

SALISBURY
CITY COUNCIL



Civic Handbook

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Distribution

Internal: All SCC Staff

External: Website/Councillors/Partners

Introduction

This handbook provides guidelines for the conduct of civic and ceremonial events and activities for Salisbury City Council.

The guide is intended to be a working document which will be updated – if you feel there is additional information which could usefully be included please let us know.

A handwritten signature in black ink that reads "Annie Child". The signature is written in a cursive style with a long, sweeping underline that extends under the word "Child".

Annie Child
City Clerk

1. The City Council:

- 1.1. Salisbury City Council (SCC) was established in April 2009 as part of the local government reorganisation carried out at that time across Wiltshire.
- 1.2. Between 1974 and 2009 Salisbury District Council and Wiltshire County Council were the local government organisations within Wiltshire. In Salisbury, the Charter Trustees were formed during this period to carry on the mayoralty and the ceremonial obligations of the City.
- 1.3. With the reformation of the SCC in 2009, the Charter Trustees and their functions were subsumed into the newly created body.
- 1.4. There are 24 Councillors representing 8 wards:
 - 1.4.1. Bemerton Heath (3 Cllrs).
 - 1.4.2. St Francis and Stratford (3 Cllrs).
 - 1.4.3. Milford (3 Cllrs).
 - 1.4.4. Fisherton and Bemerton Village (3 Cllrs).
 - 1.4.5. St Pauls (3 Cllrs).
 - 1.4.6. St Edmund's (3 Cllrs).
 - 1.4.7. Harnham West (3 Cllrs).
 - 1.4.8. Harnham East (3 Cllrs).
- 1.5. SCC is a Parish Council and derives its income from the precept paid by local residents and from services it provides. It receives no direct government funding. SCC provides, amongst other things, the following services and facilities in Salisbury:
 - 1.5.1. Allotments.
 - 1.5.2. Markets and Fairs.
 - 1.5.3. Parks and Playgrounds.
 - 1.5.4. The Guildhall.
 - 1.5.5. Bemerton Heath Neighbourhood Centre.
 - 1.5.6. Community Development including grants.
 - 1.5.7. The Crematorium and Cemeteries
 - 1.5.8. Sports Pitches.
 - 1.5.9. Community Grants.
 - 1.5.10. Information for tourists and residents.
- 1.6. The City Council also promotes and represents the city's interests with other Councils, as well as with national and statutory bodies.

2. Roles and Responsibilities of the Mayor:

- 2.1. There are two distinct tasks for the Mayor, which are to be the Chair of Salisbury City Council and to be Salisbury's 'first citizen'. The main tasks are as follows:

- 2.1.1. To chair meetings of the Council and enable its business to be carried out in an orderly and proper manner, having regards to statutory obligations and the Constitution of the Council for the conduct of meetings.
- 2.1.2. To preside, as ceremonial head of the whole Council, over its civic functions and social occasions.
- 2.1.3. To promote, raise the profile and gain publicity for projects and events that are of a good charitable or voluntary nature that benefit the City and its citizens.
- 2.1.4. To celebrate success, both for Council and Salisbury organisations.
- 2.1.5. To host events, receive and welcome VIP's and observe civic protocol.
- 2.1.6. To represent the Council at functions as requested.
- 2.1.7. To support any charities, if chosen by the Mayor, in raising funds.
- 2.1.8. To act as signatory to the Council's official seal on documents on behalf of the Council as stated within the Council's adopted suite of Standing Orders.

3. Citizenship:

- 3.1. The Mayor should encourage citizenship and participation in the life of the City.
- 3.2. The Mayor, or their representative is required to attend the Citizenship Ceremony on the first Wednesday of each month.
- 3.3. The ceremony is conducted by the Registrar where new citizens will swear or affirm their allegiance to the Queen and make a pledge of loyalty. They will be presented with their Citizenship Certificate and the National Anthem will be sung.
- 3.4. Mayoral duties at the Citizenship ceremony are likely to include:
 - 3.4.1. Give a short speech extolling the virtues of Salisbury, the importance of voting and the benefits of getting to know their own communities.
 - 3.4.2. Hand out small gifts (supplied by Registrar).
 - 3.4.3. Shake hands with the new citizens.
 - 3.4.4. Be prepared to be photographed.
- 3.5. The Mayor would be expected to wear a business suit and the Mayoral Chain.

4. Roles and Responsibilities of the Deputy Mayor:

- 4.1. To deputise for the Mayor, when the Mayor is unable to fulfil the duties of that post, at the request of the Mayor.
- 4.2. To support the Mayor at annual civic events and other events hosted by the Council, at the request of the Mayor.

