
Castle Point Borough Council

The Mayor of Castle Point

Mayor's Office
Council Offices
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Essex SS7 1TF

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E-mail: mayor@castlepoint.gov.uk
www.castlepoint.gov.uk



Attendance of the Mayor at Functions

Thank you for inviting The Mayor of Castle Point to your event. To ensure that proper arrangements are made for the Mayor's attendance, organisers are asked to take careful note of the following, which I hope will assist you: -

Invitation

- ◆ To ensure the Mayor has the best opportunity to attend your event, please provide as much advance notice as possible. While every effort will be made to accommodate new invitations, requests should be submitted **at least 10 working days prior to the event**, unless there are exceptional circumstances.
- ◆ If the Mayor is unavailable, the Deputy Mayor may be invited to attend in their place, subject to availability.
- ◆ Should the event be considered appropriate and the Youth Mayor be available, would you be happy to extend the invitation to them.
- ◆ For more information about Castle Point Youth Council go to:
castlepoint.gov.uk/castle-point-youth-council

Forms of Address

We are often asked about the correct way to address **The Mayor**; you may therefore find the following guidance useful: -

The Civic Head of the Borough is known as **The Mayor** (whether the office is held by a male or female). In direct speech it is correct to use "**Mr. Mayor**" or "**Madam Mayor**," accordingly.

If introducing the Civic Head in announcements, it should be as "**The Worshipful the Mayor of Castle Point, Councillor(Name).....**"

The courtesy title of "**Mayoress**" is given to the Mayor's female companion. It would be a mistake to use this term in connection with a female Mayor. Introduction to the Mayor's female companion should be as "**Mayoress.....(Title and/or Name).....**"

The rules for addressing The Mayor usually apply to the Deputy Mayor except that s/he is not styled "The Worshipful", and the verbal form is "Deputy Mayor".

Precedence & Protocol

Organisers may not be aware that The Mayor, as first Citizen of Castle Point, represents the Borough as host to Civic visitors from other towns and countries. The Mayor is entitled to precedence in all places and on all occasions within the borough boundaries. Therefore, unless H.M. The King or the Lord Lieutenant (the King's personal representative) is present, they would take precedence within the borough over all other civic representatives, including a Member of Parliament, the Chairman of the County Council or the Mayor of a Town Council.

Accordingly, The Mayor should always be given first place and, for formal occasions, should be seated on the immediate right of the Chairperson or other person presiding. The Mayoress, Consort, or Companion should be seated on the immediate right of The Mayor.

The Deputy Mayor, when acting for The Mayor, should be accorded the same precedence.

The Deputy Mayoress/Consort/Escort attends functions in support of The Deputy Mayor but s/he does not deputise for the Mayoress of the Mayor.

Arrival

- ◆ The Mayor will sometimes attend engagements alone or may be accompanied by a guest. They are usually driven by the Civic Chauffeur or drive their own vehicle. On occasions the Civic Support Officer may be in attendance.
- ◆ The Mayor will arrive at the time stated.
- ◆ A reserved parking space for the Mayor's car would be helpful.
- ◆ The receiving officer, named on the Engagement Request Form, should be at the entrance to greet the Mayor.
- ◆ The receiving officer should introduce the Mayor to appropriate persons.

Speeches

- ◆ If The Mayor is requested to speak and make a speech, please supply all relevant background information about the event/engagement including anything specific that should be included in their speech.
- ◆ Please do not ask the Mayor to give a speech without prior notice.

Photos

We would be pleased to receive copies of any digital photographs taken at events attended by the Mayoral Party; Please email The Mayor.

Press & Promotion of Events

Brief details of the Mayor's engagements are published on the Council website. It should be noted that the press does not automatically follow the Mayor to events. If you wish for press coverage, it is advisable to contact them direct.

We wish you every success with your event!

Please do not hesitate to contact the Mayor's Office, if you require any further information, or if you have any queries concerning procedures and protocol. Email: mayor@castlepoint.gov.uk