

Swaffham Town Council

TOWN MAYOR & DEPUTY MAYOR PROTOCOL & GUIDANCE

Appointment and Term of Office

The Town Mayor will normally have acted as Deputy Town Mayor during the year prior to his or her appointment as Town Mayor.

The Town Mayor and Deputy Mayor is appointed at the Annual Town Council meeting held in May and holds office for the following twelve months.

Duties

The Town Mayor and Deputy Mayor are expected to act as ambassadors for the Town of Swaffham and to make his or herself available throughout his or her year of office.

The Town Mayor (and the Deputy Mayor in the absence of the Town Mayor) is required to act as Chairman at the monthly Town Council Meetings, the Full Council Finance meetings including the Budget Meeting and the Annual Town Assembly.

The Town Mayor is expected to attend as many official functions as possible. On occasions when he or she is unable to attend an official function, the Deputy Town Mayor should attend in his or her place.

The Town Mayor (and the Deputy Mayor in the absence of the Town Mayor) is required to liaise with the Town Clerk (or Deputy Town Clerk in the absence of the Town Clerk) in respect of urgent matters, which might arise between meetings of the Town Council.

The Town Mayor and the Deputy Mayor are required to meet with the Town Clerk (or Deputy Town Clerk in the absence of the Town Clerk) when appropriate for an update on the day-to-day administration.

The Town Mayor and Deputy Mayor shall be ex-officio members of every Committee unless specifically mentioned within the Terms of Reference detailed in the Council's Standing Orders (or they choose to opt out, in which case another Councillor can be elected to fill the vacant position of the said Committee).

Training

The Deputy Mayor shall be given the opportunity to Chair at least one Full Council meeting in their year serving as Deputy, as preparation for when they serve as Mayor. The Deputy Mayor shall also be offered the opportunity of attending Chairmanship training prior to Chairing a meeting of the Council.

Civic Exchange (Town Twinning)

The Town Mayor (and the Deputy Mayor in the absence of the Town Mayor) is required to attend all functions in connection with the civic exchange visits to Swaffham undertaken by representatives of the Towns of Hemmoor and Couhe.

The Town Mayor is expected to lead the Swaffham delegation on civic exchange visits to Hemmoor, Germany and Couhe, France.

Civic Exchanges take place every two years as follows: -

Hemmoor	2020 2022
Swaffham	2022 2024
Couhe	2024 2026

Chain of Office

The Town Mayor (and the Deputy Mayor in the absence of the Town Mayor) is required to wear the Town Mayor's Chain of Office on the following occasion's only: -

1. At all monthly Town Council Meetings (this includes the Budget Meeting in December or January and Finance Full Council meetings).
2. At the Annual Town Assembly.
3. At any other official Town Council meetings which might be held from time to time.
4. At all formal engagements/civic functions to which he or she has been invited as Town Mayor.

If the Town Mayor (or Deputy Mayor) is in any doubt as to whether he or she should wear the Chain of Office to a particular function, he or she should consult the Town Clerk (or the Deputy Town Clerk in the absence of the Town Clerk).

The Town Mayor's wife, husband or consort may wear the silver pendant donated to the Town Council for this purpose on the occasions described at 4 above.

A diary of engagements likely to occur during the Town Mayor's year of office is kept at the Town Hall by the Mayor's Secretary (the Office Administrator).

Mayor's Charity

The Mayor can nominate one (and no more than two) Local or National Charities who may benefit from an event, donations, or sponsorship of the Mayoral year. The Town Council must be informed of the benefitting Charity at the earliest opportunity.

Mayor's Cadet

The Mayor can nominate a Mayor's Cadet, from the armed services, who will accompany them on Mayoral events throughout the year, predominantly military events.

Draft ~~17th August 2020~~ 21st December 2021