5. Mayoress/Consort/Escort:

- 5.1. These roles are not recognised by law, although their contribution to civic life is widely appreciated. If the Mayor chooses to appoint a supporter, the role may

be undertaken by a spouse, partner, friend or relative of either sex and is accorded precedence alongside the Mayor.

- 5.2. The title of Mayoress was originally bestowed on the Mayor's wife but may also be applied to any female supporter of the Mayor.
- 5.3. Locally the following definitions apply:
 - 5.3.1. Mayoress – a female supporter of the Mayor, nominated by the Mayor at their Mayor Making.
 - 5.3.2. Consort – a male or female supporter of the Mayor, nominated by the Mayor at their Mayor Making.
 - 5.3.3. Escort – a male or female supporter of the Mayor, who provides support on an occasional or ad hoc manner. The Mayor does not nominate them at their Mayor Making.
- 5.4. It is generally understood that the Mayoress/Consort/Escort will provide assistance as follows: -
 - 5.4.1. To provide personal support to the Mayor.
 - 5.4.2. To accompany the Mayor on engagements.
 - 5.4.3. To support the observance of civic protocol.
 - 5.4.4. To support the Mayor's charity as appropriate.
- 5.5. On occasions when the Mayoress/Consort is unable to escort the Mayor to an engagement, the Mayor can choose to either attend alone or take another person to escort them. Should the Mayor wish to take another Escort it is important that this person does not wear the Mayoress/Consort's chain and that the Corporate Services Department is given advanced notification of the person attending, so they can inform the person/organisation inviting the Mayor.

6. Conduct of the Mayor:

- 6.1. In carrying out their roles, the Mayor, Deputy Mayor, Mayoress, Consort, or Escort should consider the public nature of their office. Behaviour and manner will need to be appropriate at all times and not bring the Council into disrepute. They should follow the advice and guidance issued by the Corporate Services Department and should not:
 - 6.1.1. Attend any function or otherwise give support to any organisation or person whose objectives are contrary to law and/or Council policy.
 - 6.1.2. Solicit engagements or visits or otherwise procure favours by virtue of office.

7. Election of the Mayor and Deputy Mayor:

- 7.1. The Order of Precedence (as shown at Annex A) is used to determine who will be nominated to stand for election to Mayor & Deputy Mayor. It is also used to set an Order of Procession when the Civic Party for the City of Salisbury process 'in state'.

- 7.2. SCC follows the national custom, whereby the Mayor has precedence over all the other Councillors, followed (but only when they are accompanying the Mayor) by the Mayoress/Mayor's Consort or Escort, the Clerk and Mayor's Chaplain. Then comes the Deputy Mayor followed by past Mayors who are serving councillors. Their seniority is determined by the dates of their Mayoralties - the earliest is most senior, and so on. After the past Mayors the remaining Councillors follow in order of precedence as determined in section 8 below.

8. Councillors Order of Precedence:

- 8.1. SCC's Order of Precedence is shown at Annex A for 2017/18 which was determined in accordance with the agreed criteria: Presumption Mayor only once, longest cumulative service, shortest gap in service, highest % of vote cast.
- 8.2. The following criteria will be applied in the order shown to determine the Order of Precedence from 2016/17 onwards (as agreed at Services Committee on 9 February 2015):
- 8.2.1. Date of Mayoralty in Salisbury – earliest most senior.
 - 8.2.2. Presumption of Mayor only once.
 - 8.2.3. Cumulative service – The longest cumulative service, including as a Charter Trustee prior to 2009.
 - 8.2.4. Continuous service – shortest gap in service most senior, where cumulative service is equal.
 - 8.2.5. Percentage of vote cast – where all else equal, highest % of votes cast is senior.

9. The Mayor Elect in an Election Year:

- 9.1. In an election year, the Mayor Elect shall, if re-elected, retain his/her position as Mayor Elect and hence be proposed as Mayor at the Council's Annual Meeting.
- 9.2. If the Mayor Elect is not re-elected then the Deputy Mayor Elect (assuming they are re-elected) will be proposed as Mayor at the Council's Annual Meeting.
- 9.3. In an election year, the Deputy Mayor Elect, shall, if re-elected, retain his/her position as Deputy Mayor Elect and hence be proposed as Deputy Mayor at the Council's Annual Meeting.
- 9.4. If neither the Mayor Elect nor Deputy Mayor Elect are re-elected then the Order of Precedence criteria will be used to determine the Mayoral nominations.

