

Axbridge Town Council

## **Personnel and Protocol Committee**

### Chairman and Committee Membership

Chairman: Mayor

Membership: Mayor, Deputy Mayor (ex officio), 2 (minimum) other councillors

Membership restricted to council members.

### Remit

Generally:

The committee has delegated power from the council to deal with all personnel and protocol matters except the appointment of the Clerk to the Council.

If the committee is unable to make a clear decision on any matter or if members agree that an item is very controversial or of such importance then they may refer the decision back to the council with a recommendation.

Members need to be aware that most personnel issues must be discussed in sessions where the public and press should be excluded by a resolution of the committee.

In detail, the committee:

- will carry out an annual appraisal of all the Council's employees and decide on changes to pay rates, conditions of service and job descriptions.
- will decide and agree a training scheme with all employees and generally look to their well being.
- will make all appointments of staff, except the Clerk to the Council, by advertising and interviewing candidates.
- will, in the case of the appointment of the Clerk, shortlist suitable candidates for the council to consider, with any agreed recommendations.
- will deal with all grievance and disciplinary matters in the first instance and should recommend that council appoint an Appeals Panel if it is likely to be necessary.
- will consider and make recommendations relating to the well being of Council members and volunteers appointed by council or the committee.
- will decide on matters relating to ceremonial procedures, regalia, mayoral events, duties and associated matters.

All decisions will be kept in line with the approved budget.

Adopted:

*To be put in a spiral booklet, front cover*

## **Mayor – Briefing Paper**

As Mayor you have special duties within the Council and will also be invited to attend many functions during the year. This briefing paper seeks to guide you through a very busy, but enjoyable year!

### **Town Council meetings**

The Mayor chairs the council meetings and works closely with the Clerk to set agendas and deal with day to day issues. The Mayor signs the approved minutes on behalf of the Council.

### **Town Council Events**

The main town council events the Mayor attends are:-

#### a) Mayor Making Ceremony

This is combined with the Annual Meeting of Council on the 2<sup>nd</sup> Monday in May. It is a formal process by which the new mayor is elected to office. The full procedure is attached.

#### b) Harvest Service

This is held on a Sunday evening in September at the Methodist Church. The Mayor, and Deputy Mayor, is invited to deliver a reading. The full procedure is attached.

#### c) Remembrance Day

This takes place on the Sunday around Remembrance Day and the Mayor leads the Council in this procession. The full procedure is attached.

#### d) Mayor's Banquet

This evening is organised by the Mayor and usually takes place between February and April. Certain guests are invited to attend, the cost to be met by the mayor's allowance/ticket sales. From 2010 the list of guests for the event are as follows, and the Mayor's Allowance includes £100 to cover this:

1. Town Bailiff + 1
2. Sargeant at Mace + 1
3. Town Crier

#### e) Annual Assembly

This is a meeting of residents and is called by the Mayor who signs the notice/agenda of the meeting. It has to take place between 1<sup>st</sup> March and 1<sup>st</sup> June. Local organisations are invited to submit reports and the Mayor provides his/her report of the work of the Council.

#### f) Mayor's Luncheon

This has previously taken place as part of the Showcase, and in 2009 took place during the Carnival. In 2010 it may be part of the Pageant.

### **Annual Events**

You will be expected to attend a few specific events, wearing your full regalia:-

- a) Dancing on the Green, Wells - June

- b) School visit – this is an opportunity for Year 4 pupils of Axbridge Cof E First School to visit the Mayor, and honorary officers, in the Council Chamber. The visit usually takes place in June/July. This visit is followed by light refreshments and is organised by the Mayor who provides refreshments and invites the Town Crier.
- c) Father Christmas in the Square – this is usually held on the Saturday before Christmas. The Mayor plays a key role in this event, working with Father Christmas to make it a success
- d) Christmas Day visits – The Mayor visits both Axbridge Court Nursing Home and St Michael's Cheshire Home to wish residents and staff a "Merry Christmas"
- e) Civic Services – the Mayor is invited to several civic services often between May and July.

### **Protocols**

Invitations usually advise on dress code and specify whether chains should be worn, and/or Full Regalia.

If you have been invited to an event in another Town:

- a) Check that Chains are to be worn (it's not always specified but is often expected)
- b) If the event is not one being hosted by the Mayor of that Town, request permission to wear your Chain in their town (contact the relevant Town Clerk).

### **Allowance and Expenditure**

You will receive an annual allowance (currently £1,350) upon election as Mayor, to meet the expenses incurred. One of the main expenses is the reception for Mayor Making, which is organised by the incoming Mayor and funded from this allowance. The other is the Mayor's Luncheon. The Mayor also pays for the catering for the School Visit. The allowance and how it is spent, is continually under review and the Mayor should keep a record of key expenses.

£100 of this allowance is specifically to cover the tickets to the Mayor's Banquet of the Town Bailiff and guest, Sergeant at Mace and guest, and Town Crier.

### **Chain Gang – and useful contacts.**

During the year you will meet Mayors from nearby Towns. Many friendships are established and the group is often referred to as "the chain gang!" The list of local mayors is attached, together with useful contact details of other individuals.



MAYOR (retiring) Rises, speaks as he/she wishes, gives thanks where appropriate, sits.

*"Members of the Council, I now call upon you for a proposition for the appointment of Mayor for the coming year."*

COUNCILLOR..... Rises. *"Your Worship ... (proposes with remarks)."* Sits.

COUNCILLOR..... Rises. *"Your Worship ... (seconds with remarks)."* Sits.

MAYOR (retiring) *"Councillors, are there any other nominations? (pause) Will you please show your assent to the proposition by raising your hand. I declare that Councillor ..... has been duly elected."*

*"Distinguished guests, Councillors, Ladies and Gentlemen, there will now a short break in the meeting while the newly elected mayor is robed"*

The mace bearers stand and take the maces.

The Mayor (retiring), the Mayor (new) and their consorts leave the room led by the Sergeant at Mace and followed by the Town Bailiff.

