

TELSCOMBE TOWN COUNCIL



Policy for Duties & Responsibilities of Mayor & Deputy Mayor

The Mayoralty is one of the most ancient offices in British history but has changed its role, importance and public perception over the centuries.

This Policy has been produced to assist the Town Mayor and their Deputy to understand their roles and responsibilities and to provide useful information with which to undertake their civic role.

Protocol

If the Mayor/Deputy Mayor attends functions outside of their town they should only wear their chain of office if permitted by the Mayor of that town. The office staff have links to all the other Mayors. If you want to attend something and wear your chain, ask them to arrange this for you.

Civic chains should never be worn with military uniforms.

In the absence of the Mayor, the Deputy Mayor is entitled to the Mayor's right of precedence within the town.

In the course of the duty of being Mayor/Deputy Mayor gifts will sometimes be offered. Our Code of Conduct requires all Members including Mayors/Deputy Mayors to register gifts and hospitality worth more than £25. Such gifts and hospitality need to be registered at the Council office within 28 days of receipt.

All offers of gifts, favours or hospitality should be viewed with extreme caution. The Mayor is personally responsible for decisions connected with the acceptance of such offers AND for avoiding the risk of damage to public confidence in local government. Mayors should, therefore, bring before Council any offers that may compromise that position.

Support for the Mayor

Office staff will keep the Mayor's diary of engagements and provide such administrative service as resources will permit. The Senior Admin Assistant is the current point of contact and oversees all mayoral engagements and invitations. A weekly diary of events can be printed or access provided to an online diary if preferred.

There is a Civic Allowance to help with the cost of office. For information about the allowance and how to claim expenses, see the RFO who has all the necessary paperwork. See appended list for valid expenses.

Duties & Responsibilities

The Mayor and Deputy Mayor are ex-officio officers and therefore required to attend where possible, all Council functions and Committee meetings. At these meetings, they are to ensure that the minutes are an accurate and complete record of proceedings. They should also ensure that procedures are followed correctly and that Standing Orders, Protocols and Agendas are adhered to.

Adopted by Telscombe Town Council at its meeting on 20.5.2020 *(Review due May 2023)*

As an ex-officio officer, the Mayor cannot propose or second approval of minutes and, should the Mayor be absent, neither can the Deputy Mayor acting in his/her place. The Mayor should ensure that any Councillors proposing minutes were actually present at the meeting. The Mayor and Deputy Mayor must remain apolitical at all times, especially whilst performing official duties.

In the event of the Mayor being unable to attend any public function, they may request the Deputy Mayor takes their place. If the Deputy Mayor does this, suitable reimbursements from the Mayor's Allowance should be made to the Deputy Mayor.

Should the Mayor, or Deputy acting as a substitute, wish to claim for monies not stipulated in the Mayor's Allowance, these should be discussed and agreed with the RFO prior to incurring them.

At the end of the Mayor's term of office and after any outstanding payments to them from the Mayor's Allowance have been paid, if any monies remain in the Mayor's Allowance they should pass to general reserves. An outgoing Mayor cannot make claims on the Mayor's Allowance after the end of their term of office. Similarly, all monies in the Mayor's charity fund must be allocated by the outgoing Mayor prior to the end of their term of office or they will be carried forward to the incoming Mayor's charity fund. The Mayor should nominate a charity(ies) at the beginning of their term of office, or can distribute funds via a grant scheme. In line with Council Policy, grants are to be made to groups/organisations, not individuals and agreed at a Policy & Resources committee meeting.

An audit of all monies paid to the Mayor, or Deputy acting as representative, from the Mayor's Allowance and all monies raised by anyone for the Mayor's Charity Fund should be available for public scrutiny. All monies raised for the Mayor's Charity Fund should be paid into that Fund within five working days of receipt. If such monies are raised by individuals or bodies, other than the Mayor, an official receipt of their presentation to the Mayor's Charity Fund should be issued to the fundraiser.

The Mayor and Deputy Mayor's chain of office should be worn at Full Council meetings and whenever the Mayor or Deputy Mayor are on official business representing the residents and Council of Telscombe Town. As such, it is important that appropriate clothing be worn on such occasions and that the actions and opinions expressed by the Mayor/Deputy Mayor do not compromise his/her office.

Any Insignia relating to past mayoral terms of office are personal mementos only and do not indicate any official representation of the Town or its Council. After the Mayor's term of office has ended, there will be no requirement to officially represent the Town or Council.

If the Mayor is requested to travel abroad as a representative of the Town, it must be agreed by full Council prior to commencement of travel.

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