



CIVIC PROTOCOL

ADOPTED: 7th August 2024

Version Control

Version	Description of Change	Officer	Reviewing Committee	Frequency of Review	Version Approval Date	Next Review Date
1.	Creation	Town Clerk		Annual	2012	
1.1	Amendment	Town Clerk			May 2016	
1.2	Amendment	Civic Officer	Finance and Policy	Annual	August 2024	August 2025

1. General

- 1.1 **Dress:** It is expected that on all civic occasions gentlemen will wear dark suits/white shirts, the civic tie and dark coloured shoes and that ladies will wear smart clothing of a predominantly dark colour with dark coloured shoes.
- 1.2 **The Mayor:** It is expected that the term of address would be 'Mr Mayor' or 'Madam Mayor'.
- 1.3 **Robes:** Robes will be worn for civic occasions only. When wearing robes, hats will be available for female Councillors except at Council Meetings. Members of the Council when wearing robes will not smoke.
- 1.4 **Chains of Office:** Chains of Office should not be displayed on election literature.
- 1.5 **Representation:** If the Mayor cannot attend a function, the Mayoress/Consort/Escort does not take precedence over the Deputy Mayor.
- 1.6 **Parades:** If Councillors, when on Parade, wish to acknowledge a member of the public, they should do so in a discreet manner.

2. Mayor Making

- 2.1 The Town Mayor and the Civic Party will meet in a suitable room, and after robing, will process and take their seats round the Council Table.
- 2.2 In opening the proceedings the Town Mayor should welcome the guests and the general public to the May meeting of the Council.
- 2.3 The Proposer and Seconder to the Town Mayor and Deputy Town Mayor will make their speeches ensuring that they do not disclose who is to be Mayoress/Consort/Escort and Deputy Mayoress/Consort/Escort. They should address the Council, as it is a full council meeting.
- 2.4 At the point when the Town Mayor and Deputy Town Mayor, in their respective speeches, nominate their Mayoress/Consort/Escort and Deputy Mayoress/Consort/Escort, the Macebearer will transfer the chains of office to the new incumbents.
- 2.5 At the close of the Proceedings, the Town Mayor and Civic Party will process to a suitable room for disrobing.

3. Civic Sunday

- 3.1 The parade arrangements are undertaken by Parade Marshal.
- 3.2 The Town Mayor, Deputy Town Mayor, Councillors and Town Clerk will Robe in the Town Hall. They will be invited to join the parade by the Parade Marshal and will proceed in the following order:
 - Macebearer
 - Town Mayor
 - Town Clerk
 - Deputy Town Mayor
 - Councillors in order of seniority (aggregate length of service).
 - The Lord Lieutenant may join the Civic Party if he so wishes.

No other person may be invited to join the Civic Party.

- 3.1 The Mayoress/Consort/Escort and Deputy Mayoress/Consort/Escort will go directly to the church.
- 3.2 Seating VIPs: If the Lord Lieutenant is present he takes preference over all other dignitaries. If he is not present the Chairman of the District Council takes preference.
- 3.3 The Civic Party will leave the church in order of seniority, followed by VIPs.
- 3.4 The Town Mayor and Councillors, preceded by the Macebearer, will wait until they are invited to rejoin the parade by the Parade Marshal. The Chaplain, if he wishes to parade back to the Town Hall, stands to the left of the Town Clerk.
- 3.5 The Mayoress/Consort/Escort and Deputy Mayoress/Consort/Escort accompany the VIPs from the Church to the front of the Town Hall at the rear of the Civic Party.
- 3.6 On reaching the Town Hall the Civic Party will leave the parade and enter the front door.
- 3.7 The Parade Marshal invites the Town Mayor who will be accompanied by the Macebearer to inspect the Parade, after which he is escorted back to the Town Hall.
- 3.8 The Civic Party remains at the Town Hall.
- 3.9 The Parade then leaves Market Hill. The Town Mayor accompanied by the Macebearer, Deputy Town Mayor, Councillors and Town Clerk then process to the Saluting Dais for the March Past. The Town Mayor takes the rostrum. The Macebearer stands beside the rostrum to the right of the Town Mayor. The Deputy Town Mayor and Town Clerk stand to the left of the rostrum. The other Members of the Town Council stand to either side of the rostrum in an orderly manner. When accepting the salute the Mayor should remove their hat and hold it over the left chest. The Deputy Mayor should doff hat at each contingent of the parade.
- 3.10 The Mayoress/Consort/Escort and Deputy Mayoress/Consort/Escort and VIPs remain at the front of the Town Hall until after March Past.
- 3.11 The Mayoress/Consort/Escort, Deputy Mayoress/Consort/Escort and VIPs then join the civic party behind the rostrum.
- 3.12 The Town Mayor and Mayoress/Consort/Escort, preceded by the Macebearer, will then process to the Reception to receive the guests. The VIPs will follow accompanied by Councillors in their robes. Each Councillor will be notified in advance of the VIPs they are required to attend.
- 3.13 During the reception the Macebearer will ask for Silence to allow the Town Mayor to address the assembled guests. Councillors will not disrobe until after this point in the proceedings and will do so in an appropriate room.

