



# Preesall Town Council Mayor Selection Policy and Procedure

## 1. Introduction

According to Standing Orders a Mayor (Chair-person) has to be selected each year prior to the end of the civic year in advance of the AGM when the nomination is put to a formal vote of the full council. It is clearly favourable that all councillors are given the opportunity of acting in the role of Mayor. This policy outlines the procedure for choosing the following civic years Mayor. The principal is that the order for nomination as the mayor elect should be based on years of seniority of service with an overriding clause that no one may serve for more than two consecutive years. Also, that a councillor will have served for two years as a councillor so that they have the experience and knowledge to fulfil the role successfully.

## 2. Background

### Town Mayor

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chair of a Town Council is entitled to the style of 'Town Mayor'. A Town Mayor has the same rights and duties as a local Council Chairman.

Being the Mayor is different from being a Councillor. A Mayor, by virtue of the Office, can use their decision to stimulate community pride, encourage business, promote the voluntary sector and mould social cohesion.

A Mayor may also have many meetings with dignitaries, evening engagements, late nights, early mornings and is in the public eye for the whole year. With this in mind, the Mayor will need to exhibit a keen and genuine interest in those they meet, show enthusiasm and commitment to the role, ensure that they are non-party political when on civic duty, speak up for the town's interests and always be mindful of the dignity of the Office.

## 3. Procedure.

- 3.1 Each year at either the February or March full council meeting a nomination of a councillor to serve as Mayor in the forthcoming civic year which commences in May is made.
- 3.2 The nominee to be Mayor elect is made in order of years' service as a councillor as listed in appendix 1 (found at end of the document). Appendix 1 has been constructed with reference to years' service and whether or not they have served as the Mayor already. If a councillor has equal seniority with another then selection will be made in alphabetical order of surnames.
- 3.3 If the next person on the list contained in appendix 1 has for whatever reason no desire to stand as mayor, then the next one in seniority will be offered the post. The councillor refusing the nomination will move down the order by a place and will be reapproached the following civic year. A councillor can refuse the nomination twice (two years running)

- after which they will be moved to the bottom of the seniority list.
- 3.4 As new councillors join the council, they will be added to the list in appendix 1 at the appropriate point. Similarly, if a councillor resigns or loses their seat then they will be removed from the list and others below them on the list will be elevated up the list accordingly. Appendix 1 is a moving feast and will be maintained by the Clerk.
  - 3.5 Once the next in order of seniority has been approached and agreed to stand as mayor elect, they will eventually be subject to a formal vote at the AGM in May. It is to be assumed that that vote will be unanimous in order to prevent embarrassment to the council or individual councillors.
  - 3.6 Despite 3.5 this does not however mean that the council has to agree to go along with the seniority list, there may be many valid reasons why a nomination as directed by the list in appendix 1 may be deemed by other councillors to be totally unacceptable and they are freely allowed for whatever reason to reject a nomination and refuse to vote for them and serve under them as Mayor. If this situation arises as unfortunate and unpleasant as that may be, one would assume the problem would be addressed prior to the AGM and the next in seniority would be approached to serve and face the vote.
  - 3.7 If for whatever reason a situation as in 3.6 arises it could be that asking the serving Mayor to do an extra year in post maybe the diplomatic way forward whilst the problems are rectified. Subject of course to the standing orders stipulation that a mayor can only serve for two consecutive years before having to stand down and move back down to the bottom of the seniority list.

#### **4. Following selection of Mayor elect**

The Mayor's Term of Office is for one year and during this time the Mayor continues to be a Member of the Council and presides over the meetings of the Council.

The Mayor will choose their own Consort who can be either a spouse/partner, fellow councillor, family member or friend. The Consort should be given equivalent respect and dignity whenever they accompany the Mayor on civic engagements.

When representing Preesall Town Council, the Mayor and Consort will usually wear the official Chains of Office. The Chains of Office will normally be worn at all official functions.

The Mayor also has a number of statutory functions which are set out below:

- If present at an Alcester Town Full Council meeting, the Mayor must chair the meeting
- The Mayor has a casting vote in the event of a tie
- The Mayor should ensure, together with the Town Clerk, that the Council makes legal decisions
- The Mayor has a duty to ensure the agenda is followed correctly

Once a mayor elect has been agreed then that person will have to select a deputy mayor. The Deputy Mayor will be subject to the vote of the full council at the AGM so it would be wise for the mayor elect to get approval from their fellow councillors for their choice.

#### **5. Mayor's Allowance**

The Mayor may be paid an allowance to meet the expenses of their office. This allowance may be agreed as part of the annual budgetary process. This is commonly described as recompense for the expenses of maintaining the dignity of the office. The allowance may alternatively be used to pay for tickets, travel and other incidental expenses in attending civic engagements and functions.

## **6. Support by the Deputy Mayor**

3

The Councillor elected as Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unable to attend. If the Mayor is not present at a Council meeting, the Deputy Mayor must preside.

## **7. Civic Regalia**

The Mayor's, and Deputy Mayor chains of Office are the outward signs of the civic office held, any repairs required must be reported to the clerk so they may be repaired by an external source.

## **8. Precedence and Protocol**

It is suggested that Town Mayors should be addressed as 'Mr./Madam Mayor'. NB - a female Mayor is not a Mayoress. Precedence and protocol for visits and events is often set by custom and practice, with the exception of Royal visits.

## **9. Receipt of Gifts**

In the course of the term of Office, gifts may be offered to the Mayor. It is suggested that all Councillors should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally, in order to protect your position and the reputation of the Town Council. Wyre Borough Code of Conduct requires Councillors, including Mayors, to register any gifts or hospitality that are received in connection with their official duties. It is the Mayors responsibility to register any gifts received or offered, please refer to Wyre Borough Code of Conduct below:

**10.1 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt and details of the donor (Details will be kept on a Councillor Gifts and Hospitality register and published on the Council's website).**

**10.2 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

<b>Document control</b>			
<b>Document title: PTC Election of Mayor Policy</b>			
Version number	Date approved	Author	Next Review
V1.0 final	10 February 2025	Alan Whalley	February 2026
V1.1	10 March 2026	Debbie Smith	February 2027

**Adopted March 2026**

## Mayor Making      Appendix 1

### Order of seniority (when they took office)

<b>Year</b>	<b>Councillor Surname</b>
2001	Orme
2005	Drobny
2011-2014.2019	Shepherd
2019	Johnson
2023	Dobbie and Rimmer
2023	Tunstall
2024	Hayes
2025	Shewan
2025	Kelly
2025	Thorn

### Predicted Order of future mayors based on seniority and whether or not they have done the role before.

<b>Year</b>	<b>Councillor Surname</b>
2026	Dobbie
2027	Rimmer
2028	Tunstall
2029	Hayes
2030	Shewan
2031	Kelly
2032	Thorn
2033	Orme
2034	Drobny
2035	Shepard
2036	Johnson

These lists will be updated each and every time a new councillor joins the council or a councillor resigns or loses their seat.

Correct to date as of 11/11/25

