Ulverston Town Council
Town Mayor. Role and Job Description.

1.**General:**

The Mayor is elected by Full Council at the Annual General Meeting held in May each year. The Mayor is normally 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 newly elected Mayor will sign the Declaration of Acceptance of Office when accepting the Term of Office at the Annual General Meeting. The Town Council will agree the Mayor's allowance at the same time. This is currently £2785.00 per annum for general costs associated with this role. The Mayor is requested to submit a general list of expenditure at the end of their Mayoral year.

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 is Chair of the meetings of the Council and an ex officio member of all Town Council standing committees (Finance and General Purposes, HR, Allotments and Environmental Sustainability)

A Civic Ceremony for the Mayor is held at a venue/church of the Mayor's choice on a Sunday in June. The Annual Town Meeting is held on the first week of May of the following year where the Mayor will preside, provide an annual statement of the work of the Council, present with the Clerk the annual accounts, and present cheques to local charities.

Each year the Town Mayor may fundraise (if able to do so) to raise funds for the Mayor's Fund for Ulverston to distribute to good causes in Ulverston during the Annual Town Meeting. This account will receive £1000.00 annually from the residual United Charities fund, that can be distributed together with any other funds raised by or received by the Mayor during the Mayoral year.

2. Role: Overview.

- The Mayor is appointed to serve the people of Ulverston
- The Mayor is the figurehead and public face of the Town Council in Ulverston
- Attends and chairs Town Council meetings. The Town Mayor can attend all other meetings of the Town Council as a non-voting member.
- Is the figurehead at Town Council organised events.
- Attend events and functions within Ulverston organised by other organisations.
- Attend events and functions outside of the Town Council area organised by other organisations and bodies.
- The Mayor shall give a monthly report on Mayoral activities to each full council meeting.
- The role of the Mayor is to supervise the business of the council and act in an ambassadorial role.

a) Business of the Council

- The Mayor should fully understand the business of the Council for the year and work with the leader of the Council and the Town Clerk to ensure the business of the council is enacted within the powers of the Council.
- If present at Town Council meetings, must chair the meeting. (Local Government Act 1972, Schedule 12, paragraph 5 (1).
- Has a casting vote in the event of a tie in any voting at a Town Council meeting.
- Should ensure together with the Town Clerk that the Council makes legal and properly funded decisions.
- Has a duty to ensure that the items in the Agenda are properly debated, voted upon and actions delivered.
- If the Mayor is not present at a Council meeting, the Deputy Mayor must preside.
- The Mayor will chair all meetings with other organisations and the town council unless the Mayor devolves this to the Deputy Mayor or another councillor

b) Ambassadorial.

- During the Civic Year the Town Mayor will represent the Town Council on 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.
- 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. If the Deputy Mayor cannot attend the Mayor may deputise another town councillor.

- The Mayor can only wear the Mayoral chain at a function if invited by the local authority, or if the invite is from a third party, the office will seek approval from the relevant Council.
- 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.
- Twinning Association. The Town Council is a founder of the Twinning Association which was established in 1974.The Town Mayor is expected to attend as many meetings as possible of the Twinning Association. The Mayor is expected to welcome visitors from members of the Albert twinning association to Ulverston and host a civic meal paid for by the Town Council. It is expected that the Mayor will visit Albert if possible if invited by the Albert Twinning Association.

4. Events

The Mayor's events diary is managed by the admin/finance clerk in the Town Council office. The following events are those that the Mayor is normally formally invited to. Other invites come in on a weekly basis

MONTH	EVENT
January	Annual Pantomime
March	UVHS Wind Band with the Royal Marines
March	Rotary Charter Dinner
March	South Cumbria Music Festival
April	St. George's Day Parade Barrow
April	Ulverston Annual Town Meeting
June	Ulverston Town Council Civic Sunday
June	Barrow Council Civic Sunday
June	St. Mary's Gala Prize Giving
June	Dalton Civic Service
June	Kendal Civic Sunday
June	International Music Festival
June/July	Opening of the Furness Tradition Festival
July	Ulverston Carnival Day
July	Sea Sunday Aldingham Church
July	Millom Civic Service
July	UVHS Summer Concert
September	Charter Day event
September	Lantern Festival
September	Kendal Torchlight Festival
November	Remembrance Day and Remembrance Sunday Service
November	Rusland Remembrance Service
November	UVHS Remembrance Service

November	Ulverston Golf Club Prize Presentation; cheque for the Mayor's Charity
November	Ulverston Dickensian Festival
December	Disabled Club Christmas Draw
December	Carols at the Coro
December	UVHS Prize Giving
Christmas Day	Visits to Nursing Homes (Elmhurst)
Boxing Day	Visit to Abbeyfield Home

5. ROLE OF THE DEPUTY TOWN MAYOR

In terms of procedure this is shown above. The Deputy Town Mayor will support the Town Mayor throughout the Mayoral year by representing them when they are not available. The Deputy will also attend certain Town Council civic functions in support of the Mayor when appropriate. These would normally be the Civic Service, Annual Town Meeting, Remembrance Day Parade and Carols at the Coro.

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