

# NOTES FOR GUIDANCE OF TOWN MAYOR

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## 1. History of Dunstable Mayoralty

- a) Henry 1<sup>st</sup> founded the modern town of Dunstable and by a first Charter of 1131 (the oldest in Bedfordshire) granted civil authority to the Prior of the Augustinian Priory of St Peter, which he had recently founded. The Priors continued to exercise civic authority for the next 400 years - not without conflict with the townsfolk. Although the Priory Annals make some reference to "the Mayor" and in one often quoted instance to "that rascally Mayor", these probably refer to the townspeople's spokesperson rather than an elected official.
- b) On the dissolution of the monasteries in 1540, control of town markets passed to the Crown and other civil authority was vested in the County Justices. This situation continued into the 19<sup>th</sup> Century when the threat of encroachment from Luton caused leading citizens to successfully petition Queen Victoria to grant the town a new Charter in 1864 (displayed in the Mayor's Parlour). This created a modern elected Borough Council headed by a Mayor. Bedford already had a Mayor and Luton followed shortly. In 1866 the town was granted a Commission of the Peace, and the Mayor then became automatically the "ex-officio" Chairman of the town magistrates and entitled to be addressed by the Justices' form of address "Your Worship" or "His Worship The Mayor". Although the commission was withdrawn (in common with all other Boroughs in 1964) the Mayor retained the dignity of being addressed as "Your Worship".
- c) The Local Government Act 1972 dissolved the Dunstable Borough Council and transferred all its rights and privileges to the new South Bedfordshire District Council. The Act prescribed that the Chairman of the District Council had right of precedence over all persons in the town except the Monarch or her representative. As something of a "sop" to the Dunstable Mayoralty the 15 District Councillors were appointed "Dunstable Charter Trustees" with no powers other than to preserve the town's Charters. They were, however, also entitled to appoint one of their number to a new style of office of "Town Mayor". Unlike in Luton and Bedford, where they retained the statutory right of precedence in their towns, the Town Mayor had no right of precedence and was not entitled to the "Your Worship" style.
- d) In 1985 the District Council successfully petitioned the Home Office to create a Parish Council for the area of the former Borough of Dunstable. At its first meeting the new Dunstable Parish Council exercised discretion granted by the Act by styling itself "Dunstable Town Council". This conferred no greater powers on the Parish Council but did entitle the Chairman and Vice-Chairman of the Parish Council to be styled the "Town Mayor" and "Deputy Town Mayor". The status of the new Town Mayor however remained no greater than that of any other Parish Council Chairman in the District or any other Town Mayor in the County (by 1985 the parishes of Leighton-Linslade, Houghton Regis, Flitwick, Ampthill, Kempston, Sandy, Biggleswade, Potton, Shefford, Stotfold and Arlesey had all opted to be called "Towns" and for their Chairman to be styled "Town Mayor").
- e) The Dunstable Town Mayor does, however, enjoy some limited privilege over other Town Mayors in the County. The South Bedfordshire Parishes Order 1985 which created Dunstable Parish Council also contained an additional clause "any privileges or rights belonging immediately before 1<sup>st</sup> April 1974 to the citizens of the former Borough of Dunstable shall belong to the inhabitants of the new parish". The Town Clerk confirmed in October 1985 with the Secretary of the National Association of Local Councils, John Clark Barrister and Mr Trevor Rix the District Chief Executive that this clause can be interpreted as permitting the Dunstable Town Mayor, exclusively, to be called "His Worship" (for a man) or "The Worshipful" (for a woman), to wear the Mayoral robes and to be preceded by the Mace when so doing. It must be remembered that these privileges do not alter the statutory right of precedence of the Central Bedfordshire Council Chairman. At all events in Dunstable (save for those organised or hosted by the Town Mayor such as the Civic Service or Ball or a Town Council promotion), where the Chairman of Central Bedfordshire is present, the Town Mayor must accord him/her precedence. Nevertheless, Bedford Borough and the diocese of St Albans still accord the Dunstable Town Mayor almost equal precedence to Borough Mayors/District Chairman.