TOWN CRIER When robbing is complete and the new mayor and party are ready to re-enter hall, rings bell. *"Distinguished guests, Councillors, Ladies and gentlemen, please stand to welcome the newly elected mayor"*.

The newly elected Mayor is led into the hall by the Sergeant at Mace and mounts stage with his/her consort. Retiring Mayor and consort move to the reserved seats on the front row. The Town Bailiff follows. When all are assembled the mace bearers place the maces on the table and return to their seats.

TOWN CLERK *"Please be seated"* Remains standing.

*"Councillor ..... will you please sign your acceptance of office."*

MAYOR (New) Signs acceptance.

TOWN CLERK *"Councillor ..... I now ask you to declare your allegiance to the Town of Axbridge by taking the Mayors' Oath."* Sits and holds oath for mayor to read.

MAYOR (New) Stands. Raises right hand, with left on Bible, takes Oath. Sits.

TOWN CLERK *"Mister/Madam Mayor, the Council should now proceed to elect a Deputy Mayor."*

If the new Mayor is *not* proposing his/her deputy he/she should invite proposals as below otherwise the following two lines should be omitted and the Mayor make should now make his/her proposal for a Deputy Mayor.

MAYOR (new) *"Councillors, could I please have your proposals."*

COUNCILLOR ..... Rises. *"Your Worship ... (proposes with remarks)."* Sits.

The Seconder for the Deputy Mayor should respond:

COUNCILLOR ..... Rises. *"Your Worship ... (seconds with remarks)." Sits.*

MAYOR (new) *"Councillors, are there any other nominations? (pause). Will you please show your assent to the proposition by raising your hands. I declare Councillor ..... has been duly elected as Deputy Mayor of Axbridge. Councillor ....., please step forward."*

COUNCILLOR ..... Steps forward, is congratulated by the Mayor and receives the chain of office. *"Your Worship, I accept the office of Deputy Mayor." Sits.*

TOWN CLERK *"Your Worship, Distinguished Guests, Councillors, Ladies and Gentlemen, pray silence for the Revd....."*

REVD..... Offers prayers for the Mayor and Council for the coming year.

TOWN CLERK *"Distinguished Guests, Councillors, Ladies and Gentlemen, pray silence for the newly-elected Mayor of Axbridge, Councillor ... ."*

MAYOR (new) *"Distinguished Guests, Councillors, Ladies and Gentlemen .....(thanks Council for the honour and in particular his/her sponsors. Makes any presentations (oath, flowers). Addresses the company as he/she wishes." Sits.*

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 In election year only, if necessary.

TOWN CLERK "The Council should now agree a date by which all Declarations of Acceptance of Office are to be signed"

MAYOR (new) Proposes a date, asks for a seconder and agreement of the council.

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*"I propose that all other business is deferred to the next meeting of the Council. " Asks for the motion to be seconded and agreed by Council with a show of hands.*

Announces date, time and place of next Council Meeting.

Formally closes the meeting with appropriate thanks.

TOWN CLERK Rises. *"Distinguished guests, Councillors, Ladies and gentlemen, please stand for the departure of the Mayor."*

Mace bearers move to table, pick up maces. Town Bailiff returns to his/her seat. Sergeant at Mace waits to lead procession to reception.

Mayor and Consort, Deputy Mayor and Consort follow Sergeant at Mace to the reception and form a welcoming line.

The Councillors and the Retiring Mayor and his/her consort leave for the reception. The Town Bailiff and the Town Crier usher guests to the receiving line and reception.

MT (2009)

### Harvest Service

The Methodist Church invites members of the Town Council to the Harvest Service, held on a Sunday evening in September (usually mid-September).

All members of the Council are expected to attend or give their apologies. The Town Crier, The Town Bailiff and the Sergeant at Mace are also present. Members of the Town Trust and The British Legion are also invited.

The Mayor should wear **full robes and regalia**. The Maces must be requested from the Town Trust beforehand.

The service starts at 6.30pm and members should meet outside of the Methodist Church, West Street at 6.15pm. The Mayor and Deputy Mayor, with their consorts, enter the Church, followed by the Clerk, members of the Council and other invited guests. Partners and children are welcome to attend this service. The guides and brownies are also involved.

The Mayor and Deputy Mayor are both invited to deliver a reading and a collection takes place at the end of the Service.

This procedure is, however, subject to change as the event is organised by the Methodist Church and the Council is guided by this organisation.

### Remembrance Day

The Royal British Legion invites members of the Town Council to the Remembrance Day Service, on the Sunday around 11<sup>th</sup> November.

All members of the Council are expected to attend. Partners are welcome. The Sergeant at Mace, Town Bailiff and Town Crier also attend. Local organisations (i.e. guides) attend, as do members of the public who assemble in The Square and later move into the Church.

The Maces should be requested from the Town Trust in advance. The Mayor should wear **full robes and regalia**.

Members should meet in the Town Hall at 10.30am. The procession, lead by the Sergeant at Mace (followed by the Mayor and Deputy Mayor, Clerk, Members and Town Bailiff) then proceeds across the Square, at the invitation of the Royal British Legion. The Mayor should carry the Town Council's wreath, which can be found in the Town Hall beforehand.

A short service takes place outside of the Church, by the War Memorial, where several wreaths are placed, one of which is placed by the Mayor. The Town Council then enters the Church, from the entrance towards the back of the Church (by which time the members of the public are seated). Seats are reserved at the front of the Church (on the right hand side) and the honorary officers and members (including the Deputy Mayor) usually lead the procession, followed by the Clerk. The Mayor enters the Church last accompanied by the vicar, the Sergeant at Mace and the Town Bailiff. The service takes place and includes a reading by the Mayor. There is a collection during the service.

After the service, the Colours lead out, followed by the Sergeant at Mace (followed by the Mayor and Deputy Mayor, Clerk, Members and Town Bailiff) and line up outside the Oakhouse whilst the rest of the congregation exit the Church. The Guides and British Legion assemble on the North side of the Square. The Mayor is asked to go over then, accompanied by the Sergeant at Mace and the Town Bailiff, to say a few words to both groups, and then to give the leader permission to dismiss them. The Mayor then returns to his/her place, and once the Legion have been dismissed, the Sergeant at Mace followed by the Mayor and the Town Bailiff, leads everyone into the Town Hall for refreshments.

