



Broseley Town Council

THE ROLE OF THE TOWN MAYOR

Guidance for The Election of Mayor

At the Annual Town Council meeting held in May each year the Town Council elects a Mayor (chairman)¹ and a Deputy Mayor (deputy chairman)² in accordance with legislation.

This information has been compiled to assist the incoming Mayor and Deputy Mayor in their civic roles during their year in office.

Mayor Elect

Nominations for the election of Mayor and Deputy Mayor take place a few months before the Annual Town Council meeting so that nominees can prepare for their role. However, their appointment is not confirmed until the Annual Town Council meeting and they cannot assume these roles until they have been legally elected.

The Mayor may receive a Mayor's Allowance, fixed by the Council.

Mayor's allowance

The Mayor is entitled to an annual allowance in pursuance of LGA 1972 s15(5). This payment is to offset any costs associated with the position of Mayor. The Mayor should check with HM Customs and Excise to determine whether the amount is taxable.

However, the Town Council may wish to pay a parish basic allowance, but this amount must be set by the local remuneration panel. A parish basic allowance is subject to tax and NI and deducted at source by the Council, so that only the net amount would be received by the Mayor (subject to the Mayor's tax code).

Authority of the Mayor

Statutory functions are given to the full council and all formal decisions (resolutions) can only be made at a properly convened council meeting. However, statutory functions may be delegated³ to a committee, a sub-committee (working group), an officer of the council or another local authority.

A council cannot delegate the performance of its statutory and legal responsibilities to an individual councillor⁴, not even the mayor. In other words, a single councillor cannot make a decision on behalf of the council unless specifically authorised to do so, such as representing the council on an outside body or conducting an appraisal of a staff member on behalf of a staffing committee. The Council's Standing Orders will outline the procedure that should be followed.

¹ LGA 1972, S15(1)(2)

² LGA 1972, S15(6)

³ LGA 1972, S101

⁴ NALC Legal Topic Note LTN1 – Councils' Powers to Discharge Their Functions and LGA 1972, S101

The only authority the chairman (mayor) has is as follows:

At Council meetings -

- To preside at full council meetings, in accordance with the Council's Standing Orders, and prevent unlawful decisions from being made, such as matters that are not included on the agenda.
- Give an original vote, plus a casting vote (if the vote is tied).
- Change the order of business.
- Decide how long a person should speak and who may speak.
- Request the removal of persons carrying out disorderly conduct.

Other authority -

- To receive the resignation of a councillor.
- To call an extraordinary meeting.
- To sign documents required to be signed by the chairman.

Civic engagements

The Town Mayor represents the Council in a civic capacity and will often speak on behalf of the Council. The Mayor is responsible for making decisions concerning civic engagements which are facilitated with the assistance of the Council's administrative staff.

The Mayor will be invited to represent the Town Council at a number of events, and the Mayor may also host events.

Wearing the Badge of Office

The Badge of Office should be worn at all formal Mayoral engagements except when the Mayor is:

- Attending private functions, or in a private capacity.
- Attending a function outside the Town Council's area, unless consent has been granted by the Mayor or Chairman of the host local authority.

Etiquette during the laying of a wreath

If a male Mayor wears his civic hat when laying a wreath at a War Memorial, he should:

- Wear the hat whilst laying the wreath
- Step back once the wreath is laid
- Pause and give a hat salute – i.e. hold the hat across the left breast
- Replace the hat then turn and return to his place

Etiquette during civic parades

When taking the salute at a march past a male Mayor should:

- Give a hat salute – i.e. hold the hat across the left breast, when the approaching column Commander gives "eyes left" (or right). The salute should be maintained until the last man has passed by if there are a number of columns passing closely. If in doubt seek guidance from the Senior Officer on saluting dais.
- A female Mayor should acknowledge a salute by inclining her head in a slight bow.

Etiquette at funerals

When attending funerals, the Badge of Office should be worn on a black ribbon, unless it is a high-profile event. Guidance should be sought from the family.

After the service the Mayor and Mayoress/consort follow immediately after the family mourners.

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