## 2. Form of Address

- a) The accepted formal style of address is:

“Their Worship the Town Mayor of Dunstable, Councillor xxx”

- b) In writing or normal conversation, the address is “Mr or Madam Mayor”.

## 3. IS BEING MAYOR FOR YOU?

- a) For those chosen or thinking of putting themselves forward, being Mayor is different from being a Councillor; it has different rules, different working hours, different restraints and is a physically and mentally tiring job. It is, however, a hugely enjoyable and rewarding job if entered into in the right spirit.

- b) Councillors should consider the following factors:

- i. **Effect on family and friends** - The Mayor will inevitably be “out of the house” more than an ordinary Councillor and often at unsocial hours. A Mayor’s social life is disrupted and supplanted with a new social life not of their making and thus keeping up with their own interests and friends may prove difficult. This should, however, not be an excuse for not doing their share of the housework, garden or shopping!
- ii. **Effect on a Career/Job** - Careful discussions will need to take place with the Mayor’s employer to ensure a good balance is maintained. Some employers make provision for leave for employees fulfilling a public role.
- iii. **Effect on Political Career** - The Mayor is neutral and steps back from politics for the term of Office. That is not to say they do not have a vote in Council; they continue to play a role in the decision making of the Council and in the event of an equity in voting is expected to exercise their casting vote. The Mayor must refrain from commenting on party political matters or making political comments, except where these are clearly reflecting policy positions or decisions already agreed by the Council.
- iv. **Effects on Personal and Religious Beliefs** - As Mayor, a Councillor represents all **sections** of the Council, not merely those who support a particular political, social or religious **view**. It is the role of the Mayor to acknowledge, celebrate and support diversity in the area. A Mayor will be invited to institutions they are politically opposed to, and church services opposed to their own religious beliefs. It must be remembered that the Office of Mayor belongs to the public and not the individual that occupies it, or for that matter the officers who advise it.
- v. **Pomp and Ceremony** - Some Mayors may feel uncomfortable with the formality of the **traditional** Office of Mayor. There are Robes and Chains of Office to wear and numerous protocols to follow. The public want such trappings of Office. Mayors should operate within such constraints but should not be afraid to add their own personality and flair to the proceedings.
- vi. **Ambassador for the County** – Not only is the Mayor seen as an ambassador for the town, they are **also** an ambassador for the County and must play his part in promoting Dunstable at every opportunity.
- vii. **Effects on Non-Councillor Interests** - The Mayor, as they do in their capacity of **Councillor**, must act within the Code of Conduct and as such must be conscious of their private activities and any potential impact they might have on their public role.

- viii. **Effect on the Mayor's Partner** - The Mayor's Consort will be expected to play a full part in the **Mayoral** Role. It must, however, be stressed that whilst a Councillor is in politics because they want to be, it may be difficult for their partner to be pushed into a public role. Look on the bright side – the Consort enjoys the privileges of Office without the need to chair Council meetings!
- ix. **Mayor's Relationship with other Councillors** - The Mayor is amongst, but separate from, other Councillors. They will spend less time on Committee work and there may be some loss of "political" contact. Senior members will undoubtedly seek the Mayor's help in promoting Council initiatives and as such is likely to see a wider cross-section of Council work than before.
- x. **Mayor's Relationship with their Constituents** - The Mayor is still a Councillor, and their **constituents** will still need help.

## 4. Getting Started

- a) Resist the urge to drastically change the organisation before you know how it really works. Many of the town's Mayoral traditions have evolved over the years through trial and error.
- b) There are, however, a number of things the New Mayor must consider as they start their Term of Office:
  - i. Choose a Consort (to be introduced at Mayor Making)
  - ii. Appoint a Mayor's Chaplain (The Town Council can obtain this position if needed)
  - iii. Nominate a local Charity/Organisation to raise funds
  - iv. Consider when and where to host any events including fundraising activities
- c) The Democratic Services Manager will be able to provide guidance on Council and Mayoral protocol and Civic Etiquette.

