



MAYOR'S HANDBOOK

Civic Titles

1. The Form of address of the Town Mayor is “The Worshipful The Mayor of Wareham.”
2. Male Mayors are to be addressed as “Mister Mayor.”
3. Female Mayors are to be addressed as “Madam Mayor.”
4. The wife or long-term partner of a male Mayor may be called The Mayoress. Any other female is called an Escort. The husband or long-term partner of a female Mayor is called a Consort. These roles are not recognised by statute and, as such, they do not hold office. The Mayoress is entitled to wear the Mayoress’s Chain when performing duties but this is not strictly a badge of office.
5. The Mayoress/Escort/Consort should only wear the Chain/Badge in the presence of the Mayor.
6. The Town Mayor can choose to have different Escorts if this is more convenient. These Escorts may wear the Mayor’s Escort Badge.
7. If the Town Mayor or Deputy Mayor cannot attend a function which is considered to be important, the Council can appoint a substitute, but only if the inviting body has given prior permission.

Precedence

1. The Lord Lieutenant.
2. The High Sheriff.
3. The Town Mayor has precedence over any other citizen of the town unless they are one of the above.
4. The Town Mayor takes precedence over the Chairman of Dorset Council when the occasion is purely a town matter.
5. In an assemblage of Mayors, they may rank mutually after the host Mayor, either in alphabetical order or in an order determined by the population of their respective authorities. Usually in an assemblage of Mayors and Chairmen, Mayors of Unitary Authorities have precedence over the Mayors and Chairmen of Parish Councils.
6. The Town Clerk is not entitled to any precedence as such, but as the temporal advisor of the Mayor he/she should accompany the Mayor at his/her right hand on all ceremonial occasions, the usually accepted rule

being that whenever the Mayor robes, he/she should be accompanied by the Town Clerk, also robed.

7. The Deputy Town Mayor is elected by the Council to act in the Mayor's absence and is entitled of right, in such circumstance to take the Chair at Council Meetings. They also assume the Mayor's order of precedence when deputising.

Wearing the Chain of Office and Robes

1. The Robes of Office are worn at:
 - The Mayor Making Ceremony. The Chain of Office should be worn throughout the whole evening.
 - The Civic Service.
 - The Remembrance Day Parade.
 - On Christmas visits to Pine Martin Grange, Anglebury Court and the Parish Christmas Lunch.
 - On other official occasions within the parish boundaries if specifically requested by the host of the event and is appropriate and if the Mace Bearer is available to attend.
 - The Sergeant at Mace will normally assist the Mayor with robing at these functions where possible.
2. A male Mayor wears the Cocked (Bicorn) hat, whilst a female Mayor wears the Tricorn hat. White gloves must be worn with the robes.
3. Mayor's Escorts, who are also Councillors, should only wear the Mayor's Escort Badge with the express permission of the Mayor.
4. The Deputy Town Mayor is not entitled to wear the Mayoral Robes or the Chain of Office. They are entitled to wear the Deputy Mayor's Badge when deputising in the absence of the Town Mayor and at Mayor Making but cannot wear the Badge when the Mayor is present except with the express permission of the Mayor.
5. In Wareham it is customary that the Chain of Office and the Deputy Mayor's Badge are not worn at Council Meetings.
6. The Chain of Office may be worn at any official function within the parish boundaries.
7. If the Town Mayor is invited to a function in a neighbouring parish and the hosts have indicated they would like the Chain or Badge to be worn, the Mayor, through the Mayor's PA, must ask permission to do so of the Chairman of the parish they are visiting.
8. When visiting other towns, the Chain should only be worn if the host authority invites you to wear Chains of Office; this is usually other towns in the County. If there is no invitation to wear the Chain or Badge, the situation should be clarified by the Mayor's PA beforehand. Invitations usually indicate what is to be worn.

9. When an invitation is received from a private establishment outside of the parish, the Mayor's PA to check that the Chairman of the Council has also been invited.
10. When not being worn, the Chain of Office, together with the Deputy Mayor's Chain of Office, must be kept in the safe in the Town Hall.

