



## **KEIGHLEY TOWN COUNCIL**

### **Mayoral Handbook**

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## **1. INTRODUCTION**

The Mayoral Handbook has been produced to assist the Town Mayor and Deputy Town Mayor to understand their role and responsibilities and provide some useful information, which may be of assistance when undertaking civic duties.

The handbook is intended to be used as a guide to assist Mayors and council employees to apply a consistent approach when dealing with civic functions.

Not all eventualities will be covered by this handbook, however assistance is always available at the Council office.

## **2. BACKGROUND – TOWN MAYOR**

Section 245 (6) of the Local Government Act 1972 gives Parish Councils the power by resolution to allow themselves the title of Town Council and the Chairman of a Town Council is entitled to the style of 'Town Mayor'. A Town Mayor has the same rights and duties as a Parish Council Chairman. The office and leadership role of Town Mayor must be respected by all members of the Council.

## **3. THE IMPORTANCE AND ROLE OF TOWN MAYOR**

The Mayor as First Citizen of the town should act as a focal point in times of crisis, tragedy or triumph. The history of Mayoralty is important because it is the one well known and continuous factor in people's experiences. The power of the Mayor has undoubtedly reduced throughout the centuries, but the Office continues to have a central part to play in modern Local Councils and modern society and part of this role is as a result of the traditions it inherits.

The Mayor represents the town as a whole and the Office is held in deep respect. The Mayor should adopt an impartial role in discharging the duties of the Office and be scrupulously fair in conducting business at formal meetings of the Council.

The Mayor, by virtue of the Office, can use his/her position to stimulate community pride, encourage business, promote the voluntary sector and mould social cohesion. A Mayor also has endless meetings of Council, with dignitaries, engagements, late nights, early mornings and is in the public eye for virtually the whole year.

The Mayor is the ambassador of the Town and can help in the promotion of the Council's objectives in the local community. He/she should use their influence and standing in the role to stimulate community pride, encourage business, and promote the voluntary sector.

### **The Town Council has certain expectations of the Mayor during the civic year.**

- That the Mayor is appointed to serve the people of Keighley
- That the Mayor is the figurehead and public face of the Town Council

The role of Mayor does not confer any powers to be exercised other than those of a Town/Parish Council. During the civic year the Mayor supports a wide variety of events throughout the Town Council area.

**There are three main important roles for the Mayor in today's Local Council and society:**

**(i) A Symbol of Authority**

The Mayor can clearly be seen as a symbol of the Authority and its area, with the insignia of the Mace, Robes, Chains of Office etc. The Mayor, through the Office of Mayor and its trappings, connects the present day with the history, customs and traditions of the area and acts as a symbol of continuity.

**(ii) A Symbol of Open Society**

A modern role for the Mayor is that the Office symbolises an open society. Prior to the 20<sup>th</sup> century, the choice of Mayor was, in reality, very restricted but today the "First Citizen" can (and does) come from any class, gender or ethnic background. The First Citizen no longer is the privilege of the white middle/upper class male and the new diversity reflects the more open and democratic society we live in.

**(iii) Expression of Social Cohesion**

The many, often social engagements that are undertaken by a Mayor are an expression of giving cohesion to the life of the town. The Mayor can act as a link between the various organisations he/she visits and can feed back the views and concerns of the people into the political fields.

**4. DEPUTY MAYOR'S ROLE**

The Deputy Mayor and Deputy Mayoress/Consort will be expected to attend all the annual civic functions and robes/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 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 Mayor's chain of office should not be worn unless he/she has been specifically requested to do so by the Mayor.

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.) The Deputy is also an ex-officio on council committees. Under normal circumstances, the Deputy Mayor will be required to provide his or her own transport for attending functions and be responsible for his/her and the Deputy Mayoress's/Consort's chain/badge of Office.

If the Mayor is not present at a Full Council meeting, the Deputy shall preside. In effect, the Deputy has no standing as a Deputy Mayor when the Mayor is present but assumes the precedence and standing of the Mayor when they are deputising for the Mayor rather than acting as Deputy. Notwithstanding the presence of the Mayor, the Deputy Mayor is permitted to wear insignia at Council meetings and Civic events within the town.

## 5. IS BEING MAYOR FOR YOU?

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.

### 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 his/her own interests and friends may prove difficult. This should, however, not be an excuse for not doing his/her 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 traditionally neutral and steps back from politics for the term of Office, that is not to say he/she does not have a vote in Council; he/she continues to play a role in the decision making of the Council and in the event of an equity in voting is expecting to exercise his/her casting vote.

#### (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 he/she is politically opposed to, and church services opposed to his/her 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 will 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) Effects on Non-Councillor Interests

The Mayor, as he/she does in his/her capacity of Councillor, must act within the Code of Conduct and as such must be conscious of his/her private activities and any potential impact they might have on his/her public role.

#### (vii) Effect on the Mayor’s Partner

The Mayoress/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 he/she wants to be, it may be difficult for his/her partner to be pushed into a public role. Look on the bright side – the Mayoress/Consort enjoys the privileges of Office without the need to chair Council meetings!

