

Please complete and return to: **THE CHARTER TRUSTEES OF BEXHILL**

Tony Cox  
Clerk to The Mayor and Charter Trustees,  
Town Hall  
Bexhill on Sea, East Sussex TN39 3JX  
Tel: (01424)433260

Borough of Bexhill 1902-1974



**TOWN MAYOR**

**E-mail: clerkchartertrustees@gmail.com**

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1. Name of your Organisation:

Address and name of correspondent

Telephone number

Emergency telephone no.  
(for day of event)

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2. What is the Function called?

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3. Where is the Function to take place? (full address, with directions and sketch map overleaf if difficult to find)

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4. When is the Function to take place?

Day:

Date:

Starting Time:

What time would you like the Mayor to arrive?

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5. If an evening function please state dress, i.e. dinner jacket, long/short evening dress etc.

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6. Do you wish the Mayor to make a speech or propose a toast or carry out any specific activity  
( cutting a ribbon/prize presentation? Yes / No

If you have answered 'YES', please provide separately, fullest details about your Organisation, the subject of the speech etc, names of those who should be mentioned and any other information which will assist the Mayor.

If you have answered 'NO', in order to avoid potential embarrassment please do not call on the Mayor to make a speech during the Function.

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7. Are you inviting the Mayoress/Mayor's Consort to attend?

Yes / No

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8. Who will meet the Mayor on arrival and act as escort?

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9. Will a parking space be reserved for the Mayor?

Yes / No

If "YES", please say where:

If "NO", please say where the nearest parking facility is:

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10. Are you inviting any other Civic dignitaries to your function?

Yes / No

If yes, please give details.

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11. Event organisers should arrange their own publicity. Do you have any objections to any press coverage of the Mayor's engagements ?

Yes/No

Signed:

Date: \_\_\_\_\_

# NOTES ON PROTOCOL FOR VISITS TO FUNCTIONS WITHIN THE DISTRICT OF ROTHER BY THE CHAIRMAN OF THE COUNCIL

(incorporating notes regarding the presence of the resident Mayor)

Enquiries are often received on the question of protocol to be followed when the Chairman of the District Council will be attending a function. These notes are designed to assist Organisers of such events. Whether the Chairman is a lady or a gentleman, the same procedures apply unless specifically noted.

! **First Citizen of the District** By Act of Parliament the Chairman of the Council is the First Citizen of the District - he is the representative and spokesman of the Council on civic and ceremonial occasions - but this provision does not affect Her Majesty's Royal Prerogative. Her Majesty is represented on official occasions by the Lord Lieutenant of the County or the High Sheriff.

! **Precedence** Subject to the proviso of the Royal Prerogative, with the exception of the Lord Lieutenant or the High Sheriff no personality (the Chairman of the County Council, Charter Trustees, Town Mayors or Chairmen of Town or Parish Councils) shall be accorded precedence over the Chairman of the District Council.

! **Seating** Arising from the above precedence the Chairman of the Council is entitled to be seated at appropriate functions on the immediate right of the chairperson or other person presiding. It is usual for the Chairman's Consort to be seated either on the right of the Chairman or on the left of the person presiding. If, however, the Lord Lieutenant is present, it is appropriate for the Chairman to be seated on the left of the person presiding.

! **Presence of the Lord Lieutenant or High Sheriff** If the Lord Lieutenant or the High Sheriff is to be invited to a function within the District, the Chairman of the Council should be informed and invited and arrangements made for the Chairman to receive the Lord Lieutenant. If the civic head of any other Authority is to be invited, the Chairman of the Council should first be included on the list of invitees to that function.

! **Receiving the Chairman of the Council** It is advisable to delegate one person to meet the Chairman on arrival and to introduce him immediately to the President, Chairman or host, and to ensure that he is not left on his own throughout the visit. The time of arrival should be approximately 5 minutes before the commencement of the function. This will avoid any unnecessary waiting on the Chairman's part and permit him to proceed directly to the place reserved without delay. When the Chairman enters a room or an assembly, it is customary for those present to rise. Similarly, this courtesy is extended when leaving.

! **Introductions** At functions where a number of introductions have to be made, the introduction of the Chairman or thanks to the Chairman should be given precedence over all but the Lord Lieutenant/High Sheriff.

! **Toasts** If the Chairman is required to make a speech, it is customary to accord him the privilege of being the first to propose or respond to the toast immediately following the Loyal toast.

! **Speeches** Similarly, at meetings or social gatherings, the Chairman would be the first speaker, though an introduction may appropriately be made by the Chairman of the meeting. At such meetings or gatherings it is usual for the Chairman and Consort to be seated on the platform or at the head table, unless the Chairman has previously agreed to some

alternative arrangement.

## ! **Forms of Address**

The Chairman of the Council should be addressed orally as

"Mr. Chairman" or "Councillor ....."

For a lady Chairman, "Madam Chairman" is more frequently used or "Councillor Mrs/Miss/Ms ....."

When a formal announcement is to be made this should be

"The Chairman of Rother District Council, Councillor ....."

When the Chairman's Consort is also present, it is "The Chairman of Rother District Council, Councillor ..... and ....."

! **Presence of the Resident Mayor** If the resident Mayor has been invited to your function **as well as** the Chairman of the Council and/or the Lord Lieutenant/High Sheriff, then the above provisions shall apply. If, however, you have invited the resident Mayor but **not** the Chairman etc. then he/she should be accorded the courtesy of precedence as a Civic Head.

## ! **Forms of Address**

Mayors of the Cinque Ports (Rye and Winchelsea)

Title The Right Worshipful the Mayor  
Addressed as Dear Mr (or Madam) Mayor

Mayors of Charter Trustee Towns (Bexhill)

Title The Worshipful the Mayor  
Addressed as Dear Mr. (or Madam) Mayor

Mayors of Town Councils (Battle)

Title The Town Mayor of .....

Addressed as Dear Mr (or Madam) Town Mayor

A Mayoress has no special designation, this being purely a complimentary title accorded to the wife or female companion of the Mayor.

Title The Mayoress of .....

Addressed as Dear Madam Mayoress (formal)  
Dear Mayoress (informal)

The husband of a lady Mayor is known as the Mayor's Consort; a male companion as the Mayor's Escort.