10. Order of Procession for Civic Party:

- 10.1. The order of procession of the Civic Party, if all present and dependent on the occasion will generally be
- 10.1.1. The Lord Lieutenant of the County.
 - 10.1.2. The High Sheriff of the County.

- 10.1.3. The Mayor.
 - 10.1.4. The City Clerk.
 - 10.1.5. The Mayor's Chaplain.
 - 10.1.6. The Deputy Mayor.
 - 10.1.7. The Chair of the County Council.
 - 10.1.8. City Councillors.
 - 10.1.9. Honorary Freemen.
 - 10.1.10. The Judiciary including the Honorary Recorder.
- 10.2. The order is based upon the Order of Precedence as given by Debrett's but will be moderated by local custom and practice as the occasion demands.

11. Engagements:

- 11.1. It is essential that every engagement is routed through the Corporate Support Officers. Often the Mayor will be approached in person, by letter, over the phone, by representatives of the charity, or an organisation asking him/her to attend a function.
- 11.2. The Mayor, in the above instances is to refer all persons to the Corporate Support Officers who can advise on the availability of the Mayor and inform them of the proper procedures.
- 11.3. Corporate Support Officers will send out the appropriate booking form to be completed for all engagement requests, which includes a link to the Civic Handbook as guidance for those persons booking the Mayor. This booking form helps the Mayor to plan a speech and lets him/her know exactly what is expected when he/she reaches the venue. In addition, it prevents the possibility of a clash of functions and helps to plan and organise the Mayor's diary - Business cards will be provided for this purpose.
- 11.4. Upon Acceptance/non-acceptance of an engagement, Corporate Support Officers will complete the form proforma and return to the event organisers.
- 11.5. An engagement, once accepted, should not be cancelled except for most important reasons and under no circumstances swapped for a later invitation perceived to be more appealing. The organiser of each event sees theirs as being the most important (this could run the risk of adverse publicity).
- 11.6. The Mayor should attend punctually (but not too early), and be ready to take their place at the appointed time, complete with Chain of Office and robes where applicable (see below for guidance).
- 11.7. The Mayoral Scout and Guide may be invited to attend events if appropriate. The Mayor can request this or it may be deemed appropriate by the Corporate Services Department.
- 11.8. All contact with the Scout and Guide should be through the Corporate Services Department.

- 11.9. The Mayor is advised not to attend commercial functions where their name might be used for advertising purposes, except in cases where they are clearly for the benefit of the City or the Mayor's Charitable Appeal.
- 11.10. At dances or other functions that cover a lengthy period, it is not necessary to stay to the bitter end!

12.Chain and Robes:

- 12.1. It is improper to wear civic insignia (i.e. Chain of Office or Robes) at any event where the holder of civic office to which they relate is not present in that capacity. For councillors this applies to robes, which should only be worn on official ceremonial occasions.
- 12.2. There is no right for the Mayor to wear any official civic insignia outside the City unless permission is granted by the relevant Civic Head of the area concerned.
- 12.3. The Corporate Services Department will offer advice for each civic engagement if it is not clear from the invitation what to wear.
- 12.4. When the Mayor/Deputy Mayor or councillors attend an event in robes, the City Clerk will generally attend in ceremonial clothing also.
- 12.5. On occasions when City Councillors are supporting the Mayor on any of his/her civic duties and the Mayor is wearing the Chain of Office only and not robes, then those Councillors who have been Mayor should wear their Past Mayor's Collar and Badge.

13.General Guidelines for the Wearing of Robes and Mayoral Chain:

- 13.1. The general guidelines for the wearing of the Chain of Office and robes are set out below. If a Mayor is unsure then they should seek guidance from the Corporate Services Department.

14.Functions where robes and chain appropriate:

- 14.1. Unless specified by the event organisers not to wear the Chain of Office and permission has been granted by neighbouring Civic Heads, the Mayor will be expected to wear the Chain of Office to all accepted invitations. When it is appropriate to wear all civic insignia would be at:
 - 14.1.1. Public functions within Salisbury City attended by a member of the Royal Family (subject to arrangement with the organisers).
 - 14.1.2. Annual General Council Meeting (Mayor Making).
 - 14.1.3. Civic Church Services.
 - 14.1.4. Special events, when appropriate, as promoted by Salisbury City Council.
 - 14.1.5. Civic wreath laying ceremonies.
 - 14.1.6. Greeting the High Court Judges.
 - 14.1.7. Mayor's official receptions.

