



MAYOR'S INFORMATION PACK

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INTRODUCTION

During your year of office, the Mayor is the First Citizen of the Borough of Melton substituted by the Deputy Mayor. The position is non-political and the ceremonial head of the Borough, and intended to benefit both the Borough and its citizens. The Mayor can be a major influence in promoting the image and importance of Melton Mowbray at a local, regional, national and international level. You should endeavour to focus on promoting the Council's visions and objectives. In turn, the people of the Borough of Melton continue to have the highest regard for their Mayor, and they will expect the Mayor to carry out a full range of duties on their behalf throughout the area.

This booklet has been written primarily to assist the Mayor and Deputy Mayor before they start their term of office as Mayor and Mayoress/Consort of Melton. It briefly details the responsibilities of the office of Mayor, what resources the Borough Council allocates and what type of events and functions the Mayor can expect to be invited to attend. The final section deals with the forthcoming civic year and matters that require attention before the Mayor and Mayoress/Consort commence their civic year.

This information is by no means exhaustive; you may already know some aspects of the Mayoralty and you will want to know more about others. During the months preceding the Annual Meeting of Council I will meet with you to discuss the Mayoralty and your civic year in more detail.

I hope this booklet provides a starting point to a very rewarding term of office. We will do our best to assist and help make the year a success.

Kay Lawrance Involvement and Democracy Officer

Office Telephone Number: 01664 502314

Office Address: The Mayor's Office
Melton Borough Council
Nottingham Road
Melton Mowbray
Leicestershire
LE13 0UL

Email Address: mayor@melton.gov.uk

SUPPORT STAFF

Detailed operational support staff on a day-to-day basis is provided by the following key staff.

Kay Lawrance (20 hours per week)
Email: klawrance@melton.gov.uk
Office Telephone: 01664 502314

Responsible for the management of the Civic Office including administrative, financial and transport services. Prime responsibility is ensuring the focus of the Mayoralty relates to the Council's Vision and Corporate Policies, diary management, financial administration and preparation of correspondence. Preparation of briefing notes for all civic functions, including preparing bullet-points for speeches as required. Provide guidance on matters of civic procedure and protocol. Undertake all administrative relating duties associated with Mayoralty, Civic Matters and Twinning.

The Democracy & Involvement Officer role is contracted to work a 30 hour week. The Democracy & Involvement Officer role is not a fund raising role and does not get involved with fund raising events other than sending invitations etc.

In the absence of the Democracy & Involvement Officer, Democratic Services will assist the Mayor wherever possible.

Liaison between the Mayor and Democracy & Involvement Officer needs to be regular which can be meeting up, email and by phone,

2. THE MAYORALTY IN GENERAL

2.1 OFFICE OF MAYOR

There are two distinct facets to the Office of Mayor:

The Mayor is Chairman of Melton Borough Council;

The Mayor is the First Citizen of the Borough of Melton.

Apart from the traditional legal duties such as chairing the meetings of full Council, the bulk of the Mayor's duties consist of the "First Citizen" function of representing the Council, and indeed the whole of the Borough, and in so doing meeting employers, voluntary organisations and other bodies, mainly within the Borough but also some further a field.

LAW

The law states that a Mayor or Chairman must be elected annually and must be a Councillor - Local Government Act 1972 Section 3 Sub-Section 1.

GUIDANCE FOR THE ROLE OF THE MAYOR OF THE BOROUGH OF MELTON

Post Title: Mayor of the Borough of Melton

Accountable to: Melton Borough Council

Purpose of Post: To act as:

First citizen of the Borough, to represent the Sovereign, the Council and the citizens
Chairman of the Council.

Ambassador of the Council to support and encourage the interests of all section of the
community and actively promote the Borough.

Duties and Responsibilities

1. Chair meetings of Councils in accordance with current central government legislation and Melton Borough Council standing orders.
2. Normally host the following annual civic events:
Annual Council Meeting and Mayor-Making Reception
Civic Service
Switching on of Melton Town Centre Christmas Lights
Mayor's Carol Concert
Staff Christmas Event
Armed Forces Day - Fly the Flag
and such other civic events as the Mayor may, from time to time, decide.
3. Support and encourage the Borough's twinning links and, by invitation, attend visits to those towns;
4. Support and encourage the interests of the Council and assist with the launch and promotion of Council schemes and initiatives.
5. Support and encourage all sections of the community and, by invitation, attend events, meetings and visits organised by them.
6. Host receptions for local groups and organisations.
7. Recognise achievements by local groups, organisations and residents of the Borough as appropriate.
8. Greet royal visitors and distinguished guests to the Borough as appropriate.
9. Host civic visitors from Melton's twin towns.
10. Carry out the duties of the post fairly and without discrimination, and in accordance with the aims and objectives of the Council.

