

**Basildon Borough Council**

**Mayoral Engagement Form**

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| **Event Details:** |
| **Day and Date of Event:** |  |
| **Event Name:** |  |
| **Contact Details of Organiser:** |
| **Organisation Name:**(Including Registered Charity number, if applicable) |  |
| **Name of Contact:** |  |
| **Telephone Number:** |  |
| **Email:** |  |
| **Start and end times of Event:** |
| **Start:** (am/pm) |  |
| **End:** (am/pm) |  |
| **Contact Telephone Number on Day of Event:** |  |
| **Location of Event:**(Including postcode) |  |
| **Details of reserved parking and access point for the Mayor:** |  |

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| **Who is presiding and will greet the Mayor?:** |  |
| **Time the Mayor should arrive at the function:** (am/pm) |  |
| **Dress for the function:** | **\*Formal (Black Tie)****\*Informal (Lounge Suit)****\*Other (Please specify)** |
| **Please give details of any refreshments to be served:**(e.g. drinks/snacks/buffet/meal) |  |
| **If so, will refreshments be available for the Mayor’s Chauffeur?:**  | **\*Yes / No** |
| **Brief description of programme and notes**. Please providea copy of the agenda, showing timetable and order of procedure, if applicable. Please supply relevant particulars of history and activities, including details of interest and specific issues to be avoided which may be included by another speaker: |
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| **Official Duty of the Mayor, if any.** Please indicate if there is to be a toast, presenting awards, etc. |
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| **Details of speech or toast.** The Mayor can be asked to:1. Propose or respond to any Toast at Luncheon or Dinner. It is customary, when the Mayor is present at a Dinner at which Toasts are to be proposed or Speeches to be made, to include a Toast to “The Mayor and Borough of Basildon” to which the Mayor will respond.
2. Speak about his/her year in office or other subjects that are not political matters.
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**Mayoral procedure*:*** The Local Government Act 1992 Section 22(iv) provides that the Chairman (Mayor), “shall have precedence in all places in the Borough.” Accordingly, the Mayor should sit on the immediate right of the Chairman, with the Mayoress immediately on the left of the Chair. However, on less formal occasions it is acceptable for the Mayoress to sit next to the Mayor.

The Mayor does, however, surrender precedence to HM Lord Lieutenant of Essex when the Lord Lieutenant is attending a function in her official capacity of representing the Crown.

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| **The Correct Manner of Address:** |
| The correct title ofthe Mayor for announcing: | **“The Worshipful the Mayor of Basildon Borough”** |
| The Mayor | **“Mr Mayor”** |
| The Mayoress | **“Madam Mayoress”** (not “The Lady Mayoress”) |
| Mayor’s Consort | “Mr/Mrs Consort” or “Mr/Mrs (surname)” |
| The Deputy Mayor | “Mr/Mrs Deputy Mayor” |
| The Deputy Mayor Consort | “Deputy Mayor’s Consort” |

* The Mayor will arrive at the time stated on the engagement form.
* The Mayoral Party must be received and greeted at the car and escorted to the event.
* The receiving officer named on the engagement form should be at designated meeting point in sufficient time to greet the Mayoral party on arrival.
* Please ensure that the Mayor is not kept waiting unnecessarily before the start of the function. The receiving officer should introduce the Mayor and Mayoress to appropriate persons and arrange for the Mayor’s party to be escorted at all times.
* It is helpful if the Mayor’s Chauffeur can be told when the function is likely to end.
* When the function ends, the Mayor’s party should be escorted to the Mayor’s car.
* A parking space for the Mayor’s car should be made available as near to the entrance of the premises as possible.

We would be pleased to receive copies of any digital photographs taken at events attended

by the Mayoral party, these can be emailed to mayorsoffice@basildon.gov.uk