Dress

1. Male Mayors should wear lounge suits for formal occasions unless evening dress is specified. During Mayor's Civic Days, smart casual sports jackets and ties can be worn. The main criteria here is comfort as these occasions involve a variety of activities. A male Mayor should always wear a tie except when the occasion is completely informal.
2. Female Mayors should wear smart clothing for all formal occasions. She can wear smart casual clothes for Civic Days.
3. Jeans and trainers are not appropriate dress for Mayors whilst on duty.
4. A pair of comfortable shoes is essential for all daytime occasions as even on formal Civic Functions, there is usually a great deal of walking and standing around involved.
5. The Chain is held in place by safety pins with attached ribbons as indicated by the Sergeant at Mace.
6. It is inappropriate for Mayors and Mayoresses to wear neck jewellery when wearing official insignia.

Other Protocol matters

1. All invitations must go through the Mayor's PA.
2. The Town Mayor should not accept invitations to open commercial premises in the town or informal casual events such as personal coffee mornings. If in doubt check with the Town Clerk.
3. Gifts up to the value of £50 can be accepted by a Town Mayor under the Model Code of Conduct.
4. Care must be taken to decide what is a gift to the town and what is a personal gift.
5. If any gifts or hospitality that are worth more than £50 are offered to the Town Mayor, they should register it on their Declaration of Interests held by the Town Clerk.
6. The Town Mayor should not solicit invitations.
7. Invitations should be answered expeditiously. If the Town Mayor cannot attend the event, the invitation should be offered to the Deputy Town Mayor, if the host is in agreement, through the Mayor's PA.
8. The Town Mayor is expected to be impartial and neutral when conducting Council Meetings. It is important that the Mayoralty is non-political. Care should be taken when using the casting vote and should serve the best

interests of the town. If in doubt, the casting vote should be used to maintain the status quo.

Run up to the Mayor Making period - Things to do

January/February

1. The Deputy Town Mayor should approach the Town Clerk and the Mayor's PA to discuss Mayor Making and arrange the Civic Day.
2. A caterer who has a Food Hygiene Certificate should be booked for the Mayor's Reception. The Mayor's PA can organise this. A venue should also be booked if the nominated Mayor does not want to use the Corn Exchange.

March

1. It is usual for a local clergyman to be approached to be appointed as Mayor's Chaplain. If the incoming Town Mayor does not want to use the Parish Church for the Civic Service, they and the Mayor's PA should book the church of their choice. Permission must be sought from the Parish Office if the Mayor chooses to have a Chaplain who is not Church of England, if they wish them to officiate in the Parish Church.
2. The Mayor Elect chooses two Councillors to propose and second him/her at Annual Council.
3. The Mayor Elect should work on a guest list for the Ceremony and the Reception with the Mayor's PA. No more than 8 family and friends to be invited to the Council Chamber and another 4 guests may be invited to the Reception. The Mayor's PA is responsible for sending out invitations and keeping records of acceptances.
4. The cost of the Reception is paid direct to the caterer by the Finance Officer and is deducted from the Mayor's allowance.
5. The Mayor Elect should choose their Charities, preferably local ones. It is not obligatory to raise money for charity during the year in office. The Mayor Elect can choose more than one charity or can name no particular charity at all in which case any monies raised during the year would be distributed to local worthy causes, agreed by Council.
6. As the Mayor's Charity is a personal function of the Mayoralty, it is in order for a Town Mayor to deduct expenses, which must be evidenced with receipts, from the amount raised before handing over the money to be paid into the account. All monies should be paid directly to the Town Council and this will be recorded separately in the income report.
7. The Town Mayor's official allowance should not be used to fund any charity fundraising. Also the Town Mayor should not use Civic occasions to raise funds for their charity except possibly the collection from the Civic Service, which at the discretion of the Rector, the church could donate at the time.
8. The Mayor Elect should research which charities previous Town Mayors have chosen so that one charity does not benefit over others in a short time span.

