

FARINGDON TOWN COUNCIL

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Clerk: Sally Thurston



FARINGDON TOWN COUNCIL

Town Mayor

ROLE DESCRIPTOR

FARINGDON TOWN MAYOR

The role of Mayor is essentially ambassadorial and will represent the Town Council over a range of events and activities. The role of Mayor does not confer any powers to be exercised other than those at a Town Council meeting as set out below.

The Mayor is elected by the full Council at the Annual General Meeting held in May each year. The Mayor would usually be the Member who has carried out the duties of Deputy Mayor in the previous year. A new Deputy Mayor is also elected at this meeting. The new Mayor 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. It is usually expected that the Mayor will be in post for two consecutive years. The Mayor may choose a Consort. This can either be a partner, fellow councillor, a family member or friend. The consort has no status and is not subject to protocol.

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 "Town 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.

Main Duties:

1. To serve the people of Faringdon and be the figurehead and public face of Faringdon Town Council
2. If present at Town Council meetings, the Town Mayor must chair the meeting. (Local Government Act 1972, Schedule 12, paragraph 5 (1)). If the Mayor is not present at a Council meeting, the Deputy Mayor must preside.
3. Have a casting vote in the event of a tie in any voting at a Town Council meeting.

4. Ensure together with the Town Clerk/Executive Officer that the Council makes legal decisions.
5. Ensure that the items in the Agenda are properly followed.
6. Prepare a monthly report of activities for the Town Council meeting.
7. Act as host on behalf of the Town Council at civic functions.
8. Attend functions by invitation within the Town Council area, the District Council area or the County and at times outside of the County area.
9. Undertake official openings or presentations at places throughout Faringdon and on occasion in the District Council area or the County, and at times outside the County area.
10. Undertake the safe keeping of the mayoral chain or to collect and deposit it from the Town Council office following use at any function.
11. Each year the Town Mayor may select a suitable charity or charities which the Mayor will support through fund raising activities
12. The majority of the mayoral activities should be in Faringdon; accordingly, the Mayor should undertake the following duties in order of priority as set out below:
 1. Attending and chairing Town Council meetings. The Town Mayor and Deputy Mayor can attend all other meetings of the Town Council and is ex-officio.
 2. To be the figurehead at Town Council organised events.
 3. The Town Council organises events throughout the year at which the Mayor and or the Deputy are expected to attend.
 4. Attending events and functions within Faringdon organised by other organisations etc.
 5. Attending events and functions outside of the Town Council area organised by other organisations and bodies.

Deputy Mayor Duties

1. Undertake a full deputising role in the absence of the Mayor.
2. Undertake specific tasks and responsibilities as requested by the Mayor.
3. Share and support in general the full workload range of the Mayor.

The Assistant Town Clerk will liaise and coordinate with both the Mayor and the Deputy to organise attendance at functions, taking into account the Town Council's priorities for the year.