

PEACEHAVEN TOWN COUNCIL



MAYORS' HANDBOOK May 2018 - 2019

Agreed at Policy & Finance 13th September 2016
Adopted at Full Council 25th October 2016
Amendments agreed at Policy & Finance 25th April 2017
Adopted at Annual Council 15th May 2018 by Council for

A handwritten signature in black ink, appearing to be 'G. B. ...', is written over the signature line of the text above.

The Mayor's Handbook is designed and compiled to assist the Mayor & Deputy Mayor with their Civic duties. It does not supersede or take preference over Peacehaven Town Council's Standing Orders.

Introduction

Section 245 Of the Local Government Act gave Parish Councils the power by resolution to give themselves the title of Town Council. The Chair of a Town Council is entitled to the title of Town Mayor. Peacehaven Parish Council made such a resolution and from 1979 has been a Town since then and the Chair has been Mayor.

Sections 15 & 34 of LGA 1972 require local Councils to appoint a Mayor as the first business to be transacted at the Annual Council meeting. At the meeting at which the Mayor is elected (or before or at a later meeting, if so permitted by the Council) he/she must sign a Declaration of Acceptance of Office and agreement to be guided by the Code of Conduct in the performance of his/her duties. The Mayor's main role is to run Council meetings. He/she is responsible for ensuring that effective and lawful decisions are taken at meetings of the Council and, assisted by the Clerk, guides activities by managing the meetings of the Council, ensuring that all Councillors have the opportunity to speak and that they keep to the point. The Mayor has a casting vote if there is a tied vote.

The Mayor has no more power than any other Councillor except that of a casting vote and has no power to make decisions without the resolution of the Council.

The Mayor is the public face of the Council and may be invited to official functions, where he/she must represent views of the Council and not personal views. Section 15(5) of LGA 1972 enables a Mayor to be paid an allowance to meet the expenses of his/her office – see page 4 Mayor's Allowance.

The Mayor is the Chair of the Council and as such is the First Citizen of the Town of Peacehaven. The Mayor is the ambassador of the Town and can help in the promotion of the Council's objectives in the local community. In turn the people of the Town will have the highest regard for their Mayor and they will expect the Mayor to carry out a full range of duties on their behalf and throughout the Town.

Election of Mayor

The Mayor and Deputy Mayor must be members of the Council.

The election of Mayor is the first item of business at the Annual Council Meeting with the election being decided by a majority of members present and voting on the matter at the meeting (Local Government Act 1972, Section 15).

The term of office will be limited to 1 year only, subject to approval by Full Council

Unless he/she has resigned or been disqualified, the outgoing Mayor continues in the post until his/her successor has been chosen and made a valid declaration of office.

The outgoing Mayor will, if present, preside at the meeting to elect his/her successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor or Deputy Mayor are present, the members present shall elect another member of the Council to preside. The Mayor should be available for an official photograph within 2 weeks of being elected.

Mayor and Deputy Mayor's Role

The Mayor and Deputy Mayor will be elected by the Council annually. The person presiding at the Annual Council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor.

The Mayor and, in his/her absence, the Deputy Mayor will have the following responsibilities:

- To Chair Council Meetings;
- To focus his/her activities on the communities of the Town and, by focusing on the Council's priorities, strengthen its links between those Local communities and the Council;
- To act as an enabler and ambassador by arranging meetings between the Council and other parties for the benefit of the Town, coordinated for them by the Civic Office.

The Mayor may call an extraordinary meeting of the Council subject to provisions in the Council's Standing Orders. If the Mayor fails or refuses to call an extraordinary meeting within 7 days after a request signed by 5 members of the Council, 5 members may call an emergency meeting.

The Mayor / Deputy is required to attend events organised by Peacehaven Town Council.

Participation in events within and beyond the Town shall be Coordinated by the Civic Office on behalf of the Mayor.

The Mayor's Mayoral Reception shall be organised as a "thank you" to voluntary groups, individuals and businesses that support community life in the Town. Appropriate food and drink shall be provided from the Mayors reception budget. At an appropriate time the Mayor shall make a short speech to those present.

In organising hospitality events, careful consideration should be given to guest lists to ensure that an imbalance is not created between attendees who have an association with the Council (Councillors and employees), those who hold civic office and those who are truly representative of the community generally. **Civic Office to manage the guest list, limiting dignitaries to adjoining towns only.**

Written & Verbal Protocol

The full title of the Mayor is:-

The Worshipful the Mayor of Peacehaven or the Mayor of Peacehaven.

