



MELTHAM TOWN COUNCIL

CIVIC PROTOCOL AND MAYOR'S INDUCTION

Adopted by Council 25/03/19

Incorporates changes agreed in 2021

Updated May 2026 and adopted by Council 26/05/2026 – Minute Ref: 26/36, item 13.8

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1. INTRODUCTION

This Civic Protocol is designed to assist the Town Mayor and Deputy Town Mayor to understand their roles and responsibilities and provide information which may be helpful when undertaking civic duties. The protocol is also designed to ensure a consistent approach when dealing with issues connected to the civic function both within the civic year and from year to year.

The protocol aims to ensure that the Mayor's civic year runs as smoothly as possible but not all eventualities will be covered, and assistance is available from the Town Clerk.

2. TOWN MAYOR

Section 245 (6) of the Local Government Act 1972 gives Parish Councils the power by resolution to allow themselves the title of Town Council and the Chairman of a Town Council is entitled to the title of 'Town Mayor'.

A Town Mayor has the same rights and duties as a Parish Council Chairman. The office and leadership role of the Town Mayor must be respected by all Councillors at all times.

3. THE COUNCILLOR BECOMING TOWN MAYOR

The Mayor, by virtue of the Office, can and should seek to use their influence and standing in the role to stimulate community pride, encourage business, and promote the voluntary sector. The Mayor is also likely to have meetings with various other dignitaries, other engagements, and will be in the public eye on many occasions during their year in office.

The Mayor is formally elected by the Council at the Annual Council Meeting held in May. A Deputy Mayor is also elected at this meeting.

The new Mayor is required to make the following declaration when accepting the Term of Office at the Annual Meeting:

"I.....having been elected to the Office of Mayor for the Town of Meltham, hereby declare that I take the said Office upon myself, and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability. "

The Mayor's term in office is for one civic year and during this time the Mayor continues to be a member of the Council and presides over the meetings of the Full Council. In the event of more than one nomination being put forward at the annual meeting, the meeting shall select the successful candidate in accordance with the Council's Standing Orders.

4. ROLE OF THE MAYOR

Duties which the Mayor may carry out include:

- Organising events to raise funds for the Mayor's chosen charities
- Acting as host on behalf of the Council at functions organised by the Council

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- Attending functions within Meltham, or on occasions outside the Town as a ceremonial representative of the Council
- Undertaking official openings or presentations within Meltham on behalf of the Town Council
- Representing the Council during any Royal visits to the Town

The Mayor will choose their own consort who can be either a partner, fellow Councillor, or a family member or friend. If the consort is female, she may be referred to as the Mayoress.

The Mayor also has several statutory functions as set out below:

- The Mayor, when present, must preside over meetings of the Full Council and the Annual Town Meeting
- The Mayor has a casting vote in the event of an equality of votes
- The Mayor should ensure, together with the Town Clerk, that the Council makes legal decisions
- The Mayor has a duty to ensure the agenda is followed correctly and that Standing Orders are properly applied.

5. SUPPORT FOR THE MAYOR

Day to day support for the Mayor is provided by the Town Clerk.

The Clerk will arrange a meeting with the new Mayor once elected to plan their Civic Year. This will involve making plans for Civic Sunday, the Mayor's Civic Reception and any other activities the Mayor wishes to undertake. Once planned, the dates will be communicated to minimise potential clashes with other events.

The Clerk receives invitations for the Mayor and will liaise with the Mayor before accepting/declining invitations.

The Mayor (or the Deputy Mayor if deputising for the Mayor) will normally use their own transport to attend events within Meltham. Depending on the circumstances, alternative means of transport may be considered for engagements out of the Town.

If the Mayor is unsure of anything or requires some guidance, then this should first be raised with the Clerk, who will provide the necessary information.

6. MAYOR'S CHARITIES

The Mayor traditionally raises funds for one or more charities or good causes during their year in office. It is advisable to choose the organisations to be supported at an early stage. The Mayor may decide to support as many organisations as they wish.

It may be helpful to announce the chosen charity(s) on the Council's website. All funds raised at any events held by the Mayor will be donated to the chosen organisation(s) at the end of the event. Funds raised for the Mayor's charities cannot be used for any other purpose other than as a donation to the charity identified when the funds were raised.

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Charity events may vary with individual Mayors but may include a collection at the Civic Sunday event and a charity raffle at the Civic Reception. The Clerk will place a statement on the Council's website after each fund-raising event announcing the total amount raised for charity at the event.

Other events may be organised by local organisations, clubs or institutions, with proceeds being given to the Mayor's Charity(s). Any events the Mayor wishes to organise should be organised with the Clerk.

7. DONATIONS TO THE COUNCIL

Sometimes businesses will provide support to the Council for example, by providing refreshments at Council events or allowing their employees to help at an event.

