



MACCLESFIELD TOWN COUNCIL

MAYOR'S HANDBOOK AND CIVIC PROTOCOL

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1.Introduction

To The Worshipful The Mayor of Macclesfield:

Congratulations on your election as Mayor of the Macclesfield and thereby our Town's First Citizen.

The Mayor can be a major influence in promoting the image and importance of the council and its objectives.

The role of Mayor is demanding; often physically and mentally tiring. It is also, if entered into with the right spirit, a hugely enjoyable and rewarding job.

The purpose of the document is to try to ensure that the civic year runs as smoothly as possible, and to assist the Town Mayor, Deputy Mayor, Councillors and support staff to understand their roles and responsibilities.

The document contains useful information about the role of Mayor and Civic Protocol.

Not all eventualities will be covered. Contact the Clerk if further information is required.

2. Charter and Governance

This section describes the history of Charters and governance of Macclesfield.

2.1 Town of Macclesfield

The Domesday Book records the town as “Maclesfeld” and in 1183 it was referred to as “Makeslefield”. An old English word ‘feld’ means cleared lands or open country. Maccle could be a corruption of Michael.

In the 14th Century, Macclesfield became the administrative centre for the eastern part of Cheshire, growing in significance accordingly. It had a weekly market, and fairs in June and November, and was chosen as the site of ecclesiastical councils in 1332 and 1362.

Macclesfield is sometimes referred to as “Silk Town” following its industrial heritage in silk weaving. It also has the nickname of “Treacle Town” — purportedly from an incident when a load of treacle was spilt on Hibel Road, and the poor scooped it off the cobbles.

2.2 Macclesfield Charter

Around the year 1220, Ranulf Blundeville, Earl of Chester and Lord of the Manor of Macclesfield, made an agreement which was documented in a Charter, enabling Macclesfield to become a borough. The exact content of the Charter is not known but it probably granted certain privileges such as self-governance, courts of justice, markets and rights to fairs.

King Henry III gave the Earldom to his eldest son Edward after the Manor of Macclesfield was taken back by the crown from the Earl of Chester. On 29 May 1261, Prince Edward granted a Charter to the Borough of Macclesfield. The document was written in Latin on a piece of vellum or parchment, and confirmed the town's status as a free borough, and gave the town authorities their rights and privileges.

This charter was confirmed by Edward III in 1334, by Richard II in 1389 and by Edward IV in 1466. The Charter of Elizabeth I, issued on 1 September 1595, laid down a formal borough constitution under a Mayor, Aldermen and Burgesses.

In 1684 Charles II granted a Town Charter to Macclesfield under which the town was managed until 1835. This Charter confirmed the previous Charters and granted new privileges such as giving the town greater autonomy.

2.3 Macclesfield Municipal Borough

As a result of The Municipal Reform Act of 1835, Macclesfield Municipal Borough was formed. The Municipal Reform Act granted permission to allow towns to have their own councils and included terms such as; councillors would be elected for three years at a time, councillors would choose a Mayor and the borough would have a town clerk.

2.4 Macclesfield Borough Council

Macclesfield Borough Council was formed on 1st April 1974 under the Local Government Act 1972. It was a merger of Macclesfield Municipal Borough and neighbouring districts. It contained 52 civil parishes and 2 unparished towns; Macclesfield and Wilmslow.

2.5 Macclesfield Charter Trustees

On 1st April 2009, Chester City and Cheshire County Councils split into two unitary authorities; Cheshire West and Chester, and Cheshire East. Macclesfield Borough Council was abolished, with the creation of Town Councils and Parish Councils for those towns/villages that Macclesfield once governed.

Macclesfield town came under the authority of Cheshire East Council. The Charter Trust was established; the principal role of the Trustees was to preserve historic property, privileges, rights and traditions enjoyed by local residents.

The Macclesfield Charter Trustees elected a Mayor and Deputy Mayor in May/June each year to carry out traditional civic and ceremonial functions within the Macclesfield area.

The Trust dissolved on 07 May 2015 in preparation of the change in governance for Macclesfield.

2.6 Macclesfield Town Council

Following a Community Governance Review by Cheshire East Council, the decision for Macclesfield to form its own Parish Council was approved.

The Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chair to hold the post of Town Mayor:

“The council of a parish which is not grouped with any other parish may resolve that the parish shall have the status of a town and thereupon—
(a) the council of the parish shall bear the name of the council of the town;
(b) the chairman and vice-chairman of the council shall be respectively entitled to the style of town mayor and deputy town mayor;
(c) the parish meeting shall have the style of town meeting.”

The inaugural Parish Council meeting, held on 21 May 2015, saw Councillors vote unanimously for the re-designation of Macclesfield Parish Council to Macclesfield Town Council. The Town Council manages some of the services previously run by Cheshire East Council such as allotments, street furniture, floral displays and the Christmas Lights Switch On.

The property, traditions and privileges of the Charter were transferred to Macclesfield Town Council.

Each year, during the Annual General Meeting (AGM), a Mayor and Deputy Mayor will be elected and invested with the Badges of Office during a Mayor Making ceremony.

3. Mayoralty

3.1 Role of Mayor

The word 'Mayor' comes from the old French 'maire', meaning head of a city or town government (13th century) and originally derives from the Latin word 'magnus', meaning great.

The office of Mayor was brought to this country by the Normans.

The Mayor, as Chair of the Council, has a specific role in supporting the Council to deliver its mission.

The Mayor's term is for one year. During this time the Mayor will continue their role as Councillor, serving on sub-committees and working groups.

The Mayor has a number of statutory functions:

- To Chair Full Council Meetings,
- To have the casting vote in the event of a tie at Council meetings,
- To ensure, with the Clerk, that the Council makes sound legal decisions,
- To ensure that Council meeting agendas are followed correctly.

The Mayor is the first citizen of Macclesfield and takes precedence over all other dignitaries in the town except for HRH, members of the Royal family and the Lord-Lieutenant of Cheshire.

During their term, the Mayor is in the public spotlight more than any other person on the Council. What they say and do is potentially heard and seen by thousands of people, personally or via the media.

There is potential for the Mayor to make a difference to the community through being actively involved in and supporting local organisations.

The Mayor's role is largely ceremonial. Their presence can bring a great sense of occasion and help to raise the profile of local organisations.

Throughout the term of office the Mayor will be required to:

- Carry out Civic duties in a politically impartial way,
- Preside at the Town's Civic functions;
- Promote the Council's aims and objectives,
- Promote the town of Macclesfield,
- Deliver speeches with confidence,
- Handle interviews (press, radio and possibly TV),
- Network and socialise without prejudice, with all members of the local community.

The types of activity the Mayor will undertake will be:

- Attend events promoting Council initiatives,
- Take an active interest in all aspects of the local community and related issues,
- Attend local events,
- As first citizen, act as an ambassador for Macclesfield and welcome visitors, including dignitaries and in some cases members of the Royal Family,
- Attend the annual programme of civic events, which may include:
 - Wreath laying ceremonies,
 - Remembrance Sunday,
 - Armistice Day,
 - Christmas event
 - Any other nationally recognised services.
- Attend traditional/historic events as the representative of the town:
 - Barnaby Festival.
- Officiate at opening ceremonies and be prepared to make a speech,
- Make official visits,
- Meet residents who wish to 'speak to the Mayor' (by appointment only),
- Host visits to the Town Hall,
- Wear the Mayoral Robe and Chain of Office when appropriate.

The Mayor may choose to support one or two local charities during his/her term. This is described in more detail later in the document.

3.2 Role of Deputy Mayor

The Deputy Mayor will support the Mayor throughout the term, deputising at the request of the Mayor when he/she is unable to fulfil a duty.

If the Mayor is not present at a Full Council meeting, the Deputy Mayor must preside as Chair.

Invitations will always be first presented to the Mayor. If the Mayor is unable to attend, the Mayor's Office will check with the event organiser and the Mayor that it is acceptable to ask the Deputy Mayor. If it is, the Deputy Mayor will be asked.

The Deputy Mayor may be invited personally to an engagement. If this should happen, the Mayor and Town Clerk must be notified.

The Deputy Mayor represents the Mayor at engagements and is afforded the same protocol. In the absence of the Mayor, the Deputy is entitled to the same precedence but he/she does not wear the Mayor's Chain of Office or Robe, and does not adopt the title of "Mayor."

The Mace is not carried in front of the Deputy Mayor except in the case of a formal procession when the Mayor is unable to attend.