Addressed as:-

Dear Mr. Mayor or Dear Madam Mayor

Chain of Office

The Chain of Office was designed and made by a local company (Studio Crafts) in 2003. Each of the Links has an image of the Meridian Monument (also on the Town's logo) engraved on it and, therefore, the Chain of Office is a unique piece of regalia. **Any alterations or additions will need to be ratified by Full Council.**

The Chain of Office should only be worn when the Mayor is undertaking official duties in his/her capacity as Mayor.

The Chain of Office may be worn where an official invitation has been received for events within the Town where the Mayor and Civic Office considers that those present would consider it appropriate to mark the occasion.

When attending an event within another Mayor's boundary, that Mayor's permission must be given for the wearing of the Chain, **and worn when invited to do so**. If this permission is not forthcoming, the Chain of Office cannot be worn, nor badge of office.

The Chain is to be returned to the Civic Office as soon as possible after the event attended for safekeeping.

The Mayor enjoys precedence in his/her own area – not that of their neighbours. Therefore, the Mayor should not accept an invitation to attend, in an official capacity, a function in another area without the express consent of that area.

The Mayor is responsible for the Chain during his/her term of Office. It is insured by the Town Council but the Mayor must ensure that it is kept safely so that it does not get damaged and should only be worn for official duties organised by the Civic Officer.

Outgoing Mayors will be presented with a 'Past Mayors Badge' a replica link from the chain, on completion of a full term of office.

The Deputy Mayor will wear his/her Chain of Office whilst deputising for the Mayor.

Political Activities

The Mayor's role is apolitical; political points should not be made. The Mayor should not attend any political gatherings in his/her capacity as Mayor and no reference to politics should be made during conversation or during a speech.

The Mayor is not permitted to canvass, leaflet or conduct electioneering during their entire term of office.

Promotion of the Council

The Mayor has a key role in acting as ambassador, promoting the Town to the wider community. This may take a number of forms, including attending events arranged by other organisations as the Council's official representative; hosting events that recognise achievement and/or service by members of the community or to help in achieving a closer relationship or understanding with organisations in the Town. If two invitations are received at the same time and the dates coincide then the one concerning Peacehaven should take precedence over any invitation coming from outside the Town.

The office of Mayor is a valuable avenue through which to improve ties with the local community. All official visits outside of the County of Sussex are to be approved by the Mayor and Civic Office, at the discretion of the Civic Office. **All overseas visits are to be approved by Full Council.**

The Civic & Marketing Officer will issue press releases relating to events organised on behalf of the Mayor.

The Mayor and Deputy will undertake an accredited chairing course as soon as elected into office.

Conduct

The Mayor, when performing official duties, is the visible presence of the Council. It is important that while being seen as warm and friendly, the office of Mayor is upheld with dignity, avoiding demeaning the role or acting in a way that could be criticised. Any invitation where the Mayor's presence requires a Consort, should be discussed by the Civic Officer with the Mayor, to ensure the Consort has adequate understanding of Conduct.

Mayor's Allowance

The Mayor's Allowance is paid by cheque. The allowance is paid in 2 instalments – May & November.

The Council recognises the need for an allowance to deal with the expectations of the office in connection with wardrobe, contribution to raffles, fetes, attendance at charity events, sending flowers and payment of tickets for their consort. It is important that the purpose to which the allowance is put can withstand public scrutiny.

Much of it will be used for hospitality. The Mayor must keep a written record with receipts and produce a financial statement at the end of the term. Any surplus should be returned to the Civic Office within 28 days.

Deputy Mayor

The Deputy Mayor only has a civic and legal status in the absence of the Mayor. It follows that: Invitations to a function should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in his/her own right but only when deputising for the Mayor. All invitations should be sent for consideration to the Mayor as First Citizen (**via the Civic Office**) and, if the Mayor cannot attend, it may be appropriate to "pass down" the invitation. However this should be by no means automatic or desirable.

On the rare occasions when the Deputy Mayor is invited to a function in his/her own right there should be a clear procedure whereby the invitation is shown informally to the Mayor for agreement, in order that there is no misunderstanding.

The Deputy Mayor does not wear his/her chain of office when the Mayor is attending the same function. **The deputy position is only activated when the Mayor is unavailable to attend events, the deputy is not invited in his own right to attend functions it would be the Mayor's decision whether the engagement should be offered.**

In the event of Poor or Misconduct by the Mayor or Deputy, the Civic Office or Town Manager will seek advice from NALC and NACO (National Association of Civic Officers) and report to the Policy and Finance Committee. **(Any misconduct by the Mayor or Deputy should be reported first to the Monitoring Officer Lewes who is responsible for Cllrs.**

Gifts

When the Mayor attends an event to which he/she has been invited he/she may be presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Code of Conduct, any such gifts must be reported to the Civic Office in writing, within 28 days of receipt.