#### **(viii) Mayor's Relationship with other Councillors**

The Mayor is amongst, but separate from, other Councillors. He/she 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 he/she is likely to see a wider cross-section of Council work than before.

#### **(ix) Mayor's Relationship with his/her Constituents**

The Mayor is still a Councillor and his/her constituents will still need help.

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#### **Accordingly the Mayor should undertake the following duties in order of priority as set out below:-**

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- Attending and chairing Town Council meetings. The Town Mayor can attend all other meetings of the Town Council and is ex-officio.
  - Being the figurehead at Town Council organised events.
  - Attending events and functions within Keighley organised by other organisations etc.
  - Attending events and functions outside of the Town Council area organised by other organisations and bodies.
  - Giving a report on their activities during each period to a meeting of the Town Council.
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## 6. MAYORAL QUALIFICATIONS

If you still consider yourself suitable for the position of Mayor, there are certain qualifications and skills that are required to carry out the role effectively.

Mayoral Qualifications	
<b>Leadership</b>	<ul style="list-style-type: none"><li>• Advanced ambassadorial skills to be able to represent the Council in a variety of settings.</li><li>• Mentoring the Deputy Mayor.</li><li>• Ability to lead civic ceremonies, promote the civic role and encourage community participation.</li><li>• Ability to carry out the role with dignity and gravitas, affording the office of Mayor respect.</li></ul>
<b>Chairing</b>	<ul style="list-style-type: none"><li>• Advanced chairing skills, in order to manage the business of Full Council meetings.</li></ul>
<b>Organisational skills.</b>	<ul style="list-style-type: none"><li>• Ability to plan and prioritise meetings / events and entrust engagements to the Deputy Mayor.</li><li>• Team Working and Relationship Building</li><li>• Ability to build strong, effective relationships between the Council, its partners and communities.</li><li>• Ability to act with political neutrality.</li><li>• Tact, diplomacy and the ability to mediate and broker agreement across political groups.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• Ability to communicate the Council's messages and themes out into the community and to work towards achieving the council's social, economic and environmental aims.</li><li>• Advanced listening and public speaking skills and basic speech-writing skills</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Advanced knowledge of the civic role and responsibilities and the Council's Code of Conduct and constitutional arrangements and Standing Orders.</li><li>• Advanced knowledge and understanding of the customs and beliefs of different cultural groups which make up the diverse community of the Council area</li></ul>

## **7. ELECTION OF THE MAYOR & DEPUTY MAYOR / ANNUAL COUNCIL MEETING (MAYOR MAKING)**

Section 15 of LGA Act 1972, requires local councils to appoint a Mayor as the first business to be transacted at the Annual Council Meeting. The election of Mayor is decided by a majority of those present and voting on the matter of the meeting.

The outgoing Mayor will, if present, preside at the meeting to elect his/her successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the Mayor or Deputy Mayor are present the members shall elect another member of the Council to preside.

Even after local council elections when, possibly, the Mayor has not been re-elected or did not seek re-election, he/she is required to preside at the meeting to elect his/her successor. Whilst he/she would not have a vote to elect his/her successor, he/she shall retain a casting vote in the event of equality in votes.

At the meeting which the Mayor and Deputy Mayor are elected, they must sign a declaration of acceptance of office and agreement to be guided by the Code of Conduct in the performance of their duties. They are responsible for ensuring that effective and lawful decisions are taken at meetings of the Council, ensuring that all councillors have an opportunity to speak and that they keep to the point.

### **Mayor Making Reception**

This takes place on a date chosen by the Mayor following the Annual Council Meeting. The cost of the Mayor Making is funded by the incoming Mayor.

The Town Clerk will organise the event after agreeing the format and venue with the incoming Mayor. This also extends to arranging the venue for the evening. The usual venue for the evening event is Keighley Civic Centre, for which Keighley Town Council has permitted free use of the function room.

The maximum seating capacity in the Council Chamber is restricted to 60. This includes 50 on the bottom elevation and 10 in the public balcony. In previous years, it is traditional for the Town and Deputy Town Mayor Elect to invite immediate family and friends to the Ceremony. In view of the capacity, the numbers restricted to family and friends are:

- 18 invited guests (numbers may be reduced in view of District Councillors in attendance).

The number of free invitations can be shared with the incoming Deputy Town Mayor. If the incoming Mayor or Deputy requires any additional invitations, then guests will be requested to attend the event after the formal inauguration which will be held in the Keighley Civic Centre.

The Council will arrange for a photographer for the meeting. Photos will be taken at the beginning of the meeting proceedings and also at the end where both the Mayor and Deputy Mayor will have the opportunity to have further photos taken in the Chamber.

8. FORMAL ADDRESS OF THE MAYOR

The full tittle of the Mayor is:

The Mayor of Keighley, Councillor (**Name**)or  
the Mayor of Keighley

Addressed as:

If a Man: Mr Mayor

If a Woman: Madam Mayor

- The positions of “Mayoress” and “Mayor’s Consort” are not recognised by statute.
- They are usually the partner of the Mayor, although he or she can choose any person they wish to act in that capacity.