The Deputy Mayor will wear their Chain of Office to engagements.

The Deputy Mayor will wear their Chain of Office and Robe at Macclesfield Town Mayor's events and for Full Council Meetings.

3.3 Support for the Mayor

The Council Office will support the Mayor and Deputy Mayor during their term of office which commences from the Mayor Making Ceremony and terminates at the following year's Mayor Making Ceremony.

Some day to day support for the Mayor (and Deputy Mayor) is provided by the Council administrative office.

The role of the Council Office is to assist the Mayor to organise his/her term of office. Duties include but are not limited to:

- Assist the Mayor at the start of his/her term to understand their role, protocol and adjust to the demands of the position;
- Processing all invitations such that they are acknowledged, presented to the Mayor in a timely fashion and responded to as per the Mayor's wishes;
- Sending out a booking form to the organiser of each engagement to obtain pertinent details about the function;
- Assist the Mayor to plan their own Civic Events (Civic Sunday, Mayor Making, Remembrance Sunday and Thanksgiving Service);
- Handle the Mayor's Press Releases;
- Update the Mayor's web pages on Macclesfield Town Council's website;
- Manage the Mayor's Charity Funds bank account.

The Council Office and Mayor need to find a way of working that suits them both and supports two way communication. Regular meetings are recommended.

If the Mayor needs guidance, he/she should first approach the Town Clerk. If the Clerk does not have the information, the information will be sought from support agencies.

The Council Office, where capacity allows, may be called upon to prepare official letters on behalf of the Mayor pertaining to formal letters of thanks, request for support, invitations and official business of the Mayor. Letters of a personal nature should be written by the Mayor.

3.4 Election of Mayor and Mayor Making Ceremony

The Mayor and Deputy Mayor are elected at the Annual General Meeting (AGM) of the Council in May. They will be elected by Members casting a vote. Nominations may be presented to the Clerk in advance of the AGM.

When a new Mayor and Deputy Mayor accept office, the previous incumbents automatically retire.

All Council members are expected to attend the AGM. Town Mayors from Cheshire East, local Honorary Aldermen and Freemen may be invited to attend.

An Oath of Office needs preparing in advance by the Clerk for the incoming Mayor (Mayor-Elect) and incoming Deputy Mayor (Deputy Mayor-Elect).

If the new Mayor has a Cadet to serve them during their time of office, the new Cadet will be invested with their Badge of Office. If there is a retiring Cadet, he/she will be presented with a Commemorative Badge.

During the AGM, the retired Mayor will be presented with a Past Mayor's Medal and given an opportunity to make a short speech.

Following the Mayor Making ceremony, the AGM will resume from the next item on the agenda, with the new Mayor chairing the meeting.

The Mayor Making Ceremony is documented separately.

3.5 Initial Tasks for the Mayor

The following tasks should be completed early in the Mayor's term.

Mayor's Tasks:

- Provide a short biography for publication on the Mayor's webpage,
- Advise the Council Office of any planned vacation,
- Advise the Council Office of any dietary requirements,
- Select charities and advise the Council Office of the year's theme,
- Plan dates for Civic events and discuss with the Council Office,
- Plan dates for Charitable events with the charities,
- Advise the Council Office of friends/family that will be invited to Civic events,
- Appoint a Chaplain, if they wish.

Tasks to be completed by the Council Office:

- Organise official photographs of the Mayor,
- Organise a Press Release announcing the new Mayor,
- Update the Council website with the new Mayor's details,
- Request the Deputy Mayor completes the requisite documentation to be added as a signatory for the Charity Bank Account,
- If necessary, arrange for the Deputy Mayor to be DBS checked,
- Liaise with the Mayor's choice of church to set dates for Civic Services,

The following tasks should be organised at some point in the Mayor's term but are not immediate concerns.

- Council Office to arrange for the Mayor's Roll of Honour to be updated,

3.6 Consort/Mayoress

If the Mayor chooses to appoint a Consort/Mayoress, the role may be undertaken by a spouse, partner, friend, relative or fellow Councillor of either sex and is accorded precedence alongside the Mayor.

A female Consort may be referred to as "Mayoress". The role of Mayoress was originally bestowed on the Mayor's wife.

The roles are not recognised by law.

