or hospitality offered from an unusual source.

- The acceptance of facilities or hospitality provided to you by the Town Council or other Councils/public bodies (e.g. a lunch at DDC).
- Gifts given to the Town Council that you accept formally on the Town Council's behalf and are retained by the Town Council and not by you personally.

There are some circumstances where the Town Mayor or Deputy may accept gifts and hospitality as being in the normal course of your duties as a Member-these include: -

- Civic hospitality provided by another public authority.
- Normal and modest refreshment in connection with any meeting in the course of your work as a member (e.g. tea, coffee and other normal beverages and refreshments).
- Tickets for sporting, cultural and entertainment events which are sponsored or promoted by the Town Council, or bodies to which you have been appointed by the Authority, and the tickets are offered in relation to that sponsorship or promotion.
- Small low value gifts (such as pens, calendars, diaries, flowers and other mementos and tokens.).
- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from twin-town and other civic events).

Be aware that an acceptance of any gifts or hospitality not included above, will be a non-pecuniary interest and if a matter under consideration is likely to affect a person who gave you a gift or hospitality that must be declared. If in doubt, consult the Town Clerk.

### **The Civic Year.**

The Civic year runs from the Annual Meeting to the 30<sup>th</sup> April, below is a list of typical events which are organised during the Town Mayor's year in office. These dates should be discussed and arranged during a meeting with the Town Mayor, Town Clerk and Town Clerk at the beginning of each new year to suit the Town Mayor's diary.

#### Annual Town meeting.

This is not the Annual Meeting of the Town Council.

#### Remembrance Sunday.

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day which is on November 11<sup>th</sup>. The Town Mayor lays a wreath as First Citizen of Llangollen.

#### Charity events.

Other events may be organised in the Town Mayor's year.

#### Miscellaneous events within the town.

Various miscellaneous events are attended by the Town Mayor, examples of which are listed below:

- a) Presenting Awards and Prizes to individuals and organisations.
- b) Entertaining guests and visitors at the Town Council Offices.
- c) Presentations at local schools.

- d) Christmas Lights Switch-on.
- e) Miscellaneous events outside of the town.

The Town Mayor is invited to a number of events organised by Civic Dignitaries from the surrounding areas which may include:

- a) Civic Services.
- b) Civic Carol Services.
- c) Civic Dinners.
- d) Charity Evening.

#### Royal Visits.

The invitations will only go to the Town Mayor. If the Town Mayor is unable to attend, then the Town Clerk will check with the Lord Lieutenant's office whether the Deputy Town Mayor can deputise. If the Deputy Town Mayor is able to deputise, then he/she will wear the Deputy Town Mayor's chain.

#### **Town Mayor's end of year.**

The outgoing Town Mayor needs to consider a number of matters:

- a) Thanks to support employees is always appreciated.
- b) Thanks to the Town Mayor's personal supporters - partner, family, friends, etc.
- c) Thanks to the Deputy Town Mayor for support and assistance.
- d) Thanks to the Town Mayor's Charity supporters, those Councillors who have helped - and anyone else.
- e) Talking to the successor, when announced, giving advice and information.

The agenda of the Annual Meeting will be formatted to allow the outgoing Town Mayor to offer thanks.

## **ANNEX**

### **Town Mayor and Deputies**

#### **General**

- a) **All** invitations should be sent to the Town Clerk, for the attention of the Town Mayor, at the Town Council Offices.
- b) If the Town Mayor cannot attend then, with the agreement of the inviting body, the Deputy Town Mayor should be asked to deputise and then in their absence the previous Town Mayor. If the previous Town Mayor is unable to attend the current Town Mayor may choose a councillor as a representative.
- c) For events out of the town, the Town Mayor and Deputy Town Mayor may attend different functions on behalf of the Council.
- d) For events in the Town, it is envisaged that there may be occasions when the Town Mayor is attending one function and the Deputy Town Mayor or other representative could attend another.
- e) If an invitation to any function, in or out of the Town is sent directly to the Deputy Town Mayor then he/she should inform the Town Clerk who will inform the Town Mayor and seek his/her views.

#### **Specific events**

As a general rule, the Deputy Town Mayor will not attend as Deputy at functions at which the Town Mayor is present, save for those occasions set out specifically below:

- a) **Council Meetings:** The Deputy Town Mayor should wear the Chain of Office and must deputise in the absence of the Town Mayor.
- b) **Llangollen Civic Events:** The Deputy Town Mayor should wear the Chain of Office.
- c) **Events sponsored or supported by Llangollen Town Council:** The Deputy Town Mayor should wear the Chain of Office.
- d) **Royal Visits:** The invitations will only go to the Town Mayor. If the Town Mayor is unable to attend, then the Town Clerk will check with the Lord Lieutenant's office whether the Deputy Town Mayor can deputise. If the Deputy Town Mayor is able to deputise, then he/she will wear the Deputy Town Mayor's chain.
- e) **Events where the Deputy Town Mayor has also been invited to as well as the Town Mayor.**