The Council also relies on local businesses donating items to be used as raffle prizes to enable the Mayor to raise funds for their charities at the Civic Reception. The Mayor may feel it necessary to personally visit local businesses to request prizes as a more personal approach can encourage businesses to support the Mayor's chosen charities. Additionally, the Mayor could write to businesses telling them about the charity raffle and asking for donations.

Businesses who have supported the Council during the year may be asked if they would like to attend the Civic Reception with details of the costs involved.

A general thank you to those providing raffle prizes is set out on the order of service for the Civic Reception. All support and donations received by the council during the year from businesses will be acknowledged in the Council's newsletter with the business being named and thanked.

8. MAYOR'S ALLOWANCE

By virtue of sections 15(5) and 34(5) of the Local Government Act 1972 the Mayor may be paid an allowance to meet the expenses of the office. The Act does not stipulate the type or category of expenditure for which the Mayor may use the Mayor's Allowance. The Council has budgeted £1000 as Chairmans Expenses, the Clerk will pay the Mayor ad-hoc as and when any expenses occur during their civic year. The objective of the provision of Mayor's allowance is to allow any Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity. General items of appropriate expenditure may include but not be limited to:

- a) Clothing
- b) Consort's clothing
- c) Collections at events for charity
- d) Personal hospitality (including lunches and dinners)
- e) One-off events held by the Mayor
- f) Tickets for events

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g) Travel to civic engagements

The Town Council has a separate budget for civic expenses relating to Civic Sunday, the Civic Reception and Remembrance Sunday (see later).

9. SUPPORT BY DEPUTY MAYOR

The Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unavailable or has another engagement.

If the Mayor is not present at a Full Council meeting, the Deputy Mayor shall preside.

In effect, the Deputy Mayor has no standing as Deputy Mayor when the Mayor is present but assumes the precedence and standing of the Mayor when they are deputising for the Mayor rather than acting as Deputy. Notwithstanding the presence of the Mayor, the Deputy Mayor is permitted to wear the Vice Chair insignia at Council Meetings and Civic Events within the Town.

10. INVITATIONS

All invitations to represent the Town or the Town Council should be sent to the Clerk for consideration by the Mayor. If the Mayor cannot attend then, with the agreement of the inviting body, the Deputy Mayor should be asked to deputise and then in their absence the previous Town Mayor. If the previous Town Mayor is unable to attend the current Town Mayor may choose a councillor as a representative.

For events out of the Town, the Mayor and Deputy Mayor may attend different functions on behalf of the Council.

For events in the Town, there may be rare occasions when the Mayor is attending one function and the Deputy Mayor or other representative could attend another.

If an invitation to any function, in or out of the Town is sent directly to the Deputy Mayor then they should inform the Clerk who will inform the Mayor and seek their views.

11. CIVIC INSIGNIA

The Mayor's chain is the outward signs of the civic office held, i.e. its insignia. The Mayor should wear the chain at ceremonial occasions, such as Civic Sunday, Civic Reception, Remembrance Sunday, Royal visits etc. and can wear it when chairing Town Council meetings (although this is not common practice).

The Mayor may also wear the chain, when officially invited as Town Mayor, to external functions.

12. PRECEDENCE AND PROTOCOL

The Town Mayor should be addressed as 'Mr Mayor or Madam Mayor' as appropriate.

A female Mayor is not referred to as Mayoress.

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Precedence and protocol for visits and events is often set by custom and practice, with the exception of Royal visits. The Town Clerk will be able to obtain further advice and assistance on these matters if required.

13. RECEIPT OF GIFTS

All Councillors should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally.

In the course of the duty of being Mayor, it is more likely that gifts may be offered to the Mayor.

The Mayor and Deputy Mayor remain subject to the Code of Conduct for Members which is in force at the time.

The Code of Conduct requires Members, including Mayors, to register any gifts or hospitality worth £50 or over that are received in connection with their official duties as a Member, and the source of the gift or hospitality. They must register the gift or hospitality and its source within 28 days of receiving it.

Be aware that this will be an interest under the Councils code of conduct and if a matter under consideration is likely to affect a person who gave you a gift or hospitality that must be declared. If in doubt, consult the Town Clerk.

14. THE CIVIC YEAR

Below is a list of events which are organised during the Mayor's year in office. Discretionary dates should be discussed and arranged during a meeting with the Mayor and the Town Clerk at the beginning of each new civic year (normally in May) to suit the Mayor's diary.

The Town Council has a budget of £2500.00 for civic expenses relating to the Civic Sunday, the Civic Reception and Remembrance Sunday (see below). Once the budget level has been reached, no payments can be made, or further orders placed.

