



**Bollington**

TOWN COUNCIL

Bollington Town Hall  
Wellington Road, Bollington, Cheshire SK10 5JR  
Email: [clerk@bollington-tc.gov.uk](mailto:clerk@bollington-tc.gov.uk)  
[www.bollington-tc.gov.uk](http://www.bollington-tc.gov.uk)  
Tel: 01625 572985

# Mayoral Handbook

This Handbook was adopted by the Council at its meeting held on 4<sup>th</sup> July 2023.

This version of the Mayoral Handbook supersedes any previous versions.

## Contents

1. Introduction.....	4
2. Becoming Mayor.....	4
3. Roles and Responsibilities.....	5
3.1. Community Leadership: The Figurehead Role.....	5
3.1.1. Civic Events.....	5
3.1.2. Representing Bollington.....	5
3.1.3. Bollington Events.....	5
3.1.4. Town Mayor of Bollington’s Senior Citizens’ Welfare Committee (in liaison with Committee Secretary) .....	6
3.1.5. Chairing Bollington Town Council Meetings.....	6
3.1.6. Other Official Duties.....	6
4. The Town Mayor’s Consort.....	6
5. Deputy Mayor .....	7
6. Town Mayor’s Chaplain .....	7
7. Town Mayor’s Youth Consort .....	8
8. Precedence .....	8
9. Initial Actions for the Mayor .....	8
10. Engagements .....	9
11. Speeches .....	9
12. The Town Hall and Town Hall Staff.....	9
12.1. Town Clerk.....	10
12.2. Administration Assistant.....	10
12.3. Town Manager.....	10
12.4. Town Wardens.....	10
12.5. Employment Issues.....	10
13. Mayoral Regalia .....	11
14. Allowance.....	11
15. Christmas Cards.....	12
16. Chairing Council .....	12
17. Neutrality .....	12
18. End of the Mayoral Year.....	12
Appendix 1 - Town Mayor’s Booking Form.....	13
Appendix 2 - Mayor’s Charity and Fundraising Policy .....	14

A2.1 Introduction.....	14
A2.2 Mayor’s Charity and Fundraising.....	14

Table 1 Document Version Control

<b>Version</b>	<b>Date</b>	<b>Initials</b>	<b>Comment</b>
00.01_2023	21/06/2023	HW	Review of former version
00.02_2023	28/06/2023	JM	Reviewed by Personnel, Policy and Governance Committee 28/06/23, minute ref PPG22/23
01.00_2023	04/07/2023	HW	Reviewed and adopted by Full Council 04/07/23.

Date of next review – Quarter 1 2025

## 1. Introduction

This handbook has been produced to provide general information and guidance to councillors who are considering putting themselves forward for nomination as Town Mayor and for use by the Town Mayor once they have been invested.

Other publications, which may be of help such as The Good Councillor's Guide and Millward's Civic Ceremonial are kept at the Town Hall.

This booklet was produced using information contained in other Mayoral handbooks, as well as information and advice from past Town Mayors. Civic Handbooks: A Best Practice Guide and Civic Ceremonial, both by Paul Millward were used for guidance.

The Mayoral Handbook is intended as a working document and will be updated and improved over time.

## 2. Becoming Mayor

Being the Mayor is different from being a councillor and there are a number of factors to consider, in order to ensure that the Mayoral year is as rewarding and enjoyable as possible.

