



Barnard Castle Town Council

Protocol for the Attendance of the Town Mayor of Barnard Castle

From time to time organisers of events, to which the Mayor and Consort (or Deputy Mayor and Consort as their representatives) have been invited, ask what needs to be done to ensure correct protocol is observed.

In order that proper arrangements can be made, organisations are asked to **complete the form attached** and return it to the Services Officer (Civic) as soon as possible. Information should include:

- a) Details of other VIPs to be invited.
- b) Information for any speeches or responses the Mayor is expected to deliver.
- c) Any special requests, i.e. is the Mayor expected to make any presentation/supply gifts etc.

THE OFFICE OF TOWN MAYOR OF BARNARD CASTLE.

The Town Mayor is elected annually from among the Town Councillors and (s)he presides over the meetings of the full Council.

Protocol requires that The Town Mayor, as the first Citizen of the Town, takes precedence over the other guests (except Royal Visitors, the Lord Lieutenant or Deputy Lord Lieutenant as representatives of the Crown) and your arrangements should have regard to this. The Town Mayor should be accompanied by a member of the organisation and escorted throughout the event, where appropriate.

The Town Mayor should be met immediately upon arrival by a responsible representative of your organisation and escorted to the correct position. The arrival time given should normally not be earlier than approximately 5 minutes before the commencement of the function to avoid unnecessary waiting time. If an earlier arrival time is considered to be appropriate please provide details. It is important that you should state the name of the person who will greet the mayor when completing the attached form.

The Mayor should normally be seated immediately on the right of the Chairman or other person presiding. Should you propose to depart from this rule of precedence the Services Officer (Civic) must be consulted.

The correct description, including that for correspondence, is 'The Town Mayor of Barnard Castle', 'The Town Mayor and Mayoress of Barnard Castle', 'The Town Mayor and Consort of Barnard Castle', 'The Mayoress of Barnard Castle' or 'The Town Mayor's Consort of Barnard Castle' depending upon the particular circumstances.

Orally, the accepted greeting for the Mayor is 'Mr Mayor' or 'Madam Mayor', if a lady, and the Mayoress as 'Madam Mayoress.' Where the Town Mayor is accompanied by his or her Consort, (s)he should be addressed, formally, by name 'Mr...', 'Mrs...', 'Miss...', or 'Councillor...' as appropriate.

Where the function is a dinner or meeting, a copy of the toast list or agenda showing the order of proceedings should be sent to the Civics officer as soon as it's available.

PRACTICAL CONSIDERATIONS

Parking: Where appropriate, it would be appreciated if a car parking space could be reserved for the Mayor's car and details notified in advance to the Services Officer (Civic).

Welcoming Address: When those attending the event are formally and collectively addressed for the first time by the Chairman, toast master, or similar, the form should be, "Mr (or Madam) Mayor, Madam Mayoress (or Mr [name of consort]), (other named guests), then Ladies and Gentlemen..." This will vary, as above, if the Lord Lieutenant, etc., attends.

Toast Lists or Order of Procedure: If the function is a luncheon, dinner, supper, public meeting or similar event, a copy of the toast list or agenda, showing the order of proceedings should be forwarded in advance to the Services Officer (Civic).

Church Services: If the Mayor is required to read a lesson, details should be sent to the Services Officer (Civic) in advance of the service. The Mayor usually has the first reading unless it is the Gospel, when this is read by the Celebrant.

The Mayor and Mayoress will normally arrive five minutes in advance of the start of service and should be greeted at the entrance to the Church.

In the case of Civic Processions, the Mayor will normally follow the procession on entry. On leaving the Church, the Order of exit should be as follows:

Churchwardens, Vicar, the Mayor and Mayoress, Deputy Mayor and Deputy Mayoress (if present), Councillors. After leaving the Church, the Mayor will lead the procession back to base.

Remembrance Day Services: Where arrangements provide for the laying of wreaths, protocol demands that the Mayor (or his/her representative) should be invited to place the first wreath on the War Memorial.

If further advice is required, please contact:

The Mayor's Office:
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Woodleigh
Barnard Castle
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