It is important that the civic events are consistent from year to year and should not alter depending on the Mayor's personal financial circumstances. Consequently, the Mayor is not permitted to provide additional personal funds to enhance the event. In relation to the Civic Reception the Mayor can choose to purchase tickets for people on the invitee list agreed by Council but that is a personal matter between the Mayor and the invitee.

14.1 Civic Sunday

The Civic Sunday event will be held on the second Sunday in September each year.

Town Councillors attend, along with other civic dignitaries and representatives of local organisations.

The event starts with a procession through the Town. Guests are asked to gather outside the former Town Hall on Carlile Street, Meltham, at 10.15am in readiness for

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a procession which leaves at 10.30am. The procession through Meltham centre to St. Bartholomew's church is led by a Parade Marshall and accompanied by the Meltham and Meltham Mills Band. Representatives from the Fire Service, the Scouts and the Guides are also invited to march in the procession along with the civic invitees. The procession terminates outside St. Bartholomew's church. Residents of Meltham are encouraged to line the streets as the parade takes place and where possible the event will be publicised by including it in the summer edition of the Council newsletter.

At the conclusion of the parade it is up to individual Town Mayors to decide the format of the event and where it takes place. The venue could be a church or a non-religious venue. The format of the event is also at the discretion of each Town Mayor - it could be a religious or non-religious service or something different entirely, such as a musical performance. A collection is taken at the event for the Mayor's chosen charities. The event will conclude with light refreshments for the invitees.

The purpose of the Civic Service is to introduce the Town Mayor to the Town's residents and to build the Town's sense of community as an inclusive and diverse Pennine Town.

The event is organised by the Mayor and the Town Clerk.

If the event incorporates a church service, the Mayor will consult in good time with the minister or leader of the place of worship about the content of the service.

Invitations to the Civic Sunday will be issued to all those listed on the civic invitation list approved by Council plus a guest (Appendix 1). In addition, the Town Mayor can invite a small number of personal friends and family. There are no charges for attending this event.

The budget for this event is currently:

Provision of flowers	£80.00 max
Room hire	£100.00 max
Catering	£600.00 max
Total	£780.00 max

14.2 Annual Town meeting

The Annual Town Meeting is a meeting of the parish electorate which by law must be held between 1 March and 1 June each year and is chaired by the Mayor.

The Annual Town Meeting is normally held in April each year. Although the event is not a formal Town Council meeting it is facilitated and funded by the Town Council for the benefit of the community.

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The purpose of the meeting is so that the Council can explain what it has been doing over the last year and it enables electors to have their say on anything they consider is important to the people of the Town.

The Annual Town Meeting is a meeting of all the local government electors for the Town. It is not a Meeting of the Town Council, which the public can participate in. Anyone may attend but only registered electors of Meltham may speak and ask questions.

14.3 Remembrance Sunday

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day which is on November 11th. The Town Mayor lays a wreath which the Council pays for. The event is organised by the Royal British Legion not the Town Council. The Council pays a contribution for the refreshments that are provided after the service.

The budget for this event is currently:

Purchase of wreath	£25.00 max
Refreshments	£70.00 max
Insurance for parade	Covered on Council Insurance
Total	£95.00 max

14.4 Mayor's Civic Reception

The exact date of the reception will be at the discretion of the Town Mayor, but it is suggested that April or early May are the best times to hold the event to avoid the worst of the winter weather and to ensure the event is held before the end of the civic year. Every effort will be made to avoid any clash with a similar event organised by a neighbouring council. The venue is decided by the Mayor.

The Civic Reception is a highlight of the Mayor's year attended by the Town Councillors along with other civic dignitaries and representatives of local organisations.

The purpose of the event is to celebrate Meltham, the people and organisations who contribute so much during the year to making Meltham such a special place. The Civic Reception is also the event where the Pride of Meltham Awards (which recognise people and organisations in the local community for their outstanding achievements in all walks of life) are presented. The Town Mayor presents a wooden shield depicting Meltham's Coat of Arms to the recipients of the award and makes a speech detailing their achievements. Lastly the event is an opportunity to raise funds for the Mayor's chosen charities.

Invitations to the Civic Reception will be issued to

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- All those listed on the civic invitation list approved by Council plus a guest (Appendix 1)
- Pride of Meltham Award winners plus a guest
- Additionally, the Town Mayor can invite a small number of personal friends and family.

There is a charge to attend this event currently of £33.34 + vat per person (although this may need to be reviewed if prices rise). Complementary invitations are **only** provided to the civic dignitaries with whom the Council has a reciprocal arrangement and their guests and Pride of Meltham award winners and their guests.

The ticket price normally includes a glass of prosecco or a soft drink on arrival, a three-course meal, coffee and entertainment. The Mayor must ensure when choosing the catering / entertainment for the event that the price per head does not exceed £33.34 + vat per person. Further drinks can be purchased by guests on the night and this will be made clear on the invitation.