- a) **Effect on Family and Friends** – The Mayor will be out of the house more than they were as a councillor and often at unsocial times. The Mayor's own social life, interests and hobbies may be difficult to maintain during this time.
- b) **Effect on Career/Job** – Some employers make provision for leave for employees fulfilling a public role, however, discussions should take place with the Mayor's employer to ensure an appropriate balance is maintained.
- c) **Effect on Political Career** – Traditionally the Mayor is politically neutral during the term of office, although mayors continue to play a role in the decision making of the Council and will be expected to make a casting vote when required.
- d) **Effect on Personal and Religious Beliefs** – The Mayor represents all of the Council, regardless of political, social or religious views. The Mayor should acknowledge, celebrate and support diversity in the area.
- e) **Pomp and Ceremony** – Some Mayors may be unused to, and feel uncomfortable with, the formality of the Office of Mayor and the protocols that must be followed. It is important to remember that most members of the public appreciate the trappings of Office and the traditional links to the history of the town. It is possible for the Mayor to bring their own personality to the role while maintaining tradition.
- f) **Effect on Non-Councillor Interests** – The Mayor must act within the Code of Practice and must therefore be mindful of their private activities and any impact this may have on the public role.
- g) **Effect on the Mayor's Partner** – The Consort is expected to play a full part in the Mayoral role and this may be difficult for some. Discussion in private, with friends and past office holders would be worthwhile. The role of Consort,

however, can be a hugely rewarding experience and doesn't necessarily have to be the Mayor's partner.

- h) **Mayor's Relationship with other Councillors** – The Mayor is invited to attend all committee and working group meetings, however, attendance is only compulsory where the Mayor is a member. Most Mayors attend most meetings to ensure continuity of knowledge. Councillors will seek the Mayor's help in promoting Council initiatives and it is likely that the Mayor will see a wider cross-section of Council work as a result.
- i) **Mayor's Relationship with Constituents** – The Mayor will still be a Councillor and will still have a responsibility to help their constituents.

### **3. Roles and Responsibilities**

The following lists some of the duties that the Mayor carries out, some as the first citizen of Bollington and some as the Chair of the Town Council and is in addition to the information available in Standing Orders Section 21 The Mayoralty – Code of Practice.

#### **3.1. Community Leadership: The Figurehead Role**

##### **3.1.1. Civic Events**

- |       |                        |                              |
|-------|------------------------|------------------------------|
| i.    | Town Assembly          | March                        |
| ii.   | Mayor Making           | May                          |
| iii.  | Kerridge Parade        | July                         |
| iv.   | Well Dressing          | July                         |
| v.    | Civic Sunday           | September                    |
| vi.   | Boundary Walk          | September (Walking Festival) |
| vii.  | Remembrance Sunday     | November                     |
| viii. | Christmas Fayre        | November/December            |
| ix.   | Carols around the Tree | Christmas Eve                |

##### **3.1.2. Representing Bollington**

- i. Attendance at Cheshire East Council Events, for example, Civic Sunday, Mayor Making
- ii. Attendance at local town and parish council events for example, Civic Services

##### **3.1.3. Bollington Events**

- i. Primary school visits
- ii. TS Ardent – Bollington Sea Cadets. The Town Mayor is Vice President of TS Ardent and is invited to attend the annual Royal Naval Inspection and the Trafalgar Dinner
- iii. The Mayor is Honorary President of the Bollington Branch of the Royal British Legion.

- iv. 236 (Bollington) Squadron Air Training Corps. The Mayor is invited to attend the Dining-In presentation evening.
- v. The Mayor is invited to attend the Year 6 leavers annual presentation assembly in June/July.
- vi. Bollington Horticultural Society. The Mayor may be invited to present the awards at the annual show.
- vii. Bollington Primary Schools/Nurseries/Pre-Schools. The Mayor may be invited to open summer and Christmas fairs. The Mayor is also often invited to attend Primary School Christmas productions.