9. The Mayor's PA to book the Corn Exchange for any fundraising events for the Mayor's Charity if required.
10. There is no obligation to do any of the above; it is entirely at the discretion of the new Mayor.

April

1. At the beginning of April, the Mayor's PA writes to the Youth Organisations, Scouts, Guides, Boys Brigade and the Air Training Corps, to invite them to choose a Mayor's Youth Representative from their organisation.
2. The Mayor's PA sends dates of all the Civic Events to Councillors and to the Youth Representatives and Mayor's Constables. This includes Mayor Making, Civic Service, Civic Day, Remembrance Day, Christmas Reception and Annual Town meeting.
3. The Mayor's PA usually sends out the dates to other Councils to give forewarning of our events that their Mayors and Chairmen may wish to attend. It is a good idea to add dates of any charity fundraisers to this notice.
4. Arrange for a photographer to take photographs. This is not obligatory.

May

1. Just before the Mayor Making, the incoming Mayor to request that the PA purchases bouquets for the outgoing Mayoress and for the incoming Mayoress and for the outgoing Mayor if female. A suitable gift may be purchased for an outgoing male Mayor. Maximum cost for each is £25 and will be deducted from the Mayor's Allowance.
2. The Mayor Elect should provide their proposer and seconder with brief details of their life history and achievements on the Council.
3. The Mayor's PA to remind the proposer of the outgoing Mayor that they need to make the vote of thanks to that Mayor.
4. The Mayor's PA to make name plates for reserved seats.

Mayor Making

1. List of attendees to the Ceremony:

Sat on the dais:

- The Sergeant at Mace
- The Chaplain of the outgoing Mayor
- The Chaplain of the incoming Mayor if different from the above
- The Deputy Town Mayor
- The Mayor
- The Town Clerk
- The Deputy Town Clerk
- The Town Crier

At the Council Table:

- 14 Councillors

Stood along the wall by the door:

- The 2 Mayor's Constables
- The Air Training Corps Cadet
- The Boy's Brigade Cadet
- The Mayor's Scout
- The Mayor's Guide
- The above are chosen by Wareham Court Leet and by the Youth Organisations

2. Guests who should be invited to the Ceremony:

- Chaplain's partners
- Honoured Townspeople
- Councillors' partners

- 3.** The Mayor Elect's family and friends sit on the right-hand side facing the dais and the outgoing Mayoress/Escort and the invited guests sit on the left-hand side. The Honoured Townspeople sit in the front row of the left-hand side.

Order of proceedings

1. The Councillors enter the Council Chamber.
2. The Town Mayor takes the Chair.
3. Prayer by outgoing Mayor's Chaplain.
4. The Annual Council Meeting is then officially opened and the formal agenda is followed.
5. A procedure for the meeting will be prepared, separately to the agenda, for the Outgoing and incoming Mayors to follow.
6. After the election of the new Town Mayor, the retiring Town Mayor and the newly elected Town Mayor retire together with the Town Clerk and officials (including the Sergeant at Mace and the Town Crier) into the Town Clerk's Office.
7. All Councillors and guests stand at this point.
8. The Robes and Chain of Office are then handed over.
9. The Town Crier stands at the door and announces the new Town Mayor using the words "Please be upstanding for the Worshipful the Mayor of Wareham, Cllr....."
10. The new Town Mayor enters the chamber (led in by the Sergeant at Mace) followed by the Town Clerk and Officials and takes the Chair. The retiring Town Mayor then takes a seat at the Council table. (The seat next to the door is kept clear for them)