It is generally understood that the role will provide assistance as follows: -

- Personal support to the Mayor,
- Accompany the Mayor on engagements,
- Support the Mayor's charity fund raising events.

The Consort/Mayoress Badge of Office hangs from the neck by a blue ribbon. The badge may be worn on all Civic occasions that the Consort/Mayoress attends.

When attending an official engagement the Consort/Mayoress will usually accompany the Mayor, but it is not mandatory. On occasions when the Consort/Mayoress is unable to escort the Mayor to an appointment, the Mayor can choose to either attend alone or take another person to escort them.

Should the Mayor wish to take another escort it is important that this person does not wear the Consort/Mayoress Badge of Office and that the Council Office is given advanced notification of the person attending so they can contact the person who has invited the Mayor.

In carrying out their roles, the Consort/Mayoress should consider the public nature of their office. Behaviour and manner will need to be appropriate at all times and not bring the Council into disrepute.

The Deputy Mayor can choose to have a Consort, who may wear a Badge of Office which hangs from the neck by a blue ribbon.

3.7 Mayor's Chaplain

It is at the Mayor's discretion whether he/she chooses to appoint a Chaplain, and whom should fulfil the role.

The post of Mayor's Chaplain is honorary and as such unpaid. The Chaplain will offer spiritual guidance to the Mayor, support him/her on Civic occasions and deliver a sermon during Civic Services. The Chaplain may also be asked to open Full Council Meetings with a prayer.

3.8 Mayor's Allowance

The Local Government Act 1972 Chapter 70 states, "A principal council may pay the chairman* for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable."

* in this context Mayor

Note that the Council's budget contains provision for traditional Civic Events such as the Civic Service and Thanksgiving Service. The Clerk will monitor the budget to safeguard the potential of overspending.

It is the responsibility of the Mayor to plan the use of their allowance.

The Finance Committee will review the Mayor's allowance and civic budget on an annual basis.

The cost of repairs and maintenance to the insignia shall be borne by the Council budget.

The Deputy Mayor may receive an allowance, payable in a single payment.

For further information, refer to the Mayor's Allowance Scheme.

Expenses shall be covered by the Mayor's allowance.

3.9 Transport

The Mayor will need to make their own plans to travel to and from engagements.

3.10 Social Media

The use of Social Media can be beneficial to the role of Mayor; through raising awareness of their role in the community, championing the charities they support and promoting the work of the Council.

The Mayor of Macclesfield Facebook page can be used for such purposes, should the Mayor wish. However, to ensure all communications align with the Council's communication strategy, the Events and Communications Officer shall administer the page. At the start of the Mayor's term, it is recommended that the new Mayor and Events and Communications Officer agree a way of working.

3.11 Gifts

During the Mayor's term, gifts may be offered. Acceptance of personal gifts should be considered with caution but without causing offence.

It is acceptable for the Mayor to suggest a donation to his/her charities as an alternative to a gift.

The Macclesfield Town Council Code of Conduct requires that:

"...you must within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the authority. The Monitoring Officer will place your notification on a public register of gifts and hospitality."

3.12 Complimentary tickets and refreshments

On occasion, the Mayor may be offered complimentary tickets to an event, or offered complimentary refreshments or even a complimentary meal.

The Mayor may accept only on his/her and their Mayoress/Consort's behalf if they are attending an engagement as the Mayor of Macclesfield.

Under no circumstances should the Mayor solicit complimentary tickets or refreshments.

3.13 Cadet

The role of Cadet is to attend to the Mayor during civil and ceremonial events. This is documented in the Mayor's Cadet Policy.

It is at the Mayor's discretion whether he/she chooses to appoint a Cadet.

4. Civic Insignia

4.1 Civic Insignia

The Mayor's Robe and Chain of Office are outward signs of the Civic office they hold and are known as the Civic Insignia. The same is true of the Deputy Mayor who will, when deputising for the Mayor, wear the Deputy Mayor's Badge of Office.

4.2 Chain of Office

The Mayors' Chain of Office consists of three parts.

- The main chain, made of heavy gold plated links inscribed with past Mayors. The oldest inscription dates to 1855-6 when William Coare Brocklehurst was Mayor.
- The Badge depicts the rampant lion and wheatsheaf surrounded by the eight wheatsheaves that symbolise the 8 towns that formed part of Macclesfield Borough from 1974. This is not the original badge, whose location is unknown. The Badge can be removed and hung upon a ribbon necklet.
- A smaller chain helps support the weight.