## 5. Duties of Town Mayor

- a) By law, when present, the Mayor must preside at Council meetings and is responsible for ensuring good conduct and interpretation of Standing Orders. A special version of the agenda (the prompt) will be prepared and the Head of Finance and Support Services, and the Town Clerk and Chief Executive will brief the Mayor before the meeting.
- b) When present, the Town Mayor presides at any Town Meeting.
- c) In an equality of votes the Town Mayor has a second or casting vote. Where a casting vote is necessary it is generally regarded that it should be exercised to preserve the status quo.
- d) The Mayor can summon a special Council meeting on giving three days' notice.
- e) Acting with the Deputy, the Town Mayor may seal documents which must be executed as a consequence of Council decision, e.g. Deeds, Leases, Byelaws etc.
- f) By custom the Town Mayor is regarded as the town's representative (always remembering the statutory position of the Chairman of Central Bedfordshire Council). Outside Dunstable the Council's Policy Document recognises that Central Bedfordshire Chairman has the primary role especially in maintaining relationships with military establishments, etc.
- g) Beyond the above the Town Mayor has no formal functions. However, most Mayors nowadays seek to raise some funds for local charities/good causes during their term of office. **The extent varies from year to year, but it is suggested this should always be seen as an ancillary "bonus" to a successful Mayoral year and not its main purpose.**

- h) It is often confusing to foreign visitors (particularly civic guests from our twin towns) that the Mayor has no executive powers at all. It is unlawful for a single Councillor, whether the Mayor or a Committee Chairman, to take **ANY** decision on behalf of the Council. The Council can only delegate decisions to Committees, Sub-Committees or an officer.
- i) Every Mayor receives several invitations during his/her year of office some will be unsuitable for the dignity of the offices. It is important that all engagements are accepted or refused on behalf of the Mayor by the Democratic Services Manager. When several invitations are received to attend a function on the same day **priority should always be given to a local event** and the Deputy Town Mayor to attend the other. Mayors are asked to consider carefully each invitation they receive with a view to recognising the “value” of each event to the Council and to the local community. This ensures that the official diary is kept up to date and avoids the embarrassment of the Mayor being expected in two different places at the same time. Invitations are received daily and past practice has been to go through these with the Mayor one day each week. This is an important meeting as it helps to keep both the Mayor and Officer informed about what is happening.
- j) Once the Mayor has accepted an engagement, a Mayoral Attendance Form can be sent to the organisers requesting confirmation of times, names of people presiding and any other information which may be of use in compiling a speech (if one is required).
- k) The Mayor should ensure that the dignity of his/her presence is confined to those occasions that merit it and remember that the office of Mayor is something apart from the individual who happens to fill that office. Regard must be given to creating precedents that place the onus of breaking them upon successive Mayors.
- l) The Mayor should not become involved with advertising in any way. Any invitation to attend a function, perform an opening ceremony or similar, should be considered carefully and, if there is any doubt - decline. The Mayor may have a legitimate role in promoting local businesses, for example by opening new shops or services.
- m) Hospitality conduct: The Mayor and Deputy Town Mayor should carefully consider their image when attending social events.
- n) When the Town Mayor chooses charities for the year it is a good idea that they meet with the Council's objectives and are local to Dunstable.
- o) The Town Mayor/Deputy Town Mayor should complete a civic report sheet for each Mayoral engagement they have attended to assist the Democratic Services Manager in compiling a report for Full Council.

## 6. Ceremonial Role of the Mayor

- a) To be the representative for the Town Council, the community and local democracy and to work to ensure that the dignity and impartiality of the Office of Mayor is upheld
- b) To host all the Council's civic events and other major Council events as appropriate and to welcome visitors to the town on behalf of its members
- c) To act as the Council's ambassador in promoting the town
- d) To attend and host receptions and other events associated with charitable and voluntary organisations operating within the town
- e) There may be occasions when the Mayor is invited to events outside the town. If the invitation is received from the Civic Head of that area, the Mayor may accept the invitation.

If the invitation is received from anyone other than the Civic Head of that area, permission must be sought to wear Chain of Office.