4. Michaelmas Fair

- 4.1 The Members of the Town Council will Robe at the Town Hall and process in order of seniority to the agreed meeting point, on consultation with the Michaelmas Fair, where the Mayoress/Consort/Escort will join them. The parade *may* be followed by children from one of the infant or junior schools in the town who will be invited to participate in the Ceremony on a rotational basis. The children will be accompanied by parents/carers/school staff as appropriate and will not be the responsibility of the Town Council.
- 4.2 Members will be received by the Chairman of the Showmen's' Guild or his representative. The Town Mayor will read the Proclamation opening the Fair and, together with fellow Councillors,

will distribute coins (10p) to any children in attendance. The Town Mayor and Councillors may then be invited to participate in some of the entertainment at the fair. Should the Mayor wish to provide additional rides for children from the invited school this should be paid for from the Mayor's Allowance.

4.3 Should the Town Mayor wish to visit the rest of the fair, they may do so and the Councillors will follow in an orderly manner. The invited children may follow the Town Mayor and Councillors if they wish to, so long as they are accompanied by parents/carers/school staff as appropriate as they will not be the responsibility of the Town Council.

4.4 At the close of the tour the Civic Party will process back to the Town Hall for disrobing

5. Remembrance Sunday

5.1 Under the administration and invitation of The Royal British Legion.

5.2 The Civic Party will Robe at the Town Hall wearing poppies.

5.3 The Parade Master will invite the Town Mayor, accompanied by the Macebearer and the Civic Party to join the Parade at the War Memorial. The Town Clerk will carry the wreath on behalf of the Town Mayor. There follows the Service of Remembrance. The Parade Master will invite the Town Mayor to lay the first wreath at the foot of the War Memorial. The Mayor will step forward and lay the wreath, then step back five paces then remove their hat and place it across their left chest, bow in respect, then replace their hat and return to their position. At the close of the Service the Town Mayor, preceded by the Macebearer and followed by the Councillors will join the Parade immediately behind the members of the Royal British Legion who are preceded by the Band. The procession will take an agreed route to return past the War Memorial. Immediately the Civic Party is past the War Memorial it will turn right and proceed to the Town Hall for disrobing.

6. Other Civic Parades

6.1 To be at the discretion of the Town Mayor and Town Council. The protocol to be as for Civic Sunday at the discretion of the Town Mayor and Town Council.

7. Charity Ball

7.1 The arrangements as such are controlled by the Town Mayor.

7.2 The Macebearer will act as Master of Ceremonies for the evening including introducing invited guests to the Town Mayor and Mayoress/Consort/Escort.

8. Council Meetings

8.1 The Town Mayor, Deputy Town Mayor, Town Clerk and Councillors together with the Macebearer will robe in the Mayor's Parlour. Councillors will take seats in the Council Chamber. The Town Mayor, Deputy Town Mayor, Town Clerk and Macebearer together with the Mayor's Chaplain will remain in the Mayor's Parlour until the appointed time of the Meeting, when the Macebearer followed by the Town Mayor, Town Clerk, Deputy Town Mayor and Mayor's Chaplain will process to the Door of the Council Chamber. The Macebearer will then knock on the door and ask the Councillors and all other persons present to be upstanding for the Town Mayor. The group will then process to the Mayor's Table where the Mace will be placed on its stand in front of the Town Mayor's chair at the centre of the table. The Deputy Town Mayor will sit to the left of the Town Mayor and the Town Clerk to

the right of the Town Mayor. The Macebearer will sit to the left of the Deputy Town Mayor and Mayor's Chaplain to the right of the Town Clerk.