14.2. Functions where chain is appropriate

- 14.2.1. Functions outside Salisbury City attended by a member of the Royal Family (providing the permission of the relevant mayor/chairman is given).
- 14.2.2. Civic receptions.
- 14.2.3. Receiving or entertaining parties of visitors to the Guildhall.
- 14.2.4. Civic receptions in other towns (by agreement).
- 14.2.5. Meetings where the Mayor presides or officiates.
- 14.2.6. Opening conferences of organisations of a public character.
- 14.2.7. Opening exhibitions arranged by organisations of a public character
- 14.2.8. Speech days and school prize-giving and open days.
- 14.2.9. School sports days or carol services.
- 14.2.10. Memorial services.
- 14.2.11. Hospital visits.
- 14.2.12. Military services.
- 14.2.13. Festival of Remembrance.
- 14.2.14. Inspections of units and depots of the armed forces.
- 14.2.15. Bazaars, carnivals.
- 14.2.16. Full Council Meetings.
- 14.2.17. Functions outside the city except those specifically mentioned above.
- 14.2.18. Private church attendances.
- 14.2.19. Theatre visits, concerts, film performances or dances.
- 14.2.20. Dinners & lunches.
- 14.2.21. Annual shows of local organisations.
- 14.2.22. Opening/viewing exhibitions of private organisations.
- 14.2.23. Receptions of private organisations.
- 14.2.24. Sporting events.
- 14.2.25. Opening new premises of commercial organisations.
- 14.2.26. Visits to factories, workshops and other similar places.

14.3. When wearing official Robes and Hats, the Mayor should remove the Hat when:

- 14.3.1. Acknowledging Salutes.
- 14.3.2. During the playing of the National Anthem.
- 14.3.3. In the presence of a member of the Royal Family.
- 14.3.4. During March Pasts, the Mayor should remove and replace the Hat as each section passes the salute.
- 14.3.5. On an inspection when the Mayor passes the Colours.

15. Civic Regalia – Safe Custody Guidelines:

- 15.1. The Council has agreed the following guidelines for the safekeeping of the Civic Regalia. You should read these carefully and adhere to them. If you have any doubts, please contact the Corporate Services Department.
- 15.2. The Council will:
 - 15.2.1. Maintain insurance cover for all civic regalia.

- 15.2.2. Be responsible for the maintenance of the regalia including any damage or wear and tear.
- 15.3. The Mayor, Mayoress/Consort and Deputy Mayor will:
 - 15.3.1. Ensure the specific conditions of the Council Insurance are followed as outlined in the guidance below. and
 - 15.3.2. As far as is practical follow the other guidelines as to the safe custody of the regalia.
- 15.4. **Specific Conditions of the Insurance:**
 - 15.4.1. The regalia must not be left in an unattended vehicle unless all the doors, windows and other means of access have been secured and locked and all keys of the vehicle removed to a place of safety and the regalia is placed in the boot of the vehicle or is otherwise out of sight.
- 15.5. **Other Guidelines for Safe Custody of Regalia:**
 - 15.5.1. The regalia, unless being worn, should be kept in the case provided by the Council.
 - 15.5.2. If the regalia is not required over a period of two weeks, it should be returned to the Corporate Services Department for safekeeping.
 - 15.5.3. During any holiday periods or when it is likely that the Mayor, Mayoress/Consort and/or Deputy Mayor will be away from home, the regalia should be returned to the Corporate Services Department for safekeeping.
 - 15.5.4. Regalia should not be worn in public except when attending a function. In any event the regalia should be kept covered in public areas. They should seek advice from the Corporate Services Department if this arrangement is not convenient.
 - 15.5.5. The regalia should not be left unattended in its case.
 - 15.5.6. Members should not attempt to clean the regalia other than with a soft cloth. Any damage or wear and tear should be reported to the Corporate Services Department as soon as possible.
 - 15.5.7. Regalia should not be loaned or placed in the custody of any other person other than the officers of the Council.
 - 15.5.8. The Mayor, Mayoress/Consort and Deputy Mayor should inform the Corporate Services Department immediately if their Chains of Office are lost, mislaid, stolen or otherwise missing in order that the Council's insurers can be informed.

16. Wearing of Honours & Decorations:

- 16.1. The occasions when Decorations may be worn can be divided into two categories:
 - 16.1.1. When The Queen or a Member of the Royal Family who is a Royal Highness is present.
 - 16.1.2. On all other occasions.