This procedure is, however, subject to change as the event is organised by the Royal British Legion and the Council is guided by this organisation.



# School Leavers visit to Axbridge Town Hall

**Objective:** to provide the children with a memorable day which centres round the rich and unique heritage of the town of Axbridge.

Mayor – Axbridge Town Council

TTA – Town Trust Archivist

## Checklist:

- Agree date near end of term with School, Mayor & Archivist  
**Mayor & School**
- Book Town Hall – Main Hall, Kitchen and Council Chamber  
**Mayor**
- Ensure keys available to Hall, Stairs and Council Chamber on day  
**Mayor**  
From Town Hall Manager
- Ensure following people are aware of date:  
**Mayor**  
Mayor  
Town Trust Archivist  
Town Crier – invite officially  
School
- Ensure keys to safe available on day (for maces) TTA  
Normally held by Secretary of Town Trust or Town Hall Manager
- Make arrangements for food and drink for children on day  
**Mayor**
- Town Trust Archivist to order documents from Somerset Record Office TTA  
Suggested list of standard and optional items on separate sheet
- Mayor to prepare introductory talk. Suggested topics to include are:  
**Mayor**  
Role of Town Council  
Relate to Parliament, Somerset CC & Sedgemoor DC  
Mayor's role in Council and public  
Other officers on Council & in Town affairs  
e.g. Town Crier, Bailiff, Mace Bearer, Modern Archivist  
Importance of heritage  
Why the town of Axbridge is like it is today  
How the people of Axbridge have survived through the ages  
Taking pride in your roots
- Town Trust Archivist to prepare talk on role of archive in town's history TTA

## Format:

- Procession from school welcomed by Town Crier at entrance to Town Hall
- Children proceed up to Council Chamber
- Town Crier announces Mayor
- Mayor gives introductory talk
- Town Trust Archivist shows documents and maces to children
- Children circulate around table (NO touching!)
- Mayor concludes talks with invitation to food and drink
- Question and answer session
- Children proceed down stairs to hall
- Town Trust Archivist replaces maces in safe and collects documents to return to SRO
- Farewells at end of morning

### Useful Contact Details 2010-11

Name	Address	Contact Details
<b><i>Dignitaries:</i></b>		
High Sheriff and guest (2010-11) Mrs Patricia Hunt (widow)	Perris Hatch Beauchamp Taunton Somerset TA3 6TH	Tel 01823 480383  Email: phunt3250@yahoo.co.uk
Town Mayor and Mayoress of Weston-super-Mare  Cllr Dr Mike Kellaway-Marriott and Mrs Carmela Bianco de Kellaway	c/o Town Clerk, Mrs L Larter, WsM Town Council, Grove House, Grove Park, WsM, BS23 2QJ	
The Right Worshipful, Mayor and Mayoress of Wells (2010-11)  Councillor Tony Robins (wife: Sylvia)  Deputy Mayor: Councillor Sally Robertson (unmarried)	c/o Clerk, Town Hall, Wells, Somerset, BA5 2RB 01749 673091 <a href="mailto:townclerk@wells.gov.uk">townclerk@wells.gov.uk</a>	
Mayor and Mayoress of Bridgwater (15 <sup>th</sup> May 2010- 13 <sup>th</sup> May 2011)  Councillor Bill Monteith and Mrs Lynn Bussell         Deputy Mayor and Deputy Mayor's Lady	C/o Judi Fisher Mayor's Secretary and PA to the Town Clerk Bridgwater Town Council Town Hall, High Street Bridgwater TA6 3AS  Councillor Pat Parker and Mrs Jennie Parker	01278 427692 07776 216670 (out of hours) Mon – Fri 9am to 4pm
Mayor and Mayoress of Glastonbury (10/11)  Councillor John Coles and Mrs Sandra Coles    Deputy Mayor and Mayoress of Glastonbury  Councillor William (Bill) Knight and Mrs Louise Knight	30 Underwood Road GLASTONBURY Somerset BA6 9BQ  Jacob's Loft 7 Northload Street GLASTONBURY BA6 9JJ  Clerk: Jane Czornij	Home tel. no. 01458 833045 Mobile. 07729323192    Tel. no. 01458 835144  <a href="mailto:glastonburytownhall@ukonline.co.uk">glastonburytownhall@ukonline.co.uk</a>

<p>Mayor and Mayoress of Burnham on Sea and Highbridge (2010/11)</p> <p>Mayor - Councillor Michael Clarke and Mrs Maria Clarke</p> <p>1<sup>st</sup> Deputy Mayor – Councillor Mrs Pauline Pollard and consort John Lovell</p> <p>2<sup>nd</sup> Deputy Mayor – Councillor Mrs Janet Keen and consort Mr Roger Keen</p>	<p>C/o Mrs Eileen Shaw, Town Clerk, BonS and Highbridge Town Council, The Old Courthouse, Jaycroft Road, BonS, Somerset, TA8 1LE</p>	<p>01278 788088</p>
<p>Mayor and Mayoress of North Petherton (10/11)</p> <p>Councillor Bill Evans and Mrs Evans</p> <p>Deputy Mayor Councillor Alan Bradford</p>	<p>C/o Clerk – Mr K Wassell, Whitings Farm, Moorland, Bridgwater, TA7 0AS</p>	<p><a href="mailto:Nptc_clerk@btinternet.com">Nptc_clerk@btinternet.com</a></p>
<p>Mayor and Consort of Chard (10/11)</p> <p>Councillor Mrs Jill Shortland and Cllr Garry Shortland</p> <p>Deputy Mayor – Councillor David Bulmer</p>	<p>c/o Mr J Furze, Town Clerk, Holyrood Lace Mill, Holyrood Street, Chard, TA20 2YA</p>	<p><a href="mailto:chardtowncouncil@chard.gov.uk">chardtowncouncil@chard.gov.uk</a></p>
<p>Mayor and Mayoress of Yeovil (10/11)</p> <p>Councillor Phil Chandler and Miss Linda Jones</p> <p>Deputy Mayor Councillor Clive Davis and Mrs Sally Davis (wheelchair user and diabetic)</p>	<p>c/o Town Clerk, Yeovil Town Council, Town House 19 Union St, Yeovil, Somerset BA20 1PQ</p>	<p>01935 382424</p>

