



REDRUTH TOWN COUNCIL

MAYORAL HANDBOOK

**Civic Centre
Alma Place
REDRUTH
Cornwall TR15 2AT**

Contents

Introduction	Page 3
The Role of the Mayor	Page 4
Selection of the Mayor / Deputy Mayor	Page 4
Skills & Qualities	Page 5
Protocols	Page 5
Deputy Mayor	Page 6
Mayoral Budget	Page 7
Diary Management	Page 7
Relationship Communications with Press & Media	Page 8
Dress Code	Page 8
Mayors Cadet	Page 9
Gifts and Hospitality	Page 9
Christmas Cards	Page 9
End of Mayoral Term of Office	Page 10
Post	Page 10

Introduction

The Mayoral Handbook has been produced to assist the Mayor and Deputy Mayor in understanding 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 Deputy Mayors to apply a consistent approach when dealing with Mayoral duties and civic functions.

Not all eventualities will be covered by this handbook; however, assistance is always available from the Town Clerk or Officers.

This document will be revised every two years. Next revision due October 2027

Useful Contact Information

Town Clerk	Charlotte Williams	townclerk@redruth-tc.gov.uk
Responsible Finance Officer / Deputy Town Clerk	Helen Bardle	rfo@redruth-tc.gov.uk
Communications Manager	Rebecca Pearce	comms@redruth-tc.gov.uk
Administration Team	Jo Pelham-Wales; Kelly O'Dell; Julia Cockerham-Wales	admin@redruth-tc.gov.uk

The Role of The Mayor

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 their position to stimulate community pride, encourage business, promote the voluntary sector, and encourage social cohesion.

A Mayor is the Chair of the Council and as such, has the responsibility of presiding over the Full Council and has ex-officio appointments on all the Council's standing Committees, in a politically neutral manner.

A Mayor also has the responsibility to attend other engagements and is in the public eye for the full municipal year, including leading of Civic receptions and festival parades.

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

Selection of the Mayor / Deputy Mayor

The Mayor must be a member of the Council and once selected, they remain in office until their successor is elected, or they are re-elected, or unless they resign, cease to be qualified or becomes disqualified. They hold office for one year until the new Mayor and Deputy Mayor are elected at the next Annual Meeting of the Council.

The Full Council and Annual meetings will receive a report from the Mayor.

The report is to be related to Mayoral and significant events and should not exceed 10 minutes in length. The report should be submitted to the Town Clerk no later than 7 days prior to the Full Council or Annual Meeting.

Skills & Qualities

Below is a list of the range of pertinent skills for taking on the role of Mayor and Deputy Mayor.

- Knowledge of the civic/ceremonial role and responsibilities
- Advanced chairing skills, to manage the business of Full Council meetings.
- Ability to act with political neutrality.
- Speech-writing skills.
- Listening skills
- Effective public speaking skills including handling the media.
- Ability to conduct the role with civility and respect.
- Diplomacy, impartiality.
- Knowledge of protocols and the Local Government landscape.
- Collaborative working style/ethic
- Procedures / Protocols
- To embody the values of Redruth Town Council

Protocols

It is the duty of the Council to make decisions. It is also in the interests of the Town that there is certainty of decision making.

The Mayor and Deputy Mayor are advised to fully familiarise themselves with the Council's Standing Orders and Rules of debate, to ensure they are discharging their duties in proper and lawful manner. Support on this is available from the Town Clerk.

Deputy Mayor

The role of Deputy Mayor is to deputise for the Mayor if they are unavailable in carrying out the key responsibilities.

In the absence of the Mayor, the Deputy Mayor is to preside over meetings of the Full Council.

The Deputy Mayor is only called upon for events and engagements if the Mayor is unavailable for good reasons such as ill health, holidays, etc. As long as the mayor is available and in good health, the Deputy Mayor will not normally be called upon to perform any official duties.

Deputy Mayors are advised –

- to use the year to engage with the local community and develop an understanding and appreciation of the needs of the parish,
- not wear chains of office to any engagement which the Mayor has not asked them to attend,
- not wear chains of office at any event which the Mayor is attending, unless agreed in advance with the Mayor and Town Clerk.

If the Mayor is attending an official engagement, the Deputy Mayor would not ordinarily be in attendance as well. If they were to attend the same event, the Deputy Mayor should be there in their capacity as Councillor and not as Deputy Mayor and should not be wearing chains (except for Full Council). This is to ensure it is clear to event attendees who is the Mayor, who takes precedence and avoid any confusion or embarrassment around protocols etc.

