



MAYOR'S OFFICE AYLESBURY TOWN COUNCIL

5 Church Street, Aylesbury HP20 2QP

Website: www.aylesburytowncouncil.gov.uk

Town Clerk: Mr Keith Gray JP, CiLCA, FILCM, MILM

Telephone: 01296 425678 (5 lines)

Fax: 01296 426134

E-mail: s.carpenter@aylesburytowncouncil.gov.uk

Please ask for: Sue Carpenter

ATTENDANCE OF TOWN MAYOR AT PUBLIC FUNCTIONS

This page to be retained by the Organisers

It is requested that the mayoral booking form should be completed online or a hard copy to be returned to Aylesbury Town Council, 5 Church Street, Aylesbury, Bucks, HP20 2QP. The following notes have been prepared to assist organisers but further information can be obtained from the above address or by telephoning 01296 425678.

1. ARRIVAL

In some instances the Town Mayor will be unacquainted with those responsible for organising the function, therefore the host, or an appointed person, should meet the Town Mayor, or their representative, at an appropriate place (i.e. entrance to the function venue). As soon as convenient, the Town Mayor should be escorted and introduced to the President, Chairman, or whoever is receiving the guests.

Except in cases where the Town Mayor and Consort are asked to take part in the reception, the time given should be such as will ensure their arrival ten minutes only before the commencement of the function. This will avoid unnecessary waiting on their part.

Details of car parking arrangements should be given, and, if possible, a parking space should be reserved for Mayoral car.

2. SPEECHES

When it is desired that the Town Mayor should make a speech at a function, or to propose or respond to a Toast, written notice must be given in advance and some indication given as to the time allocated for the Mayor to speak.

If it is wished that the Town Mayor should make reference to the work of an organisation at a function it will be helpful if brief notes on points of interest can be given on the questionnaire. It would be of assistance if any supplementary information e.g. an organisation's annual report, could be supplied for the Town Mayor.

It is emphasised that the Town Mayor should not be called upon to speak or take an active part in any ceremony associated with a function he is attending unless he has previously been advised.

3. FORM OF ADDRESS

The correct description for the purpose of printing:-

“The Town Mayor of Aylesbury”

The usual mode of address is:- “Mayor Cllr Allison Harrison”

4. DEPUTY

If the Deputy Town Mayor represents the Town Mayor at a function, similar arrangements as above should be made for her convenience. The Deputy Town Mayor is Councillor Mrs Barbara Russel.

5. PROTOCOL - PRECEDENCE WITHIN THE AYLESBURY DISTRICT

Accordingly, if the Chairman of Aylesbury District Council is also attending this event, the Chairman takes precedence. Formal seating arrangements at an event where the Chairman of the District Council and the Town Mayor are present, is as follows:-

The Chairman of the District Council should be on the immediate right of the person presiding.

The Chairman’s Consort should be seated on the immediate right of the Chairman

The Town Mayor should be seated to the left of the person presiding, with the Consort to the left of the Town Mayor.

For Further information please contact:-

Aylesbury Town Council

5 Church Street

Aylesbury

Bucks

HP20 2QP

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Fax: 01296 426134

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