## 9. PREPARING FOR THE ROLE

### Preparing for the role: hints and tips from former mayors

<b>Be committed</b>	There can be a heavy time commitment. In effect you are giving up a year of your life to council duties. Belief and self motivation are essential.
<b>Get your family behind you</b>	Recognise the likely impact on those close to you, especially your partner and/or any family member you have chosen as your mayoress/consort/escort. If appropriate, arrange for some extra domestic help.
<b>Get advice</b>	Talk to the outgoing mayor and previous incumbents about anything and everything to do with the role. They will each have their own tips for survival.
<b>Check and practise your skills</b>	The role requires a different mix of skills from those of a general councillor, particularly in terms of self-presentation and public speaking. Recognise your shortcomings and get some practical training if you think you need it.
<b>Talk to your officers</b>	They are there to help you and can advise you on most aspects of the role. Invest some time early on in building good working relationships with the mayoral support staff in particular. They will be crucial to your success.
<b>Read the handbook</b>	It will contain detailed guidance on issues such as the role, protocols, appropriate clothing, and giving and receiving gifts. This is essential preparation.
<b>Check your wardrobe</b>	Ensure that you have sufficient clothes of the right kind, including comfortable footwear, for all occasions. You will be invited to muddy building sites, VIP dinners, and everything in between. Recognise that you may need to budget for these yourself.
<b>Attend events that the current Mayor is attending</b>	Watch closely. Think how you would handle the situation, and what changes you would make to be effective and create the right impression.
<b>Stay healthy</b>	Watch what you eat and drink. The hospitality at civic events and functions can have an adverse impact on your diet and health. Try to pace yourself and plan some time out for leisure and exercise.
<b>Start distancing yourself from controversial matters</b>	Once you are Mayor you will need to be outside of party politics and non-partisan when chairing meetings. Don't take on the role if you are not prepared to be apolitical for a year.

## 10. SUPPORT FOR THE MAYOR

The Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unavailable or has another engagement.

The Office of Town Clerk is a very ancient one, with the earliest recorded in the Acts of the Apostles Chapter 19 Verse 35. The Town Clerk is the principal permanent official and head of paid service of the Council, referred to legally as the Proper Officer of the Council.

The Town Clerk in modern times is in effect the “Second Citizen” in view of the advisory and ceremonial role played alongside the “First Citizen”. The role is still important, both for the Mayor to be supported by the most senior officer of the Council and for the dignity of the Office. Whilst the Town Clerk, due to other Council duties, plays a minor role in the day-to-day support of the Mayor, it is expected that the Town Clerk accompanies the Mayor on high civic occasions.

Day-to-day administrative support for the Mayor and Deputy Mayor is provided by the Administration & Events Officer. The Clerk will deal with most correspondence addressed to the Mayor, which will be mostly invitations for the Mayor and Mayoress/Consort to attend various functions. The Mayor will inevitably receive some invitations direct, which should be passed to the Town Clerk’s office for attention.

### Mace Bearer

The Mace Bearer role at Keighley Town Council is a prestigious civic role for representation within the Town. This is a voluntary position.

#### The Mace Bearer is appointed to attend the following civic visits (subject to change):

- Annual Town Council meeting
- Annual Civic Service
- Remembrance Day

Any additional travel expenses incurred on civic visits are met by the Town Council.

## 11. POLITICAL ACTIVITIES

The Mayor’s role is apolitical; political points should not be made. The Mayor should not attend any political gatherings in his/her capacity as Mayor and no reference to politics should be made during conversation or during speech. Your political colleagues should support you in this and respect your neutrality, enabling the office of mayor to be seen as ‘above politics’.

The Mayor is at liberty to chair any Public Meeting, although it is advisable not to get embroiled in anything likely to be too controversial. The Mayor cannot grant permission for a Public Meeting to be held in the Keighley Civic Centre free of charge without first obtaining permission from the Town Clerk.

## 12. MAYOR'S ALLOWANCE

The Mayor may be paid an allowance to meet the expenses of the office (LGA1972, ss15 (5) and 34 (5)). The Local Government Act does not stipulate the type of category of expenditure for which the Mayor may use the allowance. However, it is commonly described to recompense for the expenses of their office

General Expenditure items – associated with their roles

- Clothing
- Consort's Clothing
- Donations to charities (inc without attending events)
- Collections
- Personal hospitality (including lunches and dinners)
- Cost of tickets for the Mayor and consort
- Mayor Making expenses
- One-off events held by the Mayor

It is important that the purpose to which the allowance is put can withstand public scrutiny. Much of it will be used for hospitality.

The Mayor's allowance will be paid via payroll on a six monthly basis in order that they may fund legitimate expenses associated with their roles.

