

CIVIC GUIDANCE FOR THE MAYOR AND DEPUTY MAYOR OF FRODSHAM

1 Introduction

- 1.1 In 1992 Frodsham Parish Council opted to become a Town Council – Frodsham Town Council (FTC). Under the terms of the Local Government Act 1972 the Chairman of the Council is entitled to call himself ‘town mayor.’
- 1.2 Over the years the practice became established for the person fulfilling this role of ‘town mayor’ to be called the ‘Mayor of Frodsham.’ The use of the term ‘Mayor of Frodsham’ is a courtesy title only. The role of the Mayor of Frodsham as the town’s principal civic representative has grown over the years with an ever increasing number of engagements.
- 1.3 At the same time the role of the Town Council has increased – increasing the workload and responsibility for the town mayor as Chairman.
- 1.4 This document sets out guidance the exercise of the ceremonial duties of the Mayor and Deputy Mayor of Frodsham.
- 1.5 In 2012 FTC decided to split the role of Chairman of the Council from that of the Mayor, the Council’s principal civic representative. The convention for electing the Mayor and Deputy Mayor is set out in Standing Orders.
- 1.6 Given the restrictions in the Local Government Act 1972, the way in which the split of roles was effected was as follows:
 - The Chairman of the Council opts each year, or as other occasion demanded, to be known as Chairman and not use the style of “Town Mayor” or ‘Mayor of Frodsham.’
 - The Council then elects another member of the Council to the combined role of Vice-Chairman/Mayor of Frodsham.
 - A Deputy Mayor of Frodsham is also elected. The Deputy Mayor of Frodsham’s role is to deputise for the Mayor of Frodsham in their civic role only.
 - At the beginning of the academic school year, two Junior Mayors (a boy and a girl) are appointed. The appointments are rotated between the local schools. Each school shall chose it’s own method of selecting the children

2 Ceremonial Role of the Mayor of Frodsham

- 2.1 The Mayor of Frodsham acts as the town’s first citizen. He or she is the town’s principal ambassador outside Frodsham and the principal representative of the council to the people of Frodsham. At all times he or she shall act impartially, with dignity and decorum in a manner to promote and reflect well upon Frodsham and its community.
- 2.2 The Mayor of Frodsham may appoint another person such as a spouse, other family member, or other suitable person either for the municipal year or any shorter period to act as consort. The Mayor of Frodsham may, using absolute discretion, determine the name or style to be used by the consort, e.g. ‘Mayoress of Frodsham’ or a suitable alternative. The consort is entitled to wear the relevant chain and badge of office. The Mayor of Frodsham is responsible for the good conduct of his consort.
- 2.3 The Mayor of Frodsham shall seek to ensure attendance at as many civic or other functions or events as is reasonable possible in furtherance of the role of promoting Frodsham and representing the council. All civic invitations are to be shown equal consideration and respect.

- 2.4 The Mayor of Frodsham shall wear the official chain and badge of office when attending functions on behalf of FTC. The wearing of robes is optional.
- 2.5 The Mayor of Frodsham's ceremonial duties include:
- Representing FTC at functions (including official openings & presentations) held in Frodsham and the surrounding areas;
 - Acting, on behalf of FTC and the Frodsham community, as host at functions organised by FTC;
 - Presenting awards to winners of competitions organised by FTC or local community groups;
 - Promoting the civic, economic, educational, business and cultural life of Frodsham wherever possible;
 - Sending letters of congratulations to people of Frodsham who are awarded honours for achievements;
 - Sending letters of condolence on behalf of FTC and the Frodsham community;
 - Launching charitable and other appropriate public appeals;
 - Reporting to the Council on matters of interest relating to Frodsham;
 - Receiving important visitors to Frodsham; and
 - Promoting public involvement in FTC and community activities.
- 2.6 The Mayor of Frodsham may opt to raise funds for one or more charities during the term-of-office.

3 The Deputy Mayor of Frodsham

- 3.1 The Role of the Deputy Mayor of Frodsham is to support the Mayor of Frodsham in the performance of his/her duties. The Deputy Mayor of Frodsham attends functions if the Mayor of Frodsham is not able to do so.

4 The Junior Mayors

- 4.1 The Junior Mayors may be invited to suitable occasions, to represent the town. As well as being an opportunity for them to represent themselves, their town and their school, it is a chance for them to learn about civic life and how the town is run.
- 4.2 When accompanied by the Junior Mayors, the Mayor and Deputy Mayor of Frodsham shall ensure they are properly chaperoned at all times to ensure their safety and wellbeing.

5 Mayor's Allowance

- 5.1 In accordance with the Financial Regulations FTC may agree to set aside a Chairman's allowance during budget setting discussions each year. In practice, this allowance is used by the Mayor to facilitate civic duties. The Chairman or Deputy Mayor may only draw on this allowance with the agreement of the Mayor.