- 16.2. The Mayor, advised by the Corporate Services Department will decide whether the nature or importance of the occasion makes it appropriate for Decorations to be worn and then issue instructions on the invitation cards/letters. Even so, on all such occasions the wearing of Insignia is entirely at the discretion of the holder.

17. Ceremonial Officers:

- 17.1. Ceremonial Officers include the City Beadle, the Assistant City Beadle, the Sergeant at Mace and the Macebearers. The Corporate Services Manager will liaise with the City Beadle to ensure Ceremonial Officers are present at appropriate civic events.
- 17.2. These are honorary appointments, made by the City Clerk, which are unpaid, although expenses are met. This is a casual arrangement, not a contract of employment and is not binding to either party. The Ceremonial Officers must make their own arrangements to inform HMRC of this income.

18. The Civic Party:

- 18.1. The Civic Party represents the Civic, Community and Business Leadership of the City at events. The purpose of including the Civic Party at civic events is:
 - 18.1.1. To ensure good links are maintained between the Council and other local bodies – that is to allow informal networking between decision makers across the city to ensure mutual understanding of roles and responsibilities.
 - 18.1.2. To acknowledge the contribution and commitment that local people show towards the city.
 - 18.1.3. To show visitors and guests the strength and depth of support for them by the civic community of Salisbury, e.g. Freedom of the City.
 - 18.1.4. To provide colour, pomp and ceremony to enhance the historical tourism appeal of Salisbury City, particularly at Mayor Making.
 - 18.1.5. To thank, where necessary, community leaders by offering them hospitality.
- 18.2. The Civic Party's primary role at civic events is to be seen, to move around the city in robes & uniform where possible, inviting public attention and interest in civic events, and thereby the Council and local democracy.
- 18.3. At the Mayoral Receptions to which members of the Civic Party are invited, their role is to allow Councillors and Officers to establish lines of communication and understanding across the city's community.

19. Composition of the Civic Party:

- 19.1. The civic list has been arranged into groups which are shown at Annex B. Not all those within each group will be invited to all functions and not all in a group will be invited to all occasions.

- 19.2. The Mayor, the Leader of the Council and the City Clerk will agree before each civic function the guest list and those from within the civic list to be invited depending on the type, venue and funding for the function.
- 19.3. This list is not closed, individuals or groups can be added at any time to reflect the changing relationships and priorities of the City Council. This list acts as an Aide-Mémoire to ensure all sectors of the community are considered when inviting guests to civic occasions

20. Past Mayors, Mayoress & Consorts and Clerks to the Mayor:

- 20.1. Past Mayors, Mayoresses and Consorts and Past Clerks to the Mayor form part of the civic party.
- 20.2. The out-going Mayor will be awarded a Past Mayor's Badge at Mayor Making.
- 20.3. The out-going Mayor may choose to present their Mayoress/Consort with a badge to mark their service.
- 20.4. If the Mayor chooses to award their Mayoress/Consort with a badge, they have the discretion to issue either the SCC funded badge or at their expense purchase a gilt badge which costs approx. £300. If the out-going Mayor chooses to have either badge engraved, this is also done at their own expense.
- 20.5. The Mayoresses, Consorts and Escorts of deceased Past Mayors form part of the civic party.

21. Honorary Recorder for the City:

- 21.1. The Honorary Recorder is traditionally a Senior Criminal Judge who sits in Salisbury Law Courts.
- 21.2. The appointment of an Honorary Recorder is made by Full Council. It does not attract any payment of expenses and is purely an honorary role and does not entail any specific duties, although the Recorder usually attends and is involved with civic ceremonial events such as the annual Mayor Making, Remembrance Sunday, etc.
- 21.3. Although there are no financial implications associated with the appointment of an Honorary Recorder, SCC can issue a small gift at Full Council to the standing down Recorder to mark their service.

22. Transport:

- 22.1. The current practice is to hire the services of a car and chauffeur for selected civic and high profile events. There is a limited budget for this which required careful management and scrutiny.
- 22.2. Events where the chauffeur driven car may be used would include:
 - 22.2.1. When The Queen or a Member of the Royal Family who is a Royal Highness is present.

- 22.2.2. Other Authority's civic functions following financial authorisation from the Corporate Services Manager.
 - 22.2.3. Functions where there is an expectation that the Mayor will have official transport as determined by the Corporate Services Department.
- 22.3. The Mayor may also exercise the use of taxi transport within budgetary confinements to undertake official duties – An official duty is one for which an official invitation has been received by the Corporate Support Officers. The Corporate Support Officers will arrange this for the Mayor.