### Clothing

#### MALE CLOTHING

Tradition favours Morning Dress of black jacket, black waistcoat (optional), striped trousers and Town Council tie for most daytime and evening functions. Alternatively, they can wear a lounge suit, usually black, dark grey or navy.

- Dinner jackets are usually worn for important dinners along with the Mayor's Civic Regalia
- A good quality dark overcoat and/or raincoat for inclement weather are advisable.

#### It is recommended to invest in the following items:

- 2 morning dress and/or lounge suits
  - 1 dinner jacket and trousers
  - Grey tie to go with the morning dress
  - Bow tie to go with the dinner jacket
  - 6 white shirts
  - 1 evening shirt
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## FEMALE CLOTHING

The general advice is to dress “up” rather than “down” i.e. wear a suit, skirt or trouser or smart sari rather than casual dress.

- Civic occasions should be regarded as similar to a wedding with a dressy suit or jacket and dress, sari or other traditional outfit.
- For evening wear cocktail dress is advisable, this can be knee length however long dresses are occasionally worn.
- It is traditional for ladies to wear a hat for church services however it is entirely up to them
- The Mayoress always wears her chain.

The Chains of Office are heavy and have “claws” to correctly position them on their clothing. It’s advisable to have some fabric “loops” sewn into any jackets that they may wear on a regular basis to avoid damage to their clothing.

At least one dark suit would be useful, as would a small selection of hats (including one dark one) for church services. When purchasing clothes as Mayoress, it would be helpful to bear in mind that you will be wearing a chain of office, which may have to be pinned to her clothing, therefore shoulder pads are always useful, and ‘Off the Shoulder’ evening wear is not advisable. It is not customary for the Mayoress to wear any necklaces with the chain of office.

Payment for the Mayoress’s clothing usually comes out of the Mayoral allowance and again all receipts should be kept.

When wearing official Robes and Hats, the Mayor should remove the Hat when:-

- Acknowledging Salutes;
- During the playing of the National Anthem;
- In the presence of a member of the Royal Family;
- During March Pasts, the Mayor should remove and replace the Hat;
- As each section passes the salute;
- When the Colours pass; and
- On an Inspection when the Mayor passes the Colours

It is not appropriate to wear any floral decorations, other than a poppy, whilst wearing the Chains of Office. The Mayor on occasions may be offered a buttonhole, lapel badge or ribbon whilst attending a function. It may be acceptable to wear it until the end of that engagement and remove it before attending the next one.

### 13. CIVIC INSIGNIA & USE OF MAYORAL CHAINS

The Mayor’s chain is the outward sign of the civic office held, ie its insignia. The Mayor should wear the chain at ceremonial occasions, such as Civic Sunday, Remembrance Day, Royal Visits etc and when chairing Town Council meetings.

The Mayor may also wear the chain, when officially invited as Town Mayor, to external functions. There are 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 Town Clerk.

Chains should be worn at all formal Mayoral engagements, but NOT when:

- The Mayor is attending private functions or in a private capacity
- The Mayor is attending a function outside the Town Council’s area, unless he/she has the consent of the Mayor or Chairman of that Local Authority

The following Civic Insignia are on loan from Bradford Metropolitan District Council.

1. Town Mayoral Chain
2. Town Mayoress's Chain
3. The Mayoral Badge
4. The Mayoress's Badge
5. The Deputy Mayor's Badge
6. The Deputy Mayoress's Badge

### **1. Town Mayoral Chain**

The Mayoral Chain was presented by Mr and Mrs Henry John Hope on the incorporation of the Town and in memory of Mrs Hope's father, Mr William Burr, the first Clerk to the Local Board. The chain itself is arranged by successive links of the serpent nowed of the Cavendish family which is the crest of the Duke of Devonshire.

The large and massive serpent links boldly rendered in repousse are progressing towards the centre and have a suggestive resemblance to the intervening links of the famous chain of the Bath. The leading feature of the chain is the elaborate link which is a memorial of the old Local Board of Health under whose sway the town progressed for so many years and with which the late Mr William Burr was closely identified.

The whole length of the chain, including centre link, is 45 inches. Immediately below the centre link is a small badge or pendant relating to the first mayor, Mr Benjamin Septimus Brigg, the centre being occupied by his crest, a brig in full sail, with the motto, "Auspice Deo" both being richly enamelled. The border of this smaller cinquefoil has the Mayor's name with the words "First Mayor" in early English capitals. From this depends the actual badge, rich in design, workmanship and enamel. The form is quatrefoil with finals of the fleur-de-lis, tastefully carved in solid gold. The centre holds a shield emblazoned in proper colours with the borough arms, and surmounted by a crest, a dragon's head with a snake coiled round it not in antagonism but unitedly defying all comers, this representing the union by marriage of the Keighley and Cavendish families.

