



STOTFOLD TOWN COUNCIL

CIVIC PROTOCOL 2025

VERSION 1

1. Introduction

This protocol provides guidance for the Town Mayor, Deputy Mayor, and Councillors of Stotfold Town Council during their term of office. It sets out expectations for civic conduct, precedence, and participation at official events, ensuring the dignity of the Council is upheld at all times. The protocol is supplementary to advice from the Town Clerk and should be reviewed regularly.

2. The Mayor and Deputy Mayor

2.1. Titles

- The Chair of Stotfold Town Council is entitled to the style 'Town Mayor' (or 'Mayor'), regardless of gender.
- The Deputy Mayor is elected annually and deputises in the Mayor's absence.

2.2. The Mayor

- Acts as Chairman of the Council and presides over meetings, with a casting vote if required.
- Ex officio with voting rights on all committees.
- Represents the Council at civic and ceremonial functions, both within and outside the parish.
- Is elected at the Annual Statutory Meeting and remains in office until a successor is appointed.

2.3. The Deputy Mayor

- Discharges all functions of the Mayor if the Mayor is unable to act or the office is vacant.
- Has full legal status as Vice-Chairman and should be given precedence immediately after the Mayor.
- Does not wear the Mayor's chain or adopt the title of 'Mayor' when deputising.
- Has their own Deputy Mayor chain.

2.4. Partners and Consorts

- The Mayor's partner is referred to as 'consort'. The term 'Mayoress' is not used.
- The consort has no official standing but may accompany the Mayor at events.
- If unavailable, the Mayor may invite another person (e.g. Deputy Mayor, family member, Councillor, or friend) to accompany them.
- Consorts must be over the age of entitlement to vote in Parliamentary Elections.

2.5. Former Mayors

- Former Mayors have no formal role but may be invited to civic occasions at the Council's discretion.

3. Roles and Responsibilities

3.1. Council Meetings

- The Mayor chairs meetings, ensuring legal and effective decision-making.
- The Mayor should be familiar with Standing Orders and seek advice from the Town Clerk as needed.

3.2. Civic and Community Functions

- The Mayor leads civic events and represents the Council at functions, including those organised by neighbouring councils.
- Attendance at events should not bring the Council into disrepute or show political/commercial bias.
- The Mayor should attend as many events as possible, with the Deputy Mayor deputising if necessary.

3.3. Remembrance and Civic Events

- The Mayor hosts the annual Remembrance Sunday Parade and Civic Service, working with local organisations and faith leaders.
- The order of precedence for parades and services is set out in Appendix 1.

3.4. Charity Events

- The Mayor may choose to support local charities, with Council facilities available for fundraising events (subject to booking).

4. Facilities and Support

- The Mayor is supported by a designated officer (e.g. Mayor's Secretary) for administration, invitations, and event organisation.
- Council meeting rooms are available for official business, subject to prior booking.

5. Precedence at Civic Occasions

- The Mayor takes precedence at Council-organised events, except when the Lord Lieutenant (representing the King) or the Chairman of the Principal Authority is present.
- The Deputy Mayor takes precedence immediately after the Mayor.
- The Town Clerk accompanies the Mayor at civic events, providing support and advice.
- The order of precedence for processions and seating is detailed in Appendix 1.

6. Civic Insignia

- The Mayor may wear the chain of office at official functions within the town and, with permission, at events outside the town.
- The Deputy Mayor may wear a badge or chain of office when deputising.
- Civic insignia must only be worn on official Council business and should be stored securely in the Town Clerk's office when not in use.

7. Dress Code

- There is no formal dress code, but the Mayor and Consort are expected to dress appropriately for the occasion.
- Formal attire is recommended for church services and major civic events.
- The Mayor should seek advice from event organisers regarding dress expectations.

8. Attendance at Funerals

- The Mayor and Town Clerk may attend funerals of former Mayors, Councillors, or prominent local figures, with a wreath sent as appropriate.
- A letter of condolence should be sent on behalf of the Council.
- The Mayor should not wear the chain or badge at funerals unless requested by the family.

9. Mayoral Allowance

- There is a Mayoral Allowance provided to the Mayor (or Deputy Mayor in their absence) to support them in the discharge of their civic duty.

Appendix 1 – Order of Precedence (for Civic Events)

1. Members of the Royal Family
2. Lord Lieutenant and Consort
3. High Sheriff and Consort
4. Mayor and Consort
5. Chairman of the District Council and Consort
6. Member of Parliament
7. Town Clerk
8. Deputy Mayor and Consort
9. Town Councillors (by length of service)
10. Honorary Citizens
11. Ward Councillors
12. Visiting dignitaries
13. Police or Fire Officers
14. Representatives of local organisations (as appropriate)

Revision History:

Version	Date	Notes
1	November 2025	Adopted