## **7. Civic Role of the Mayor as Chair of the Council**

- a) To uphold and promote the Council's standing orders and governance documents and to interpret the Standing Orders (Council Procedure Rules) when chairing Council meetings
- b) To preside over principal meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interest of the community
- c) To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members of the public and their elected Councillors can hold the Council/committees to account
- d) To promote public involvement in the Council's activities
- e) To be the conscience of the Council
- f) To call extra meetings of Council, subject to proper procedures being followed as defined in the Council's Standing Orders.
- g) To preside over the Annual Town meeting. Though not a Town Council meeting, the Mayor has a duty to Chair the annual meeting of the electors.
- h) A Chair's responsibility is to ensure the proper conduct of meetings and may exercise a second or casting vote in the event of a tie in votes on any question to be decided at meetings; for other matters he has the same rights as other Councillors.
- i) The Chair is required to ensure that the business considered at a meeting is lawful and that the conduct and/or order of the meeting is proper. A Chair's authority in respect of the conduct and procedure of meetings is detailed in the Council Standing Orders. Individual Councillors and the public present at the meeting are expected to respect and ultimately obey a Chair's ruling.
- j) A Chair needs to be fair yet firm. A Chair is required to:
  - i. ensure that motions included in the agenda are lawful and within the remit of the meeting being convened in advance of a meeting
  - ii. be satisfied that a meeting has been lawfully convened, properly constituted and is quorate
  - iii. ensure the minutes of the previous meeting are duly approved by the meeting
  - iv. regulate the conduct of the meeting
  - v. introduce motions in the agenda and direct them to be moved and duly considered
  - vi. order discussions and debate
  - vii. decide points of order
  - viii. put motions to a vote and if necessary, exercise their casting vote
  - ix. declare the result of a vote
  - x. adjourn the meeting if necessary
  - xi. close a meeting after its business has been concluded

## **8. Role of the Deputy Mayor**

- a) The Deputy Mayor and Deputy Mayoress/Consort will be expected to attend all the annual civic functions and chains/badge of Office should be worn as appropriate. As a general rule the chain/badge of Office should be worn at all the major annual civic events and for all full Council meetings and when the Deputy represents the Mayor at official engagements.

However, at all other events/receptions attended by the Mayor in an official capacity the Deputy's chain of Office should not be worn unless they have been specifically requested to do so by the Mayor.

- b) The Deputy Mayor will deputise for the Mayor at those functions which the Mayor is unable to attend. (Strictly, all invitations will be received by the Mayor who will contact the Deputy Mayor with any request that he or she attends a particular function.) Under normal circumstances, the Deputy Mayor will be required to provide his or her own transport for attending functions and be responsible for their and the Deputy Mayoress's/Consort's chain/badge of Office.

## **9. Democratic Services Manager**

- a) The Democratic Services Manager provides day-to-day administrative support for the Mayor and Deputy Mayor. During periods of absence from the office other staff members will provide this support.
- b) The Democratic Services Manager will deal with all correspondence addressed to the Mayor. These include mostly invitations to attend various functions throughout the year. If the Mayor does receive any invitations etc. direct, they will need to be passed along to the Democratic Services Manager to handle and record.
- c) All invitations will be passed along to the Mayor for reference. The Mayor, depending on prior engagements, will either accept, decline or pass the invitation along to the Deputy Mayor to attend on their behalf. It is important to gather as much information as possible regarding the event, so the Mayor/Deputy knows exactly what to expect from the function i.e. timings, consort, duties to perform, dress code, food provided etc. It is practice that once an invitation has been accepted, the Mayoral booking form be sent over to that individual to fill out before the event as this enables all the information needed to be in one place for the Mayor/Deputy to have on hand if needed.
- d) The Democratic Services Manager will keep the Mayor's diary, and the Mayoral log of events kept up to date at all times to ensure both parties have the same information to hand as well as avoiding clashes of accepted invitations.