11. The new Town Mayor will make the Statutory Declaration of Acceptance of Office. (Read and sign the modern version of the oath, the first one, then read the second version dating back to 1615, if so wished.)
12. A vote of thanks is given to the retiring Town Mayor by the Councillor who proposed the outgoing Mayor the year before or a suitable substitute.
13. The Appointment of Mayoress/Escort. (The retiring Mayoress/Escort presents the Chain/Badge to the incoming Mayoress/Escort.)
14. Confirmation of Officials: Sergeant at Mace, Mayor's Constables, Mayor's Air Training Corps Cadet, Mayor's Boys Brigade Cadet, Mayor's Scout and Mayor's Guide.
15. The Town Mayor will address the Council and Public. (The speech can include any projects that the Mayor wishes to pursue.)
16. Proposal that the Deputy Mayor Elect be elected as Deputy Mayor for the Civic Year.
17. Proposal to be seconded.
18. Election of the Deputy Mayor and presentation by the Mayor of the Deputy Mayor's Badge of Office.
19. The Deputy Mayor may declare an Escort: Badge to be presented.
20. The Deputy Mayor is invited to sit on the dais.
21. Past Mayor's Badge to be presented to the outgoing Mayor.
22. Floral tributes and gifts may be presented.
23. Town Clerk to confirm possession of Deeds and Regalia in the custody of the Council and insurance cover for all Council property.
24. Announcement regarding the date of the Civic Service.
25. The Annual Council Meeting is then formally adjourned by resolution noting the date and time of reconvening.
26. The Town Mayor invites the guests to the Reception.
27. The Sergeant at Mace requests that the public remain in the Council Chamber until the Mayor and the Town Council have left.

Reception

1. The Town Crier announces the Mayoral party to the guests.
2. Drinks are served at this point with the Mayor receiving the first glass.
3. At a suitable time, the Town Crier announces the Sergeant at Mace who then invites the Town Mayor to make a speech to the guests. This can be a version of the speech made in the Chamber when taking office. The Mayor can then propose the Loyal Toast.
4. Toasts are optional and at the discretion of the Town Mayor.
5. The Sergeant at Mace then proposes a toast to the incoming Town Mayor.
6. The Town Mayor invites the Mayor's Chaplain to say grace before the Sergeant at Mace invites the guests to partake of the buffet.

7. After the buffet, the Deputy Town Mayor will propose a vote of thanks and may conclude with a toast to the Town of Wareham.

Civic Service

1. After the Mayor Making Ceremony, the Mayor should liaise with the Mayor's PA to organise the Civic Service, which is normally held on the third Sunday in June.
2. The Mayor's PA will have booked the church earlier in the year at a time to suit both Council and Church.
3. The Town Mayor liaises with the Chaplain about the format of the service and any cost implications.
4. Decide on a guest list for the service with the Mayor's PA.
5. The Mayor's PA invites all organisations by letter (in January). The Mayor's PA should regularly update details.
6. The Mayor's PA invites:
 - The Sergeant at Mace.
 - The Town Crier.
 - The 2 Mayor's Constables.
 - The Royal British Legion.
 - The Youth Organisation Representatives, Mayor's Air Training Corps Cadet, the Mayor's Boy's Brigade Cadet, the Mayor's Scout and the Mayor's Guide.
7. Invitations are sent to:
 - The Honorary Townspeople.
 - The Member of Parliament.
 - The High Sheriff of Dorset.
 - Mayors of other towns and Escorts.
 - The Chairmen of adjacent Parish Councils.

On the Day

1. The Mayor's PA may organise refreshments, for guests and Councillors, before **or** after the service, but this is not obligatory. All expenses to be paid from the Mayor's allowance. The Mayor must make arrangements for this and if using the Corn Exchange, it must be booked and any caterer should have a Food Hygiene Certificate.
2. The Church Wardens should be provided with a seating plan and a set of cards to be placed on pews showing where people sit, well before the service.
3. All Town Councillors, partners and guests should meet in the Town Hall. Councillors should arrive at least half an hour before to robe up in the Council Chamber. The Mayor robes up with the aid of the Sergeant at Mace in the Town Clerk's Office.

