



NORTHALLERTON TOWN COUNCIL ROLE OF THE MAYOR

The Mayor is elected by the full Council at the Annual General Meeting held in May each year. A Deputy Mayor is also elected at this meeting.

The new Mayor (and Deputy) makes a declaration of Acceptance of Office when accepting the Term of Office at the Annual General Meeting. The Mayor's term of office is for one year and during this time the Mayor will continue to be a member of the Council and presides over meetings of the Council.

The role of Mayor is essentially ambassadorial and will represent the Town Council over a range of events and activities including at meetings with external organisations. The role of Mayor does not confer any decision making powers to be exercised other than those at a Town Council meeting as set out below. However, this does not prevent the Mayor from holding initial meetings and discussions with other parties providing that any decision is always made by the Council.

During the civic year the Mayor supports a wide variety of events throughout the Town Council area. The Mayor receives invitations to a range of events and every invitation is considered equally. If the Mayor cannot attend a function, the Deputy Mayor may attend on behalf of the Mayor.

Duties which the Mayor may carry out include:

- Acting as host on behalf of the Town Council at civic functions.
- Attending functions by invitation within the Town Council area, the District Council area or the County and at times outside of the County area.
- Undertaking official openings or presentations.

When representing the Town Council, the Mayor would normally wear the official chain of office at all official functions within the Town. When the official chain of office is worn the wearer should be addressed as "Mayor". The chain would normally also be worn at functions outside of the Town Council area when invited in an official capacity. Permission is required from the Mayor or Chairman of a principal or parish/Town Council to wear the chain in that Council area. There are some exceptions to this, which usually specify that this is to be the case in an official invitation. It is the responsibility of the Mayor to undertake the safe keeping of the mayoral chain or to collect and deposit it from the Town Council office following use at any function.

The Mayor has a number of statutory functions to undertake as set out below:

- If present at Town Council meetings, must chair the meeting. (Local Government Act 1972, Schedule 12, paragraph 5 (1)).
- Should ensure (together with the Clerk) that the Council makes legal decisions.
- Has a duty to ensure that items in the agenda are properly followed.

- If the Mayor is not present at a Council meeting, the Deputy Mayor has to preside.

The Councils Policies and Procedures (eg Standing Orders, Financial Regulations, Delegation Scheme) provided for the instances when the Mayor exercises functions in addition to that of other members. For example:

- Line management responsibility for the Clerk.
- Chairing and managing (& calling) Council meetings in accordance with Standing Orders.
- Consultee on the Clerk's decision regarding expenditure **up to £5000** between £200 - £500 or on urgent matters up to £1000.
- To be consulted by the Clerk on dealing with matters of urgency.
- Referral to the District Council of an allegation that a member has breached the Members' Code of Conduct.

Receiving confidential Reporting (Whistle blowing) allegations involving the Clerk.

Each year the Mayor will select a suitable charity which the Mayor will support and endeavour to raise funds for.

- The Town Council has certain expectations of the Mayor during the civic year:
- That the Mayor is appointed to serve the people of Northallerton.
- That the Mayor is the figurehead and public face of the Town Council.
- To ensure that Council meetings are a forum for the debate of matters of concern to the local community.
- To provide leadership.
- To promote public involvement in the Council's activities.
- The Mayor should ensure that the Council's office and support resources are reasonable and appropriate.
- The majority of the mayoral activities should be in Northallerton.

The Mayor shall give a monthly report on their activities during each period to a meeting of the Town Council.

ROLE OF THE DEPUTY MAYOR

The Deputy Mayor will support the Mayor throughout the Mayoral year by representing them when they are not available including times when an urgent decision is to be made. The Deputy will also attend certain Town Council civic functions in support of the Mayor when appropriate. Communication between the Mayor, Deputy Mayor and Clerk is to take place to manage these instances.