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the Civic Budget.

Mayor's Charities

If the Mayor decides they wish to support a charity and/or local projects during their term of office they should ensure that the charity is non-political and non-discriminatory and should benefit residents of the Town. Monies must not be donated to profit making businesses established for that purpose.

Christmas Cards

The Mayor will need to select their Christmas card fairly early in the Mayoral year, to allow time for printing. The Civic & Marketing Officer can supply the Mayor with a list of the previous year's recipients together with a local organisation list to help the Mayor to choose who they wish their cards to be sent to. The cards and postage will be paid for out of the Mayor's Allowance or as an alternative an e-card can be sent.

Mayor's Events

The Mayor's Events are organised by the Civic & Marketing Officer. There are to be 4 fixed Mayoral events during each year. Other events can be organised by the Mayors Event Committee Volunteers.

- Mayoral Reception - April
- Civic Service - prior to 1 July each year
- Remembrance Day and Maroon Launch - November
- Carol Concert & Christmas Market – December

At the beginning of the Mayor's Term of Office the Mayor **must** nominate a team of 10 volunteers to help support the Town Council Office staff with the preparation, running and clearing up at Mayor's events to co-ordinate with the Civic & Marketing Officer, 5 volunteers to attend each event.

Sponsorship for the events will be sought by the Mayor and Civic & Marketing Officer in conjunction with their team of volunteers. These events are mandatory for the Mayor or Deputy Mayor to attend.

Mayoral Reception

The event will be hosted by the outgoing Mayor. The Mayoral Reception is held on the last Friday of April. It will be held in the Main Hall of Community House. Attendees will be local organisations, individuals and local businesses that support community life in the Town, together with councillors, staff and local dignitaries (i.e. local Mayors – Seaford, Newhaven, Telscombe). Entertainment will be sourced and a price negotiated by the Civic Office.

Catering to be organised by the Civic & Marketing Officer and prepared by the Mayor's team of volunteers in-house within Civic budget.

All endeavours will be made to keep the cost of a minimum for both entertainment and refreshments but the total cost from that which is set in the Civic budget.

Civic Service

The Civic Service is to be held before 1 July each year The Civic & Marketing Officer will organise the details. It will be held at a venue of the Mayor's choosing.

Maroon Launch

The Maroon Launch is held by the War Memorial in Meridian Park on 11 November each year (**not if the 11th falls during a weekend**) in association with local churches & schools and the Royal British Legion. The Civic & Marketing Officer will organise the details. Refreshments to be served afterwards in Community House.

Community Carol Service

The Community Carol Service is to be held during December. The Civic & Marketing Officer will organise the details. It will be held in the Main Hall of Community House in association with local churches and schools.

Christmas Market / Fayre

This takes place during December (after the Carol Service) Civic Office will organise the details. The Christmas market will take place during December and organised by the Civic & Marketing Officer.

Remembrance Day Parade & Service

The Mayor is expected to attend the Remembrance Day Parade & Service organised by the Royal British Legion each year. Deputy to attend if the Mayor is unavailable. **The RBL support the Sunday event. The Civic office organises the maroon launch on the 11th (unless it falls during a weekend)** In addition to the fixed events detailed above the office will be able to support a maximum of three 'bigger' events during the year. These events will be decided by the Mayor in discussion with the Civic & Marketing Officer and Town Manager/Clerk at a meeting each year before the end of June so that there is sufficient time to plan and organise the events.

Engagements and Diary

On receipt of an invitation for the Mayor, the Civic & Marketing Officer will forward the Mayor a copy at the earliest opportunity. Invitations need to be replied to within 7 days after they are received. The Mayor should keep a record of engagements and also inform the Civic & Marketing Officer of any times that are unavailable for Mayoral duties to ensure the Deputy is available in their place.

The Mayor should make every effort to attend each engagement but if he/she is otherwise engaged the Deputy Mayor may attend, with mutual agreement. The Civic & Marketing Officer will confirm the Mayor's/Deputy Mayor's attendance.

If the Mayor and Deputy are unavailable, the invitation is to be declined. When required the Mayor will be notified of details such as speech required and would already have received a copy of each invitation together with the attendance form (attached) and they should have informed the Civic & Marketing Officer of whether they wish to accept the invitation as soon as possible.

