

## **MARLOW TOWN COUNCIL**

### **ROLE OF THE TOWN MAYOR**

The Mayor is elected by the full Council at the Annual General Meeting held in May each year. The Mayor would usually be the Member who has carried out the duties of Deputy Mayor in the previous year. A new Deputy Mayor is also elected at this meeting.

The new Mayor makes a declaration of Acceptance of Office when accepting the Term of Office at the Annual General Meeting.

The Mayor's term of office is for one year and during this time the Mayor will continue to be a member of the Council and presides over meetings of the Council.

The role of Mayor is essentially ambassadorial and will represent the Town Council over a range of events and activities. The role of Mayor does not confer any powers to be exercised other than those at a Town Council meeting as set out below. During the civic year the Mayor supports a wide variety of events throughout the Town Council area. 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 may attend on behalf of the Mayor.

The Mayor may choose a Consort. This can either be a partner, fellow councillor, a family member or friend. The consort has no status and is not subject to protocol.

Duties which the Mayor may carry out include:-

- Acting as host on behalf of the Town Council at civic functions
- Attending functions by invitation within the Town Council area, the District Council area or the County and at times outside of the County area.
- Undertaking official openings or presentations at places throughout Marlow and on occasion in the District Council area or the County, and at times outside the County area.

When representing the Town Council the Mayor would normally wear the official chain of office at all official functions within the Town. When the official chain of office is worn the wearer should be addressed as "Town Mayor". The chain would normally also be worn at functions outside of the Town Council area when invited in an official capacity. Permission is required from the Mayor or Chairman of a principal or parish/Town Council to wear the chain in that Council area. There are some exceptions to this, which usually specify that this is to be the case in an official invitation. It is the responsibility of the Mayor to undertake the safe keeping of the mayoral chain or to collect and deposit it from the Town Council office following use at any function.

The Mayor also has a number of statutory functions to undertake as set out below:-

- If present at Town Council meetings, 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/Executive Officer that the Council makes legal decisions.
- Has a duty to ensure that the items in the Agenda are properly followed.
- If the Mayor is not present at a Council meeting, the Deputy Mayor has to preside.

Each year the Town Mayor will select a suitable charity which the Mayor will support and endeavour to raise funds. Currently the main charity event organised for the Mayor is the Charity Golf Day, held usually in April each year. The Mayor is responsible for the fundraising together with assistance from fellow Councillors.

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

- That the Mayor is appointed to serve the people of Marlow
- That the Mayor is the figurehead and public face of the Town Council in Marlow
- The Town Mayor should ensure that the office resources used to organise this and other charity events are reasonable to the resources available to the Town Council.
- The majority of the mayoral activities should be in Marlow.

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

- Attending and chairing Town Council meeting. The Town Mayor can attend all other meetings of the Town Council and is exofficio.
- To be the figurehead at Town Council organised events.
- Attending events and functions within Marlow organised by other organisations etc.
- Attending events and functions outside of the Town Council area organised by other organisations and bodies.

The Mayor shall give a monthly report on their activities during each period to a meeting of the Town Council.

The Town Council organises the following events throughout the year at which the Mayor and or the Deputy is expected to attend:

- Senior Citizens Luncheon
- Civic Service
- Main Charity Function ( Currently Town Mayors Charity Golf Day )
- May French Market
- Town Regatta and Festival Reception

- Marlow In Bloom Prize Presentations or similar event
- Remembrance Luncheon for Marlow War Veterans
- Remembrance Day Parade
- Carols on the Causeway
- Late Night Christmas shopping ( Organised by the Chamber of Trade )

#### ROLE OF THE DEPUTY TOWN MAYOR

The Deputy Town Mayor will support the Town Mayor throughout the Mayoral year by representing them when they are not available. The Deputy will also attend certain Town Council civic functions in support of the Mayor when appropriate.

These would normally be the Civic Service, main Charity Function, Town Regatta and Festival Reception, Remembrance Day Parade and Carols on the Causeway

The Mayors PA will liaise and coordinate with both the Mayor and the Deputy whenever necessary and taking into account the Town Councils priorities for the year.