



Eye Town Council Mayor Guidance

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1. THE LEGAL ROLES, DUTIES AND RESPONSIBILITIES OF THE MAYOR/CHAIRPERSON

The Mayor/Chairperson is required to do by law to undertake the following duties.

- Will be elected as first business of every annual meeting (LGA 1972, s14(1) & 15(2))
- Will signs the Declaration of Acceptance of Office (LGA 1972, s 83)
- Must preside if present (LGA 1972, Sch 12, para 11 (2))
- Will signs the minutes (LGA 1972, Sch 12, para 41 (1))
- Has the original and casting vote (LGA1972, s15(3))
- Can be Mayor (LGA 1972, s245(6)(b))
- Can convene meetings (LGA 1972 sch 12 p9(1))
- Can convene Annual Parish meeting (LGA 1972, sch12, p.15(1)(a))
- Will chair the Annual Parish Meeting if present (LGA1972, sch12, p.17(1))
- May receive a Chairman's allowance (LGA 1972, s15(5))

NB. It is important to note that the Mayor like all councillors has no power to act as an individual.

2. THE ROLE OF CHAIRPERSON

The Mayor's duty and main responsibility is to chair the meetings of Full Council for the duration of the civic year and effectively oversee the business of the Town Council. The Mayor will have the guidance and support of the Town Clerk. The Mayor has a responsibility to ensure that Town Council meetings are conducted in a business-like fashion, and that Councillors adhere to the Council's Standing Orders and Code of Conduct for Members (see Appendix 1). The Mayor has a responsibility to ensure that all Councillors receive adequate and appropriate information enabling everyone to make informed decisions. The Mayor has a responsibility to ensure that all Councillors are treated equally with dignity and respect, and allowed to express their views without fear or favour. The Mayor is expected to work with the Town Clerk to ensure that the Town Council is operating within the legal framework, and that Councillors abide by the rules and regulations of the Town Council.

3. FIRST CITIZEN AND CIVIC HOST

As the first citizen of the town, the Mayor has a duty to lead the citizens of Eye in an appropriate and dignified manner. The tradition and formality of the office of Mayor is of importance to the community of Eye. The Mayor should uphold the highest standards in all aspects of public life. They will be in the public eye throughout their term of office. The Mayor must act to enhance the Council's reputation as their behaviour can bring respect or disrespect to the Council and the town. It is a duty upon all elected members not to bring the Council into disrepute

The Mayoral year can be extremely busy with many engagements. The Mayor is often the public face of the Council, representing the Council in a civic capacity and sometimes speaking on behalf of the Council but, no individual Councillor, including the Mayor, may make individual decisions on behalf of the Council unless given delegated authority.

When in an official capacity (and whenever in robes and or the Mayoral chain) the Mayor should always act with decorum and dignity and be of smart appearance. The Mayoral partner whether Mayoress or Consort will also be expected to conform to agreed rules and procedures.

Some of these events require a reception to be held by the Mayor. When the event is a civic event the expense is incurred from the Council's budget. Other events, at the discretion of the Mayor, should be of nil cost to the Council, with costs covered by income from the event itself or the Mayor's own finances. It is recognised that the relative wealth of an individual should not be a hindrance to them taking on the

role of Mayor, and Eye Town Council has a tradition of allocating Mayor's Expenses each year which comes out of the Council's budget.

4. THE CIVIC EVENTS OF THE MAYOR

A. MAYOR MAKING PARADE

Traditionally held at the end of May or beginning of June this event welcomes the New Mayor into office with a parade, church service and refreshments.

B. REMEMBRANCE

Held on the morning of remembrance Sunday the Mayor leads the parade, and attends the church service.

C. ATTENDING OTHER TOWNS CIVIC FUNCTIONS

The Mayor receives many invitations throughout the year to events in other towns. It would be suggested that the Mayor attends as many events as possible in order to promote the town of Eye during their civic year.

D. ATTENDING LOCAL COMMUNITY EVENTS

The Mayor may receive many invitations throughout the year to events in Eye towns. It would be suggested that the Mayor attends as many events as possible over their civic year.

5. SUPPORTING CHARITIES

The Mayor can use their civic year to raise money for a specific project or for named charities. There is a separate charity account for the mayor which can be used to deposit any money raised and to issue cheques. Traditionally Mayors have raised money by running special events in the Town e.g. Mayor's Ball

6. LOOKING AFTER REGALIA AND ARCHIVE

The Robes for Councillors, including the Mayor and Deputy Mayor, are 'one size fits all'. They should be looked after carefully. If further robes or hats are required, or any repairs or alterations are necessary, these will be organised by the Town Clerk and paid for from the civic budget. The Mayor also has responsibility for the chain of office which should be worn during Council and at civic occasions. This should be kept securely at all times and be located at Manor storage when not in use if this is not practicable then insurance arrangements should be made by the Mayor in office to cover the chain whilst the item is at their home. The 2017 Asset Register value for these items was £58,000 and £7,000 respectively. It is recommended that for security two people pick up and drop off the chain at manor storage. See the Storage of Valuables policy for full details.

7. WORKING WITH THE MACE BEARER

The Mayor is responsible for the supervision of the Mace Bearer who is an employee of the Town Council. The Mayor should keep the Mace Bearer informed of upcoming civic events and involve him in the Mayors Parade and Remembrance service. The Mayor and the Mace Bearer should collect the Mace from manor storage if required.

8. CONTRIBUTING TO THE TOWN ARCHIVE

During their civic year the Mayor is invited to keep a record of activities related to the Town Council, so this can be added to the Town's archive and be available to posterity.



EYE TOWN COUNCIL

Appendix 1

Chairing meetings

- Welcome everyone and state why we're together – eg monthly Town Council meeting. At this time, you can remind everyone to speak up and to speak clearly.
- Close meeting for public session and invite the various contributors to speak. Ask them to state their name so that this can be recorded in the minutes. After they've finished ask if any Councillors would like to ask or make comment on anything that has been said. Then ask the public.
- Invite members of the public to speak allow **3 minutes** each speaker – although I think you can be flexible.
- Everything else is just about reading the agenda heading item and then letting the Chair of the committee go through the various points. It can be helpful to use a ruler
- When it comes to the correspondence – you might ask the clerk to highlight any correspondence that needs the whole Council's attention.
- The Clerk is the person who is in touch with everything – she'll have spoken with the various Chairs of the committees so if there's anything you're unsure of, ask the clerk to explain or elaborate.
- The clerk is always ready to step in if needed or will point out an issue if we have missed something. The clerk is there to help and you can rely on her to know what to do or what's been going on.
- You could plan to arrive at the meeting early to discuss the agenda with the clerk. It is useful to meet up with the clerk the week before the meeting.
- The best advice I was given when I chaired my first meeting – which I have stuck with is – ***'Do not give your opinion on any item being discussed at the start of the debate. Rather, allow the matter to be discussed by Councillors and hopefully a resolution will be forthcoming. If it does get to deadlock then you have the opportunity to put forward your thoughts.'***
- It really isn't as scary as you might think!