#### **3.1.4. Town Mayor of Bollington's Senior Citizens' Welfare Committee (in liaison with Committee Secretary)**

- i. Senior Citizens' Party. Includes a welcome speech from the Town Mayor and a closing speech from the Deputy Town Mayor.
- ii. Chairing Committee Meetings
- iii. Attending and supporting fund-raising events
- iv. Delivering presents to the housebound
- v. Visiting care homes
- vi. Christmas Day/Boxing Day care home visits
- vii. Delivering cards/flowers on 90<sup>th</sup> & 100<sup>th</sup> birthdays
- viii. Golden & Diamond Wedding Anniversary celebrations

#### **3.1.5. Chairing Bollington Town Council Meetings**

- i. Pre-meeting with the Town Clerk to discuss the agenda and collect any documents to read.
- ii. Debriefing after the Council meeting to assess actions to take after routine matters are despatched.
- iii. Regular liaison with Town Clerk and Town Manager

#### **3.1.6. Other Official Duties**

- i. Chairing the Personnel meetings.
- ii. Managing the Performance Review of the Town Clerk
- iii. Arranging the design and production of the Mayor's Christmas card in consultation with the Town Manager
- iv. The Town Mayor is invited to attend the organisation meetings prior to the Bollington Festival.

## **4. The Town Mayor's Consort**

The Mayor may choose to appoint a Consort and this role can be undertaken by a spouse, partner, friend or relative and is given precedence alongside the Mayor. There is no legal status for this office; however, their role is invaluable, providing assistance in the following ways:

- Support to the Mayor
- Accompanying the Mayor to events
- Support with the Mayor's charity or charities

On occasions where the Consort cannot attend an engagement, the Mayor may attend alone or choose to take another person to escort them. If this is the case, that person should not wear the chain and the Town Manager should be informed so that the organiser of the event can be advised of this.

## **5. Deputy Mayor**

The primary role of the Deputy Mayor is to discharge the functions of the Mayor if for any reason the Mayor is unable to act or the office of the Mayor is vacant.

It is expected that the Deputy Mayor and Deputy Mayor's Consort will attend all the annual civic functions and the chain should be worn as appropriate. In general, the chain should be worn at all the major civic events, for all Council meetings and when the Deputy represents the Mayor at official engagements.

When the Mayor is unable to attend an event, the Deputy Mayor may be asked to deputise. All invitations should be received by the Mayor in the first instance and the Town Manager will contact the Deputy Mayor with a request to deputise. The Deputy Mayor should not be asked or seek to attend official engagements in their own right.

In carrying out their roles it is vital that the Mayor, Deputy Mayor, Consort, or attendant, consider the public nature of their office. Behaviour and manner will need to be appropriate at all times and not bring the Council into disrepute.

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

The appointment of a Chaplain is at the invitation of the Mayor and has no legal status. It is for the Mayor to decide whether the Chaplain is invited to offer prayers at Full Council Meetings but it is expected that he or she will attend the Annual Meeting and Mayor Making Ceremony, lead the Civic Sunday Service and Remembrance Sunday Service and take part in Carols around the Tree event.

A list of the relevant dates will be sent to the Town Mayor's Chaplain at the start of the new Mayoral year by the Town Manager.

In choosing a Chaplain it may be worth remembering that the Office of Mayor relates to the people of the town and not to the individual carrying out the role. It is helpful if the Chaplain can offer advice to the Mayor on spiritual and religious matters and is able to support the strong historic links between the Council and the church with sensitivity. Whatever spiritual or religious background the Chaplain comes from,

what is most important is the support the post gives to the Mayor in helping to understand and lead all sections of the community.

## **7. Town Mayor's Youth Consort**

Bollington Town Council introduced the role of Town Mayor's Youth Consort in 2016. The Town Mayor's Youth Consort accompanies the Mayor to Civic events in Bollington and the surrounding area during the mayoral year. The role was established as a means of engaging with young people and encouraging an interest in civic life.

The opportunity to apply for this role is offered to local schools and uniformed organisations at the beginning of the new calendar year. . The successful Youth Consort is selected by the Mayor-Elect, Town Clerk and Town Manager, and is invested with a Badge of Office during the Mayor Making Ceremony in May. The Town Manager will be responsible for arranging for the Youth Consort to attend any engagement in consultation with the Mayor.

The Youth Consort will be invited to join the Youth Council which meets every month at the Town Hall.