The chain and badge were designed and manufactured by Messrs T & J Bragg, Goldsmiths of Birmingham and London. The chain is duly assayed and hall-marked in gold of 18 carat quality

### **2. Town Mayoress's Chain**

The Mayoress's Chain was presented by the late Mr H I Butterfield and was made from a special design carried out with the idea of introducing local emblems. The badge is treated in a light and graceful style, having the arms of the town in enamel within a quatrefoil border which is set with diamonds. This quatrefoil will suggest the larger badge which is worn by the Mayor while the mace and fasces which appear in saltire behind also continue the resemblance.

At the sides of the quatrefoil are leaves of laurel set with emeralds while in the upper part of the badge is shown the crest of the town. Diamonds and rubies appear at intervals around the frame work of the decoration and an enamelled ribbon at the bottom gives the date "1902."

Coming to the chain itself the centre link is formed by a representation of the full Royal Arms, supporters and motto, given in correct heraldic colours, while on either side of this is an enamelled English rose surmounted by the Imperial Crown, one having on the front the initial "E" set in diamonds, with "VII" in blue enamel and the other one has the Queen's initial "A" set in diamonds. On the front of the chain are a series of festoons and these connect three important badges. The first one is placed between the badge and the centre link of the chain, and forms a connecting link. It is a fine wrought and carved link, having in the centre the arms, crest, helmet, mantling and motto of Mr Butterfield, the donor.

The other two badges are suspended from the opal set cabochon, and are made up of rich scroll work, the centre of one having the arms of Mr H C Longsdon, the Mayor at the time of presentation, while the other one has the arms of Mr B S Brigg, the then Deputy Mayor and the first Mayor of the borough. These arms are all given in proper colours in enamel.

The chain bears the following inscription:- "Presented by H I Butterfield of Cliffe Castle Esquire, to the Corporation of Keighley on the Coronation of Edward VII, 9 August 1902 to be worn by the Mayoress and her successors Annie Longsdon, Mayoress, George Burr, Town Clerk, Vivat Rex."

### **3. The Mayoral Badge**

In 1900 the late Mr John Brigg, MP, presented to the Corporation a gold oval badge for wear by the Mayor at the smaller functions which do not call for the display of the full Mayoral Regalia.

The inscription on the gift explains the object of the givers: "Presented by John Brigg of Kildwick Hall, JP, MP, to the Corporation of the Borough of Keighley to commemorate the grant of a separate Commission of the Peace to the Borough, May 2nd 1899, Charles Hy Foulds, Mayor. George Burr, Town Clerk."

The badge has the Corporation shield carved in silver and enamelled in colours set in by a chase quatre-foil border and surrounded by a boldly modelled wreath of oak leaves with acorns jewelled with agates with the borough motto "By Worth" underneath. Above as the crest is a dragon's head intertwined with a serpent and charged with a fountain in enamel.

A dark blue ribbon passes through the serpent's folds as the suspender.

### **4. The Mayoress's Badge**

During his year of Mayoralty in 1940-41, Alderman Denby, realising the lack in the regalia of the Corporation with a badge to be worn by the Mayoress when in attendance with the Mayor on informal occasions, which do not call for the display of the full Mayoral Regalia, presented a pendant to be known as the Mayoress's badge.

The badge is 9ct gold with enamelled pendant, together with ribbon collarette and inscription. The pendant includes the Keighley Coat of Arms in heraldic colours in the centre, with the White Rose of Yorkshire and leaf decoration in enamel, and is set with mass aquamarines blending with the heraldic colours of the Arms.

The following inscription on the gift explains the object of the donor:-

"Presented by Alderman J Denby, JP, Mayor 1940-41, to Mrs Denby, Mayoress, to be worn by future Mayoresses of the Borough."

### **5. The Deputy Mayor's Badge**

This badge was presented by John Henderson Esq JP during the year of his Mayoralty 1935-1936. It is made of solid 18ct gold bearing the Arms and motto of the Borough of Keighley in heraldic colours surrounded by oak leaves and acorns. A royal blue ribbon is attached and the badge is contained in a case of a rich red colour.

The badge is engraved on the reverse side with the following inscription:-

"The gift of the Mayor, Councillor John Henderson, JP to be worn by Councillor David Rhodes JP and his successors as Deputy Mayor 1935-1936."

### **6. The Deputy Mayoress's Badge**

Keighley Deputy Mayoress Badge of Office. Silver gilt & coloured enamel pendant on ribbon. Engraved. "Presented to the corporation of Keighley by Alderman J. Harold Wright J.P. & Mrs. Wright to be worn by the Deputy Mayoress 1955"

The Chains and Badges must be signed in and out of the office when they are worn on Civic Visits using the appropriate form. The Deputy Mayor may wear the Deputy Mayor ribbon when deputising for the Mayor at Civic events and the same responsibilities must be applied to the ribbon.

### CIVIC REGALIA – GUIDELINES FOR SAFEKEEPING

**Responsibilities:** The Council will maintain insurance cover for all civic regalia

**The Mayor will:** Ensure the specific conditions of the Council Insurance are followed as outlined in the guidance below; and as far as is practical follow the other guidelines as to the safe custody of the regalia. The Mayor is responsible for the maintenance of the regalia including any damage or wear and tear, etc

**Specific Conditions of the Insurance:** -The regalia must not be left in an unattended vehicle unless all the doors, windows and other means of access have been secured and locked and all keys of the vehicle removed to a place of safety and the regalia is placed in the boot of the vehicle or is otherwise out of sight.