Skills, Abilities and Training

The main specific requirements of the job are:

- To have the confidence of the Council
- To be confident in making speeches
- Ability to network/socialise with others at all levels
- To show interest in a wide variety of people and issues
- To understand you will be 'on show' the majority of the time

The office staff will support and assist in briefing you on events in advance and these can be tailored to each individuals needs.

The Elected Member Training Programme will include some formal training that the Mayor and Deputy Mayor must undertake in readiness for the Mayoral Year.

- Chairing Skills - with detailed understanding of the Council's Constitution
- Media and Public speaking presentation skills

- Equal opportunities/cultural awareness

Health

Good health is an undoubted benefit, as the Mayoral Year can be physically demanding. Large amounts of food and drink, particularly alcohol, are available and individuals should consider how they are to manage continuous generosity.

Political Neutrality

Every Mayor must be a Councillor, and by definition, a politician, with responsibilities to the electors of his/her ward and ties, in most instances, to a political group to the Council.

The convention has been that, during the Mayoral Year, the Mayor reduces his/her political profile. Mayors generally go out of their way to display their even-handedness in political matters during the year. It would be inappropriate for an individual to be associated with a contentious issue or election process which confuses roles.

GUIDANCE OF THE ROLE OF DEPUTY MAYOR OF THE BOROUGH OF MELTON

Post Title: Deputy Mayor of Melton
Accountable to: Melton Borough Council
Purpose of Post: To assist the Mayor of the Borough of Melton.

Duties and Responsibilities

1. Deputise for the Mayor, when the Mayor is unable to fulfil the duties of that post, at the request of the Mayor.
2. Support the Mayor at annual civic events and other events hosted by the Council, at the request of the Mayor.
3. Carry out the duties of the post fairly and without discrimination, and in accordance with the aims and objectives of the Council.

PUBLICITY

Following appointment of the new Mayor, all parish/town councils, schools, community centres and other organisations in the borough are notified of the appointment and advised of the procedure they should adopt if they wish to receive a visit from the Mayor.

CIVIC PRECEDENCE

The Local Government Act 1972 Section 3 Sub-Section 4 states that the Mayor is First Citizen and has precedence in all places in his own borough having regard to Her Majesty's Royal Prerogative. The only persons to whom the Mayor yields precedence within the borough are members of the Royal Family and the Lord Lieutenant and the High Sheriff of the County when officially representing the Sovereign.

However, the Chairman of the County Council will take precedence in the borough on official Royal visits to the County, except at functions organised by the Borough Council.

The Mayoress or Consort has no civic precedence in her/his own right.

MODE OF ADDRESS

In writing

The Worshipful the Mayor of the Borough of Melton
Councillor

The Mayoress of the Borough of Melton
Ms/Miss/Mrs/Councillor

or

The Mayor's Consort
Mr

Orally

Mr Mayor Madam Mayor

Madam Mayoress

or

Consort or Mr.....

INSIGNIA

On civic and ceremonial occasions where tradition demands, the The Mayoral Chain is worn

The occasions when the chains are worn are:

- Meetings of full Council
- Melton Civic Service
- Remembrance Day Parade
- Degree Congregations
- Opening of Borough Events

Mayoral Chains

Within their borough, the Mayor and Mayoress/Consort will each wear a chain when engaged on civic business as a symbol of their office. The chains may only be worn outside the borough when the host Mayor or Chairman permits it. In Leicestershire, the host Mayors or Chairmen do generally so permit, provided they themselves have been invited to the event.

The exceptions to this are:

When the host has requested that chains are not worn

The Mayor and Deputy Mayor have responsibility of caring and storing of their respective chains once handed over at the Annual General Meeting. However, please note that the shoulder pins may cause damage to clothes due to the weight of the chains pulling on the cloth.

2.2 RESOURCES

MAYORAL STAFF

The Mayoralty is a function of Communications Services and is administered by the Involvement and Democracy Officer.