The Chain of Office is always worn with the Robe but will usually be worn without.

In the interest of security, Chains and Badges should not be visible in public areas unless worn for Civic duties. A suitable garment should be worn to cover the Chain/Badge until the Mayor has reached the venue of the Civic engagement.

The Civic Insignia is kept securely at the Town Hall when not in use. Removal of any item necessitates the completion of the Civic Insignia Register.

The Mayor should not wear the Chain of Office outside the boundary of Macclesfield without the express permission of the Council being visited. The Mayor's Office will give advice when appropriate.

The Deputy Mayor's Chain of Office has a smaller version of the Badge suspended from an ornate chain.

When to wear the Chain of Office:

- Receiving or entertaining visitors at the Town Hall,
- Civic receptions in other towns (by agreement),
- Meetings where the Mayor presides or officiates,
- Opening conferences of organisations,

- Opening exhibitions arranged by organisations,
- Speech days and school prize-givings and open days,
- School sports days,
- School carol services,
- Memorial services,
- Hospital visits,
- Military services,
- Bazaars/carnivals,
- Functions outside Macclesfield attended by a member of the Royal Family (providing the permission of the relevant mayor/chair is given).

4.3 Robes

The Mayor's Robe is made from fine quality wool dyed scarlet. The sleeves and broad facings are lined in black velvet and sable.

The Mayor wears the Robe at certain Civic occasions such as the Civic and Thanksgiving Services. A jabot (an ornamental frill or ruffle, typically made of lace) may also be worn. The Mayor may be requested to wear the Robe for certain engagements.

The Deputy Mayor's Robe is of a similar design with the wool dyed a deep purple.

When to wear the Chain of Office and Robe:

- Full Council Meetings,
- The Council's Annual General Meeting,
- The Mayor's Civic Church Services,
- Armistice Day,
- Mayor's official reception,
- Public functions within Macclesfield attended by a member of the Royal Family (subject to arrangement with the organisers).

4.4 Mace

The mace was originally used as a weapon of war and by the 11th or 12th century had developed into a metal-bound weapon 2-3 foot long with a spiked bole at the striking end and a knob at the other end to grip the mace.

Over a period of time, the mace lost its spikes and the knob became more ornate, giving way to the current day ceremonial mace.

The mace is a symbol of the Mayor's authority as the first citizen of the town/borough and is used only on civic occasions such as Mayor Making and Civic Services. Historically the Mace would have been used to protect the Mayor whilst performing official duties such as collecting taxes.

The mace is always carried by the macebearer walking directly in front of the Mayor.

The mace also precedes the Mayor when entering and leaving the Council Chamber. Once the Mayor is seated, the mace is placed directly in front of them with the crown towards their right. The mace is always reversed in the presence of royalty because the mace, as the symbol of the Mayor's authority, is redundant in the actual presence of the Sovereign.

During a church service it is traditional to position the Mace so that the crown points towards the Alter. If this is not practical, it should be laid to rest with the crown at the Mayor's right as he/she is seated in the congregation.

This Mace was made in 1573. Made of silver gilt it should only be carried with gloves to protect the metal from damage.

The shaft is decorated with acorns and leaves, probably a reference to the Royal hunting forests. The Crown represents Monarchy and the Cross the church.

5. Protocol

5.1 Precedence

Precedence and protocol are established by tradition and practice and should be observed on all occasions.

Council support staff should observe the protocol at all times.

The precedence afforded to the Mayor is part of the general law of the UK. As the Mayor is the first citizen of the town, only HRH, members of the Royal Family and the Lord Lieutenant take precedence of the Mayor at events in Macclesfield.

The Mayor of Cheshire East will take precedence over the Mayor of Macclesfield unless Macclesfield Town Council is hosting the event.

5.2 Mayor's Title

In a publication, letter or to announce the Mayor, the correct form of address is 'The Worshipful the Mayor of Macclesfield, Councillor <forename> <surname>'.

After the formal introductions, the Mayor can be addressed as 'Mr Mayor' or 'Madam Mayor'. If the Mayor of Cheshire East is present, then the Mayor will be addresses as 'Mr Town Mayor', or 'Madam Town Mayor'.