23. Overseas Trips:

- 23.1. The Policy and Resources Committee will determine whether to accept an overseas trip invitation.
- 23.2. The Civic Party for overseas trips will be made up as follows:
 - 23.2.1. The Mayor – If the Mayor is unavailable or does not wish to go, the next in line will be the Deputy Mayor, then the immediate past Mayor. If none of these three councillors can go the request will be declined.
 - 23.2.2. The Mayoress/Consort – If there Mayor is not going then the Mayoress/Consort of the Deputy/immediate past Mayor.
 - 23.2.3. A third person – Councillor or Senior Officer. It is suggested that the Councillor should be nominated by the Mayor or Deputy Mayor, and immediate past Mayor and should extend to his/her partner. However, the partner's travel costs would not be met by SCC. In the event of an Officer, it should be the City Clerk or Corporate Services Manager.
- 23.3. The Policy and Resources Committee agreed that anybody travelling will meet 100% of the costs associated with any trip with the exception that the Mayor may request assistance toward travel costs only if necessary.
- 23.4. If an overseas trip invitation are accepted, all other serving Councillors (and partners) are to be made aware and invited to go if they wish to do so. This is subject, however to there being no restriction on numbers attending by the inviting body. In this instance all costs associated with the trip will be met by the individual. Travel arrangements for any additional Councillor and their partners will be co-ordinated and arranged via SCC's Corporate Services Department. Invites will not be circulated beyond SCC current elected Councillors.

24. Speeches:

- 24.1. During the Mayoral year the Mayor will be called upon to make many speeches. These speeches are published on the SCC website.
- 24.2. The Business Manager will offer support and guidance to help the Mayor prepare for speeches but will not routinely draft the Mayor's speeches, unless specifically requested to do so.

25. Charity:

- 25.1. Each year, the Mayor can choose to raise money for charity/charities of their choice during their year of office, however this is not compulsory. The charity/charities chosen must be registered with the Charities Commission and would preferably be local.
- 25.2. Events will be organised via a Charity Committee made up of helpers from the charity concerned and the Mayor's family, friends & colleagues.
- 25.3. All funds raised on behalf of the Mayor's chosen charity must be paid into the charities own bank account and kept totally separate from Salisbury City Council's financial systems.
- 25.4. City Council Officers will only provide minimal support and guidance to the Mayor and Council Officers and cannot be part of the Mayor's Appeal Committee unless this is a private commitment. Any requests from the public regarding the Mayors Charity should be directed to the named Charity or Chair of the Mayor's Appeal Committee.
- 25.5. Incoming Mayors are requested to seek the advice of the City Clerk before deciding which charity to support during their year. The choice of charity can have implications for the City Council and needs full consideration.

26. Gifts:

- 26.1. Generally the Mayor (and Deputy Mayor) may accept minor tokens of goodwill or flowers as personal gifts. Other gifts may not be retained by the Mayor either during their Mayoral year or after and shall be passed to the City Clerk who shall manage such gifts on behalf of the Council.
- 26.2. The Corporate Support Officer will obtain civic gifts to be given out as required. These will be used upon the following types of occasion

Gift Purpose	Typical Gift
Ambassadors or other visiting dignitaries representing the City elsewhere	Framed photograph or print
Gift taken to the Council's twinned and sister cities	Framed photograph or print
Presentations upon an occasion such as the wedding of an important local dignitary, military parade	Flowers
Small gifts to visitors such as volunteer organisations, youth groups etc.	Council plaque

- 26.3. It is good practice to write a letter of thanks for any gift received and the Corporate Services Department will assist with this as necessary.

27. Budgets:

- 27.1. The Civic budget is limited and the Mayor should be wary of promising hospitality to any group or organisation without first discussing with the Corporate Services Manager.
- 27.2. Incorporated in the civic budget the Mayor has the discretion to grant the use of the Guildhall, Monday to Friday for up to four times a year free of charge, to any public, private, charitable or voluntary organisation who request such use. This privilege should be exercised by the Mayor on an equal, non-discriminatory basis, where he or she should prioritize the suitability of such requests by those applying.
- 27.3. The City Clerk will brief the Mayor on the civic budget at the beginning of the Mayoral year.