## **8. Precedence**

If the Lord Lieutenant of Cheshire is present in an official capacity representing the Queen, the Lord Lieutenant will take precedence over all other civic dignitaries who are present. If the Lord Lieutenant is attending a purely Town Council civic function then precedence will usually be given to the Mayor.

The Mayor of Cheshire East takes precedence within the Cheshire East Borough.

The Deputy Mayor when acting for the Mayor should be accorded the same precedence as would be given to the Mayor.

## **9. Initial Actions for the Mayor**

It is worth giving some consideration to the following points before election:

- Choose a Consort.
- Appoint a chaplain, if desired
- Choose a charity or charities to be supported during the year. See Appendix 2 - Mayor's Charity and Fundraising Policy.
- Provide some biographic notes to the Town Manager for use on the Mayor's page of the Town Council Website.
- Advise the Town Manager of any important dates where you will not be available during your term of office.



- Inform the Town Manager of any mobility issues or special dietary requirements that you or the Consort may have, so that event organisers can be informed.
- Provide the Town Manager with a personal address list for invitations and Mayoral Christmas Cards.

## **10. Engagements**

It is vital that all Mayoral invitations are given to the Town Manager. The Mayor will often be approached directly by representatives of organisations or charities with invitations to functions and it is helpful to refer the person to the Town Manager who will be able to advise on availability and will also ensure that a booking form is sent out where necessary and that all information relating to the engagement is collected. The obvious benefit of this system is that it prevents clashes and also means that the Mayor will have all the information needed to fulfil the expectations of all involved.

It is good practice to assume that once an invitation has been formally accepted, that it should not be cancelled unless there is an unavoidable emergency. The organisers of the event will be relying on the Mayor's attendance. The Mayor should attend punctually and be ready to be in place at the appropriate time. Failure to do this will affect everyone attending the event.

The Mayor is expected to accept the majority of invitations that are received. The Deputy Mayor should only deputise in the event of a diary clash, during the Mayor's holiday or because of illness.

## **11. Speeches**

As Mayor, making speeches will be a significant part of the role. The booking form has a section for those inviting the Mayor to attend their event, to indicate whether a speech will be required. However, it may be worth preparing a short, standard speech that can be recalled and used at any engagement, in the event that you are called on to speak unexpectedly. It is also worth remembering that when speaking in public the Mayor is speaking on behalf of the Town Council and as such should support agreed Council policy.

## **12. The Town Hall and Town Hall Staff**

The Town Hall is open between 9.30am and 2.30pm, Monday – Friday. During this time the Town Hall has an open-door policy to members of the general public and to all councillors. All members of the Town Hall team work part time. The following information is intended to provide a brief introduction to the roles and responsibilities (which can be many and varied) of the Town Hall staff and is not an exhaustive list of their duties on a daily basis.

### **12.1. Town Clerk**

The Town Clerk is the principal permanent official and head of the paid service of the Council, referred to legally as the Proper Officer of the Council. The Town Clerk's role is both advisory and ceremonial alongside the Mayor. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk advises the Council on and assists in the implementation of overall policies and produces all the information required for effective decision making.

The Town Clerk is also the Responsible Financial Officer (RFO) and is accountable for all financial records of the Council and the proper administration of its finances.

The Town Clerk is expected to attend Civic Sunday and Remembrance Sunday.

### **12.2. Administration Assistant**

The Administration Assistant is the first point of contact for members of the public and visitors to the Town Hall, responsible for handling a range of enquiries and promoting the ethos of the Town Council as helpful and proactive. The Administration Assistant undertakes a broad range of administration duties in addition to managing the day to day administration of the Civic Hall booking system. They also assist in maintaining the council's website and social media presence.

### **12.3. Town Manager**

Provides administrative support to the Mayor and Deputy Mayor such as handling their correspondence and responding to invitations. The Mayor will receive some invitations direct, but these should always be passed to the Town Manager for attention.

The Town Manager arranges Civic Sunday and Council events, plus provides support to community events.

Additionally, the Town Manager oversees data protection and information security and liaises with the council's Data Protection Officer.