<b>Local Councils:</b>	
Chairman of Sedgemoor District Council and guest (2010/11) Councillor Jane Moreton and Ian	OK to just send in his name to SDC, Bridgwater House, King Square, Bridgwater, TA6 3AR
District Councillor Mrs Elizabeth Scott (Liz) and Mr Peter Scott	Moorland Farm, Portmeade Drove, Axbridge, BS26 2BA
County Councillor Mrs Dawn Hill and guest	743138
Chairman of Somerset County Council (10/11) Councillor John Edney and Mrs Betty Edney	SCC, County Hall, Taunton, Somerset, TA1 4DY
Chairman of North Somerset County Council Vice- Chairman Councillor Ann Harley and Mr Harley	C/o North Somerset Council Town Hall, Walliscote Grove Road, WsM, BS23 1UJ
Cllr Ann Bown Portfolio Holder for Health and WellBeing	C/o Sedgemoor District Council
Cllr N Jones OBE and Mrs M Jones	C/o Sedgemoor District Council or 36 Quantock Court, South Esplanade, BonS TA8 1DL tel 01278 785905
Chairman of Compton Bishop PC and guest Councillor Eddie Farley and Mrs Farley	Quarry House Old Coach Road Cross
Chairman of Cheddar Parish Council and guest (2010/11) Peter Lythgoe (widow)	c/o Liz Brimmell, Clerk, Parish Hall, Church Street, Cheddar, Somerset, BS27 3RA
Chairman of Shipham PC Councillor Charlie Riches and guest (Constance Packer, Clerk)	Town Clerk, Connie Parker <a href="mailto:shiphampc@btinternet.com">shiphampc@btinternet.com</a> Mr Riches Grey Close, Top Road, Shipham BS25 1TB.

<b>Local Contacts:</b>	
Rev Tim Hawkings and Mrs Heather Hawkings	The Rectory, Cheddar Road, Axbridge
Mr & Mrs Mike Norman	54 Houlgate Way, Axbridge, Somerset, BS26 2BY
Chairman of Town Trust and Members	
Mr and Mrs J Briggs (Gillian, Headteacher, and John)	Axbridge Church of England First School, Moorland Street, Axbridge, BS26 2BA or Orchard House, Sand Road, Wedmore
Rev Carol Chaplin and husband.	Yew Tree Farm, Duck Lane, Langford
Darren Hogarth	6 Hippisley Drive, Axbridge, BS26 2DE
Andy Laken (Town Maintenance Contractor)	Mr A K Laken, Millstream Cottage, Crossmoor Drove, Axbridge, BS26 2DY

<b>Honorary Officers: 2010-11</b>	
Sergeant at Mace - Mr Mike Day (wife Sue)	30 West St, Axbridge
Town Bailiff Mr Richard Cottis (wife Julie)	1 Woodlands, Axbridge, BS26 2AX
Town Crier - Mrs Vonnie Chamberlain	27 West Street, Axbridge
Mrs Maggie Tur (Modern Town Archivist)	2 Walnut Close, Axbridge
Mr D Callow (Keeper of the Bells)	18 Springfield Close, Cheddar

## **Event Notes:**

Notes on the events attended by the Mayor 2009/10 – which may help.

### **1. Bridgwater Mayor Making (May 15<sup>th</sup>)**

Arrive with time in hand, as finding nearby parking isn't easy, and the one-way system doesn't help!

When you arrive, you mass in the hallway of the Town Hall, where everyone mingles and meets the BW council exiting from one chamber – where they have already done all the formalities.

You are funnelled towards the main hall. You are announced to the new Mayor at the entrance and, greeting done, you go in. There are tables everywhere, one of which (on the RHS?) is labelled for Mayors and Guests. You sit with other members of the Chain Gang, grab the occasional drink and chat (over the music) to the rest of the chain gang.

There's a buffet (beware vol-au-vents, pork pies and the like!) more chat, dessert, more chat and then that's it. I think late in the evening the disco becomes a proper disco and people dance! Luckily for us that must have been very late this year, and we left before that started.

There's also a photographer who will arrive at some point and take you away. He takes photos of all the dignitaries on the stairs, one by one. Or two by two to be more precise!

### **2. Weston Super Mare Mayor Making (May 21<sup>st</sup>)**

The car park is actually on Union Street, off Carlton Street, right under the Town Hall. It's quite a hidden entrance, opposite the entrance to the multi-storey, but if you do find it, you will be escorted in and out of the Town Hall etc, which is nice, and it's also free unlike parking elsewhere.

The reception was in the Hutton Suite, with sherry. The Mayor Making Ceremony takes place in the main chamber, into which you process, and is quite lengthy...over an hour.

Grove Car Park is where you park for part two of the evening, and is payable until 8pm. Having arrived at c 6:30pm that's a cost of around £2.

On arrival at 6:30pm ish at Weston College, there are soft drinks available. And a sign suggesting you buy a bottle of wine for the evening – at £10. Which we did, but it would appear there was a bottle of each (red and white) on the table, so it wasn't necessary really. Had that run out, more could have been bought there and then anyway.

You are ushered upstairs for dinner sometime after 7pm - more like 7:15pm, so that's a lot of loitering around and talking to people beforehand...

Dinner is a sit down three-course affair plus coffee, and is very nice, if a bit slow. Minor speech formalities towards the end. We got away at 10:00pm or thereabouts.