28. Flag Flying:

- 28.1. The flying of flags will be governed by local custom and in accordance with guidelines provided by the [National Association of Civic Officers](#).
- 28.2. The City Flag will be flown on the Guildhall on the following occasions:
 - 28.2.1. On 30th January – the 1227 Charter Anniversary.
 - 28.2.2. On the day of Mayor Making.
 - 28.2.3. On the day of the Mayor's 'At Home' if held.
 - 28.2.4. On special occasions of civic rejoicing to be decided upon by the Mayor in discussion with the City Clerk.
- 28.3. The City Flag will be flown at Half Mast on the following occasion
 - 28.3.1. From the notification of death until sunset on the day of the funeral of a serving or past Mayor, serving or past Mayoress or Consort, or serving City councillor.
 - 28.3.2. On special occasion of civic lament, to be decided upon by the Mayor in discussion with the City Clerk.

29. Neutrality and Election Purdah:

- 29.1. The convention has been that during the Mayoral Year, the Mayor reduces his or 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. The Mayor should also maintain this a-political role when chairing Council meetings.
- 29.2. The Mayor may need to consider how ward business can be kept up to date during their Mayoral year. The Mayor may wish to discuss this with their Group Leader and/or fellow Ward Councillors.

- 29.3. Special conditions apply to the issue of publicity in the period leading up to elections. During the period of 28 days or so leading up to an election, the Council must take special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll.
- 29.4. To ensure compliance with the various Acts and Publicity Code, the Council therefore enters a period of Purdah in the 28 days leading up to an election where it will avoid issuing any publicity in the name of or associated directly with any Councillor.
- 29.5. The Chairman is strongly advised to ensure the dates of major civic events such as the Annual Civic Awards are arranged to ensure there is no conflict with the Purdah period.

Annex A The Order of Precedence 2020-21:

Draft The Order of Precedence 2021-22
Subject to revision after Full Council on Mon 17 May 2021

(Revised following May 2021 Elections)

1	Mrs Caroline Corbin	Mayor 2021 - 2022	Bemerton Heath	
2	Mr Tom Corbin	Deputy Mayor 2021 - 2022	Bemerton Heath	
3	Mr Ricky Rogers	Mayor 1995 -1996	Fisherton and Bemerton Village	
4	Mr Paul Sample	Mayor 1997 - 1998	St Edmund's	
5	Mr Ian Tomes	Mayor 2001 - 2002	Harnham East	
6	Mr Jeremy Nettle	Mayor 2004 - 2005	Fisherton & Bemerton Village	
7	Mr Brian Dalton	Mayor 2010 - 2011	Harnham West	
8	Ms Jo Broom	Mayor 2014 - 2015	Harnham East	
9	Mr Atiqul Hoque	May 2013	St Edmund's	
10	Mr Sven Hocking	May 2013	Harnham East	
11	Ed Rimmer	May 2021	Bemerton Heath	19.21
12	Annie Riddle	May 2021	Harnham West	17.84
13	Charles McGrath	May 2021	Milford	14.92
14	Cliona Hibbert	May 2021	St Francis and Stratford	14.85
15	Mark Mewse	May 2021	St Francis and Stratford	13.76
16	John Wells	May 2021	St Francis and Stratford	13.65
17	Alan Bayliss	May 2021	Milford	12.86
18	Paul Cunningham	May 2021	Harnham West	12.62
19	Jo King	May 2021	Milford	12.60
20	Victoria Charleston	May 2021	St Paul's	12.50
21	Mary Webb	May 2021	St Paul's	12.16
22	Jenny Bolwell	May 2021	Fisherton and Bemerton Village	12.12
23	Samuel Charleston	May 2021	St Paul's	11.54
24	Chris Stanway	May 2021	St Edmund's	11.50

Criterion in accordance with Services Committee minute 309, 9 February 2015:

- Date of Mayoralty in Salisbury – earliest most senior
- Presumption of Mayor only once
- Cumulative service – longest service in the City Council only is most senior
- Service – longest cumulative service, including as a Charter Trustee prior to 2009
- Percentage of vote cast – where all else equal, highest % of votes cast is senior

Annex B The Civic List:

As agreed by Community Services Committee 11 October 2010.