### **12.4. Town Wardens**

The Town Wardens service assets which belong to the Town Council. This includes routine cleaning, attending to maintenance and repairs as they arise. Town Warden also assist with road closures for Civic and community events.

### **12.5. Employment Issues**

If the Mayor, or any Town Councillor, has an issue with any employee of the Town Council, the matter should be raised with the Town Clerk, as the employee's Line Manager.

### **13. Mayoral Regalia**

The Town Mayor and Deputy Town Mayor should wear their chains at all Council Meetings and on all formal occasions within the town. They should also wear their regalia when attending functions within the Town boundary. When attending functions outside the Town boundary the wearing of the chain will be with the prior permission of the Authority in which the function is taking place. In the case of the Cheshire East area, the Town Manager seeks permission, at the beginning of each Mayoral year, from the Mayor of Cheshire East for the Town Mayor to wear the Mayoral Regalia for Bollington Town Council when attending events within the Cheshire East Borough.

The Mayor should not wear the chain outside of the Borough Boundary without the permission of the Council that is being visited or when the Mayor is attending private functions or in a private capacity.

The chains of office for the Mayor and their Consort are covered by the Council's insurance policy.

- Unless being worn, the Mayoral regalia should be kept in the case provided by the Council.
- The Mayoral regalia should be returned to Bollington Town Hall, and secured in the safe, following an engagement/event either the same day if practicable or the next day. A set of keys to the Town Hall will be provided to the Mayor to enable access to collect/return the regalia.
- Should the Mayoral regalia need to be kept at home, it should be stored out of sight.
- Do not attempt to clean the Mayoral regalia other than with a soft dry cloth.
- Any damage or wear and tear should be reported to the Clerk as soon as possible.
- The Mayoral regalia should not be loaned or placed in the custody of any person other than Town Hall staff.
- The Clerk should be notified immediately if the Mayoral regalia is lost, mislaid, stolen or otherwise missing in order that the Council's insurers can be informed.

### **14. Allowance**

A budget is allocated to the Mayor as an allowance; a proportion of this may be retained to cover the cost of the Mayor's official Christmas cards (see below). The Mayor can choose whether to receive the allowance directly or have the expenses invoiced to the Town Clerk.

The allowance may be used for anything that will help the Mayor during their year in office, by covering out-of-pocket expenses. The allowance is taxable and receipts and appropriate records of expenses should be kept in order to complete a self-

assessment tax return and reclaim the tax paid to HMRC. It is entirely the Mayor's responsibility to account for its expenditure rather than the Town Clerk.

## **15. Christmas Cards**

The Town Mayor sends out a formal Christmas card, the design of which is the choice of the Town Mayor. Most of the cards are now sent electronically with a small number of physical cards printed to send to those who cannot receive them via email. The Mayor will need to decide upon the type of card they would like to send in good time to enable them to be sent out in early December. The cards are distributed to those on the official mailing list and the Mayor has the discretion to send cards to a number of individuals in addition to the official list.

## **16. Chairing Council**

It is expected that the Mayor is available for all Full Council meetings. The rules governing meetings of the council are contained within Standing Orders.

## **17. Neutrality**

The Mayor is traditionally neutral and reduces political involvement during the term of office. The Town Mayor should take no active role or involvement in political events, in particular political meetings and should not attend group meetings. A group meeting means, a meeting held by councillors of any one political party arranged to discuss agenda items relevant to a forthcoming meeting of the Town Council. The exception to this is during the period immediately prior to an election, when the Mayor is standing for re-election.

Throughout the Mayoral year, the Town Mayor should remain impartial in all matters of policy and should only be involved in directing matters in exceptional circumstances, where it is felt that it would be in the public interest to do so.

## **18. End of the Mayoral Year**

The retiring Mayor is presented with a medallion at the Annual Meeting and Mayor Making Ceremony. The medallion should only be worn on civic occasions.

