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1. **Introduction**

1.1 Congratulations on being elected Mayor of the Royal Borough of Windsor and Maidenhead. We hope that you and your escort have a very happy and successful year in office.

1.2 This Mayoral Handbook aims to provide the Mayor with a useful source of general information to assist him/her during the year in office and to outline the key rules and guidance to ensure that the Mayor, Deputy Mayor, and officers supporting the Mayoralty are aware of their responsibilities.

1.3 The contents of this handbook deals with a number of aspects of the Mayoral year, such as the roles of the Mayor and the Deputy Mayor, the support that is available, notes on etiquette and financial arrangements, together with some appendices containing useful additional information on the Civic Insignia, Civic Collection and past Mayors.

2. **Role of the Mayor**

2.1 The Mayor is the First Citizen of the Royal Borough, giving precedence only to Royalty and the Queen’s representative (Lord Lieutenant of Berkshire). As First Citizen, the Mayor acts as a focal point, particularly in times of crisis, celebration or tragedy.

2.2 Although it is necessary for the Mayor and Deputy Mayor to adopt a non-political stance during their term of office, this should be balanced against their responsibility as a Councillor to promote the Council’s corporate priorities. Where possible, the Mayor will support those engagements that are linked to promoting the objectives in the Council’s Strategic Plan.

2.3 The Mayor usually appoints a Mayoress or Consort (Escort), who is generally their spouse. The Consort to the Mayor, if female, is called the Mayoress but either Consort or Escort if male. The Mayor’s Consort can be an unelected person. In law there is no position of Mayoress or Mayor’s consort. The Mayoress or Mayor’s consort will normally accompany the Mayor to official engagements, but on no occasion should they attend a function on behalf of the Mayor - on these occasions the Deputy Mayor would normally attend.

2.4 Being Mayor of the Royal Borough is a very demanding role, with upwards of 600 engagements per year on average. Engagements are principally undertaken by the Mayor but the Deputy Mayor and Past Mayors attend a number of events on behalf of the Mayor, particularly at busy times.

2.5 There is an array of custom and practice that accompanies the role, particular due to the Borough’s heritage and Royal connection. The Mayor can use his/her position to stimulate community pride, encourage business investment and promote the voluntary sector. The Mayor is also the symbol of an open society as historically the position of Mayor was once only open to the privileged few but the modern Mayor now reflects the diversity of the more
open and democratic society and can come from any class, gender or ethnic background.

2.6 The Mayor is in the public spotlight more than any other person on the Council. As the role is non-political, the Mayor can often reach places and people that other politicians may not be able and therefore has an important role in representing the Council and the residents of the whole Borough. As a result, the Mayor’s views will be widely heard and will be influential.

2.7 It must be stressed that the Mayor and Leader of the Council have very different roles. Many people will confuse these two roles and it is possible that the Mayor will have to explain them. The Leader has political control whereas the Mayor holds a mainly ceremonial position, being the civic leader for the Council and indeed the whole Borough.

2.8 It is important that the Mayor adopts an impartial role in discharging the duties of office and should seek to avoid taking a view in any local controversy if that would have the effect of impairing the ability to discharge the duties in an impartial and objective manner.

2.9 Most councillors will have been actively involved in politics before becoming Mayor and stepping out of that role for their term of office can be difficult. However, it is important to avoid publicly promoting party political views or canvassing support for a political point of view or party. When corresponding on private or Council business in the capacity as a councillor Mayoral headed paper should not be used and the title of Mayor should not be used.

3 Role of the Deputy Mayor

3.1 The principal role of the Deputy Mayor is to deputise for the Mayor when he/she is unable to chair a Council meeting or attend a designated mayoral engagement.

3.2 The Deputy Mayor usually appoints a Deputy Mayoress or Deputy Mayor’s Consort (Escort), who is generally their spouse. The Consort to the Deputy Mayor, if female, is called the Deputy Mayoress but either Consort or Escort if male. The Deputy Mayor’s Consort can be an unelected person. The Deputy Mayoress or Deputy Mayor’s consort will normally accompany the Deputy Mayor to official engagements, but on no occasion should they attend a function on behalf of the Deputy Mayor.

3.3 The Deputy Mayor and Deputy Mayoress will be expected to attend all the annual civic functions, often deputising for the Mayor when civic functions are held simultaneously in Maidenhead and Windsor. Robes and chains of office should be worn as appropriate. However, at all other events/receptions attended by the Mayor in an official capacity the Deputy’s chain of office should not be worn unless specifically authorised by the Mayor.

3.4 The Deputy Mayor will deputise for the Mayor at those functions which the Mayor is unable to attend. All invitations will be extended to the Mayor first. If
he/she has a previous engagement the Mayor’s Secretary will still advise the Mayor of the invitation before asking the Deputy Mayor to represent him/her (if this is acceptable to the inviting organisation).

3.5 Under normal circumstances, the Deputy Mayor will be required to provide their own transport for attending functions and will be responsible for the Deputy Mayor’s and Deputy Mayoress’ Chains of Office. The Mayoral Team will arrange for an appropriate safe to be installed in the Deputy Mayor’s home for the secure storage of the Chains of Office when they are not in use.

3.6 The Mayor is an ex-officio member of some organisations and the Deputy will not be required to stand in on these occasions if the Mayor is unable to attend.

4 Mayor Making

4.1 The election of the Mayor and Deputy Mayor takes place at the Annual Council meeting held in May, the election being determined by the majority of votes cast at the meeting. The Mayor and Deputy Mayor are elected for a term of one year, with the outgoing Mayor continuing in office until a successor is elected.

4.2 A good working relationship between the Mayor and Deputy Mayor is in the best interest of the Council.

5 Civic Insignia

5.1 The insignia of the mace and chains of office, together with the Mayoral Robe, clearly identifies the Mayor of the Royal Borough.

5.2 Chains of Office

5.2.1 The Mayoral Chains are a symbol of the Mayor’s Office and are worn by the Mayor and Deputy Mayor when on official business.

5.2.2 On 1 April 1974 the Royal Borough was formed from an amalgamation of the former boroughs of Maidenhead and Windsor, the rural districts of Cookham and Windsor, the urban district of Eton and the parishes of Datchet, Horton and Wraysbury from the rural district of Eton. Although a number of new councils created in the early 1970’s agreed to create new civic insignia, the new Royal Borough of Windsor and Maidenhead agreed that as from 1 April 1974:

- The Mayor of the new Royal Borough of Windsor and Maidenhead to use the Royal Borough of New Windsor’s Mayor’s Chain.
- The Mayoress to use the Borough of Maidenhead Mayoress’s Chain.
- The Deputy Mayor to use the Windsor Rural District Council Chairman’s Chain with the Royal Borough of New Windsor’s Deputy Mayor’s Badge clipped to it.
- The Deputy Mayoress to use the Borough of Maidenhead Deputy Mayoress’s Chain.
- The Maidenhead Mayor’s badge to be worn on a blue ribbon on those occasions when it is not appropriate for the Chain to be worn.
5.2.3 The former Maidenhead Mayoral Chain was rarely used since 1974, although previous Mayor’s have worn the Chain from time to time, particularly when the Official Chain was unavailable e.g. when it is being repaired. However, both Chains are now worn by the Mayor. The Windsor Chain remains the official Mayoral Chain and is worn at the main civic/ceremonial functions, such as annual Council meeting, official portraits, state visits, royal engagements, Civic services, civic events, with the Maidenhead Chain worn at the discretion of the Mayor, when attending engagements in the Maidenhead area.

5.2.4 However, given the value of age of both these Mayoral Chains, in 2014 the Council commissioned the production of a new Mayoral Chain to be used as the working chain. This Chain is to be worn at most of the engagements attended by the Mayor, with the “Windsor” chain being worn at the main civic/ceremonial functions. At other times the Mayor may decide that the significance of the event may warrant the wearing of the Windsor or Maidenhead Chain as appropriate.

5.2.5 The Council provides insurance cover for all civic insignia and is responsible for the maintenance of the insignia, including any damage or wear and tear. However, any damage should be reported to the Civic Team Manager as soon as possible.