4. The Mayor's Escort and Deputy Mayor's Escort should lead the Town Councillor's partners down to the church and be seated on the right-hand side of the aisle facing the altar.
5. The Town Crier should stand at the entrance to the Corn Exchange and greet the guests.
6. For seating arrangements at the church consult Appendix 2.

Mayor's Civic Day

1. This is carried out entirely at the Town Mayor's discretion but has become the custom in recent years, to repay hospitality from other Civic Leaders in the county.
2. After Mayor Making, the Mayor liaises with the Mayor's PA to book the venues for the Civic Day.
3. This is usually held on the second Friday in August but this date is at the Mayor's discretion.
4. Where a Mayor takes their guests is entirely up to them. Suggestions for venues/activities are:
 - St. Martin's Church.
 - Rex Cinema
 - Walk around the Walls.
 - Boat Trip on the Frome.
 - Tour of the Sports Centre.
5. The Mayor makes the arrangements for refreshments and payment is made by the Finance Officer out of the Mayor's allowance. The Corn Exchange can be used but any caterer must have a Food Hygiene Certificate. The Mayor's PA can arrange for a suitable caterer to provide the tea.
6. The Mayor's PA holds a list of guests. It is also customary to invite the Deputy Mayor and Escort, the Sergeant at Mace and the Member of Parliament. The High Sheriff and the Chairman of Dorset Council can also be invited.

Remembrance Day

1. This is organised by the Royal British Legion who decide the order of the procession as set out in the Royal British Legion Handbook, and the order of laying wreaths.
2. The Mayor's PA will order up to four wreaths for the Mayor before the day. They will be carried by the ATC Cadet and another Youth Organisation representative on behalf of the Mayor, in the procession to the church and then up to the War Memorial. The second wreath is laid at the War Graves Memorial in the Churchyard.
3. The Mayor and Councillors arrive at least half an hour before the procession starts to robe up. Mayors may wear their own full-size decorations on their left breast. Miniature medals should not be worn.

4. Partners, led by the Town Mayor's Escort, make their way to the Priory Church of Lady St. Mary before the parade leaves the Town Hall and sit on the right-hand side of the church facing the altar.
5. The Town Council line up in the order laid down for the Civic Service. (Sergeant at Mace/Town Crier to oversee the ordering of the Civic part of the parade.)
6. Seating arrangements for the Council in the church are the same as for the Civic Service.
7. After the church service, the parade reforms on the Quay and marches in the same order up to St. Martin's where the Town Mayor's Escort and partners of Councillors are assembled on the steps of St. Martin's Church.
8. The "Eyes Right" command is given by the Parade Marshall when passing the D Day Memorial in South Street.
9. The Town Mayor leads the Civic procession round the memorial, entering on the right-hand side and finishing on the left-hand side.
10. Wreaths are laid in accordance with the Royal British Legion Protocol.
11. The Town Mayor is called upon by the Parade Marshall to step up and lay the wreath on the Memorial. The Mayor, if male, removes his hat and bows to the wreath. The Mayor, if female, just bows and steps back to their place.
12. At the end of the wreath laying, the parade re-forms and marches back to the Town Hall where the Town Mayor takes the salute at the March Past. Male Mayors remove and replace their hat as the standards or colours pass and as each section passes. Mayors do not give the military salute. Female Mayors bow to each section as they pass.
13. The Chairman of the Royal British Legion will inspect the parade before dismissal.
14. When the parade has been dismissed the Town Mayor and Council, together with the RBL and the Mayor's Youth Representatives, make their way along Church St to the War Graves Memorial in the churchyard of the Priory Church of Lady St. Mary.
15. The Town Mayor must ensure that the second wreath is available.
16. The RBL will order the wreath laying at this memorial.
17. A male Mayor removes his hat, a female Mayor bows.

Christmas Reception

1. This is not a Civic Reception but is hosted by the Town Mayor and paid for and organised by the Council provided a budgetary sum has been allocated.
2. Representatives of organisations in the town are invited.
3. The Town Mayor may make suggestions about guests but should not invite other Mayors or Chairmen or personal friends or family.