The retiring Mayor's name is engraved on the Mayoral Roll and a formal, framed photograph may be displayed in the Council Chamber at the discretion of the member concerned.

Being Mayor is a time consuming and challenging role and readjusting to life after holding that office may be difficult. It is likely that the new Mayor will want to change things to suit their own personality and style; this doesn't mean that it was wrong before and is not a criticism of the previous year.

## Appendix 1 - Town Mayor's Booking Form

Name of organisation (if applicable)	<input type="text"/>
Contact name & number	<input type="text"/>
Contact email address	<input type="text"/>
Name of Venue	<input type="text"/>
Venue contact number	<input type="text"/>
Type of event e.g. shop opening, concert, civic event, charity event	<input type="text"/>
What would you like the Mayor to do, be present, present prizes, make a speech?	<input type="text"/>
Date of event	<input type="text"/> Start time <input type="text"/>
What time should the Mayor arrive?	<input type="text"/> Finish time <input type="text"/>
Who will greet and host the Mayor?	<input type="text"/>
Will refreshments be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the dress code? e.g. black tie	<input type="text"/>
Please state whether there is provision for the Mayor's consort to attend?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be a designated parking space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be other dignitaries in attendance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state who	<input type="text"/>

**Please e-mail the completed form to [townmanager@bollington-tc.gov.uk](mailto:townmanager@bollington-tc.gov.uk) or return to the Town Manager, Bollington Town Hall, Wellington Road, Bollington, Macclesfield, Cheshire, SK10 5JR**

## **Appendix 2 - Mayor's Charity and Fundraising Policy**

### **A2.1 Introduction**

The purpose of this policy is to provide guidance to Deputy Mayors and Mayors when considering their choice of charity for the Mayoral year, how to support it and the role of Town Council staff.

### **A2.2 Mayor's Charity and Fundraising**

It is customary for the Mayor to adopt one or several charities to support during the Mayoral year. Mayors may choose to support a charity because of its connections to the local community or because of a personal knowledge or interest in the work of a particular group. Some Mayors may wish to adopt a proactive approach to fundraising, by organising lots of their own events, others may prefer to use the status of the Mayorality to raise awareness and support for an existing appeal.

It is important to remember that fundraising for the Mayor's charity is discretionary and does not form part of the Mayor's roles and responsibilities.

It is advisable to avoid financial target setting as this can lead to the Mayor's Charity and fundraising becoming the principal preoccupation of the Mayoral year. This does not mean that fundraising activities should not be undertaken or that the achievements of previous Mayors are without merit, however, the following points should be considered:

- The primary role of the Town Manager is to ensure the smooth running of all civic events, provide administrative support to the Mayor and general advice to callers to the Town Hall throughout the day, rather than charity events.
- It is the Mayor's responsibility to lead any fundraising initiative on behalf of any chosen charities and thought must be given to how these events can be organised and staffed as the Town Hall does not have the resources to support them. The Mayor may be able to call on support from their Consort or could consider establishing a separate committee of friends or colleagues to assist in the planning and execution of such activities or events. Individuals from the chosen charity or other voluntary groups may also be willing to help.
- All donations and fundraising proceeds must be paid into an account set up for this purpose by the Mayor. The Town Council does not have the power to run charity raffles and therefore any funds raised at civic events or via fundraising activities cannot be kept in the council bank account. It is the responsibility of the Mayor to bank all income independently and distribute it to the chosen charity or charities.
- The Town Manager will provide support to the Mayor in respect of charitable activity at civic events, including Mayor Making and Civic Sunday

- The Town Manager will also provide advice concerning the suitability of events and civic protocol if required. Assistance can also be provided in the following ways:
  - adding the details of the charities to the Mayors' booking forms,
  - including details on the Mayor's Christmas Card,
  - including the information on the Mayor's web page, service sheets, Mayor making programmes.
- Dates for any additional charity events should be discussed with the Town Manager to ensure the suitability of timing and to avoid clashes with other events.