5.2.6 In the light of their value and age, the Chains of Office are kept locked away between engagements and overnight in the safe at the Town Hall, unless other secure arrangements have been agreed by Civic Team Manager.

5.2.7 The Chains of Office are of great value and historical significance and are irreplaceable and should not be left unattended at any time. The chains, unless being worn, should be kept in the case provided by the Council. After use, they should be returned to the Town Hall after the engagement and locked securely in the safe.

5.2.8 During any holiday period or where it is likely that the Mayor/Deputy Mayor will be away from home for a long period, the chains should be returned to the Civic Team Manager for safe keeping.

5.2.9 The Chains of Office should only be worn whilst attending the Mayoral function and it should not be worn at any other time. Where appropriate, the chain should be covered when in public areas, particularly when going to or coming from an engagement.

5.3 Mace

5.3.1 The Mace is the emblem of the Mayor's authority and the appearance of the Mace indicates that the Mayor is present in an official capacity. The Mace is part and parcel of the Mayor's Office and immediately precedes the Mayor on all official occasions, for instance when entering and leaving a full Council meeting.
5.3.2 The Mayor's Officer (also known as the Serjeant at Arms) carries the mace on his right shoulder. He walks in front of the Mayor and no one (except a member of the Royal family) must come between the mace and the Mayor.

5.3.4 The Mace is used at official ceremonies, such as Mayor Making when a new Mayor takes office, and is also used at full Council meetings. Traditionally, the Council meeting was not properly constituted if the mace was not there and no business could be transacted. The Mace is used at Civic Services, Battle of Britain Civic Service, Remembrance Sunday and Freedom of the Borough events. If the Queen is present, the Mace is reversed, which signifies that the Mayor is surrendering the token of his power.

5.3.5 When the Mayor is seated the Mace rests horizontally in front of the Mayor with the crown end to the right hand or in the more important direction. Should the Mayor occupy a pew in a church the crown of the Mace should be towards the altar, unless brackets are provided to hold the Mace vertically, usually adjacent to the Mayor.

5.3.6 The Mace must be in position directly in front of the Mayor, usually on two chocks or a red cushion, during a full Council meeting (similar to the Mace that is present in front of the Speaker in the House of Commons). The exception is at the Annual General meeting held in the Desborough Suite when the Mace is rested vertically behind the Mayor's Chair on the stage.

5.3.7 At the Annual General Meeting, during the ceremony for the election of the Mayor, the outgoing Mayor, after being handed the Mace by the Macebearer, then hands it to the newly installed Mayor thus publically displaying the transfer of office.

5.3.8 The Mace that is usually used (the “Working Mace”) unscrews to form a “loving cup” which was once filled with wine and was passed round the table for guests at the Mayor's Supper - a tradition that is no longer maintained.

5.3.9 The “Working Mace" is carried by the Macebearer and normally precedes the Mayor at official engagements and the Small Mace is used and precedes the Deputy Mayor at official engagements when it is appropriate for the Mace to be used, such as the AGM and the Battle of Britain and Remembrance Day Civic Services. However, it is custom for the Large Maidenhead Mace to be used, at the discretion of the Mayor, when attending events in Maidenhead, in particular when giving talks on the Mayoralty.

5.3.10 The Maces are of great value and historical significance and are irreplaceable and should not be left unattended at any time. After use, the Mace should be returned to the Town Hall as soon as practicable after the engagement and placed in the secure display cabinet.

5.4 Robes

5.4.1 The Mayor, Deputy Mayor and immediate Past Mayor (providing they are still a Councillor) wear red robes at ceremonial events such as civic services.
Councillors wear blue robes. The significance being that red and blue/purple colours, which in ancient times were obtained from berries, denotes authority. The Mayor’s robe is trimmed in artificial fur and in the past when the Mayor or Bailiff was the local Tax Collector, the coins were stored in the false sleeves, as well as stones, as a form of protection, so that should the Mayor’s guard be overcome, the Mayor could defend himself with these sleeves.

5.4.2 The robe is worn with these slip-on sleeves and with a jabot (frilly lace neckwear). A female Mayor will wear a tricorn hat with gold cockade (trimming). A male Mayor will wear a cocked hat (bicorn) with gold cockade. Male councillors wear a black cocked hat with black cockade and lady councillors the tricorn with black cockade.

6 Council Meetings

6.2 It is part of the Mayor’s role to chair full Council meetings. The Mayor will wear the Chain of Office when chairing Council meetings and the presence of the Mace will indicate that the Mayor is present. As Chairman, the Mayor has control of the full Council meeting ensuring compliance with the Constitution, procedural rules and good order. At full Council meetings, the Mayor will be guided by the Head of Legal or the Clerk to the Council and should apply the rules governing the conduct of the meeting in an impartial and objective manner so as to give all Members a fair hearing whatever their political persuasion.

6.3 As Chairman, the Mayor may be required to exercise a second or casting vote if there are equal numbers of votes for and against a proposal. There is no restriction on how the Mayor chooses to exercise his second or casting vote. If the Mayor declines to exercise a second or casting vote, the proposal that is the subject of the vote will fall.

6.4 The Deputy Mayor will be required to preside over meetings of the Council in the absence of the Mayor.

7 Allowance

7.1 The Local Government Act 1972 allows for the Mayor and Deputy Mayor to be paid an allowance to meet the expenses of their term in office. The amount is determined by the Council as part of the annual budget. The current Mayoral allowance is £10,000 and the Deputy Mayor receives an allowance of £3,500.

7.2 The allowance is expected to cover the following types of expenditure:

- Clothing
- Telephone calls and postage outside the Mayor’s Office
- Tickets to events offered to visiting Mayor’s/dignitaries
- Mayoral Christmas Cards
- Sending Flowers
- Personal Hospitality
- Offertories at all church services
- Purchases and donations at bazaars, fairs and fetes
- Hairdressing, manicure, pedicure etc
- Foreign Travel expenses (in excess of two paid for from the civic budget)
- Hospitalities in connection with official visits to the Mayor’s Parlour
- Donations to charities (max £500 p.a.)
- Cost of hospitality for attendance at neighbouring authorities dinners/receptions (max 5 p.a.)

7.3 Traditionally, up to 60% of the allowance is paid direct to the Mayor in regular monthly instalments to offset expenditure incurred directly by the Mayor, the remainder is controlled by the Mayor’s office. (See Appendix I). However, if there is any allocation left in the element controlled by the Mayor's Office this is paid to the Mayor at the end of their Mayoral year.

7.4 There is a separate budget, under the control of the Civic Team Manager, to meet the cost of civic, ceremonial and corporate activities and hospitality. These include costs associated with State Visits, Freedom Ceremonies/Marches, annual Civic events and refreshments following Council meetings. Details of the budget will be provided to the Mayor and regular monthly budget meetings will take place with the Civic Team Manager.

8 Mayoral Engagements

8.1 Invitations

8.1.1 The Mayor receives hundreds of invitations to attend events throughout the Mayoral Year. Engagements vary from opening school fetes or sporting events, attending concerts, festivals, carnivals, official lunches and hosting groups when they visit the Mayor's Parlour to see the civic insignia and hear about the role of Mayor.

8.1.2 To assist both the Mayoral Team and the organisers of events it is essential that all invitations go through the Mayor’s Secretary. It is the role of the Mayor’s Secretary to co-ordinate the diary and with the assistance of the Mayor’s Officers ensure that pick-up and travelling times are appropriate, that details are correct and that all other arrangements are in place to ensure a successful engagement.

8.1.3 If anyone approaches the Mayor directly with an invitation to attend an event, the request should be referred to the Mayor’s Secretary who will then advise the organiser of the Mayor’s availability and make the necessary arrangements.