The principal Mayoral officers and their duties are as follows:

Title	Main Duties
Democracy & Involvement Officer	Responsible for management of Mayor's diary/correspondence Responsible for organising Mayor's Chauffeur Organises civic engagements and events Provides advice on protocol and other matters
Chauffeur	The provision of a chauffeuring service is external and by contract Manor Taxis tel: 01664 565533

CIVIC ACCOMMODATION AND EQUIPMENT

The Mayor has joint use of the Mayor/Leader Room at Melton Council Offices. .

Chauffeur services are provided for civic functions i.e. when the Mayor is attending solely in his/her civic head role. The Mayoral car is not used to conduct the Mayor to Committee meetings or other meetings connected with the Mayor's work as a Councillor.

CIVIC ALLOWANCE

The Mayor is allocated a sum of money by the Council. This is transferred into the new Mayor's Bank Account (£3205 Mayor & £1045 Deputy) at the end of June and is arranged by the Head of Financial Services. The Mayor is totally responsible for how he/she spends this Allowance but the following expenses must be met:-

This sum is intended to cover the cost of:

- Suitable clothing for Mayor and Partner, including formal evening wear for both, day suits for both, bowler hat, ladies hat
- Flowers, Cards and Civic Gifts throughout the year (100 year old visits, thanks gifts etc.)
- Collections at Church Services (minimum £5)
- Donations to Charities
- Raffle tickets at functions
- Receptions/hospitality for groups who raised money for Mayor's Appeal
- Any other Mayoral expenditure which is not deemed suitable from the Mayoral Budget held by the Assistant Chief Executive.

CIVIC EXPENSES BUDGET

Extract taken from PF&A Mins 24.01.07 - MAYORAL BUDGET

Further to Minute P44/06, the Assistant Chief Executive (AT) submitted a report (copies of which had previously been circulated to Members) which requested the Committee to consider the findings of the Overview and Scrutiny Committee Workshop Team B which had met on 22 November 2006 to consider the Mayoral Budget. Also, it was noted that the Mayoral Budget had been considered at the Budget Away Day held on 11 January 2007 and the recommendations in the report had been amended accordingly.

With regard to Civic relationships with other authorities, it was agreed that these be formed with not only Leicestershire and Welland but also include our neighbouring authorities.

It was also agreed that the Mayoral Budget be reviewed again in at least 4 years.

RESOLVED that

- (1) a supplementary estimate be approved from the working balance to increase the Mayoral Budget by £3,200 for 2006/07 and this take immediate effect;*
- (2) further to consideration of the Mayoral Budget at the Away Day held on 11 January 2007, there be no increase in the base budget for future years;*
- (3) the revised budget monitoring procedures between Financial Services, the Budget Holder and the Democracy & Involvement Officer continue and be ongoing;*
- (4) the Mayor takes responsibility for planning activities throughout his/her Mayoral Year in line with the budget allocation and in consultation with the Budget Holder;*
- (5) official Civic relationships be formed with Leicestershire, neighbouring and Welland local authorities only in terms of any financial implications and this take effect in the Mayoral Year 2007/08;*
- 6) the Mayoral Budget be reviewed in at least 4 years.*

The budget for 2010/11 is £13,400. The Mayor in consultation with the Budget Holder must take some responsibility to monitor the budget and plan events to meet budget requirements. The following are the main items of expenditure:-

- AGM Refreshments
- Reception following Civic Service
- Wreaths at Battle of Britain & Armistice Services
- Arrangements regarding Carol Concert-
- Staff Lunch/Reception at Xmas
- Civic/Members' Dinner (Civic/Council Guests only)
- Any other Civic Reception formally requested by the Council
- Mayor's Official Christmas Cards
- 1 x Visit to Twin Towns per civic year
- Mayoral Car Journeys
- Mayor's Official Photograph
- Past Mayor pendant
- Engraving of Mayor's Chain of Office & associated work to the Chain
- Mayor's Stationery
- Promotional equipment/supplies regarding the Mayoralty
- Replenishment of the Mayor's Hospitality Cabinet in Mayor's Room
- Any other supplies or service linked to the Mayoralty and the Democracy & Involvement Officer

2.3 CIVIC FUNCTIONS AND ENGAGEMENTS

MAYOR'S ROLE

Your first decision will be whether to choose a Mayoress, Consort, or neither, this is entirely up to you and one does not have to be appointed. The Mayoress/Consort does not have to attend every engagement with the Mayor and there may be times when they are not included in the invitation. The Mayoress/Consort will never be expected to attend an engagement in his/her own right. By custom, most organisations will accord the Mayoress/Consort precedence after the Mayor.