**Other practical measures:**

- The regalia, unless being worn, should be kept in the case provided by the Council.
  - The Chain should always be returned to the Mayor's office for safe keeping.
  - The Mayor should normally only wear the regalia on arrival at a function. In any event the regalia should be kept covered in public areas. They should seek advice from the Town Clerk's office if this arrangement is not convenient.
  - The regalia should not be left unattended in its case.
  - The regalia should not be cleaned with anything other than with a soft cloth. Any damage or wear and tear should be reported to the Town Clerk's office as soon as possible.
  - Regalia should not be loaned or placed in the custody of any other person other than the Town Clerk.
  - The Mayor and Deputy Mayor should inform the Town Clerk's office immediately if their Chains of Office are lost, mislaid, stolen or otherwise missing in order that the Council's insurers can be informed
  - In essence you should remember that the regalia should at all times be kept in its case and treated with care, not only when being worn but giving thought to where it's worn
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#### **14. PRECEDENCE AND PROTOCOL**

The Mayor takes precedence over all persons in the Parish whether or not he/she is wearing the badge of office unless The Lord Mayor of Bradford or Mayor's Deputy or Queen's Representative is in attendance. When the Mayor is not occupying the chair at any function he/she should be seated on the immediate right of the Chairman and the Mayoress (or Consort) seated on the left of the Chairman (unless the Lord Lieutenant of the County is present, or the Lord Mayor or their Deputies) in which case the Mayor should be seated on the left of the Chairman with the Mayoress (or Consort) on his/her immediate left.

At Civic Events organised by Keighley Town Council the Order of Precedence will be as follows:-

1. Lord Lieutenant of West Yorkshire (or Deputy)
2. Lord Mayor (or Deputy)
3. Mayor (and Mayoress/Consort if present)
4. Deputy Mayor (and Deputy Mayoress/consort if present)
5. Member of Parliament
6. Divisional Police Commander (or representative)
7. District Council Portfolio holders (where the Portfolio covers activities within the Parish)
8. Elected Members of the Town Council and District Councillors who represent wards within the Parish.
9. Town Clerk (and District Chief Executive or representative where invited)
10. Honoured Guests and Freemen
11. Magistrates
12. Officers of the Council
13. Representatives of Public Bodies: Education – College, Schools; Health Trusts; Fire Service.
14. Representatives of Political Parties.
15. Representatives of Voluntary Bodies:
  - a. Historically founded Fundraising Organisations: Lions, Rotary, Masons.
  - b. Third Sector Voluntary Organisations.
16. Local interest groups: other groups individual who represent sections of the Local Community.

Note 1: The Mayoress and Deputy Mayoress will be recognised as part of the official party in determining any line-up/seating arrangements for civic processions/events.

Note 2: Where the occasion allows for the attendance of spouses/partners/guests, they will be included in the official party and positioned accordingly. In the event of any dispute the order of precedence will be determined by the Town Clerk.



## 15. MAYOR'S CHARITIES

The Town Council has appointed trustees (councillors) to serve on the 'Mayor's Charitable Trust Fund'. Keighley Town Council is ultimately responsible as a sole managing trustee. The accounts of the trust are a separate account of the authority and therefore subject to disclosure and audit. This requirement is in addition to any reporting or audit required by charity law. Meeting of the Council when it is acting as a charity trust taken place separately from those of the Council acting as the Council. Separate minutes must be kept and separate notices and agendas will always be issued. The Financial Regulations of the Council will apply to the activities of the charitable board where the Town Clerk and Responsible Financial Officer oversee this. The Council holds a separate bank account for the Keighley Town Mayor's Charity.

It is practice for the Council to assist in the administration for printing tickets for the annual civic dinner and meeting the cost of printing tickets, posting invitations etc. However, it is expected that such costs in respect of other fundraising events will either be met from the Mayoral allowance or perhaps more appropriately set against the funds raised. Council personnel should not be approached to make financial contribution towards any mayoral charity fund raising event. Reasonable use of the Council office staff and resources should be allowed for purposes of fundraising events organised by the Charitable Trust Fund.

**The Mayor can choose to raise money for an appointed charity/organisation during his/her year in office. The aim of the charity is:**

'To further or benefit the residents of Keighley and the neighbourhood, without distinction of sex, sexual orientation, race or political, religious or other opinions by associating together the said residents and local voluntary and other organisations in a common effort to support the community organisation in support of their aims for education, social welfare, recreation, and leisure time occupation, with the objective of improving the conditions of life residents'.

Sponsorship is acceptable so long as it does not lead to either the Charitable Trust Board or the Council being compromised.

### Annual Civic Charity Dinner

The Charitable Trust Board is responsible for organising the annual Civic Charity Dinner. Invitees will include Civic Dignitaries from the principal authority and neighbouring Town and Parish Councils, Town Councillors and representatives of local organisations. Other invitees will be at the discretion of the Town Mayor.