8.1.4 If the Mayor is invited to attend an event in another local authority area the Mayor’s Secretary will request permission for the Mayor to wear the Mayoral chain. Likewise the Mayor will be asked by other Councils if their Mayor or Chairman can wear their chain when attending official engagements in the Royal Borough. Generally permission is given in both cases although some areas prefer the Mayor to wear the badge rather than the Chain.
8.2 Diary

8.2.1 The Mayoral Team meets with the Mayor, usually once a week on a Thursday, to go over the engagements for the following week and to discuss future invitations that have been received. The day and time of the weekly diary meetings are agreed in consultation with the Mayor. The Mayor should bring their personal diaries with them to the weekly diary meeting. The Deputy Mayor is not required to attend the weekly meeting but may do so, particularly if attending a number of engagements during the upcoming weeks.

8.2.2 It is not necessary for the Mayor’s/Deputy Mayor’s Consort to attend the weekly planning meeting but they may be invited to attend by the Mayor if their attendance is considered appropriate.

8.2.3 The Mayor’s Secretary should be informed as soon as possible of any dates/times that the Mayor/Deputy Mayor will not available so that they can be noted in the diary.

8.2.4 The Mayor’s Secretary will circulate invites received for attendance at future engagement to the Mayor, and if appropriate the Deputy Mayor, for their approval prior to the weekly meeting.

8.2.5 Once the diary for the forthcoming week has been agreed a weekly diary sheet is produced so that everyone involved knows what is happening. Any late invitations received to attend events once the diary sheet has been published will not normally be accepted unless, following consultation with the Mayor, it is considered that the Mayor’s presence at the event is essential.

8.2.6 The Mayor’s weekly diary sheet is distributed quite widely within the Town Hall, to local MPs and the press. The latter helps the organisers of events to obtain maximum publicity (the press are more likely to attend if they know the Mayor is going to be there – it makes a good photo opportunity and is newsworthy). The Deputy Mayor’s engagements will also appear on the weekly diary sheet.

8.2.7 If both the Mayor and Deputy Mayor have engagements and are unavailable, the Mayor will decide whether the organisers should be asked if they would like a Past Mayor to represent the Mayor. This does sometimes happen on several occasions throughout the year as some dates appear to be a lot more popular than others. Traditionally the Immediate Past Mayor would be asked first, then his/her predecessor. On occasions organisers have their own opinion and suggest a particular Past Mayor (often when they have had a lot of contact with that person during their Mayoral year).

8.2.8 From experience, organisers of events like to know the expected time of arrival of the Mayor so that appropriate arrangements can be made at their end to ensure that the Mayor is received in the correct fashion. It is essential that the Mayor keeps to the times notified to our hosts.

8.2.9 Every engagement is special to the organiser and in helping with the arrangements we will treat it as such.
8.2.10 It is not usual for invitations to the Deputy Mayor to be accepted since the role of Deputy Mayor exists only to act in the absence of the Mayor. If unable to attend an event, the Mayor may ask the Deputy Mayor to attend the event on his behalf, but is under no obligation to do so.

8.3 Civic Events and Services

8.3.1 Detailed below are the usual civic events that are held annually and known in advance.

- Commonwealth Day - Flag Raising - Second Monday in March
- The Queen’s 21 Gun Salute – 21 April
- Good Friday Service (Windsor)
- Annual Council Meeting - (May)
- Mayor’s Sunday – (Usually first Sunday after Mayor Making)
- Armed Forces Day - Flag Raising - (Monday end of June)
- Merchant Navy Day – Flag Raising – 3 September
- Battle of Britain Civic Service - 15 September or the Sunday after
- Remembrance Day Civic Service - 11 November or the nearest Sunday
- 2 Minute Silence - 11 November (unless it falls on a Sunday)
- Carols on the Hill – Friday in December

8.3.2 At the receptions following a number of these civic events/services the Mayor/Deputy will be required to make a short speech and give the Loyal Toast as appropriate.

8.4 State Visits

8.4.1 The Mayor will form part of the official line up that is presented to Heads of State that make an official visit to the UK. There is usually one State Visit held in Windsor each year. If there is a State Banquet at Windsor Castle on the day of the State Visit the Mayor and/or the Lord Lieutenant of Berkshire may be invited to attend.

8.5 Speeches

8.5.1 At many of the engagements the Mayor will be required to say something, ranging from proposing a toast, saying a few words of thank you to the host or giving a full speech.

8.5.2 When accepting an invitation to attend an event, the Mayor’s Secretary will forward a protocol form to the organiser asking for further advice on what will be required of the Mayor at the function, including whether the Mayor will be required to say a few words. Usually the organiser will provide some background information with the completed protocol form to assist the Mayor to prepare their speech.
8.5.3 The Mayor’s Secretary will try and ensure that the Mayor is aware prior to an engagement whether he/she will be asked to speak or not. However, there will be occasions when Mayor will be asked to say a few words with little or no notice at all. If asked to speak at short notice is advisable to keep the content short and succinct. It is always advisable to be prepared to say a few words of thank you even if the protocol form has not indicated that a speech is required.

8.5 Protocol Form

8.5.1 A copy of the protocol information and questionnaire (see Appendix E) is sent out to organisers that have invited the Mayor to attend their function. The information they return provides the Mayoral Team with the necessary background information to ensure that the First Citizen of the Royal Borough is treated as such. Information usually includes the name of person that will greet the Mayor, whether a speech will be given, names of other dignitaries that have been invited, duration of the event and duration of the Mayor’s required attendance, whether refreshments will be provided and parking arrangements.

8.6 Citizenship Ceremonies

8.6.1 The National Immigration and Asylum Act 2002 requires the holding of a Citizenship Ceremony, which takes place in the Registrar’s Office at the Town Hall, Maidenhead to make the process of becoming a British Citizen more meaningful and celebratory. The Mayor plays a key part in the Citizenship Ceremonies and a list of dates for the ceremonies to which the Mayor is invited is provided by the Registrar. It is customary for the Deputy Mayor to attend a number of these ceremonies on behalf of the Mayor.

8.6.2 A copy of the speech given by the Mayor is attached – see Appendix H. The Mayor may wish to revise the speech to suit his/her own style. The Mayor will attend wearing their chains of office and robes and may be asked to present the Certificates.

8.6.3 The Lord Lieutenant’s office is advised of the dates and where possible the Lord Lieutenant of the Royal County of Berkshire, the High Sheriff of the Royal County of Berkshire or a Deputy Lieutenant of the Royal County of Berkshire will attend. When visiting dignitaries attend they will also give a short speech and will hand out the Certificates and Welcome Packs with the Mayor.

8.6.4 The Mayor will host a short reception in the Parlour at the conclusion of the ceremony for those people attending.

8.7 Mayoral Receptions

8.7.1 The Mayor usually hosts a number of receptions in the Parlour during the year in office.
9 Acting as a Trustee

9.1 The Mayor acts as a Trustee on a number of charities during the term of office. As trustee, the Mayor should ensure that he is aware of the obligations when acting as a Trustee and should use their skills and experience to make sure the charity runs efficiently.

9.2 The Charity Commissions has produced “The Essential Trustee: What you need to know”, which provides guidance all who serve as trustees or directors on the governing body of a charity, or who are about to take up trustee responsibilities. (see Appendix F)

9.3 All trustees make decisions about the charity collectively, working as a team. Decisions don’t usually need to be unanimous – so long as the majority of trustees agree. However, as Trustee, the Mayor must take care to act in accordance with the constitution and to protect the charity’s assets.