Before all engagements the Mayoral Officer will obtain from the host the background information necessary for the Mayor to fulfil the role expected of him/her at that event. The level of input required from the Mayor will vary from engagement to engagement and will depend on the type of event being attended. We are currently working on e-diary.

During attendance at civic functions and official engagements it should always be remembered that as Mayor you are the First Citizen of the Borough and you will always be in the public eye. Any unguarded comments or behaviour, however innocent, will be noticed, and particular care must be taken with regard to the consumption of alcohol.

Organisers of events do not always wish the Mayor to be accompanied by the Mayoress/Consort and whilst this is not a regular occurrence their wishes should be respected.

The Mayor may receive a gift whilst attending an event. Donors of gifts will usually specify whether it is a personal gift or a gift to the Borough. Gifts to the Borough are kept in the Mayor's Room and the Mayor keeps personal gifts and a note made in the Register of Gifts and Hospitality.

Should the Mayor/Mayoress/Consort have any medical and health problems it would help if the Mayoral Officers are made aware of this at the earliest opportunity. Whether it is serious or

minor we need to know. Spare medication/toiletries/tights/snacks and drinks should be kept in the boot of the car for emergencies.

The office of Mayor is ceremonial. The Mayor should not attend any political gatherings in that capacity, neither should they make reference to their or anyone else's politics in conversation or whilst making a speech.

The Mayor is invited to many religious services of different denominations. Some of the customs may be different to those you are used to and as Mayor you should respect those customs.

When a member of the Royal Family visits the Borough the Mayor's attendance is essential and the Lord Lieutenant's office will provide details of such visits in good time.

As a Councillor you will probably be well versed in the art of public speaking. At most engagements you will be requested to say something. This can range from proposing a toast to a full speech. Some organisations will send information about what they would like you to say, some will not. Information sent can vary from a full speech to notes to be included in your own speech. There will also be occasions when you will be asked to say a few words with little or no notice at all. The Mayoral staff will try to ensure that you know prior to an engagement whether you will be asked to speak or not. If you feel that you may benefit from some training in this area please discuss this further with the Democracy & Involvement Officer.

12 DEPUTY MAYOR'S ROLE

There are two elements to the role of Deputy Mayor:

- To deputise for the Mayor when the Mayor is unable to fulfil an engagement;
- To support the Mayor at major civic events organised by the Council.

The Deputy Mayor is unable to fulfil a civic engagement in his/her own right. All requests to attend an engagement are for the Mayor only. During the Deputy's year of office it sometimes happens that engagements are sent direct to his/her home address, and these should always be forwarded to the Mayor's Office for the Mayor's attention.

ATTENDANCE AT EVENTS OUTSIDE THE BOROUGH

The Mayor and Deputy Mayor are asked to look closely at any invitation to attend events outside the borough and are asked to reduce or eliminate attendance at civic functions of other councils outside Leicestershire, neighbouring authorities or our Welland Partners. Local invitations take precedence over invitations to visit other district councils in the county to attend social/charity events organised by other county civic heads.

When The Mayor and Deputy Mayor are required to wear chains outside of the Borough, permission needs to be sought by the Civic Office from the appropriate District Democracy & Involvement Officer where the visit will be.

DRESS REQUIREMENTS

The nature and timing of an event will, to a large extent, dictate the type of dress to be worn. In addition, the host of an event will usually stipulate the type of dress expected e.g. dinner jacket/long or short cocktail dress at a formal evening dinner. Beyond that, the dress of the Mayor and Mayoress/ Consort is a matter of personal choice. However, the following may act as a guide:

The Mayor or Consort (male):

smart lounge suite for day wear

dark lounge suite for informal evening wear

dinner jacket for formal evening wear

overcoat and hat for winter wear

bowler hat for remembrance/battle of Britain and whenever taking a salute

The Mayor or Mayoress/Consort (female):

suit and/or dress for day wear

hat for formal day wear

cocktail/long dress for formal evening wear

overcoat and hat for winter wear.

The Democracy & Involvement Officer will provide such guidance on a daily basis as the Mayor and Mayoress/Consort may require.

ANNUAL CIVIC FUNCTIONS

The Mayor on an annual basis hosts certain civic functions. These functions are organised by the Democracy & Involvement Officer and the protocol for such events is either based on a decision of Council as is the case for the Annual Council Meeting and Mayor-Making reception, or on what has happened in previous years.