A Mayoress is addressed as Madam Mayoress.

A Consort is addressed by their name, proceeding with Mr, Mrs or Miss.

When the Deputy Mayor is attending a function in place of the Mayor, he/she should be accorded the same precedence due to the Mayor.

In a publication, letter or to announce the Mayor, the correct form of address is 'The Deputy Mayor of Macclesfield, Councillor <forename> <surname>'.

The correct title is 'Mr Deputy Mayor' or 'Madam Deputy Mayor' and he/she should be addressed in these words after formal introductions.

A Deputy Mayoress is addressed as Madam Deputy Mayoress.

A Deputy Consort is addressed by their name, proceeding with Mr, Mrs or Miss.

5.3 Table seating

The place reserved for the Mayor should be on the immediate right of the Chair, President or other person presiding. If the Lord Lieutenant, Deputy Lord Lieutenant or Cheshire East Mayor is present, the Mayor should be seated on the immediate left of the Chair.

The Mayor's consort should be seated on the immediate left of the Chair, except when the Mayor sits on the Chair's left, in which case the Mayor's guest should sit on the Mayor's left.

5.4 Full Council Meetings

The Mayor and Deputy Mayor dress in their Robes and Chains in the Mayor's Parlour whilst the Councillors take their place in Council Chamber. The Mace Bearer dresses in the appropriate robe and white gloves and places the Mace on his/her right shoulder.

The Mace Bearer announces the Mayor and asks all to stand. The Mace Bearer leads the Mayor and Deputy Mayor into Council Chamber. As the Mayor and Deputy Mayor take their positions; the Mayor at the centre and Deputy Mayor to his/her left, the Mace Bearer stands facing the Mayor. The Mayor makes a low bow which is reciprocated by the Mace Bearer at which point the Mace is laid down with the Crown to the Mayor's right. The Mace Bearer will take his/her position but remain standing until the meeting is opened.

Following the meeting, the Mace Bearer will lead the Mayor and Deputy Mayor out of Council Chamber with the Mace on his/her right shoulder.

6. Engagements

6.1 Invitations

Invitations from Macclesfield, and further afield in Cheshire East, can be expected to a wide range of events. If the Mayor cannot attend, the Deputy Mayor will be asked by the Mayor's office. It is courteous to check with the engagement organiser first as some people will have a singular preference for the Mayor.

The general rule is to accept engagements in the order in which they are received. However, local engagements should be given priority over engagements outside Macclesfield.

An engagement, once accepted, should not be cancelled except for most important reasons. An engagement under no circumstances shall be cancelled for a later invitation that is received and is more appealing.

It is essential that every appointment is routed through the Council Office. Often the Mayor will be approached in person, by letter, over the phone, by representatives of a charity, or an organisation asking him/her to attend a function. In this instance, refer the person to the Council Office who can advise on the availability of the Mayor and inform them of proper procedures. This prevents the possibility of a clash of functions and helps greatly to plan the Civic Year.

The Council Office will send a booking form to all accepted invitations, and information on Mayoral protocol. This helps the Mayor to know exactly what is expected when he/she reaches the venue.

If the Mayor is asked to make a speech or a presentation, the Council Office may provide some background information on the organisation but will not write the speech.

The Mayor is expected to accept as many invitations as they can reasonably attend. Organisers often put in a lot of effort to make their events successful and view the Mayor's role in promoting their activity as vital. However, acceptance of invitations can be considered by merit; does the engagement recognise the value of the Mayor's attendance and is there value to the local community?

6.2 Town Hall visits

Throughout the Mayor's term there may be requests for a tour of the Town Hall, hosted by the Mayor. Visits can be expected from the young and old, for example Brownies, Scouts and local interest groups.

It is essential that the Mayor has a good knowledge of the history of and artefacts in the Town Hall. The Mayor's office can supply the information.

Refreshments may be provided to the visitors, funded by the Council budget.

For the younger visitors, e.g. Brownies, the Mayor may wish to consider a presentation of a certificate to commemorate the occasion.

7.Events

7.1 Events

During the Civic year a number of events are expected to be organised by the Mayor's office. The dates will be discussed and prearranged with the Mayor, Council Office and Chaplain. Availability will also need to be confirmed with the Church holding the service and Town Hall for the reception.