9.4 The Mayor is a Trustee of the following Charities.

- Charles Davis Trust
- Mayor’s Benevolent Fund
- Poole’s and Ring’s Charities
- Prince Philip Trust Fund for the Royal Borough of Windsor & Maidenhead
- Royal Albert Institute
- Royal Borough of Windsor and Maidenhead Flood Relief Fund
- Samuel Lewis Old Age Pension Fund
- Spoore Merry and Rixman Foundation

10 Ex-Officio Membership of Organisations

10.1 The Mayor is also the President/Honorary Member of a number of organisations and is requested to attend meetings when possible, including:-

10.2 Honorary Member (Mayor)

- Windsor and Eton Rotary
- Maidenhead Civic Society
- Friends of the Windsor and Royal Borough Museum

10.3 Honorary Member (Mayoress)

- Soroptimist International Slough, Windsor & Eton

10.4 President

- King George VI Club for the Elderly, Maidenhead (now WRVS)
- League of Friends of St Marks Hospital
- Windsor and Maidenhead Community Forum WAMCF
- RBWM Twinning Committee
- Windsor Old People’s Welfare Association, King George VI Club, Windsor
10.5 Vice Patron

- Windsor Festival

11 Mayor’s Benevolent Fund

11.1 The Trustees of the Mayor’s Benevolent Fund (The Mayor and Civic Team Manager) consider applications on a monthly basis. The Benevolent Fund is made up of donations and the interest on the capital which has been invested. The Benevolent Fund is often one of the charities chosen by the Mayor to benefit from sponsorship events.

12 Twinning

12.1 The Royal Borough is twinned with the following Towns:

- Neuilly-sur-Seine, France - established 1955 with Royal Borough of New Windsor.
- Saint-Cloud, France - established 1957 with Maidenhead.
- Bad Godesberg, Germany - established 1960 with Maidenhead.
- Goslar, Germany - established 1969 with Royal Borough of New Windsor.
- Frascati, Italy - established 1972 with Maidenhead.
- Kortrijk, Belgium - established 1981 with Royal Borough of Windsor and Maidenhead.

12.2 The Borough’s twinning activities are carried out by the Twinning Committee, which receives funding from the Borough to fund its activities. The Mayor is President of the Royal Borough’s Twinning Committee and attends meetings when possible, particularly the AGM where the Mayor Chairs the meeting during the election of officers. The current Chairman is Mrs Viv Williams.

12.3 The Mayor will host visits to the Borough from the Mayor’s of twin Towns and will also undertake up to two twinning visits.

13 Mayor’s Charity

13.1 The Mayor elect should give some consideration as to the charity or charities they propose to support in their Mayoral year. The choice is left to the discretion of the Mayor but tends to be a locally based charity or a local branch of a national charity, the aims and objectives of which would benefit residents of the Royal Borough.

13.2 Charities often write to the Mayor asking to be the beneficiaries of any fundraising activity undertaken by the Mayor. It is therefore a good idea to choose the main charity for the year at the beginning of the Mayoral year as the local newspapers (and charities) will be asking for confirmation as to the charities that the Mayor will be raising funds for during that year.
13.3 Traditionally the Mayor is invited to enter a team for the Swimathons of both Windsor and Maidenhead Lions Clubs and the Maidenhead Lions FundRun. These are sponsored events and the Mayor is able to nominate a charity to receive half the sponsorship raised (the other half goes to Lions’ charities).

13.4 Charity Dinner or Ball - This is the main function of the year where the majority of the Mayor's fundraising will take place. The Mayor should therefore give careful considerations as to the charity(ies) that will be supported from this event. Normally the Mayor will have decided upon the charity to be supported in order that it can be announced as part of the inaugural mayoral speech at the annual Council meeting.

13.5 The Deputy Mayor is able to support the Mayor's chosen charity/charities but should not promote or fundraise for any other charity as Deputy Mayor.

14 Mayor's Parlours

14.1 Town Hall, Maidenhead

14.1.1 The Mayor's Parlour is reserved for the exclusive personal use of the Mayor and is used for small meetings, receptions and on occasions as a private place for the Mayor to work.

14.1.2 The Borough silver and civic insignia are kept within the Parlour and during the year local groups etc can be invited along to see the collection, with the Mayor and the Mayor's Officers giving a presentation on the history and role of the Mayor and on the civic collection.

14.2. Guildhall Parlour, Windsor

14.2.1 In 2015 the Guildhall Parlour was re-established for the exclusive use of the Mayor and is available to the Mayor for use for small meetings, receptions and on occasions as a private place for the Mayor to work, particularly if the Mayor is from Windsor area. Previously the Parlour had been used as an additional meeting room or as an ancillary room for events held in either the Chamber or the Ascot Room.

14.2.2 Although the Parlour is now not marketed or offered as a venue but is still used by the Registrar for the pre-wedding briefings that are required to be held with the bride and groom prior to their wedding ceremony. Also, if an organiser of an event at the Guildhall expresses a wish to use the Parlour, all such request are referred to the Mayor’s Secretary for consideration and decision and following consultation with the Mayor as required.

14.2.3 There is a parking space available at the Guildhall for use by the Mayor when undertaking official Mayoral duties. The Mayor’s Secretary will contact the Guildhall to book a parking space, subject to availability, for use by the Mayor when attending official functions at or near the Guildhall or when using the Parlour to rest/catch up on work in between official functions.
14.3 General use

14.3.1 From time to time the Mayor may receive ad hoc requests to the use of the Parlour to entertain visiting dignitaries/VIPs. Such requests are the gift of the Mayor, who will decide the appropriateness of the request and whether or not it should be granted. However, requests should not be unreasonably withheld.

15 PSHE Citizenship Lessons

15. The Mayor traditionally visits local schools to attend assemblies for the children to hear about the role of Mayor and to see the mace, chain and Mayoral robes. The Mayor also gives talks to year 7 pupils (11/12 years of age) as part of the national curriculum on citizenship, which covers such topics as democracy and leadership, the work of a councillor, local government jobs, voting for school council and elections.

16 Biographies

16.1 Before taking up office, the Mayor’s Secretary will, together with the Mayor elect, and Deputy Mayor elect produce a short biography, which is often sent to organisers of events to which the Mayor/Deputy has been invited as they find that background information helpful. This will include details of the Mayor’s/Deputy’s career, family and interests.

17 Mayoral Use of the Guildhall and Desborough Suite

17.1 The Mayor is afforded the free use of the Guildhall and the Desborough Suite on up to three occasions each in the Mayoral Year. Traditionally organisations apply for this concession and the requests are usually considered in July/August. Priority is given to those requests that are being held to support charitable purposes of charity fundraising. These concessionary uses are granted on a “one-off” basis, and successful applicants are advised that the concessionary use should not be relied on from year to year. However, some organisations have had this concession for some years, particularly those which benefit many charities e.g. the Combined Charities Fair.

18 Correspondence

18.1 Outgoing letters for the Mayor’s signature will be left in the Parlour for the Mayor’s Officer to take to the Mayor to sign, unless it is a day when the Mayor will coming into the Town Hall. Similarly incoming post is left on the sideboard in the Parlour and is taken to the Mayor by the Mayor’s Officer on a regular basis.

18.2 Miscellaneous/Complaint Letters

18.2.1 Members of the public do sometimes write to the Mayor about issues being dealt with by another Directorate but where they want the Mayor to intervene and help them. In such cases the Mayor’s Secretary will obtain some background to the case from the officers involved in order that an appropriate
reply can be sent. Often, the Mayor will reply directly indicating that the issue has been passed on to the appropriate officer for consideration and action.

18.3 Thank You Letters

18.3.1 The Mayor’s Secretary usually types the Mayor’s (and Deputy’s) thank you letters using information that is provided by the Mayor/Deputy after attending the events. However, some Mayors/Deputy Mayors prefer to write their own thank you cards/letters.

19 Mayor’s Car

19.1 The Mayor has the use of the Mayoral car for undertaking official functions. The use of the Mayoral Car for official engagements is seen to be part of the formality of the occasion and its presence and effect on the engagement should not be underestimated. The Mayor’s Officer will collect the Mayor from home (or designated work place) and will arrive just prior to the agreed pick up time. The pennant with the Borough Crest is affixed to the car and should only be used when the Mayor is being transported to and from an official engagement.

19.2 The Mayor’s car should not be used for the private use of the Mayor, Mayoress, Consort, Deputy Mayor (such as shopping, visiting relatives or friends, activities associated with being an elected Councillor or in connection with the Mayor’s domestic or personal business life).

19.3 When the Mayor is away or is unavailable the Deputy Mayor may be transported in the Mayor’s car when undertaking an official engagement on behalf of the Mayor, subject to their being no potential conflict with engagements the Mayor may be attending later on the same day. The use of the Mayoral Car by the Deputy will be authorised by the Civic Team Manager, in consultation with the Mayor.