The following is a list of civic functions that are attended on an annual basis together with details of each function. It is for guidance only and events will be fully discussed with the Mayor before any arrangements are made.

ANNUAL COUNCIL MEETING AND MAYOR-MAKING RECEPTION

This meeting is held annually in May. It is the meeting of Full Council at which the current Deputy Mayor and new Deputy Mayor are nominated as Mayor and Deputy Mayor respectively for the forthcoming civic year. Following their election they each sign the Declaration of Acceptance of Office.

Immediately following the meeting refreshments are provided to celebrate the appointment of the new Mayor.

CIVIC SERVICE

The Mayor and Rector of the Mayor's preferred Church determine the date, venue and nature of this service.

TOUR OF COUNCIL OFFICES

In order that the Mayor can meet as many Council officers as possible and learn a little about their work the Mayor undertakes a tour of the Council offices during which each Head of Service accompanies the Mayor around their department.

VISIT TO ROYAL GARDEN PARTY

The Local Government Association is invited to send representatives of their organisation to the Royal Garden Parties held in July. Melton is allocated four places and the Mayor decides who should fill those places, subject to the Lord Chamberlain's criteria: a copy of last year's criteria can be provided by the Mayor's Office.

CIVIC DINNER

The Mayor hosts a dinner for civic heads of the other authorities in Leicestershire, neighbouring authorities and Welland authorities.

CIVIC CHRISTMAS CARD

A civic Christmas card can be produced by:

Schools in the Borough being asked to submit designs for a Christmas card to be used by the Mayor.

A local artist can be commissioned to draw or paint a particular scene.

A card produced by a local charity or your nominated charity can be purchased.

A card can be produced in house using a suitable picture.

Around 500 cards are sent to local organisations and groups who have made contact with the Mayor in recent years.

REMEMBRANCE SERVICES

Dedication of the Field of Remembrance

This is always held on the first Saturday in November. A short service of dedication in the Memorial Gardens at Egerton Lodge which organisations and individuals may lay poppy crosses in memory of fallen service comrades of family members. Poppy crosses are available on the day. -.

Wreath laying, 2 minute silence and fireworks outside British Legion Club followed by light refreshments in the Club. Only the legion lays wreaths at this event.

Armistice Parade and service. The Royal British Legion holds a Remembrance Service which The Mayor takes part. Parade assembles at Thorpe End Car Park (adjacent to Tuxford & Tebbutt) at 10:10 hrs. March off at 10:20 hrs along Sherrard Street to St Mary's Church. Following the service the parade will form up in Burton Street and march pass the saluting dias in the Market Place, proceeding down Leicester Street for dismissal in Wilton Road. The Standards and wreath parties will march to the Memorial Gardens for the wreath laying ceremony. Evening Service Mayor to do a reading at St Mary's Church which Charles Jenkin supplies.

Remembrance Day

On the 11th of the 11th at 11:00 the Deputy Mayor and Caretaker to let off maroons in Play Close.

Procedure at Armistice Parade and Service

Mayor to wear bowler hat, lays the wreath, steps back, removes his bowler with the right hand and place it over his left breast as his salute.

Then puts the bowler back on his head and withdraws.

During the short-service he should remove his bowler during prayers and the National Anthem and Silence

Battle of Britain: September of each year. Parade and wreath laying ceremony similar to above

CHRISTMAS LIGHTS

The switching on of the Christmas Lights is organised in conjunction with the Town Centre Manager and takes place at dusk usually on the last Friday in November.

CHRISTMAS TREE FESTIVAL

St Mary's Church hold an annual event to which the Mayor is invited. Radio Leicester are present and the Mayor chooses his/her favourite hymn to be played. The Mayor is then asked why they chose this hymn in a radio interview during the event.

CAROL CONCERT BY CANDLELIGHT

Hosted by Melton Mayor, this carol concert is held in St. Mary's Church and is followed by coffee and mince pies for the Mayor's guests at a venue of the Mayor's choice

DINNER WITH FORMER MAYORS

Don Smart used to organise a dinner for former Mayors, Mayoresses and Consort of the borough. This seems to have been passed to the Democracy & Involvement Officer, All guests pay for themselves. Usually held in April bi-annually. Democracy & Involvement Officer no need to attend.

2.4 DIARY AND CORRESPONDENCE

DIARY

The Democracy & Involvement Officer will provide the Mayor and Mayoress/Consort with a diary covering their civic year. A copy of that diary will be maintained in the office which will be updated on a weekly basis in consultation with the Mayor and Mayoress.