Mayoral Budget

The Council's Financial Regulations must be followed. A budget for the Mayor is held by the Responsible Finance Officer / Deputy Town Clerk who has responsibility for day-to-day running of the budget. The budget is closely monitored by the Responsible Finance Office / Deputy Town Clerk, and they will guide the Mayor on the appropriate use of the funds.

The hospitality budget is expected to pay for all civic events and hospitality during the year (including any trips abroad). Mayoral budget is public money and therefore must only be used in a way that will benefit the citizens of Redruth.

It must not be used for any political purposes or for private functions and cannot be used to further the causes of other organisations, clubs, or societies. The Town Clerk can advise on the appropriateness of an event and confirm with the Responsible Finance Office / Deputy Town Clerk that sufficient funds are available.

Diary Management

Whenever an official engagement has been received the Administration team speak with the Mayor to confirm attendance. If accepted, the attendance confirmation goes to the organiser. If it is declined the Mayor should give reasons and advise if the Deputy Mayor should be asked to attend.

All engagements are recorded by the Administration Team.

It is essential that the Mayor regularly reviews their calendar with the Administration Team and Town Clerk, (who they are encouraged to meet with for briefing on a fortnightly basis) to ensure they know what official engagements they are attending and the full logistical details of such.

Any engagements which occur after the Annual Meeting, shall be replied to advising that the Mayor / Deputy Mayor will respond after the Annual Meeting.

Relationship and Communications with the Press and Media

The Mayor is the official spokesperson of the Council. The press will frequently ask the Mayor to comment on issues. The Mayor should only speak on behalf of the 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 Chair of Council, the Mayor speaks on behalf of the Council, 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 they are issuing a statement as the representative of the Council.

Please inform the Town Clerk and the Communications Manager if you are contacted by the media. The Communications Manager will be able to provide advice and training and issue responses on your behalf.

For more information about Communications, please contact: Rebecca Pearce – Communications Manager comms@redruth-tc.gov.uk 01209 210038.

Dress Code

The presence of the Mayor makes any function more formal and the Mayor should dress accordingly and appropriately.

The Mayoral chain of office is worn on formal, ceremonial, and non-ceremonial occasions.

Any engagements outside the parish where the wearing of Mayoral chain of office has not been requested by the organiser, should be approved in advance by the relevant Local authority.

The Consort wears a badge of office for formal or ceremonial occasions.

The Deputy Mayor wear chains of office for formal ceremonial occasions and at official engagements when deputising for the Mayor.

Please note chains or badges of office cannot be worn for duties that are not classed as 'Mayoral' or for any personal events.

The Mayor's Cadet

It is customary for the local branch of the Sea, Army, Air or St John Ambulance to each nominate one cadet to support you during your year in office. The Cadets will be invited to attend civic events, and they attend subject to their availability.

Gifts and Hospitality

The Mayor, Mayoress/Consort, Deputy Mayor and Deputy Mayoress/Consort must, within 28 days of receipt, notify the Town Clerk of any gift, benefit or hospitality with a value in excess of £50, which you have accepted in your role, from any person or body other than the Council. Should you receive a gift, benefit or hospitality please complete the **Member's register of gifts** at the earliest opportunity.

Arrangements can be made to issue letters of thanks for gifts received. It has been customary for Mayors to donate any suitable items (i.e. bottles of wine, tickets to events etc) they are presented with during their year in office as potential raffle or auction items to raise money for the Local charities.

Gifts that are clearly made to the authority, for example a commemorative item which is kept on display, will not need to be registered in the Member's register of gifts and hospitality. However, such gifts ought to be recorded by the Council Administration Team for audit purposes.

Mayors will usually regift any items they are given at events/engagements such as chocolates, alcohol etc. to the local charity to assist with fundraising.

For further information, please also refer to the Code of Conduct for Councillors regarding receipt of hospitality and/or gifts.

Christmas Card

Each year, a Town Council Christmas card is designed and sent out from the Mayor on behalf of the Town Council and its members and staff.

The Communications and Administration Team will provide a list of suggested recipients. In line with the Council's climate change commitment and environmentally friendly policies, as many Christmas cards as possible should be delivered as an e-card and any printed cards should be kept to an absolute minimum.

At the End of the Mayoral Term of Office

At the End of your Term of Office it is customary for the outgoing Mayor's name to be displayed on the Board of Honours in the Langman Room. The Mayor and Deputy Mayor are to hand back their chains of office for safe keeping to the Town Clerk.

Post

All post received by the Administration Team will be opened (unless marked Private and Confidential). Anything that is deemed Private and Confidential will be handed to the Mayor by the Town Clerk or Administrator.