### **3. Glastonbury Mayor's Sunday (Civic Service) (June 7<sup>th</sup>)**

Park in the Abbey car park on Magdalene Street – just down from the Town Hall, which is on the RHS as you go up towards the High Street. Parking costs £2.10 for 4 hours.

Guests are ushered upstairs to the Council Chamber for sherry/drinks between 10:45 and 11:15 before being assembled in line to process up to the church for an 11:30am service. Proper procession, complete with cadets, marching band, and bemused onlookers!

The service lasts about ¾ hour complete with all the usual hymns etc, after which you are processed back out again to gather on the balcony outside the Town Hall to watch the band & cadets etc arrive and be presented to the Mayor.

Once this is done it's inside the main Hall, where you do the Greeting line thing on your way in. Grab a drink, mill 'round, and eventually find yourself a place at a table. Once everyone has been greeted in, the Mayor and Town Crier etc take to the stage, there are toasts and a little speech, and that's it, formalities are over, and the buffet begins (and very nice it was too). We left around 2:00pm, and were by no means the first.

### **4. Somerset Folk Dance Festival (June 13<sup>th</sup>)**

Park as per the instructions in a little private Somerset CC car park on ? Avenue. Walk to the Little Theatre (wearing Chain) where the "Gang" gather with drinks, before a small but pleasant and relatively healthy buffet.

Robe up in the anteroom – with everyone else – and the bags will be taken to the Town Hall for you to be able to collect later.

At about 1:45pm the Mayors process to St Cuthbert's where all the schools are gathered. Finding ours (Draycott & Rodney Stoke First – you'll need to give them a call on 742052 the week before just to confirm) is a bit of a nightmare – but eventually...the schools and their Mayors process up the (closed) High Street, and around on to the Green outside the Cathedral. As instructed once you get there, make your way to the raised reserved seating on the bank in front of the band from where you will now spend two happy hours watching small children folk dancing. There's a collection bucket that goes 'round during the short interval so you'll need some change. At the very end, you find your school and join in for the final dance, which is fun. Tip – if it's going to be hot, wear the bare minimum under the robes – there's no shade!

Then you're led back to the Town Hall to disrobe and go through for afternoon tea – sandwiches, cake, jelly (yes really) and the like. We left about 5pm to get back.

#### **5. Axbridge Church Fete (June 20<sup>th</sup>)**

The Church Fete is from 2:00pm to 5:00pm. I was invited to be there for the opening, to judge the floral hat competition, and to judge and crown the Carnival Queen and Princesses (which is all sorted by the Carnival Committee). It's a chain job – but luckily not robes, as it was fairly warm! We spent the afternoon there, and there was a table with our name on it, and tea and cakes is served for the guests (the Mayor's party and others) at around 2:45pm.

#### **6. Armed Forces Day (June 27<sup>th</sup>)**

A new event, which we were invited to by Sedgemoor DC, and which took place at 3:00pm at King Square. If you get there early enough, you may get a parking space around the Square...if not I understand there is parking at the Council Offices if you can find your way in – so I suggest you ask about that when you RSVP. It being a new event, it was a little bit disorganised, but very like Remembrance Sunday – a service that was quite short and sweet, followed by tea and cake/fruit back at the British Legion Club just down the road. We were back on the road again by a bit before 4.00pm!

#### **7. Year 4 visit (July 6<sup>th</sup>)**

Every year, the Year 4 children & teachers visit the Town Hall to

- a) meet the Mayor and
- b) meet the artefacts.

You need to arrange a date that suits you with them – traditionally a morning towards the end of term, from about 9:30am to 11:00am. Mondays are good as the TC apparently have Mondays booked out anyway. You have to liaise with the school and John Page ([myrtle@joph.fsnet.co.uk](mailto:myrtle@joph.fsnet.co.uk)), who arranges for the artefacts to be collected from Taunton, sets them out in the Council Chambers and explains them all to the children. You in the meantime have to wear full

robes & the chain. You also have to lay on juice, plastic cups, biscuits, tea & coffee for afterwards. You must also invite the Town Crier who does her thing after you welcome the children to the Council Chambers. John then takes over. After a bit of Q&A drinks are served downstairs afterwards. You will also need to book the Town Hall through Dennis.

My speechy bit was pretty short, and should apparently have gone into the role of Mayor a bit more. NOTE: if you could find out what topics the school has been doing before, then John can get things that relate to them better, which would make it more interesting for the kids. I gather next year will be a group of c44 children, this year we had 28.

## **8. Chamber of Commerce AGM**

I was asked to attend and open the meeting with a few words – in the Chain. I was also invited to attend the first meeting of the Axbridge Initiative in my “official role”.

## **9. Axbridge Court Open Day (July 15<sup>th</sup>)**

I was invited to attend the Open Day at Axbridge Court, and at some point, with the Town Crier to announce me, to say a few words. As it turns out this wasn't necessary, as less people had come along than hoped for. We did however talk to all the residents and pose for the press!

## **10. Youth Club (July 16<sup>th</sup>)**

The all-surface court at the Youth Centre has been refurbished and I was invited to come along, cut the ribbon, eat cake and drink tea. All very nice ☺

## **11. High Sheriff's Garden Party (July 18<sup>th</sup>)**

The current High Sheriff lives on a very lovely farm out near Winford. There was a clear and easy map to follow on the back of the invitation, and plenty of parking. Members of the Chain Gang from across Somerset were invited to mingle, sit on the lawn, drink tea and eat sandwiches/cake etc. There was fizz later in the afternoon. More of an afternoon tea than a garden party, in very lovely surroundings with stunning views. And plenty for the children to do – including other children to play with, trees to climb, swings and so on. My mob's favourite event I think.

## **12. Bridgwater Civic Service (July 19<sup>th</sup>)**

Parking in Bridgwater turned out to be free on Sundays – which was a bonus. We parked at the little place at the end of the street where the Town Hall is, and made our way to the Town Hall, where everyone gathered, drank tea, and got robed up. We were processed to the Church (a very short walk) and after a wait, went in and sat at the front in allocated seats as instructed. There was the

usual Church service, followed by a buffet lunch actually in the Church itself, which was very nice, and the children were made very welcome.