If the Civic Office has confirmed acceptance and Mayor and Deputy Mayor subsequently cannot attend, they must inform the Civic Office for an apology to be sent on the following working day. Following the attendance at any engagements it is seen as polite and good manners that a thank you email be drafted by the Mayor and sent by the Civic & Marketing Officer.

Disability

The Mayor and Deputy Mayor should inform the Civic Office / Town Manager of any health condition or disability at the start of their term, for which the Civic Office will arrange any reasonable adjustments under HR Law.

Dietary Requirements

The Mayor should inform the Civic & Marketing Officer of any dietary needs, such as vegetarian and/or diabetic requirements.

Dress Code

The Mayor should look smart and well-groomed at all engagements.

Social Media

The Civic & Marketing Officer will manage the Mayor's twitter account and will promote Mayoral events on the Peacehaven Town Council's website, Facebook and LinkedIn accounts.

It would be advisable for the Mayor and Deputy Mayor to discuss with their family and acquaintances for them to abide by similar recommendation with regard to suitable content on social media and appropriate behaviour.

MAYORS CHARITY ADMINISTRATIVE ARRANGEMENTS:-

To clarify the relationship between the Mayor's charity appeal and to give Officers clear direction as to their role, the following provisions are suggested.

The Mayoral charities each year should be either local groups or local branches of national or independent groups. This is important as funds are raised predominantly from local people and they ought to be able to connect with the organisations being supported and see the relevance of their contribution to the community Peacehaven.

An account (on the integral RBS accounting system) will be opened each year, as at present, run by the RFO and overseen by the Town Manager. A volunteer or team of volunteers supporting the Mayor of the day will have the right to ask to see the records of the account to resolve any queries or concerns that may be directed towards the Council. This is due to Data Protection, Discretion and Confidentiality of the benefactors of the Appeal.

The main pay out to the sponsored charities will be completed by 31st May each year, although it is anticipated that the account will remain open for longer than that to recover gift aid money from HMRC, resolve any late invoices and complete any delayed collection of income.

It will be the aim to close the account for the former Mayoral year by 31st December in any year. If this is not possible, a report stating why it must remain open will be prepared for the Council's Policy and Finance Committee.

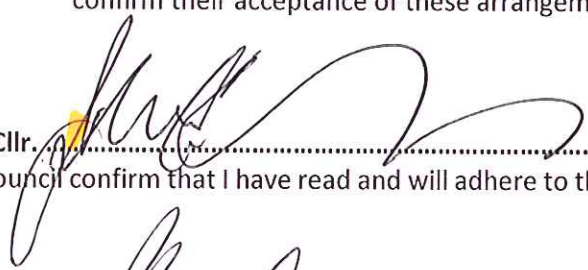
Where more than one charity is nominated it will be the working assumption that all monies received will be divided equally, unless specified by the current Mayor and under resolution of the Policy and Finance Committee.

Whereas income will be assumed to be general for the Mayor's Appeal as a whole, where one of the sponsored organisations puts on a specific event publicised clearly for their benefit with the support of the Mayor, payments received at that event may be shown on the accounts as discrete items for that particular charity. It must be made clear in publicity for the event as to whether funds raised are for all Mayors' charities or just one.

The Mayor's Civic Officer may be assigned to work on events specifically for the support of the Mayor's charities for that year; subject to the tasks being within their job descriptions and that no additional hours shall be awarded. The Mayor of the day will therefore need to balance the amount of support he or she requires for charity work with the other demands on the office and its support staff. Other staff may work on Mayor's charity matters if their other duties permit. Council Officers will not however act as cheque signatories or hold offices as Chair, Treasurer or Secretary to any charity committee or sponsored charity.

The Council's internal auditor will be asked to include a review of management of the Mayor's charity and of the closed accounts in their annual programme of work.

Charities wishing to accept the support and sponsorship of the Mayor will be required to confirm their acceptance of these arrangements.

I Cllr.  as Chair / Deputy Chair of Peacehaven Town Council confirm that I have read and will adhere to the procedures outlined in the Mayor's Handbook.

SIGNED:  DATED: 15th May 2018

*Sources of Reference used:- Civic Ceremonial – Paul Millward
Lewes Town Council's Mayoral Briefing Notes, Civic Handbook for the Chair, Lewes District Council*

*Adopted by Policy and Finance Committee on 13th September 2016
Ratified at Full Council on 15th May 2018*

MAYORS CHARITY ADMINISTRATIVE ARRANGEMENTS:

***Resolution at Policy & Finance 25th April 2017. Adopted at Full Council on Tuesday 16th May 2017.
Implemented each Mayoral year most recent 15th May 2018***