The cost for this event in 2025/26 was:

£2910.00 which covers the cost of the caterer, room hire, drink on arrival, flowers, complementary tickets for the civic dignitaries plus their guests and the Pride of Meltham Awards winners plus their guests (and allows for **no more** than 4 Pride of Meltham award winners plus their guests). This budget was offset by 78 paying guests per year (£2600.52) so the net spend was £309.48 This figure will move accordingly to cover costs should they increase or decrease for 2026/27 Mayoral year.

14.5 Miscellaneous events within Meltham

Various miscellaneous events are attended by the Mayor, some examples of which are listed below:

- Presenting awards and prizes to individuals and organisations
- Opening new buildings or facilities in Meltham
- Opening events
- Entertaining guests and visitors at the Town Council Offices
- Presentations at local schools
- Christmas lights switch-on
- Attending and meeting Royal Visitors to the Town

14.6 Miscellaneous events outside Meltham

The Mayor is invited to a number of events organised by Civic Dignitaries from the surrounding areas, some examples of which are listed below:

- Civic Services
- Civic Carol Services
- Civic dinners and receptions
- Charity evenings

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MAYOR'S END OF YEAR

The outgoing Mayor needs to consider a number of matters including:

- Thanks to the Mayor's personal supporters - partner, family, friends, etc.
- Thanks to the Deputy Mayor for support and assistance
- Thanks to the Mayor's Charity supporters, those Councillors who have helped – and anyone else
- Talking to the successor, when announced, giving advice and information
- The agenda of the Annual Meeting will be formatted to allow the outgoing Mayor to offer thanks
- An end of year announcement as to the total funds raised for the Mayor's chosen charities during the Mayor's year in office

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APPENDIX 1 – CIVIC INVITEE LIST

To maintain consistency from year to year the Clerk will maintain a Civic Invitee List. The Clerk will bring the list to the attention of the full Council at the annual meeting for approval. Those listed on the Civic Invitee List plus a guest will be invited to the Civic Sunday and the Civic Reception.

If everyone off the list attended capacity for the Civic Reception in particular is likely to be exceeded. However, experience shows that not all invitees will attend. For the avoidance of doubt all places will be awarded strictly on a first come basis and this will be made clear on the invitation.

In relation to organisations ordinarily the Chair or President of an organisation will be invited but organisations will be encouraged to nominate an alternative representative of the body to attend as necessary.

The Town Mayor is entitled to extend invitations to a small number of personal friends and family for both Civic Sunday and the Civic Reception.

Meltham Town Mayor (and Consort)
Kirklees Mayor (and consort)
Chair / Mayor (and consort or guest) of: <ul style="list-style-type: none">• Ripponden• Kirkburton• Holme Valley• Denby Dale• Mirfield• Mossley• Saddleworth
Meltham Town Councillors
Holme Valley North ward councillor(s) (IF NOT Town Councillors)
MP
Former Town Council Chairs / Mayors
Parade Marshall
Former Parade Marshall
Chair of Friend to Friend
Chair of Meltham Walkers are Welcome
Representative of the scouts
Representative of the guides
Representative of the Fire Service
Chair of Meltham and Meltham Mills Band
Chair of Royal British Legion Meltham and Meltham Mills Branch
Chair of Meltham Greenway / Skate Park
Chair of Meltham Over 60s Group

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Chair of the Probus Club of Meltham
President of the Meltham Women's Institute
Chair of the Carlile Street Residents Group
Chair of the Deacon Close Residents Group
Chair of the Crossroads Project
Chair of the Helme Ladies
Chair of the Carlile support Group
Chair of Meltham Memories
Chair of the Friends of Meltham Library
Chair of Holme Valley Lions
Chair of Wilshaw Village Hall Trust
Chair of Meltham all Blacks
President of Meltham Athletic Football Club
Chair of Meltham Cricket Club
Chair of Meltham Liberal Club
Chair of Meltham Subscription Bowling Club
Chair of Meltham Athletic Club
Representative of the Police
Representative of Meltham Sports and Community Centre
Representative of Meltham Walkers are Welcome
Representative of Kirklees Bridleways Group
Representative of Meltham Gilbert & Sullivan Society
Representative of Meltham Chess Club
Robert Ashton Park Contractors (Caretaker & Cleaner/Gate)
Head Teacher of Helme C of E Academy
Head Teacher of Meltham Moor Primary School
Head Teacher of Meltham CE primary School
Representative of St Barts, St James, St. Marys and Christchurch Helme
Representative of Methodist Chapel
Representative of Baptist Church
Representative of the Meltham Masonic Lodge

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