19.4 When the Deputy Mayor attends official engagements at the same time as the Mayor, the Deputy Mayor will drive him/herself or, if considered appropriate, use a taxi as agreed and arranged by the Mayor’s Secretary. A magnetic car pennant containing the Borough Crest will be made available to the Deputy Mayor for use when attending official mayoral functions (i.e. only those functions that appear on the official mayoral diary).

19.5 There may be occasions when it will be necessary to hire an alternative vehicle and driver to chauffeur the Mayor, for example, if the Mayor’s Officer would breach the European Working Time Directive by undertaking the journey. The Council has established arrangements for such circumstances and the Mayor’s Secretary will deal with any needs as they arise. However there are other occasions where, at the discretion of the Mayor, it would be appropriate for the Mayor to use his own car such as very short local journeys close to the Mayor’s home.
The Mayor’s Officer should ensure that all occupants wear seat belts in the Mayoral Car. Animals should not be transported in the car, except for recognised guide dogs, which should be secured prior to the commencement of the journey.

20  **Mayoral Support Team**

20.1 The Mayoral Support Team is headed by Andrew Scott, Civic Team Manager, who reports to David Scott, Head of Governance, Partnerships, Performance and Policy.

20.2 **Alison Singleton FinstAM, Mayor’s Secretary**
Alison has worked at the Town Hall since 1988 and has been the Mayor’s Secretary since June 2003 having assisted her predecessor for about 8 years. Alison is a member of the National Association of Civic Officers (NACO), IAM (Institute of Administrative Managers) and is also a key member of the Royal Borough’s Ceremonial Events Project Group and assists in making the arrangements for Civic Services, State Visits and other ceremonial occasions.

20.3 **Mayor’s Officers**
The Mayor’s Officers are the Mayor’s Chauffeur, Personal Attendant, Butler, Macebearer and Serjeant-at-Arms. Their duties also include giving history talks on the Mayoralty and civic insignia, cleaning the car and Council silver. They are member of the Guild of Macebearers, NACO and work annualised hours sharing the workload on a rota basis (on average 3.5 days per week each). The Mayor’s Officer should remain with the Mayor at all times when at an official function or should remain close at hand, such as when the Mayor is seated at a dinner, ceremony etc.

- Mark Blackshaw - joined the Royal Borough officially in March 2006 having worked temporarily for the previous year covering extended sick leave of the previous post holder.

- David Almond - joined the Mayoral Team in December 2013.

20.4 All of the above are answerable to the Mayor and the Lead Member.

21  **Mayor’s Chaplain**

21.1 The traditional role of the Chaplain was to offer spiritual guidance and/or moral support to the Mayor. The Chaplain’s role now is to attend full Council meetings and offer prayers, provide advice on religious matters, irrespective of the Mayor’s religious beliefs, and to oversee the Council’s Civic Services. The Council has two Civic Churches - St Mary’s in Maidenhead and St John the Baptist in Windsor and therefore the Borough’s Chaplains are the Vicars of those churches. They alternate their attendance at Council meetings.

21.2 However, the Mayor may also appoint his own Chaplain to provide support at other Services/functions throughout the Mayoral year and to act as a focal point for religious groups.
22. Religion

22.1 The Mayor may be invited to attend religious services of different denominations during the year of office. The Office of Mayor relates to the citizens of Borough and not the individual filling the post and therefore the Mayor should always respect the customs of any religion and the beliefs of all residents of the Borough.

23. Official Portrait

23.1 After taking up office, an official photograph of the Mayor will be taken as soon as possible after the Annual Council Meeting. This framed photograph will be displayed in the Customer Service Centre and then moved, at the conclusion of the Mayoral Year, to the Chamber landing to be hung with the other past Mayors.

24. Civic Gifts

24.1 It is common for the Mayor and Deputy Mayor to be given gifts when attending functions in their official capacity. Gifts are also often exchanged when delegates visit the Council. It is custom and practice that the gifts are received on behalf of the Borough Council and they should be forwarded to the Mayor’s Secretary for entry in the declaration of gifts register and displayed as appropriate.

24.2 All other gifts and offers of hospitality made to the Mayor in a personal capacity are subject to the rules relating to the acceptance of gifts and hospitality which apply to all Members and are set out in the Council’s Constitution. Small gifts, such as pens or flowers, and which are clearly indicated as a personal gift may be kept but any gift over £25 should be declared.

24.3 The Mayor should treat with extreme caution any personal gift or hospitality that is offered and should be satisfied that the acceptance or offer of gifts or hospitality would not damage the public confidence in the Office of Mayor and the Council in general.

25. Clothing

25.1 The Mayor and Mayoress need to give some thought to clothes that they will wear during the year, bearing in mind the weight of the chains of office and how the chains may be pinned to the clothes in order to keep them in place. Part of the Mayoral allowance can be used for the purchase of some clothes during the Mayoral year.

25.2 As the Mayor and Deputy Mayor will be in the public eye, will be the focal point when attending engagements and will be photographed often, it is important that, when attending official functions, they are dressed smartly and appropriately.
Appendix A

Past Mayors of the Royal Borough of Windsor and Maidenhead

2015/2016 - Eileen Lynn Frances Quick
2014/2015 - Richard James Kellaway
2013/2014 - Andrew Robin Jenner
2012/2013 - Colin Martin Rayner
2011/2012 - Asghar Mahmood Majeed
2010/2011 - Catherine Jane Burtnall
2009/2010 - Jesse Grey
2008/2009 - Dorothy Ann Kemp
2007/2008 - Leo Francis Walters FRICS
2006/2007 - Margaret Georgina Cubley
2005/2006 - Eric Edward Wiles
2004/2005 - Emrys Richards
2003/2004 - Dr Michael John Bruton MBE
2002/2003 - Leo Francis Walters FRICS
2001/2002 - John Anthony Tryon
2000/2001 - John Thomas Hird Webb
1999/2000 - Sandra Hopkins
1998/1999 - Kathryn Druscilla Newbound BA (Hons)
1996/1997 - Adrienne Pauline Sheldon LesL
1995/1996 - Bryan Leo Hedley MA
1994/1995 - Dennis Frederick Outwin
1991/1992 - Ursula Edna Mary Badger MBE
1990/1991 - Robin Austin
1989/1990 - Anthony Wilfred Griffiths BSc (Econ)
1988/1989 - Roy Bennett MPS, MR PharmS
1986/1987 - Shreela Flather JP LLB
1985/1986 - Richard Elliott Shaw BSc
1984/1985 - Frank Anthony Robinson DFC
1983/1984 - Brigide Helbronner JP
1982/1983 - Albert J Bellworthy
1981/1982 - Arthur Leslie Jacob
1980/1981 - Ronald Francis Dyason
1979/1980 - Joyce Kathleen Fotherby
1978/1979 - Neville Whiteley MEd
1977/1978 - Iain Grant Nicolson Harris MA
1976/1977 - Iain Grant Nicolson Harris MA
1975/1976 - Christopher Southcote Aston JP BSc
1974/1975 - Christopher Southcote Aston JP BSc
The Chains of Office

The Windsor Chain

Comprises mainly long and short gold links and three gold medallions, the largest being a circular 22 carat gold plaque with the Windsor Coat of Arms. The plaque was presented by King George IV in 1820 and its mount presented by William IV in 1830. Above this is a trefoil shaped plaque, again with the Windsor Coat of Arms engraved to commemorate the Coronation of King Edward and Queen Alexandra in 1902 – presented by a Mr G Mitchell. The third plaque is in the same style as the largest with a gold 1911 £2 piece engraved to commemorate the Coronation of Their Majesties King George V and Queen Mary – presented by Sir Frederick Dyson, Mayor of Windsor. The fourth gold coin in the same style as the 1911 piece, was presented by Mayor Tony Langdown to commemorate HM Queen Elizabeth 40th anniversary of Her Coronation in 1993. The fifth gold coin (£2 piece) was presented by Cllr Leo Walters for Queen Elizabeth the Second’s Golden Jubilee in 2003.