This is not listed in any order of precedence

Group A: Current Councillors and VIPs
The Mayor
The Deputy Mayor
The Leader of the Council
The Deputy Leader of the Council
Salisbury City Councillors
The City Clerk
The Lord Lieutenant
The High Sheriff of Wiltshire
The Chair of Wiltshire Council
The Leader of Wiltshire Council
Wiltshire Council Councillors representing the City
The Member of Parliament for Salisbury
The Honorary Recorder for the City
Senior Police Officer for the City
Senior Fire Officer for the City
Senior Ambulance Officer for the City
Freemen of the City*
The Very Reverend Dean of Salisbury Cathedral
The Right Reverend Lord Bishop of Salisbury
Mayor's Chaplin
Other Wiltshire Council Councillors as appropriate
Salisbury City Council - Ceremonial Officers & Contractors
• The Chief Ceremonial Officer
• The Beadle
• The Assistant Beadle
• The Sergeant at Mace

<ul style="list-style-type: none"> Mace bearers
Group B: Past Mayors, Officers and Holders of Civic Office
Past Mayors
Past Mayoresses and Consorts
Past Honorary Recorders
Past Clerks
Mayoresses, Consorts and Escorts of deceased Past Mayors
Group C: The Judiciary
District Judges
Chairman of the Bench of Magistrates
6 x Justice of the Peace, nominated by the Chairman of the Bench of Magistrates
Courts Manager
Clerk to the Justices
Deputy Clerk to the Justices
The Coroner
The Deputy Coroner
The Assistant Coroners (3)
Group D: Local Community and Charity Leaders
The Chief Executive, Wiltshire Council
Chair of SCCAP
Head Teachers of City schools
Vice Principal of Wiltshire College based in Salisbury
Twinning Association Chairs
<ul style="list-style-type: none"> Saintes
<ul style="list-style-type: none"> Xanten
Local Senior Military Officers* – Other than the Freedom of the City Holders 4 Rifles, 32 Regt RA and 3 RMP – 158 Provo.
Leaders of Business Organisations
<ul style="list-style-type: none"> Chair of the Chamber of Commerce
<ul style="list-style-type: none"> Chair of City Centre Management
<ul style="list-style-type: none"> Chair of the Young Chamber

• Market Traders Representative
• Chair of Federation of Small Business
Chair, Salisbury NHS Foundation Trust
Chief Executive, Salisbury NHS Foundation Trust
Chair of Wiltshire NHS
Chief Executive of Wiltshire NHS
Directors/Chairs of local cultural organisations – Creative Wiltshire
• Salisbury Arts Centre
• Salisbury International Arts Festival
• Salisbury Playhouse
• Salisbury Museum
Chair of Salisbury Coalition against Racism
Chair or Chief Officer of charitable and voluntary sector organisations with local representation, for example
• Salisbury Lions Club
• Salisbury Rotary Club
• Inner Wheel
• Salisbury Age Concern
• Sure Start
• Salisbury WI
• Royal British Legion
• Salvation Army
Chair or Leader of Youth groups, for example
• Guides
• Scouts
• Brownies
Leaders of Salisbury Religious organisations, less Cathedral, for example
• Chair of Churches Together
• Salisbury Mosque
Other community groups
• Fairtrade Group

Principal Sarum College
Chairs of Residents Associations, for example
<ul style="list-style-type: none"> Bemerton Heath
Group E: Commercial, Sports & Business Leaders
Local Senior Officer of local major employers, for example
<ul style="list-style-type: none"> Tesco
<ul style="list-style-type: none"> QinetiQ
<ul style="list-style-type: none"> James Hay
<ul style="list-style-type: none"> Santander
Leaders of Sports Clubs and Societies, for example
<ul style="list-style-type: none"> Salisbury Football Club
<ul style="list-style-type: none"> Salisbury Rugby Club
<ul style="list-style-type: none"> Salisbury Canoe Club
Media Representative, for example
<ul style="list-style-type: none"> Spire FM
<ul style="list-style-type: none"> Salisbury Journal
<ul style="list-style-type: none"> BBC Wiltshire
SCC Community Development Grant Recipients
Trade Unions Leaders or local representatives with links to SCC
<ul style="list-style-type: none"> Unison Rep
<ul style="list-style-type: none"> Unite Rep
Group F: Civic
Mayors and Leaders of Councils bordering Salisbury City, for example
<ul style="list-style-type: none"> Wilton
<ul style="list-style-type: none"> Laverstock & Ford
Wiltshire Mayors, for example
<ul style="list-style-type: none"> Amesbury
<ul style="list-style-type: none"> Devizes
<ul style="list-style-type: none"> Chippenham
<ul style="list-style-type: none"> Marlborough

• Westbury
• Trowbridge
• Swindon
Mayors outside of Wiltshire, for example
• Fordingbridge
• Ringwood
• Bournemouth
• Poole
• Bath
• Winchester
• Southampton
Chairs of Local Parishes without Mayors, for example
• Britford
• Bishopstone
• Porton
• Winterbournes
• Andover