## **10. Public Relations - Press**

- a) Dunstable Town Council's press and media policy describes the Council's policy for dealing with the press. In particular:
- b) All enquiries from the press are welcomed as we recognise that the relationship with the press helps communication with residents. The Council seeks to be as transparent as possible, cooperating at all times with the press and using the opportunities of the media to publicise events, projects and works being organised.
- c) **Policy:**
  - i. Press releases and statements will be prepared and issued by the Town Clerk & Chief Executive in consultation with Members as required. Wherever possible these will include a quote from the Mayor or relevant committee chair.
  - ii. The Town Clerk & Chief Executive is responsible for issuing official press releases on behalf of the Town Council.

- iii. When the media seeks information on an issue that is, or likely to be, subject to legal proceedings then where necessary advice will be obtained from the Council's solicitor before any response is made.

## 11. Precedence

- a) As mentioned above the order of precedence at official events can cause difficulty, particularly where the event organiser is not aware of the correct order and may embarrass a Town Mayor by trying to accord him/her precedence over, say, the Central Bedfordshire Chairman.
- b) Waldram's book "Civic Ceremonial" was once deemed to be "the bible" on such matters, but it is rather out-dated and in any event beyond the precedence of Crown and Central Bedfordshire Chairman or Borough Mayor, the law is silent on precedence.
- c) Based upon custom and practise in Dunstable since 1985, the following rough guide of procession is suggested:

Royal Family  
Lord Lieutenant  
High Sheriff  
Town Mayor (order reversed if the Town Mayor  
Central Bedfordshire Council Chair is not hosting)  
Mayor's Chaplain  
Member of Parliament  
Police Superintendent  
Luton and Bedford Mayors  
Visiting Town Mayors

## 12. Pre-Election Period

- a) The guidelines and restrictions on publicity during the pre-election period. From May until the election the Council must comply with restrictions outlined in Section 2 of the Local Government Act 1986. In addition, the Code of Recommended Practice on Local Authority Publicity published in 2011 makes clear that particular care should be taken in periods of heightened sensitivity, such as in the run up to an election. The Act defines publicity as "any communication, in whatever form, addressed to the public at large or to a section of the public."
- b) Generally, the Act says that the Council should "not publish any material which, in whole, or in part, appears to be designed to affect public support for a political party or promotes or opposes a point of view on a question of political controversy which is identifiable as the view of one political party and not of another." The Code of Practice recommends that authorities should generally not issue any publicity which seeks to influence voters, and that publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute.
- c) **Decision making**
  - i. In relation to decision making within the Council, the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In the vast majority of cases, the pre-election period will have no impact on our normal Council business. The Town Clerk and Chief Executive will be working with the Mayor and Committee Chairs to ensure that meetings go ahead successfully, and that all councillors are aware of and adhere to the requirement not to use Council meetings to engender public support for a political party or promote or oppose a point

of view on a question of political controversy which is identifiable as the view of one political party and not of another.

**d) *What this means***

- i. The primary restriction is on proactive publicity by the Council which particularly relates to candidates and other politicians involved directly in the election.
- ii. The council can still issue media releases on factual matters provided that these could not be seen as addressing issues of political controversy.
- iii. If the Mayor is standing for election, they will not be able to use Council resources (including the chain and robes) or the role to promote themselves during this period. However, the Mayor will continue to carry out their role, so far as possible with this restriction in place.

## **13. Consorts**

- a) There is no official recognition in law of the partner/spouse of the Town Mayor. However, it is often appropriate for the Mayor's consort to accompany his/her partner. The consort is however **not** an officer of the Council and cannot act in the place of the Mayor. If the Mayor is not present his/her Mayoress or Consort cannot be recognised in precedence. Only the Deputy Town Mayor deputises for the Town Mayor. Where neither are available the immediate past Town Mayor will be invited to act.
- b) The Mayoress/Consort usually accompanies the Mayor when the invitation specifically asks so - often attendance is requested by the Mayor alone. If a Mayoress/consort is requested and the "official" consort is unavailable, the past practise has been to invite another Councillor to accompany the Mayor.
- c) ***The Deputy Mayor***
  - i. The Deputy Mayor, when acting for the Mayor, should be accorded the same precedence as that which would be accorded to the Mayor. It must be emphasised that the Deputy Mayor deputises for the Mayor. Invitations should not be made to the Deputy Mayor but to the Mayor. If the Mayor is unable to attend, he or she may then, by agreement, arrange through the Democratic Services Manager for the Deputy Mayor to attend instead.