### **13. Somerset Showcase (August 29<sup>th</sup>)**

Lunch was at 12:30pm, with Chain, including Consort but not children. This was done as part of the Showcase Bistro in the Town Hall, and there was a table for guests at one end. We were met at the door, given a drink, and after a while when everyone had arrived, sat at our table. Dinner was a quite laid back two course affair, with drinks, and was very pleasant.

### **14. Harvest Home (September 6<sup>th</sup>).**

This invite included Luke and the kids, and we arrived at 12:30pm as requested. This allowed enough time to be told where to sit, what I had to do, and mill around being sociable a bit. The Mayor sits at the top table. My Consort and the kids were at the top of the nearest table. Grace, and the food, was at around 1pm, followed by speeches and toasts at 2:30pm. My toast was very short! All done and dusted by 3pm. Dress code is smart but not formal, with Chain. I also bought £5 worth of raffle tickets.

### **15. Harvest Service (September 13<sup>th</sup>)**

FULL ROBES + CHAIN!! Make sure the Clerk is aware that the Maces are required for the Sergeant at Mace and the Town Bailiff. The Methodist Church will supply your bible reading – if you haven't received it a week or so beforehand you might like to contact Edith.

The TC, Guides, etc gather outside the Methodist Chapel at 6:15pm and then process in led by the Sargeant at Mace and the Mayor...rounded off by the Town Bailiff. You sit on the front row RHS. The service lasts about an hour – stand for hymns! - and there is a collection. After the service you process out again in the same order. Tea and biscuits are served downstairs afterwards.

### **16. KOW Award Evening (September 15<sup>th</sup>).**

No chain. Park in the KOW Leisure Centre car park. Pre-ceremony drinks and nibbles are served in the Learning Resource Centre, which is on the LHS as you head towards the school reception from there. 6:15pm start there, for an 8:00pm ceremony start in the Leisure Centre Sports Hall. Reserved seating at the rear – lots of speeches and clapping, and then you go home!

### **17. Tour of Britain VIP breakfast (September 17<sup>th</sup>)**

8:30am at the Cheese & Grain in Frome. Light buffet breakfast served in there. Out into the car park area where all the action is. There's a VIP area cordoned off near the start, (wrist band entrance only!) with a two tier trailer for guests – with more food, freebies, good views, various cyclists who come in and out.

Great atmosphere. 10:15 start...and then they're off and so are you. Chains worn.

### **18. SDC Civic Service (DNA) and Reception (September 20<sup>th</sup>)**

SDB have a Civic Day – with (this year) – a Church Service etc in West Huntspill in the afternoon, and then in the evening, a Reception in The Princess Hall in Burnham on Sea at 6:30pm. We were lucky enough to find on-street car parking outside, which was free. Dress code is smart - suits & ties/ dresses plus chains. Drinks are served as you enter. The meal is in the main hall where, apart from the top table and one other, seating is anywhere you like. We sat with Weston, Burnham and Yeovil – very bling. The evening is in three parts. First is sitting and chatting whilst the Burtle Silver Brass Band play. Then the food is served – a buffet, on a table by table basis. This was cold meats and salad/potatoes. Wine is topped up at the table. Once cleared, there is cheese and coffee at the table. There were a couple of short speeches. Then the last section of the evening is the Brass Band again. The evening finishes at 9:00pm, though we left earlier for babysitting reasons. Oh, and I was lucky enough to be discover that I was sitting on the chair with a green sticker, which meant I was the one to take the table flower arrangement.

### **19. Royal Navy Reception (September 22<sup>nd</sup>)**

In Wells, in the Town Hall. Parked in the Market Square – illegally like everyone else! Canapés and drinks, presentation, tea and coffee.

### **20. Royal Air Force Reception (September 23<sup>rd</sup>)**

In Shepton Mallet, in the Theatre. Quite hard to find! Parked just outside by fluke. Tea and coffee, presentation, canapés and drinks.

### **21. Mayor's Civic Lunch (September 26<sup>th</sup>)**

Final guest list worked out at about 35 from the Mayor's side, and around 25 were expected on the Carnival Committee (CC) side. Actual turn out was more like 48 – a couple of no shows on my side, and more on theirs.

A menu was worked out with the caterer (Wendy Mace) for c. £5 a head, which included canapés and two courses. The drinks were purchased and organised by me. There was a donation of £30 towards this from the CC, who also organised waitressing staff and the banquet roll for the tables. I organised napkins and table decorations.

We set up the Town Hall the night before. Guests were invited for 12pm for a 12:30pm lunch. On arrival I served bucks fizz, fizz, etc and canapés. After half an hour or so we moved through to the seating, which was partitioned off from the front third of the room to keep it a bit more private. Dining didn't take as long as expected and everyone had eaten by 1:15pm or so, so guests were left to wander the stalls for a bit before returning for robing up a bit before 2:00pm.

At 2:15pm or so, those members of the Chain Gang that were processing went up to their position in the procession near Chestnut Avenue. They walked with the procession as far as St John's Court, where they went down and met the residents on the lawns there, before walking back down to the Square to watch as the procession came back around.

Guests were then free to do as they pleased – a lot of them had tea and coffee (paid for by them) in the Town Hall, and loitered for ages!

It was a very successful event, and went down very well with all the guests – the thank you cards go to prove it!

### Catering Notes

*More soft drinks are needed – especially orange juice. Lots of lemonade required too. The beer was mostly ignored so was probably a waste of time. White wine tends to be the “best seller”.*

## **22. Weston Hospicecare 20<sup>th</sup> Anniversary Service (Saturday 25<sup>th</sup> October)**

WHC held a service in Wells Cathedral to celebrate their 20<sup>th</sup> anniversary. Service was at 1:30 for 2:00pm. Finding a car parking space was a nightmare – found one in the main car park at second time of trying, so good thing we'd left enough time for that. Walked to Cathedral, wearing Chain as instructed. We were met by the Chief Executive at the entrance, and then ushered to the VIP seating at the front of the Cathedral. The service lasted about 1 ¼ hours and was very nicely done – everything flowed nicely, the hymns were ok, and the choir helped make sure everyone sang in tune and on time! Cream Tea (£4.50 per head donation up front) was served to VIPs in the Bishops Palace and was very nice. Natasha was my Consort for the day and was made to feel very welcome by the WHC and also the Cathedral folk (including the Dean).