Discussion for the Annual Civic Dinner must take place well in advance with the Charitable Trust Board and the Council office to ensure that the date does not conflict with any other Mayoral/Town Council activity, venue, band etc are booked and the other arrangements are put in place. The success of the event is very much dependent on the help provided by volunteers enlisted by the Mayor.

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## **16. ENGAGEMENTS AND DIARY**

Unless the Mayor has indicated dates that he/she is unavailable for Mayoral functions, all invitations will be automatically accepted.

It is therefore imperative to inform the office of dates and times when Mayoral engagements cannot be accepted. In the event that the Mayor is unable to accept an invitation, the Deputy Mayor shall be notified where it is expected that the invitation cannot be unreasonably declined. Once Mayoral engagements have been accepted an information sheet will be obtained from the organisation concerned, giving details which will enable the Mayor to be well briefed for the function. Each week the Mayor will be provided with a list of engagements for the ensuing week.

The Clerk will keep a record of all civic engagements in a database and in the Mayor's diary. The Mayor should make every effort to attend each engagement but if he/she is otherwise engaged, the Deputy Mayor may attend with the agreement of the inviter.

The Clerk will send an email/letter confirming the Mayor's/Deputy Mayor's attendance with an enclosed mayoral questionnaire for completion by the invitee. The Mayor will be provided with a copy of the mayoral questionnaire prior to the event. Following the attendance at any engagements, it is seen as polite and good manners that a thank you email/letter is drafted by the Mayor and sent by the Clerk.

### **Dietary requirements**

The Mayor should inform the Clerk of any dietary requirements, such as vegetarian and/or diabetic.

### **Dress Code**

The Mayor should look smart and well groomed at all engagements (see page 11 and 12 for clothing)

## **17.MAYOR'S EVENTS**

The Mayor's events are usually organised by the Clerk's office, with the exception of the Carol Service (organised by the Events & Leisure Committee).

### **Annual Parish Meeting**

This is not the Annual Meeting of the Council. It is a legal requirement that all Parishes in England hold an 'Annual Parish Meeting' to which all local electors are entitled to attend. It must be held between 1<sup>st</sup> March and 1<sup>st</sup> June each year, and must start no earlier than 6.00pm. The choice of date will be agreed between the Town Mayor and Town Clerk each year.

**Annual Civic Charity Dinner**

This is usually organised by the Charitable Trust Board (see page 17)

**Remembrance Day Parade & Service**

The Mayor is expected to attend the Remembrance Day parade and Service on Remembrance Sunday.

**Civic Carol Service**

This takes place on the last week before Christmas.

**18. GIFTS AND HOSPITALITY**

When the Mayor attends an event to which he/she has been invited he/she may be presented with a token of appreciation – often in the form of a bouquet of flowers. It is important to remember that, under the Code of Conduct, any such gifts that have a value of more than £25 must be reported to the Town Clerk.

There may be occasions when the Mayor will need to present a civic gift. Any such gifts will be paid for out of the Mayor's allowance.

**19. COUNCIL MEETINGS**

The Mayor receives invitations to a range of events and every invitation is considered equally. If the Mayor cannot attend a function, the Deputy Mayor is asked to attend on behalf of the Mayor. The Mayor also has a number of statutory functions to undertake as set out below:-

- If present at Town Council meetings, they must chair the meeting. (Local Government Act 1972, Schedule 12, paragraph 5 (1).
- Has a casting vote in the event of a tie in any voting at a Town Council meeting.
- Should ensure together with the Town Clerk that the Council makes legal decisions.
- Has a duty to ensure that the items on the Agenda are properly followed.
- If the Mayor is not present at a Council meeting, the Deputy Mayor should preside.

## The basics

Legally, their primary duty as civic mayor is to act as chairman in presiding over meetings of their full council. In this role, you must ensure the proper conduct of meetings in compliance with both the law and the council's own Standing Orders and procedural rules.

They are also required to:

- Determine whether urgent items may be considered at a council meeting without prior notice
- Decide whether or not to call an extraordinary meeting of the council
- Exercise, if they wish to, a 'casting' vote at council in the event of an equal vote on any issues. In the role, they will be advised by the council's monitoring officer or chief executive.

## Effective chairing

Committee meetings are a mainstay of the political management process and it is their job to ensure that the business of the council is conducted effectively in the council chamber.

There are no hard and fast rules about how they chair a council meeting. The approach they take and the style they adopt will depend largely on the nature of the meeting, the people involved and their own personality.

Chairing council meetings can sometimes be a demanding process because of the personalities involved. People respond in different and sometimes unpredictable ways when trying to convince others of their point of view, particularly when this is overlaid with the essential politics of local government.

Arguments are common and conflict is not unusual. This is true enough in one to one situations, but is particularly so in committee meetings.

Recognising that people often behave differently in committees can help them, tactically, to be more effective in chairing meetings.