The Council will not fund the purchase of alcoholic beverages for Civic Events. However, the Mayor can, at their discretion, bear the costs of alcohol for their guests, procuring wine and arranging glass hire.

The Mayor must seek approval in advance from the Clerk before employing the services of a third party in support of an event.

7.2 Mayor's Calendar of Engagements/Events

Month	Anticipated Engagements	Suggested Events/Tasks
May	AGM; Mayor Making Ceremony	
June		
July		Civic Service*
August		
September		Civic Service*
October		
November	Remembrance Sunday; Armistice Day; Christmas Event	Create Christmas Card List; Prepare for Civic Awards
December	Town Carol Service	
January		
February	Pancake Race; Mayor's Prayer Breakfast	Thanksgiving Service/Mayor's at Home
March		Civic Award Ceremony
April		Presentation of cheques to charities

* The Civic Service typically takes place in July or September

In April, the Mayor-Elect may wish to consider whom to nominate as their Chaplain, Cadet, Charities and Consort

7.3 Civic Service

The Civic Service is held in one of the town churches, often St Michael and All Angels Church but the Vicar/Pastor of any church can be approached to request use of their place of worship for the service.

The Civic Service is typically held in July or September but any date is acceptable although care should be taken to avoid clashing dates with a neighbouring Civic Service.

Dignitaries, representatives of local organisations and services, and the Mayor's family and friends will be invited. A standard invitation list is maintained by the Council Office.

The Mayor can choose to lead a procession into the church. Protocol for the procession is described later.

The church service will usually be followed by a reception either at the Town Hall or a venue of the Mayor's choosing.

7.4 Remembrance Sunday

Remembrance Sunday is held on the Sunday nearest the anniversary of Armistice Day (11th November). A parade, organised by the Parade Marshal, leaves the Town Hall and marches to the cenotaph in Park Green.

Following a service, the Mayor will lay a wreath in memory of the men and women of Macclesfield who lost their lives for the country.

7.5 Thanksgiving Service

Similar to the Civic Service, the Thanksgiving Service is an opportunity to thank all those people and organisations that have supported the Mayor in his/her term.

The Thanksgiving Service is normally held in Spring.

Dignitaries, representatives of local organisations and services, and the Mayor's family and friends will be invited. A standard invitation list is maintained by the Council Office.

The church service will usually be followed by a reception either at the Town Hall or a venue of the Mayor's choosing.

7.6 Mayor's 'At Home'

This event is to entertain all those people and organisations that supported the Mayor in his/her term.

The Mayor's 'At Home' will be held at the discretion of the Mayor in consultation with the Council Office.

7.7 Church Services

The Mayor will work with the Clergy to construct an Order of Service that is tailored to the Mayor's wishes. For example, the Mayor may wish to for specific readings or hymns.

The Mayoral Party will be seated on the right of the aisle on the front row. The Lord (Or Deputy) Lieutenant will be reserved a seat on the same row.

The Mace Bearer will hand the Mace to the presiding clergy who will lay down the Mace on the cushions with the Crown to the Mayor's right.

7.8 Processions

For Civic events where a service is to be held at St Michael and All Angels Church, the Mayor may call for the dignitary guests to form a procession from the Town Hall to the Church. The procession will unite with the choir, who will be assembled in the aisle, and the opening hymn will signify the start of the service.

For Civic Events where a service is held at another church, the Mayor may call for a Civic procession from the Town Hall to the place of worship. If this results in a route on the public highway, the Council Office will need to liaise with Cheshire East Highways to inquire about temporary road closures.

The order of the procession will be issued by the Council Office.

On entering the Church, the order of the procession may be reversed so that the Mayor enters last. There is no correct procedure and thus the Mayor may decide. Whatever is decided, the Mayor must be preceded by the Mace Bearer.

On leaving the Church, the Mace Bearer will lead the procession followed by the Mayor, with the Choir immediately behind, and the dignitaries following.

Care should be taken with the church seating arrangements so that dignitaries can take and leave their seats with the minimum of fuss.

It is recommended in 'Civic Ceremonial' that spouses of members of the Council are not to be included in processions but should go immediately to reserved seats in the Church.