## **23. Bridgwater Carnival (Friday 6<sup>th</sup> November).**

SDC invited us and the children to attend a viewing of the Carnival. This was an informal event – casual dress code, no chains. We went over early – parking was provided at the SDC offices – to avoid the traffic. At 6.00pm we went in. We were given name badges and joined everyone else at the main offices, at the café there, where a hot buffet was served. Since this was jacket potato based – it was pretty healthy, and Natasha loved it!

After that it was a short walk at around 7.00pm to 18 High Street – two floors above a book shop there – from where we all watched the Carnival. There were light refreshments, drinks (including the alcoholic variety), toilets, and best of all a great view of the Carnival from the warm and dry!. We watched all 118 floats but didn't stay for the squibbing as by then it was 10.30pm ish and we needed to get the children home to bed.

This was a very enjoyable and highly recommended event!

## **24. Remembrance Service (Sunday 8<sup>th</sup> November)**

See Mayor's Handbook for details

## **25. Somerset County Council Christmas Celebration Concert (Monday 7<sup>th</sup> December)**

This event is held in Wells Cathedral, with guests expected in their seats by 6.30pm – reserved seating at the front of the Cathedral, where a Steward will tell you where to sit. The Concert starts at 7.00pm and finishes at around 8.30pm. There are performances from school choirs, the Somerset Youth Band and so on, and there are usually some children from Axbridge involved. There are only two congregational hymns. Chains are worn, and there is a retiring collection. Parking in Wells seems to be free after 6.00pm.

Afterwards there is a Chain Gang reception which this year was held at the Swan Hotel, and involved the usual buffet plus mulled wine etc.

## **26. Axbridge OAP Christmas Party (Friday 11<sup>th</sup> December)**

The Mayor and Consort attended the OAP Christmas party. It starts at 6:00pm, with sherry, and finished about 9:00pm. There is a raffle. We were sat on a “top table” with other invited guests. There was a two course meal, with cheese and coffee. There were two guest speakers, and then singing accompanied by an accordion – old time songs + carols. All guests are sent home with a small gift, which is nice. Smart dress with chain.

## **27. Santa in the Square (Saturday 19<sup>th</sup> December)**

Full robes and chain – which is a good thing because standing on the stage for hours is freezing! The Mayor helps to hand out the gifts to the children, as well as saying a few words of welcome at the beginning. Warm layers are essential, as it takes a couple of hours...from around 5:15pm onwards.

## **28. WSM Carol Concert (Sunday 20<sup>th</sup> December)**

The Mayor of Weston held his Christmas Carol Concert in the Catholic Church in WSM. It started at 15:30pm and was a candlelit service, complete with reading, carols, music, with a Nativity play. The Chain Gang had gathered in the Church Hall next door beforehand, but this wasn't made clear in the instructions, so we missed that bit really. We did get there eventually, and then we were all processed in to start the service. After the service mince pies and mulled wine were served in the hall. Chains only, collection on leaving.

## **29. Visits on Christmas Day**

It is traditional for the Mayor to visit both Axbridge Court and St Michael's on Christmas Day morning. I arranged the timing a couple of weeks in advance. This is Full Robes + Regalia, and the Mayor usually takes a gift – I went with large tins of chocolate biscuits, one each.

I started with St Michael's where I was given a guided tour by the management, and met the residents who were gathered in the dining room. At Axbridge Court

we were left to our own devices, and visited those residents who were up and awake in their own rooms, helped by some of the staff upstairs. Neither visit takes long – I allowed half an hour for each, which was ample.

### **30. Mayors Banquet (February 27<sup>th</sup>)**

See attached spreadsheet?.

### **31. Annual Assembly (March 8<sup>th</sup>)**

This is a meeting held by the Mayor for the Town – which is a legal requirement. The Mayor and Clerk host the meeting. The Mayor's report is basically cobbled together from reports from all the Committee/Group chairs, which you need to request from them a good few weeks in advance.

### **32. WSM Charity Ball (March 13<sup>th</sup>)**

We chose to attend one of the balls we were invited to and chose WSM as it was nearest. However tickets were £35.50 each which did have to come out of the budget. Plus babysitting costs of course. It's a Black Tie 3 course affair. VIP parking is arranged at the Royal Hotel. Cloakroom costs £1. There's a fizz reception (where you can have your photo taken if you want), a three course meal, raffle, auction, and musical entertainment. VIP tables have wine on them, any additional drinks have to be bought from the bar (£12.50 a bottle of wine). The Chain Gang are apparently supposed to wear chains, though it wasn't the end of the world that I hadn't (didn't go with the dress, and besides which no-one had said). Be easier on a tux though. The Mayoral party process into the even last and are announced as they go in. It was quite a laugh, but I'm fairly sure it wasn't worth the money...

### **33. Legal Service and High Sheriff's Investiture (March 21<sup>st</sup>)**

We had to be at the Town Hall for 10.30am, and parked in one of the main car parks. As it turns out car parking had actually been arranged for guests in the main Market Square, so it's worth checking to see if this is the case again next year so as to save yourself some money. Dress code is smart plus chains – and some of the ladies wore hats/fascinators. Guests gather for tea/coffee in the Town Hall. The Consort/Mayoresses are taken over to the Cathedral at about 11:10. All the Mayor's and other VIPs process over at 11:30am. The service lasts about 90 minutes – and feels very long. There is a collection during the service. There's a lot of standing (inc before and after) so I recommend sensible shoes! After the service all guests go back to the Town Hall (upstairs) where there are drinks/nibbles. There are then a few speeches. We got away about 2:00pm – a little earlier than some as my feet were killing me!