## **14. Mayoral Allowance**

- a) The Town Council makes an allowance to the Town Mayor to meet the expenses of his/her office but not to the Deputy Town Mayor. By custom in Dunstable the Mayor may make a voluntary contribution of 10% of it to the Deputy Town Mayor.
- b) The allowance may be used towards the following:
  - i. Clothing/Partner's clothing
  - ii. Donations to charities
  - iii. Purchase of Raffle Tickets
  - iv. Taking flowers, chocolates or biscuits (on 100th Birthday etc)
  - v. Expenses on foreign visits
  - vi. Personal hospitality (drinks in Parlour, private lunches etc)
  - vii. Invitations which incur a cost to attend

## **15. Facilities for Town Mayor**

- a) In addition to unrestricted use of the Mayor's Parlour and support from the Democratic Services Officer, the Council has agreed the Town Mayor may have free use of the Council Chamber for fund raising events and may have free use of the Chamber for an event organised or hosted by him/her. This latter discretion is generally used to assist local groups by allowing them to hold a meeting or awards evening, etc in the name of the Mayor.
- b) The Council also meets the cost of the official Mayoral Christmas Card.

## **16. Mayoral Transport**

- a) A chauffeur-driven car is provided for the Mayor for journeys undertaken in respect of official civic duties as detailed in the weekly engagement sheets. Where functions are attended by the Mayor and Deputy Mayor, the Mayoral car would be used to convey both in the interests of economy. There are no obligations to use the Mayoral car if the Mayor or Deputy Mayor wishes to make their own way there.
- b) The Council has contracted with a supplier of driven cars. The Council's contractor will be provided with all information on where to collect/drop off both Mayor and Deputy Mayor, they will be provided with the location of the event etc. They typically wait at the event for the Mayor and Deputy Mayor however this would depend on the length of the event.

## **17. Election of Town Mayor**

- a) In a non-election year (3 out of every 4 years) the Council at its February meeting usually approves the nomination of a Town Mayor Elect and Deputy Town Mayor Elect. Both positions are ratified at the Annual Council Meeting in May.
- b) Other matters the Mayor Elect will wish to give consideration to include:
  - i. Appointment of Town Mayor's Chaplain
  - ii. Date and venue for Civic Ball (if any)
  - iii. Date and venue for Civic Service
  - iv. Charities (if any) he or she hopes to support
  - v. Dates for Fund-raising Events
  - vi. Design for Mayoral Christmas card
- c) The Election of the Mayor is the first item of business at the Annual Council Meeting (Mayor Making) with the election being decided by a majority of members present and voting at the meeting.

## **18. Town Mayor's Chaplain**

- a) This is a personal appointment by the Town Mayor, announced at the Annual Council Meeting. The Chaplain naturally gives spiritual guidance/advice to the Mayor; leads the Council in prayer before the meeting starts; organises and usually conducts the Civic Service and supports the Mayor at other appropriate occasions, e.g. Civic Ball, Armistice Day, Christmas Tree Carols, etc. it is suggested that the Mayor Elect discusses these dates with the prospective Chaplain as well as the precise role he/she wishes the Chaplain to take.

## **19. The Mace Bearer**

- a) The Mace is the emblem of the power of dignity of the Mayor when carried in procession. The Mace is carried at the “slope” on the right shoulder. The origin of the Mace as a weapon of defence is well known and is accordingly the emblem of authority of the Mayor and precedes the Mayor at all Civic Occasions. The Mace is the symbol of the Mayor’s authority and as such becomes redundant in the presence of the Sovereign. At Council the Mace is placed in front of the Mayor (with the crown to their right), whilst in Church the crown of the Mace faces towards the altar.

## **20. Christmas Cards**

- a) The Council will meet the cost of the official Christmas Card of the Mayor’s personal choosing. The Council will also meet the cost of postage (this does not include personal postage).