Maidenhead Chain

18ct yellow gold Mayoral chain with 23 shield (surmounted by crowns) sections interlinked with rosette and chain link dividers, reserve engraved with successive Mayors and Coat of Arms to complete. Chain leading to large enamel plaque (3"x3") with fancy edging, with coloured enamel Coat of Arms of Maidenhead (Jewel in the Thames) granted in 1947. Reverse with inscription “Dr Osmund Frank”

Mayor’s Badge

18ct yellow gold oval Mayor’s pendant badge (length including loop 4") centre with blue, red and white enamel work, acorn leaf surround with three Ruby and Diamond flower clusters. Bottom scroll with red enamel “1581-1685 Maidenhead”

Mayoress’s gilt day chain

Mayoress’s gilt day chain, 42” long of fancy openwork links plain and scroll shape, with gold plaque (1¾”) square applied with the enamelled Coat of Arms of Maidenhead, hanging from a smaller shield shaped plaque applied with enamelled maiden’s head. Reverse engraved with presentation inscription “This Jewel was publicly subscribed for at the request of his Worship The Mayor of Maidenhead Dr Osmund Frank and first worn by Mrs Frank JP MB DCh DPH DTM Mayoress, 1946, 1947, 1948, 1949 & 1950”
Deputy Mayor’s Chain

Deputy Mayor Silver gilt chain and medallion, with seven horseshoes and acorn sections set into three strand chain, to large W and crown, to “Deputy Mayor” enamelled circular pendant with Windsor crest in relief. Reverse engraved “Presented by the Mayor Aldm C D Dyson to commemorate the Coronation 2nd June 1953”.

Deputy Mayoress’s Chain

9ct yellow Gold circular badge (approx. 1.5” diameter” with scroll loop above and enamel scroll market “Deputy Mayoress”, centre bearing coloured enamel Coat of Arms of the Borough of Maidenhead. Reverse engraved presentation inscription “Presented to the Council by TMI Ltd 1963. On 37” silver gilt polished circular and rope link alternate set chain.
The Maces

Large Mace (Maidenhead)

This silver gilt Mace dates from 1776, is 45 inches in length and weighs 27lbs. It has a patterned Knop around a plain rod to ancanthus leaf and bead surround finial end; engraved around main body with Harp, Rose and Thistle and Fleur de Lyse (each surmounted by a crown) set into shaped Panels leading to Maidenhead Arms and bridged river scene; to crown with Orb and Maltese Cross finial. Crown with Coat of Arms raised on Stippled base.

Working Mace (Windsor)

This silver gilt Mace dates from 1757, is 43 inches in length and weighs 110 oz. It has two patterned Knops around ornately engraved rod, to shaped and engraved ball end; engraved around main body with Fleur de Lyse, Rose, Thistle and Harp (each surmounted by a crown) set in shaped panels with raised surround with initials G and R to each; to crown with Orb and cross finial. Crown with central Royal Coat of Arms on raised and engraved platform circular in shape on stippled background.

Small Mace (Maidenhead)

This silver gilt Mace is reputed to date from the Charter of James I (1604), is 32 inches in length and weighs 44 oz. After the purchase of the Large Mace in 1776 the small Mace was neglected and allowed to get into a state of disrepair. However, it was later restored in 1885 by Mr William Morris in commemoration of his office of Recordership. It has two patterned Knops around plain rod, to inverted domed end; engraved around main body with Angels, Rose, Thistle, Harp and Fleur de Lyse, with engraved initial M on back and front, to crown with Orb and cross finial. Crown with central Coat of Arms and Fleur de Lyse and Maltese cross alternate set surround.
Details of the Items in the Civic Collection

Separate Document
CIVIC & CEREMONIAL EVENTS

PROTOCOL INFORMATION & QUESTIONNAIRE

Mayor’s Parlour
Town Hall
St Ives Road
Maidenhead
Berkshire
SL6 1RF

Tel: 01628 796223

Email: alison.singleton@rbwm.gov.uk
PROTOCOL INFORMATION

TO BE RETAINED BY THE ORGANISER OF THE FUNCTIONS AND EVENTS ATTENDED BY THE MAYOR BUT PLEASE RETURN THE ATTACHED QUESTIONNAIRE

1. ARRIVAL

Unless the Mayor and Mayoress or Mayor’s Consort (or Escort) are receiving guests they should be requested to arrive no more than 5 minutes before the start of a function so that they are not kept waiting unnecessarily. Often they will be travelling from one engagement to another and timing can be crucial. The Mayor should be met on arrival at the main entrance to the building by a responsible official of the organisation who should escort and introduce him/her immediately to the President, Chairman or whoever acts as hosts, or in certain circumstances, to the assembled company, and then remain in attendance for the duration of the function.

2. REGALIA

When attending an event within the Royal Borough of Windsor and Maidenhead the Mayor will usually wear the Chain and Badge of Office.

If attending an event outside the Borough, the Mayor may not wear the Chain without first obtaining prior consent from the Mayor or Chairman of the other Local Authority. In these circumstances advice should be sought from the Mayor’s Secretary.

Robes are usually only worn at civic events. However, in certain circumstances the robe can be worn on other occasions – please contact the Mayor’s Secretary for guidance as to whether or not your particular event would be appropriate.

3. CORRECT FORM OF ADDRESS

The Mayor should be referred to formally as “The Worshipful the Mayor of the Royal Borough of Windsor and Maidenhead (Councillor )”, the Mayoress/Mayor’s Consort (or Escort) as “The Mayoress/Mayor’s Consort (or Escort)” of the Royal Borough of Windsor and Maidenhead, and informally as “Mr or Madam Mayor”, “Mayoress” or “Mayor’s Consort (or Escort)”.

In the case of a female Mayor, it is customary to address her as “Mr Mayor”, although some lady Mayors have expressed their preference for “Madam Mayor” – this is the case in 2016/17.

The Deputy Mayor should be referred to formally as “The Deputy Mayor of the Royal Borough of Windsor and Maidenhead (Councillor )” and his/her escort as “Deputy Mayoress/Deputy Mayor’s Consort or Escort” as appropriate, and informally as “Deputy Mayor” and “Deputy Mayoress/Deputy Mayor’s Consort/Escort”.

26
4. LITERATURE

On any literature the Mayor/Deputy Mayor should be described as follows:-

The Worshipful the Mayor of the Royal Borough of Windsor and Maidenhead
Councillor .......

or

The Worshipful the Mayor and Mayoress/Mayor's Consort (or Escort)
of the Royal Borough of Windsor and Maidenhead
Councillor ..... and .......

or

The Deputy Mayor and Deputy Mayoress/Consort or Escort
of the Royal Borough of Windsor and Maidenhead
Councillor ...... and ......

5. PRECEDENCE

The Mayor is the First Citizen and always has precedence within the Royal
Borough of Windsor and Maidenhead unless a member of the Royal Family or the
Lord Lieutenant for Berkshire is present.

The Mayor (and in his/her absence the Deputy Mayor) takes precedence over the
Town Mayors and this should be considered when making arrangements for
seating, speeches etc.

Dinners, Luncheons and Social Events – Seating

If the Mayor is not chairing an event, s/he should sit to the right of the host. If a
member of the Royal Family or the Lord Lieutenant is present the Mayor should sit
on the left of the host.

When the Mayoress/Mayor’s Consort or Escort accompanies the Mayor s/he
should sit next to the Mayor.

If the Mayoress/Mayor’s Consort or Escort attend without the Mayor for any
reason, s/he should sit where the Mayor would normally sit.

Church Services

The Mayoral Party should be met at the entrance to the church and conducted to
the front pew in the nave on the right of the centre aisle (should there be no central
aisle, to the middle of the pew). One exception to this practice is at funeral
services when the Mayor gives this place up to the family mourners and takes the
front pew on the left. At Windsor Parish Church there is a seat, which has been
used by Mayors for generations, on the front pew on the left side of the aisle. At
the Borough Church in Maidenhead the Mayor and his/her party occupy the front pew on the left hand side of the centre aisle. The Churchwardens are well aware of these arrangements.

