



BOROUGH OF ROSSENDALE

2023 / 2024

Notes of guidance for organisers of functions at which the Mayor has been invited to attend

All requests for the attendance of the Mayor at any function should be made by completing an official Request for Attendance Form (available at www.rossendale.gov.uk) or if you do not have access to the internet, by letter to The Mayor, c/o Civic Services Officer & Leader's P.A., Rossendale Borough Council, The Business Centre, Futures Park, Bacup, Rossendale, OL13 0BB (and **NOT** to the Mayor's private address).

Any enquiries concerning the Mayor's engagements should be made to the Civic Services Officer & Leader's P.A., at the above mentioned address (telephone 01706 252427).

Please note: Invitations at short notice, which is less than two weeks, will not always be considered.

An official Request for Attendance Form should be completed in full and sent to the Civic Services Officer & Leader's P.A. as far in advance of the function as possible. In the case of a dinner, supper or meeting, a copy of the toast list or agenda showing the order of proceedings should, if possible, be returned with the form. If this cannot be done, the information should be sent so as to reach the Civic Services Officer in good time before the function. Please take care when completing the Request for Attendance Form and complete all sections, giving as much detail as possible. **You should ensure that there is a specific role for the Mayor at your event and this should be clearly stated on the Request for Attendance Form.**

Forms of Address and Civic Protocol

The formal description for the purpose of printing and press notice is:-

- | | | |
|----|--------------------------|--|
| a) | for the Mayor | The Worshipful the Mayor of Rossendale,
Councillor Andrew Walmsley |
| b) | for the Mayor & Mayoress | The Worshipful Mayor & Mayoress of
Rossendale, Councillor Andrew Walmsley &
Mrs Pat Smith. |

The above should be used when formally announcing or introducing the Mayor at a function.

When speaking directly to the Mayor, he should be addressed as Mr Mayor.

Important

Please note, invitations are accepted on the understanding that the organisers have ensured that any necessary licences to hold the activities concerned are in place. Should you require any information on licensing, please contact the Licensing and Enforcement Manager on 01706 217777.

It should be noted that where it is intended to print tickets/notices etc., indicating the attendance at functions by the mayoralty, these should not be printed until formal acceptance of the invitation has been received.

The Mayor will arrive at a function at the time stated on the Request for Attendance Form (section 4), **organisers must ensure** that arrangements are made for her to be met by a responsible person who will:-

- a) **look out for the arrival of the mayoral car and promptly greet the Mayor**
- b) **introduce the Chairman/Organiser of the function to her and any speakers or other persons who are taking official part in the proceedings**
- c) **escort her to a seat which will have been reserved**
- d) **be available to accompany the Mayor or provide assistance if required**

Should your event be taking place outside the Borough of Rossendale, please ensure that permission has been received from the relevant Civic Office for the wearing of Civic Insignia by the Rossendale mayoralty. If in doubt, please contact the Civic Services Officer and Leader's P.A. on 01706 252427 or email: stephaniecarroll@rossendalebc.gov.uk , who will be pleased to advise you.

THE MAYOR TAKES PRECEDENCE over all persons in the Borough whether or not he is wearing his badge of office. When the Mayor is not occupying the chair at any function, he should, therefore, be seated on the immediate right of the Chairman and the Consort seated on the left of the Chairman (unless the Lord Lieutenant of the County is present, in which case the Mayor should be seated on the left of the Chairman with the Consort seated on her immediate left).

The wearing of the chain or other badge of office is at the discretion of the Mayor. At non-civic functions, he may choose to wear the pendant only and need not be accompanied by her attendant. On purely informal occasions, the Mayor will not wear any insignia or badge of office.