## **21. Official Statements**

- a) The Press and local radio may invite the Town Mayor to comment on a Town Council matter or generally on an issue of local interest. To help the Mayor keep abreast of current activities the Mayor and Deputy are ex-officio members of all Committees. It is respectfully suggested that the Mayor consults the relevant Committee Chairman or Town Clerk and Chief Executive before commenting. The Mayor’s comments should be limited to explaining policies and decisions agreed by the Council, and to comments the Mayor can reasonably believe the majority of Councillors would support.

## **22. Town Mayor Appointments**

- a) During his/her term of office the Town Mayor is President of:  
  
Dunstable International Twinning Association (DITA)  
Dunstable Sea Cadets Unit
- b) Vice-President of Dunstable Cricket Club
- c) All of the above may expect the Town Mayor to offer some special support during his/her term of office.

## **23. Council Events**

- a) The Town Mayor will usually attend and “preside” at all major Council events. This would normally include greeting/welcoming any principal guests; individually thanking artists and key volunteer helpers as well as occasionally general speeches of welcome/thanks to all attending. Events staff, Heads of Service and the Democratic Services Manager will liaise to provide relevant background information to the Mayor.

## **24. Council Officers**

- a) At key functions such as the Civic Service, Remembrance Day Parade, etc, it is usual for the Town Clerk and Chief Executive to accompany the Mayor (and Town Clerk and Chief Executives partner would also be invited).

## 25. Death of a National Figure

- a) The Council retains live protocols to follow in the event of the death of the Monarch or senior member of the Royal Family. The Town Clerk and Chief Executive has overall responsibility for the discharge of this protocol and advice should be sought from them should anything happen within the Mayor's term of office.

## 26. Etiquette

- a) **Everyday Wear** - It is expected that where the Mayor attends a function and wears Chains of Office, day dress (jacket/suit and tie) shall be worn. This shall apply to a male Consort accompanying a female Mayor.
- b) **When To Wear Robes And Chains** - Generally speaking the Mayor should only be robed when accompanied by the Town Clerk and Chief Executive, who should then also be robed. Visits to schools are an exception to this general rule. There are however occasions when the Mayor may be invited to occasions/events at which there is a request to wear Mayoral robes. Robes should only be worn on high civic occasions similar to those to which robes would be expected to be worn within the Town. Guidance should be sought from the Democratic Services Manager.
- c) Chains should be worn at all formal Mayoral engagements, but NOT when:
  - i. The Mayor is attending private functions or in a private capacity
  - ii. The Mayor is attending a function outside the Town Council's area, unless they have the consent of the Mayor or Chairman of that Local Authority
  - iii. The Mayor is visiting the Palace of Westminster, where it is deemed to be a Palace of the Sovereign
- d) The Chains and Badges of Office of both Mayor and Deputy and their Consorts are covered by the Council's all risks insurance policy providing that the Council has been made aware and has "authorised" Mayoral attendance. If it is necessary to take them home, they must be kept appropriately. They must not be left unattended in cars or other vehicles.

### ***Etiquette during Civic Parades***

- a) A male Mayor of the Town should remove his hat:
  - i. when entering Church
  - ii. when the national anthem is being played
  - iii. when prayers are being said (or any Blessing or Act of Dedication)
  - iv. when "Last Post" is being sounded
  - v. when in the presence of a member of the Royal Family
- b) A male Mayor when laying a wreath at the War Memorial should:
  - i. lay wreath (while wearing hat)
  - ii. step back
  - iii. pause and give hat salute - i.e. hold hat across left breast
  - iv. replace hat then turn and return to his place
- c) A male Mayor when taking the salute at a March Past should:
  - i. When the approaching column Commander gives "eyes left" (or right), give hat salute, i.e. hold hat across left breast. If there are a number of columns passing closely,

maintain salute until last man is past. In any event, take guidance from the Senior Officer who is also on saluting dais. It is preferable for the Mayor to be on the left of a saluting officer because this avoids the possible embarrassment of the officer sending the Mayor's hat flying.