4. The Town Crier announces the Town Mayor who welcomes the guests to the Reception.
5. The Town Crier announces the Volunteer of the Year Award which is made at this Reception. The Town Mayor makes a short speech about the Volunteer before the presentation.
6. The Town Mayor makes the presentation and unveils the board on the wall with the name of the new Volunteer.
7. If the Mayor's Chaplain is present, the Town Mayor may invite them to say grace.
8. The guests are then invited to partake of the buffet.
9. Towards the end of the function, a vote of thanks is given.

Christmas Visits

1. The Mayor's PA telephones Pine Martin Grange and Anglebury Court in advance to arrange dates and times with them for a Mayoral visit.
2. Usually the Town Mayor receives an invitation to the Parish Christmas Party held in the Parish Hall. This might include lunch but acceptance of this element is entirely up to the Mayor and Mayoress.
3. The Mayor's PA arranges the time of arrival at this party.
4. The Town Mayor meets the Sergeant at Mace if he is available at the Town Hall half an hour before the first visit to robe up.
5. If the Sergeant at Mace is unavailable, arrangements should be made for the Mayor to have the Robes etc. at home over Christmas and request is made to the Town Crier to accompany the Mayor on the visits. The Mayor can robe up at home on this occasion.
6. No speeches are needed for the visits: the Mayor just walks round and has an informal chat with the residents and staff.
7. A speech is required at the Christmas Party at the Parish Hall.

Annual Town Meeting

1. This is held every April in the Corn Exchange to enable the residents of the town to ask questions and propose resolutions to Council on matters concerning the town. These resolutions should be placed on the agenda for discussion at the next appropriate full Council meeting.
2. The Town Mayor chairs this meeting.
3. A speech is required that sums up the Council year. The Town Clerk will give guidance on the content but it should include achievements of the Council during the year as well as a report on the Mayor's activities in their year of office.

Mayor's Allowance

The Mayor is allocated an allowance for the financial year and this is agreed at budget setting prior to the new financial year. There will be no additional

allowance made and once the allowance is spent any expenditure will have to be covered personally by the Mayor.

The Mayoral allowance is to cover the cost of Mayor Making and out of pocket expenses (including – fuel/travel expenses, clothing, costs associated with attending official social functions, flowers, gifts, raffles, other Mayors Charity events/activities, tickets) only. Purchases, which incur VAT, for example, Christmas cards, should be paid through the office in order to reclaim the VAT.

All expenditure must be evidenced by a receipt or note of why the monies are being claimed e.g.: raffle tickets. Mileage must be claimed using the Council's mileage claim form available from the office. The Responsible Financial Officer has full details of the Mayoral Allowance and can produce the budget balance and details of expenditure as and when required by the Mayor. The Mayor will be refunded monies claimed via BACS on the following payment run.

Expenses of Deputy Mayor when deputising for Mayor on Civic Functions/Meetings are covered by the Deputy Mayor's allowance, agreed at budget setting, and claimed in the same way as above.

Expenditure without Town Council approval

The following items of expenditure will be allowed without policy decision of Council but at discretion of and with the authority of the Mayor/Town Clerk, providing the expenditure remains within the budget.

- Formal Attendance at Funerals
- Wreaths for Remembrance
- Flowers/Wreaths for other eventualities (Celebration of Wedding Anniversaries for residents of Wareham for 50/60 years and 100 years for Birthdays)
- Postage (Mayoral)
- Refreshments for meetings and visitors.
- To fund the Mayor Making Reception to include all Councillors, Mayors and Deputy Mayors Escort/Consort/s, Town Clerk, Mayor's Secretary, Mace Bearer, Town Crier and invited Civic guests.
- To fund any costs associated with the Mayor's Civic Day.

This list is not intended to be exclusive and decisions on funding for specific events will be made as required.

A separate budget of £1500 is made to cover other Civic Events such as the Christmas Reception and Civic Service and is not available for the Mayor to spend.