8. Mayor's Charities

It is traditional for the Mayor to support up to two local charities during their term. It is recommended to have a theme for the year that reflects the nature of the local charities and can be used to form the basis of the Civic Service and Thanksgiving Service.

The Council Office will write to the selected charities, seeking their acknowledgement and approval.

The Mayor will work with the charities to plan several fundraising and promotional events during the year. All charity fund raising events must be within the Mayor's term of office. Events may include private dinners, a ball, raffle draws or auctions. The charities are expected to participate by obtaining raffle/auction items and selling tickets. Collections may be held at the end of the Civic and Thanksgiving Services, subject to consent from the Church Clergy.

Local businesses may be approached to donate prizes for auctions or raffle draws. This needs to be coordinated between the Mayor and charities. The Clerk should be notified.

Any events organised by the Mayor's office must receive consent from the Clerk.

All funds raised by the Mayor's Charity Events will be held in a bank account with the Mayor, Deputy Mayor and Council Office as signatories. The account will be separate to that holding Council funds. The Council Office will be responsible for the safekeeping of cheques yet to be paid in, statements, paying in books etc.

At the end of the Mayor's term, a small ceremony may be held for the Mayor to present the money to the charities. Any money collected will be shared equally. The Council Office will organise photographs and prepare a Press Release for the local media.

The Mayor may wish to announce the total money raised in the Annual General Meeting.

9.Civic Awards

The Civic Award scheme is an annual programme championed by the Mayor to recognise individuals from voluntary organisations (located in Macclesfield) of the noble work they do.

The Clerk will maintain a policy document that is ratified by all Council Members, outlining the nomination criteria and financial support of Civic Awards.

This is a great opportunity for the Mayor and Council to be seen to be giving something back to the community and will generate good media coverage.

10. End of Year

The outgoing Mayor should consider the following toward the end of their term:

- Thanking support staff;
- Thanking friends and family that have supported them;
- Thanking the Deputy Mayor for their assistance;
- Thanking their Chaplain;
- Thanking Councillors for their support;
- Thanking the cadet;
- Talking to the successive Mayor, giving advice and information where appropriate.

The Mayoral year can be a bit of a whirlwind, replete with engagements where the Mayor's role is prominent. The advice is to step down from the role with grace and look back fondly!

12. Other information

12.1 Training

Should the Mayor feel they would benefit from training relevant to the role, he/she should discuss with the Clerk. Training appropriate to the role might be:

- Public Speaking and Speech Writing,
- Chairing Skills,
- Dealing with the Media.

12.2 Vice-Presidency/Vice Chair roles

It is incorrect for the Mayor to accept the Vice-Presidency/Vice Chair of any local organisations unless the organisation has a Royal personage as its President/Chair or the Lord Lieutenant.

12.3 Christmas cards

It is traditional for the Mayor to send Christmas cards to organisations in the local area, Councillors and dignitaries.

The Mayor and Council Office will need to start planning the Christmas card list, and if necessary artwork and printing, several weeks before the start of December.

For bespoke Christmas Cards designs, it is the responsibility of the Mayor to source and provide the artwork, and where necessary seek authorisation to use the image, and to approve the card's greeting.

The Council Office can assist with preparing the cards for postage but will not sign the cards on behalf of the Mayor.

12.4 Frequently Asked Questions

Hosting visitors at the Town Hall will inevitably lead to questions, particularly from children. Below are a set of questions the Mayor may be asked:

- How much is the Chain worth?
- Is the Chain heavy?
- Have you met any famous people?
- Did you want to be the Mayor when you were little?
- What do you call the Mayoress when he is a man?
- How do you become the Mayor?
- How long do you serve as the Mayor?

- Do you get paid?
- Do you live in a big house/the Town Hall?
- What is the best thing about being the Mayor?
- How does the Council spend the money?

12.5 Other sources of information

- Mayor's Office,
- Former Mayors,
- "Civic Ceremonial" by Paul Millward.

12.6 Resignation

As per the Local Government Act 1972, Chapter 70, "A person elected to any office under this Act (or elected as an elected mayor) may at any time resign his office by written notice delivered to the proper officer of the council, and his resignation shall take effect upon the receipt of the notice by the person or body to whom it is required to be delivered."

If the Mayor, or Deputy Mayor should wish to resign from their role, they should do so in writing to the Clerk.