Much of this is about watching and listening to group behaviour and using their own judgement about when to intervene and when to sit back as discussions unfold and people exchange views or come into conflict.

## Effective chairing can:

Provide for clear leadership and direction, ensuring that discussions are held within some framework for debate, that is based on an agreed agenda and adhering to established ground rules, Standing Orders and the ethical governance framework of the Council

Ensure that debates are focused and balanced involving discussion from all members who wish to articulate a view, particularly where conflicting opinions are being expressed. Enable decisions to be reached, allowing members to agree on the way forward and any further action that needs to be taken, e.g. there may be a need to allocate scarce resources to meet agreed priorities.

Contribute to team working, allowing members to build rapport and contribute to committee discussions. This can often help to inform, unite and inspire people. Ensure that resources are used to best effect, saving time and energy and allowing information, views and evidence to be gathered in an efficient and timely manner.

### Chairing Council meetings – Hints and tips from former Mayors

Be seen to be apolitical	Be firm, but fair to all sides. Look in all directions when inviting contributions and note who is waiting to speak.
Know your Standing Orders	Know them without having to look them up, particularly those related to the rules of debate, motions, seconders, amendments, voting, points of order and personal explanations.
Keep to time	Be punctual, stick to the agenda and don't let individual members 'hijack' the debate.
Be attentive to the subject under discussion	Prepare well and read the agenda papers thoroughly. Know what the 'hot topics' are and the points of likely contention.
Have pre-meetings with officers	Get to know what is really going on behind the scenes so that you can distance yourself from the contentious issues.
Be human	Keep calm, remain tolerant and be polite. Remember that a sense of humour can help in the right situations. Facilitate, don't dominate.
Use the support available	Ask for the advice of your officers if you feel exposed.

### 20. DEALING WITH THE PRESS AND MEDIA

The press will frequently ask the Mayor or Deputy Mayor to comment on issues. The Mayor, as Chairman of Council, should only speak on behalf of Council on issues that have been discussed by Council. If the matter has been discussed, the Mayor is at liberty to divulge that which Council has resolved but no more. As Chairman of Council, by inference, it appears that the Mayor speaks on behalf of the Town Council, which indeed he/she should, on ratified issues carried by a majority vote.

It may be helpful to remove the word 'I' from any statement to the Press. If the word 'I' is removed, it must be replaced with either 'we' or 'Council', which focuses the mind and reminds the Mayor that he/she is issuing a statement not as him/herself, but as the representative of Council. Reference should be made to the Town Clerk, who regularly liaises with the press and issues press releases on behalf of the Town Council. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff should be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

#### Handling the media

- Don't respond to press calls that come out of the blue. Ask for background information and a deadline, then respond when you have prepared your answer.
- Think of key messages and good, punchy quotes you can give to the media.
- Don't point the finger, complain or consistently say 'no comment'. This could get you a bad reputation.
- Build a long-term relationship with the media. For example, write letters and suggest news stories.
- Don't use jargon or council-speak, and don't use inflammatory words – these might come back to haunt you.
- Act quickly and have a consistent approach to media enquiries. Be honest, concise and helpful.

## 21.MAYOR'S END OF YEAR

### *LIFE AFTER THE CHAIN*

*Can things ever be quite the same?  
When I know that "Mayor" is not my name  
When I enter a room and nobody stands  
I give forth my views, and there's no clapping of hands  
When I am no longer dressed up in robe and chain  
With no more Parlours or people to entertain  
When I attend functions those that I'm able  
And find my place is not the top table  
Shall I find I'm bewildered, lost or perplexed?  
When the day arrives I'm turned into an "ex"  
Well I've met many "ex's" quite rational and sane  
So I feel sure there must be life after the chain*

Being Mayor is difficult and often intense. Each Mayor will undoubtedly have "done things their way" and the new Mayor will want to change things to suit him/her. This is not a criticism of the outgoing Mayor, but personal preference.

The outgoing Mayor needs to consider a number of matters:

- Thanks to office and support staff – they do work hard, often behind the scenes throughout the Mayoral Year
- Thanks to the Mayor's personal support staff – family, friends
- Thanks to Mayoress/Consort
- Thanks to the Deputy Mayor and Thanks to the Council for giving him/her the opportunity to serve as Mayor
- Thanks to Mayor's Charity supporters
- Thanks to the Press
- Resuming a political career
- Reacquainting with friends you've ignored all year
- Attending Clubs and Societies you've not been to all year
- Talking to your successor – personal views/advice are often welcomed
- Book a holiday and put your feet up!

On the completion of the Mayor's year of Office he/she, together with the Mayoress/Consort is presented with a Badge of Office. This should only be worn on all Civic occasions and at the family's request, on the occasion of the funeral of a past Mayor, unless the Civic occasion requires the wearing of Mayoral robes (upon which no Badge of Office is worn). It should not be worn on any other occasion. The badge should be worn on the right-hand side of any attire. **The badge should not be worn on Remembrance Sunday.**

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