### **34. SDC Flag Raising (April 23<sup>rd</sup>)**

We were invited to a 9:00am St George's Day Flag Raising at SDC Bridgwater House, Bridgwater. Parking was in the main SDC car park there, so free. It was essentially a photo call --some of the chain gang, some of SDC. We posed with the flag, which was duly raised, had a chat over coffee and a bacon roll in the SDC café, and came home!

### **35. Civic Opening of Wells Fair (May 1<sup>st</sup>)**

We had to be in Wells by 10:45am for an 11:00start – smart + chains. We were all gathered in the Town Hall (park in one of the main Town car parks as the Market Square is full of the Fair) from where we walked to the Fair outside. The Fair was opened, and blessed, and we had a free go on one of the rides. After some time to wander around the fair we all went over to The Swan Hotel for drinks followed by a buffet and some speeches.

### **36. Chard Civic Service (May 2<sup>nd</sup>)**

One of the few invitations that specified robes + chains! The service was at 2:00pm in St Mary's Parish Church, with everyone meeting to robe up etc in the Church Rooms from 1:30pm onwards. The service was about 45 minutes long, with hymns people actually knew, and was followed by tea and cake in the Church Rooms afterwards. There is plenty of parking in the town but we were lucky enough to find on-street parking just down the road.

**Mayor's Accounts 2009-10**

Mayor's Accounts 2009-10					
<b>Clothes</b>			<b>TOTAL COST</b>		<b>£207.97</b>
<b>EVENTS</b>					
<b>Event</b>				<b>Cost</b>	
MM Bridgwater May 15th	Babysitter 3 1/2 hours			£14.00	
MM Weston May 21st	Babysitter - Mum			£0.00	
	Parking			£4.00	
	Wine (see notes)			£10.00	
Glastonbury Mayor's Sunday June 7th	Parking			£2.10	
	Church collection			£2.00	
Somerset Folk Dance Festival	Collection bucket			£2.00	
Bridgwater Civic Service	Collection			£2.00	
Cricket match (no £3 as we didn't play)	Cake			£4.50	
Somerset Showcase	Various spending			£20.00	
Harvest Home	Raffle Tickets			£5.00	
Harvest Service	Church collection			£2.50	
KOW Awards Ceremony	Babysitter - 2 1/2 hours			£10.00	
SDC Civic Reception	Babysitter - 3 1/2 hours			£14.00	
Royal Navy Presentation	Babysitter - 3 1/2 hours			£14.00	
Royal Airforce Presentation	Babysitter - 3 1/2 hours			£14.00	
Weston Hospice Care service	2 * Cream teas (donation)			£9.00	
Weston Hospicecare service	Parking <4 hours			£3.20	
Remembrance Service	Collection			£3.00	
SCC Christmas Celebration Concert	Babysitter - 4 1/2 hours			£18.00	
	Collection bucket			£4.00	
Axbridge OAP Christmas Party	Babysitter - 3 1/2 hours			£14.00	
	Raffle Tickets			£2.00	
Santa in the Square	Refreshments			£5.50	
WSM Carol Concert	Collection			£3.00	
Mayors Banquet	Babysitter - 5+ hours			£24.00	
WSM Ball	2 tickets			£71.00	
	Babysitter -			£24.00	
High Sheriff's investiture	Parking			£5.00	
	Collection			£5.00	
Wells Civic Fair	Parking			£3.00	
Chard Civic Service	Collection			£3.00	
			<b>TOTAL COST</b>		<b>£316.80</b>
<b>Mayor Making</b>					
Gifts				£39.99	
Catering for c.110 adults	Wendy Mace			£250.00	
Wine (ordered 18, used 12)		6 red	£29.58		
		6 white	£29.58	£59.16	
pre-bash fizz (ordered 6 used 2)		2 * cava	£8.40	£8.40	
Beer	36 pints of Cheddar Ales Potholer	F.O.C			

Ice	4 bags			£5.60	
Soft Drinks/crisps	lemonade & oj & crisps etc			£9.90	
Decorations	flowers (Edith Channon)			£12.00	
	IKEA cloths+napkins			£6.95	
			<b>TOTAL COST</b>		<b>£392.00</b>
<b>Year 4 visit</b>					
Squash (2 *Robinsons)				£1.60	
Biscuits (1 * choc 1 * c/cream)				£2.34	
Tea & Coffee (fair trade)				£4.92	
Sugar				£0.65	
plastic cups (2 * 25)				£2.98	
milk				£0.86	
			<b>TOTAL COST</b>		<b>£13.35</b>
<b>Mayors Lunch (Carnival)</b>					
Catering for 60 (2 courses)	37 my guests @ c. £5 per head			£185.00	
	23 carnival party			£80.00	
Carnival contribution	food £80 drinks £30			<b>-£110.00</b>	
pre-bash fizz		6 * cava	£24.84	£24.84	
Wine	ordered 8 - used 2 @ £3.27	2 red	£6.54		
	ordered 8 - used 3 @ £3.99	3 white	£11.97	£18.51	
	tescos wine discount			<b>-£4.50</b>	
Beer	36 pints of Cheddar Ales Potholer	F.O.C			
Ice	4 bags			£3.40	
Soft Drinks	3 * lemonade & 3* oj/aj			£6.90	
IKEA napkins				£1.39	
Table decorations	plants			£10.00	
Extra Town Hall hire	(shouldn't have happened)			£25.00	
			<b>TOTAL COST</b>		<b>£240.54</b>
<b>Christmas OAP visit</b>	McVities Victoria Chocolate Biscuits	2 * 800g tins	£5.00	£10.00	
			<b>TOTAL COST</b>		<b>£10.00</b>
<b>Mayor Making</b>					
Gifts			<b>TOTAL COST</b>		<b>£52.49</b>
			<b>TOTAL COST OF BEING MAYOR</b>		<b>£1,233.15</b>
			<b>STIPEND REMAINING</b>		<b>£16.85</b>