INVITATIONS AND CORRESPONDENCE

All persons wishing to invite the Mayor to an event or communicate with the Mayor must be advised to telephone or write to the Mayor's office. The Mayor generally only attends event to which he/she has been invited in writing and which have been accepted. The Mayor's correspondence and other messages for the Mayor and Mayoress/Consort will be collated.

The Mayor and Mayoress/Consort will meet with the Mayoral Officer as required. At this time the Mayor, Mayoress/Consort and Democracy & Involvement Officer will discuss the correspondence and invitations and the Mayoral Officer will reply as indicated by the Mayor and Mayoress/Consort. It is helpful at this meeting if the Mayor and Mayoress/Consort can notify the Democracy & Involvement Officer of any personal appointments and engagements in their diaries so that those times can be kept free in the civic diary. All invitations from individuals/groups/organisations within the Borough received by the Mayor should always be accepted where time permits. Borough invitations are always accepted on a "first come first served" basis and take precedence over invitations received from neighbouring civic heads to attend events in their area. Should an invitation to attend an event in the Borough be received that the Mayor is unable to accept due to acceptance of a prior engagement, this invitation may, with the agreement of the Mayor, be passed to the Deputy Mayor who will be asked to deputise for the Mayor if he/she is available.

During your civic year your own beliefs and interests sometimes have to take a back seat. It is advisable to inform your family of the amount of your time civic duties will take up and let them know that you family life may have to take second place at times. With regard to holiday dates, these should be arranged at the earliest opportunity and the Democracy & Involvement Officer will let you know when the "quiet" times are if you so wish.

The Democracy & Involvement Officer will enter in the diary all invitations that have been accepted and will obtain further information regarding the engagement from the invitee. This information will be retained until such time as it is needed.

WEEKLY SCHEDULE DETAILS

The Mayoral Officer will produce a list of all engagements for the forthcoming week, Monday to Sunday.

This list will give the following details:

- The time and place of the collection of the Mayor and Mayoress/Consort;
- The expected arrival time and venue of the engagement;
- Names of the host or organiser of the event;
- The nature of the engagement and the Mayor's role;
- What type of dress is expected;
- Whether chains of office will be worn;
- The expected departure time.

2.5 OTHER ASPECTS

OFFICIAL PHOTOGRAPH

An official photograph of the Mayor and Mayoress/Consort in chains is taken. This is usually taken before the start of the civic year in order that the publicity leaflets can be prepared. The photographers will take a selection of photographs of the Mayor and Mayoress/Consort in their studio setting.

CHARITY APPEAL FUND

The Mayor can nominate a charity or charities at the beginning of the civic year who will be the beneficiary of the Mayor's charity fund raising appeal.

Net proceeds from the Charity Event and other monies donated to the Mayor's Appeal during the year will be held in a bank account and given to the charity(ies) at the end of the Mayor's term of office.

The Democracy & Involvement Officer is not a fund raiser and is therefore not expected to attend charity events or raise monies for charity as part of the Democracy & Involvement Officer role.

TWIN COMMUNITIES

The arrangements for meeting travel costs, accommodation costs (except where met by the twin towns) and out-of-pocket expenses be varied on the following basis:

The Mayor takes the decision as to whether and where to visit;

Arrangements for accompanying the Mayor be approved by the Chief Executive:

The budget for this purpose be restricted as notified by Financial Services

Melton is twinned with Sochaczew in Poland. Invitations are generally received throughout the year for the Mayor and Mayoress/Consort to visit the twin town.

BIOGRAPHY

A biographical leaflet is produced by the Democracy & Involvement Officer which is made available throughout the Borough and is sent to the organisers of events which the Mayor will be attending. The Mayor and Mayoress/Consort Designate are therefore requested to let the Mayoral Officer have the following information from which a draft leaflet will be produced.

MAYOR

Titles

Honours

Qualifications

Organisations belonging to

Choice of Charity for the year

Schools - connections with

Interests and hobbies

Resume of life to date

List of dietary requirements (anything you do not eat either on religious grounds, allergies or you just dislike)

MAYORESS/CONSORT

Titles

Honours

Qualifications

Organisations belonging to

Interests and Hobbies

List of dietary requirements (anything you do not eat either on religious grounds, allergies or you just dislike)

CONTACT TELEPHONE NUMBERS

The following officers can be contacted via the switchboard at the Melton Council Offices on Melton (01664) 502502 or on the direct office line (01664) 502314.