

## **TOWN OF FALMOUTH**

Information required in connection with functions to be attended by the Town Mayor and / or Mayoress (Consort) or Deputy Town Mayor.

In order that proper arrangements may be made for the visit of the Town Mayor, it is felt that the following information may be of some assistance to the Organisers.

Information should be provided on the attached sheet for use of the Worshipful Town Mayor when attending dinners, receptions, conferences, bazaars, meetings or any similar functions of a public or semi-public character.

If it is desired that the Town Mayor shall:-

- (a) propose or respond to any toast
- (b) speak on any subject at the function
- (c) take part with the Mayoress (Consort) in any reception

The Honorary Secretary or other officer or person responsible for the organisation of the function is asked to send for the information and use of the Town Mayor, not less than six days before the day of the function, the name of toast or the subject upon which the Town Mayor is expected to speak together with:-

- (1) particulars or details relating thereto set out in short paragraphs
- (2) points to which it is desired that particular reference should be made
- (3) the names of any person or persons to whom reference should be made

Such information as can be furnished should be sent to the Mayor's Secretary, and name, day, date, time and place of function and other information required should be set out on page 3.

Due to the numerous engagements attended by the Town Mayor, on occasion the Deputy Town Mayor is required to represent and undertake the duties of the Town Mayor, but you will be contacted should this be necessary.

If the Organisation requires the assistance of the Town Clerk's Office in matters of civic protocol or arrangements where the Town Mayor is involved, they should not hesitate to contact the office at an early date.

If this pro-forma is the second application for the same event (i.e. if a letter has already been received by this office asking for the Town Mayor's attendance for your event) then it can be assumed that the Town Mayor will attend your event. If, however, this is the first application, then you will be notified in due course of the Town Mayor's acceptance or otherwise for your event.

Mayor's Secretary  
Mayor's Parlour  
Municipal Buildings  
The Moor  
Falmouth  
TR11 2RT  
Telephone: 01326 315559

(This sheet may be detached and retained by the organiser for reference. Only page 3/4 need be returned).

## NOTES

The Town Mayor and Mayoress (Consort) **should be met immediately upon arrival** by some responsible person/s and introduced to the person who will preside.

1. SPEECHES

The Town Mayor must not be involved in a speech or respond to a toast that would lower the dignity of the Civic Office.

2. TIME OF RECEPTION

Except in cases where the Town Mayor and Mayoress (Consort) are asked to take part in the reception, the time given should be such as will ensure their arrival five minutes only before the commencement of the dinner or other function. This arrangement will avoid unnecessary waiting on their part and permit their proceeding direct with the Chairman to the place reserved for them, without delay.

3. TOAST LIST OR ORDER OF PROCEDURE

If the function is a dinner, supper or public meeting, a copy of the toast list or agenda showing the order of proceedings should if possible, be returned with page three. If this cannot be accomplished, it should be sent to reach the Mayor's Secretary no later than three days before the event.

4. BAZAARS, SALE OF WORK ETC

If the Town Mayor and / or Mayoress (Consort) are asked to open bazaars, sale of work, etc, the invitation should not be to open on the second day (if any) unless the first day's bazaar is to be opened by a member of the Royal Family or the Lord Lieutenant of the County.

5. CHAINS OF OFFICE

If civic dignitaries of other Authorities are in attendance at the function or organisation then permission for them to wear their Chain of Office should be obtained from the Town Clerk, with the exception of Carrick District Council.

**FALMOUTH TOWN COUNCIL**

**CIVIC ATTENDANCE**

Name: .....

Address of Organiser: .....

.....

Telephone No. ....(Day) ....(Evening)

1. Please state which dress should be worn: Dinner Jacket / Lounge Suit

Do you wish the Town Mayor to wear Chain of Office: **YES/NO**  
(please state)

2. State whether you wish the Mayoress / Consort to attend with the Mayor:

**YES/NO**  
(please state)

3. Name of Function .....

4. Place (full address) .....

5. Day and date .....

6. Name and office of person who will preside .....

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7. Time Town Mayor and Mayoress (Consort) should arrive for the function

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8. Name of person who will meet the Town Mayor .....

9. State parking area reserved for the Town Mayor's vehicle (i.e. front or rear of premises and position)

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10. Estimated time of conclusion of function .....

11. Name/s of other Civic Dignitaries or distinguished guests attending

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12. If you require the Town Mayor to speak, please indicate the toast or subject of speech, together with particulars or details which will be of assistance (historical background or P.R. information to be attached).

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13. Name of person or persons to whom reference should be made in the speech or responses and the nature of their assistance to the organisation.

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14. Following perusal of the guidelines, I hereby undertake to advise the Town Clerk of any alterations in order to prevent a breach of Civic Protocol following acceptance of Civic Engagement.

Signed ..... Date .....

To: Mayor's Secretary  
Municipal Buildings  
The Moor  
Falmouth  
TR11 2RT

Tel: 01326 315559

E-mail: [emily@falmouthtowncouncil.com](mailto:emily@falmouthtowncouncil.com)