- d) A female Mayor shall always wear her Mayoral Hat and should acknowledge a salute by inclining her head in a slight bow.

***Etiquette – Mayoral Attendance at Funerals of Prominent Persons***

- a) The attendance of the Mayor at funerals is often at the discretion of the family and on some occasions, it would be inappropriate to wear the Chain of Office. Guidance will be sought at the time but, unless it is a high-profile event, the Mayor and Mayoress/Consort should generally wear their Badges of Office on a black ribbon.
- b) Family members must be given precedence in churches/crematorium with no centre aisle. After the service the Mayor and Mayoress follow immediately after the family mourners.

## **1. Appendix 1; Mayoral Chain**

### **(Notes by John Buckledee)**

- a) The creation of a mayoral chain for the borough of Dunstable was initiated by Alderman Fred Garrett and first worn by him in 1898.
- b) He was Mayor a number of times: 1897, 1898, 1913, 1914, 1915, 1918.
- c) He was made a Freeman of the borough in 1921.
- d) He ran a jeweller's shop in Dunstable and used his expertise to ensure that the chain was of high quality.
- e) An advertisement for his shop in 1906 gave its address as 15 High Street North. This is the large building next to the Town Hall Chambers. It now seems to have been split into two businesses: Household Estate Agents (15b) and the Prestige convenience store (15).
- f) Ald Garrett was born in 1848, eldest son of Mr W Garrett of Hertford, He came to Dunstable in 1870 and was first elected to the council, standing as a Liberal, in 1887.

### **Dunstable Borough Gazette August 1898**

- g) Tell it softly! The royal borough has never yet been possessed of a mayoral chain, and successive occupants of the civic chair have on state occasions been compelled to resort to the undignified and expensive custom of borrowing. His Worship (Ald F T Garrett) has, however, hit upon a happy scheme by which future mayors of Dunstable will not be submitted to this unpleasantness. He has approached all the previous mayors (or their relatives) since the restoration of the charter, and has proposed to them that if each one of them will contribute a set of links, he will contribute the central badge with the Corporation arms etc. Fifteen sets of links have already been promised, and the chain will soon arrive in Dunstable. On each set of links the subscribing mayor's name will be inscribed, with date and term of office. The chain, which will be of considerably over £100 value, will be vested in a board of trustees composed of those gentlemen who have occupied our civic chair.

### **Council meeting report September 1898**

- h) His Worship reported that the scheme inaugurated for the acquisition of a Mayoral chain had been entirely successful, and the chain, incorporating 15 links and a central badge, had been delivered to him this week. The 15 links had been subscribed by former mayors or their representatives, and since the chain had been delivered subscriptions had been received for the addition of two more links.

### **Dunstable Borough Gazette Wednesday October 19, 1898**

- i) The Mayor wore the new mayoral chain at the ball given by the Lord Mayor of London last night at the Mansion House.
- j) The chain is a splendid piece of workmanship. The badge and the centre link (given by the Mayor) consist of an English rose for the centre link, surmounted by a royal crown, emblematical of the fact that Dunstable is one of the few royal boroughs now in existence, and from the link is suspended the badge, a splendid piece of goldsmith's handiwork, of a somewhat oval shape, and bearing on it in the centre a raised shield with the arms of the borough beautifully enamelled in colours.
- k) This is surrounded by a wreath of oak and laurel leaves, and beneath is an enamelled and shaded ribbon bearing the Corporation's motto Ju. Titia Omnibus Fiet. At the bottom of the design is another ribbon bearing the name of the donor and the date 1897 in blue enamel. There are 17 sets of links, exactly like, each set consisting of a shield the exact shape and

design of the borough coat of arms shield, engraved with the name of the mayor whose year of office it commemorates, with the date or dates of the period he occupied the civic chair.

- l)** The shields are connected together with figure of 8 and cable links, as shaped as to allow the shields to sit gracefully upon the shoulders of the wearer.
- m)** Every part and link of the chain is of fine gold and hall marked, and altogether it is a magnificent addition to the Corporation insignia. The engraving and finish is of a high class character and a credit to the manufacturer.