- 8.2 At the close of the meeting the Town Mayor, preceded by the Macebearer, followed by the Town Clerk and Deputy Town Mayor will process back to the Mayor's Parlour to disrobe.

9. Funerals

9.1 *Death of a Mayor in Office*

- 9.1.1 The Town Clerk should consult the members of the family as to the desirability of having a full ceremonial funeral.
- 9.1.2 Flag: The Town Flag to be flown at half-mast on the Town Hall.
- 9.1.3 Procession Leaving Church:
- Coffin
 - Family Mourners
 - Mace and Chain
 - Deputy Mayor and Town Clerk/Chief Executive
 - Councillors, MP, Honorary Freemen, Honorary Aldermen, etc
- 9.1.4 Mayoress/Consort/Escort: It is not customary for the Mayoress/Consort/Escort, as a family mourner, to wear any chain of office
- 9.1.5 Mayor's Chaplain: These guidelines have no provision for the Mayor's Chaplain, as it is customary for the Chaplain to officiate.

9.2 *Death of a Serving Member of the Town Council*

- 9.2.1 The Town Clerk should consult the members of the family as to the desirability of having a full ceremonial funeral.
- 9.2.2 The following symbols of mourning should be worn:
- Mayor should wear black ribbons on the Chain of Office
 - Members of the Council should wear black rosettes on the left facing of the robes
 - The Mayoress/Consort/Escort may wear the Chain of Office suitably draped with black
 - The Mace should be draped below the coronet on the head and the - - Mace Bearer should wear a black tie
 - The Town Clerk should wear mourning orders or weepers
- 9.2.3 The Town Council should meet the family mourners at the church and follow behind them. The Mayor should graciously waive their precedence on such an occasion.
- 9.2.4 The Council flag should be flown at half-mast.

9.3 *Other Funerals*

- 9.3.1 At a funeral where they attend officially, the Mayor and Councillors follow immediately behind the family mourners. The Town Clerk should consult the members of the family as to the desirability of having a full ceremonial funeral.

- 9.3.2 If the Mayor is invited to a funeral which is not ceremonial, they should wear no Chain or Badge but attend purely as a mourner unless the family express a wish to the contrary

10. Flags

10.1 The Town Flag is to be flown on the following days:

- Each meeting of the full Council
- The Annual Town Meeting
- Civic Sunday
- the Mayor's birthday
- Over the annual Heritage Weekend
- or any other occasion agreed by the Council

10.2 Other flags to represent notable days will be flown as agreed annually by Council

10.3 The Town Flag is to be flown at half-mast on the death of the Mayor from the day of the death until sunset on the day of the funeral. It should also be flown at half-mast on the death of a member of the Council, or an ex-Mayor on the day of the funeral until sunset.

10.4 If any of the above dates clash with a Union flag flying day, the Union flag should always take precedence.

11. Civic Twinning Visits

11.1 Invitations may be received directly from the Mayor of the twin town. Visits are relatively infrequent and generally coincide with special events in either town or notable anniversaries.

11.2 The civic delegation should consist of the Town Mayor and/or Deputy Mayor plus the Town Clerk. If robes are to be taken then the party must include the Mace Bearer.

11.3 Travel and accommodation expenses will be met from the Council's Twinning budget. Economy flights/rail travel should be used as far as possible.

11.4 Where spouses/partners or Council Members wishing to attend in their own right are accompanying the party each shall be responsible for payment of their own expenses.

11.5 All delegates will be responsible for ensuring their Global Health Insurance Card (GHIC) is valid and that they have adequate travel insurance.

11.6 Gifts may be exchanged during the visit. As a general guideline, the Town Council will not in normal circumstances spend more than £90 on its gift.

11.7 When hosting visits to St Ives by delegates from the twin town it is customary to hold a formal reception. At such receptions Members will be robed and the Mace will be present