6. PROCEDURE

The Mayor is the principal guest at any social function such as a luncheon or dinner held within the Royal Borough to which s/he has accepted an invitation.

Toasts

A copy of the toast list giving the toasts and names of those who will propose and respond, should, if possible, be returned with the questionnaire.

For guidance on the Mayor proposing and responding to Toasts please contact the Mayor’s Secretary.

Speeches

There is no expectation from the Mayor’s Office for the Mayor to make a speech and the Mayor will only be able to do so if this is requested in advance of the event and detailed information of what needs to be said provided by the organiser.

If you have several speakers it would also be appreciated if you could try and ensure that the subject matter is not being duplicated.

Agendas

If the Mayor is attending a business or public meeting please enclose a copy of the agenda and, if it is available, a copy of the Annual Report, with the questionnaire. If these documents are not available until nearer the time of the meeting please submit them to the Mayor’s Office as soon as you are able.

Background Information

It is always particularly useful if organisations could send to the Mayor/Deputy some background information e.g. aims of organisation, membership, how long established, contact with the Royal Borough etc.

7. GENERAL GUIDANCE

Organisers of events are requested to bear in mind that the Mayor attends as the First Citizen of the Borough. S/he does not attend as a representative of the Council, or any particular section of it. In relation to matters of policy or opinion the Mayor is always willing to afford opportunities for representations to be made to him/her in proper circumstances, but not when s/he is present as a guest.
Parking

Please ensure that wherever possible a car parking space is reserved for the official Mayoral car, and on occasions when the Deputy Mayor or Past Mayor is representing the Mayor their own vehicle.

8. MAYOR’S OFFICER

It is the duty of the Mayor’s Officer to ensure that the Mayor arrives at functions in a timely fashion. He also acts as the Mayor’s Attendant and will accompany the Mayor at functions unless directed otherwise.

9. MAYOR’S CHARITY

Organisations sometimes express a wish to make a donation to the charity of the Mayor’s choice. If you wish to do this please contact the Mayor’s Secretary on 01628 796223.

The Mayor’s chosen charity for the municipal year 2016/2017 is:-

- The Household Cavalry Foundation (www.hcavfoundation.org) registered charity number 1151869.

10. THE PRESS

The Mayoral weekly diary sheet (containing details of the engagements to be attended by the Mayor/Deputy/Past Mayor for the forthcoming week) is circulated to the local press. This notification may or may not result in them attending your function. If you want them to be present you are strongly advised to contact them direct. However, you should be aware that members of the press do often ask the Mayor’s Office for the telephone number of organisers of events so that they can contact them direct for further information. Organisers should contact the Mayor’s Office if they do not want their contact details passed on to the press.

11. FORTHCOMING MAYORAL EVENTS

Mayor’s Annual Charity Ball
This will be held on Saturday 6 May 2017. To register your interest in attending, to donate a prize or to find out about sponsorship and advertising opportunities please contact the Mayor’s Secretary. Tickets £100.

Windsor and Maidenhead Lions’ Clubs
The Mayor traditionally enters a team in their fundraising events – such as the Swimathon and FunDRun. If you would like to join the team, or indeed sponsor them, please contact the Mayor’s Secretary.

Sponsorship and Advertising
For further information on sponsorship and advertising opportunities for any element of the above fundraising events please contact the Mayor’s Secretary.
12. **POST-ENGAGEMENT QUESTIONNAIRE**

In order that the Mayoral Civic Team continue to provide a high quality and equitable service it would be appreciated if, following your event, you would please complete and return the post-engagement questionnaire.

*Please note: All the protocol information as set out above also applies to the Deputy Mayor (or Past Mayor) when s/he is attending functions as the Mayor’s representative.*
Royal Borough of Windsor and Maidenhead
Mayoral Engagement – Booking Questionnaire

Please read carefully the attached notes, then complete this questionnaire and return it to the mayor’s secretary by no later than 7 days before the event.

### Contact Details

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<td>Address:</td>
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<td>Email:</td>
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<td>Tel Nos: Daytime</td>
<td>Mobile</td>
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<td>Organisation:</td>
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### Event Details

<table>
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<td>Venue inc postcode</td>
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<td>Date:</td>
<td>Time:</td>
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Would you like the Mayor’s Consort to attend?  
Yes [ ]  
No [ ]

What time should the Mayor arrive?  
What time will the event end?  
What time will the Mayor be free to leave?  

How should the Mayor/Mayoress/Consort (Deputy) dress? Please tick what should be worn (Unless requested otherwise the Mayor will always wear chains of office)
- Dinner suit (black tie) [ ]
- Evening dress (long) [ ]
- Cocktail dress (short) [ ]
- Lounge suit/day clothes [ ]
• Hat (eg for Mayoress at church services) □
• Robe (see note 2) □
• Any other arrangements in accordance with special customs and traditions

The name and position of the person who will meet the Mayor (see note 1)

Who will chair the event?

Will the Mayor/Deputy be asked to make a speech or toast?

Yes □
No □

If so, please indicate what you would like the speech to be about and how much time is available for it. Please attach briefing notes.

If you wish the Mayor to mention someone in particular, please give details

Please give any other details that the Mayor/Deputy Mayor may find useful (either for a speech or more generally)

Will a parking space be reserved for the Mayor/Deputy Mayor and if so where?

Are refreshments to be provided?

Yes □
No □

If so, please indicate type (e.g. formal dinner, informal lunch, light refreshments etc)

Will refreshments be offered to the Mayor’s Officer? (Do not feel obliged, it just helps with our planning to know in advance)

Yes □
No □

Signed: ___________________________ Date: ___________________________

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

Please return to:- The Mayor’s Secretary, Mayor’s Parlour, Town Hall, St Ives Road, Maidenhead, Berkshire, SL6 1RF.
Tel: 01628 796223 Email: alison.singleton@rbwm.gov.uk
Royal Borough of Windsor and Maidenhead

Mayoral Engagements – Post-Event Feedback Form

Please complete and return this feedback form as soon as possible after your function. The information and feedback provided will enable the Mayoral Civic Team to continue to improve and provide a high quality and equitable service.

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<td>Name:</td>
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<tr>
<th>Event Details</th>
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<tr>
<td>Date of engagement:</td>
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<td>Nature of engagement:</td>
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Was your initial request dealt with promptly and efficiently?

Yes [ ]

No [ ]

If No please provide further information

Were the questions asked on the protocol questionnaire easy to understand?

Yes [ ]

No [ ]

If No please provide further information

Were the Mayor and his Officer sufficiently briefed to ensure that the Mayor arrived at the right place at the right time?

Yes [ ]

No [ ]

If No please provide further information

If the Mayor was required to make a speech, did it go well in terms of content and delivery?

Yes [ ]

No [ ]
With regard to equality, do you feel that you were treated fairly by the Mayor and the Mayoral Civic Team? 

Yes ☐
No ☐

If No, please provide further information ...

If you had previously notified that there were special customs to be followed at your event were these adhered to? 

Yes ☐
No ☐

If No, please provide further information ...

Overall, did you feel that your contact with the Mayor’s Office and the outcome of the engagement fulfilled your needs? 

Yes ☐
No ☐

If not, please provide further details (what you expected, how things could have been improved etc) ...

Any other Comments ...

Signed: ___________________________ Date: ___________________________

Thank you for completing this form. Please return to:

Alison Singleton
Mayor’s Secretary
Town Hall
St Ives Road
Maidenhead
SL6 1RF

Email: alison.singleton@rbwm.gov.uk

Tel: 01628 796223
Appendix F

The Essential Trustee – What you need to know

(Separate Document – also available on the Charity Commission’s website)
Mayor’s Benevolent Fund – Terms of Reference

The Fund is for the benefit of residents or persons working within the Royal Borough of Windsor and Maidenhead for charitable purposes including:-

a) the relief of poverty
b) the relief of the aged
c) relief for the mentally or physically sick and the mentally or physically handicapped
d) the relief of need, hardship or distress consequent upon the effect of personal, local, national or international incident, flood or disaster
e) the advancement of education

Trustees – The Mayor and the Civic Team Manager

Applications are considered on the first Thursday in the Month.
Appendix H

Citizenship Ceremony

Order of Proceedings

- Introduction and welcome by the Superintendent Registrar
- Speech by the Lord Lieutenant, Deputy Lieutenant or High Sheriff
- Speech by the Mayor
- Oath
- Certificates handed out by Lord Lieutenant, Deputy Lieutenant or High Sheriff or the Mayor if one of the above is not in attendance

(Protocol – although the Mayor is the First Citizen of the Borough the Lord Lieutenant is the Queen’s representative and takes precedence over the Mayor. The Deputy Lieutenant deputises for the Lord Lieutenant. The visiting dignitaries (including High Sheriff) take precedence over the Mayor.)

Superintendent Registrar’s Speech

Good Afternoon everyone - my name is ………………………….. and I am the Superintendent Registrar for the Royal Borough of Windsor and Maidenhead. I will be leading the ceremony here today.

On behalf of the Government of Her Majesty Queen Elizabeth the Second and the Royal Borough of Windsor and Maidenhead I would like extend a very warm welcome to all of you who are here today to witness this citizenship ceremony.

For many of you, this is the final step in the process of becoming a British citizen, which will welcome you to this nation, into our community, and more specifically into the Royal Borough. The citizenship ceremony is the final step in the process which will finally grant you full membership of the British family, and into citizenship of the United Kingdom, a state built on a union of nations, beliefs and common civic values.

We are here today to extend this welcome to you and to confer the honour of citizenship upon you. In particular, today, I have great pleasure in welcoming [name and title] and I would like to invite [him/her] to step forward to speak on behalf of the local community.

Mayors Speech

The Royal Borough of Windsor and Maidenhead came into being in 1974, and consists of the main towns of Windsor and Maidenhead, together with Ascot, Eton, and 15 surrounding villages. We have around 146 thousand residents, and the Borough covers over 76 square miles of land with 1000 acres of National Trust.
Windsor itself has been the home of the reigning monarch for over 1000 years, and Edward the Confessor, who reigned in the 11th Century, was the first to have a Palace here. The first moat and bailly castle were built here by William the Conqueror, and throughout the centuries Royalty has returned to Windsor Castle. The Queen and Princess Margaret were evacuated here during the war, and she has often stated that the town and castle are very dear to her heart. Prince Charles is the present High Steward of the Royal Borough, and the Princes William and Harry were educated in nearby Eton. Many members of the Royal family are buried at Frogmore, the Royal burial ground, which is located within the grounds of Windsor Castle.

Maidenhead has a different history. It was a stopping place for the stage coach from London to Bristol. It also has several villages surrounding it, for example Cookham, where Stanley Spencer the artist lived. There is a gallery dedicated to his work. Maidenhead also has a famous bridge by a very famous engineer, Isambard Kingdom Brunel. He is well remembered for criss-crossing the country with railways in an endeavour to provide transfer for everyone. So there is plenty of history here for you all to enjoy.

One of Windsor and Maidenhead's most striking features is the contrast which exists in its economic, environmental, ethnic and social make up. Its population is culturally and racially diverse.

Each community enriches the cultural life of the Borough which is the home to a unique mix of festivals and religious celebrations. These include the Hindu Diwali Festival, the Jewish festival of Chanuka, and the Muslim celebration of Eid, together with the traditional Christian celebrations of Christmas and Easter.

One of the prime purposes of the ceremony today is to extend a very warm welcome to everyone here who has decided to make the Royal Borough their home.

Congratulations to you all on attaining British nationality and I hope you continue to make a major contribution to our community here in Windsor and Maidenhead

Senior Registrar's Speech

Thank you (name and job title)

To be a British Citizen means that you should show tolerance and respect for others. Today, as part of this ceremony, I am going to be asking you to make promises and swear an oath to the Sovereign that you will be a faithful citizen. I will also be asking you to make a formal and public pledge that you will be a loyal subject and observe the laws of this country.

Ladies and Gentlemen, will you all please stand for the swearing of the oath to the Sovereign. I will ask each of you to repeat your own names at the relevant point. Those of you who are swearing the oath please repeat after me:
I (please state your full name – (SR point/encourage first speaker, then the others should follow) //swear by Almighty God// that, on becoming a British citizen, // I will be faithful and bear true allegiance//to Her Majesty Queen Elizabeth the Second, // her Heirs and Successors according to law.

Those of you who are affirming the oath please repeat after me:-

I (name)// do solemnly, sincerely and truly declare and affirm// that on becoming a British Citizen // I will be faithful// and bear true allegiance // to Her Majesty Queen Elizabeth the Second //, her Heirs and Successors // according to law.

Now I am going to ask all of you to give the pledge of commitment. Please say after me:

I will give my loyalty to the United Kingdom // and respect its rights and freedoms. // I will uphold its democratic values. // I will observe its laws faithfully // and fulfil my duties and obligations as a British citizen.

We welcome you to British citizenship on behalf of the Queen, the Government, Parliament and people of the United Kingdom and the Royal Borough of Windsor and Maidenhead. British Citizenship confers on you the right to participate fully in civic society. I will now call each of you in turn to receive your certificate from _________________________ and you will have the opportunity to have your photograph taken with him/her. (Call new citizens forward by name to collect their certificates)

(The Mayor Hands out to the certificates and the Home Office packs).

(SR encourages a round of applause at the end of the handing out of certificates)
From this day forward you can enjoy your new status as a British citizen. You have made an oath and a pledge that you will be a faithful subject to the Sovereign and a true and loyal citizen of the United Kingdom. May you find your lives enriched, and in turn, may you enrich the lives of others and your community.

Ladies and Gentlemen, will you all please stand for the playing of the National Anthem. Thank you.

(playing of National Anthem)

Thank you. That concludes today's ceremony. Thank you very much for attending, and once again can we give a round of applause to welcome our fellow British citizens
APPENDIX I

Mayoral Allowance Breakdown

MAYOR

Mayor’s Budget: £10,000

Mayor’s Individual Allowance - £6,000 (£500 per month)

Allowance controlled by Mayor’s Office - £4,000

<table>
<thead>
<tr>
<th>Funded from Mayor’s Individual Allowance</th>
<th>Funded by Mayor’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Offertories at all church services</td>
<td>• Hospitalities in connection with official visits to the Mayor’s Parlour</td>
</tr>
<tr>
<td>• Purchases and donations at bazaars, fairs and fetes</td>
<td>• Donations to charities (Max £500 p.a.)</td>
</tr>
<tr>
<td>• Clothing</td>
<td>• Purchase of Christmas cards</td>
</tr>
<tr>
<td>• Hairdressing, manicure, pedicure etc</td>
<td>• Hospitality for top table(s)/private guests at Mayor’s Annual (Charity) Dinner.</td>
</tr>
<tr>
<td>• Purchase of raffle tickets</td>
<td>• Cost of hospitality re attendance at neighbouring authorities dinners/receptions (max 5 p.a.)</td>
</tr>
<tr>
<td>• Foreign Travel expenses (in excess of the two paid for from the civic budget)</td>
<td></td>
</tr>
<tr>
<td>• Cost of hospitalities not administered by the Mayor’s office (e.g. dinners organised by local organisations, entertaining personal guests etc)</td>
<td></td>
</tr>
</tbody>
</table>

N.B. - Although the Mayor’s Annual (Charity) Dinner is meant to be self-funding, any underspend will have to be met from the budget allocation administered by the mayor’s Office.

- If the Mayor’s incurs expenditure over the total budget allocation, the Mayor is expected to personally fund the shortfall.

DEPUTY MAYOR

Deputy Mayor’s Budget: £3,500

Deputy Mayor’s Individual Allowance - £2,880 (£240 per month)

Allowance controlled by Mayor’s Office - £620