

# Civic Mayor – Protocol

## General

Organisers are asked to note that the Civic Mayor attends as the First Citizen of the Borough. He does not attend as a representative of the Council or any section of it. Consequently, matters of policy or opinion should not be raised when he is present as a guest but taken up separately through the appropriate Council Officer.

## Arrival of the Civic Mayor

The Civic Mayor will plan to arrive at the arrival time requested and should be met upon arrival at the main entrance to the building by a respectable officer of the organisation who should act as an escort if the escort is not the senior member of the organisation, the escort should take the Civic Mayor without delay to the President, Chairman or senior member and introduce him. Someone should be available to announce The Civic Mayor, so that people know that he is there. The Civic Mayor should be accompanied throughout the function until departed.

## Correct form of address

The Civic Mayor is styled:

- The Worshipful the Civic Mayor of Croydon, Councillor Tony Pearson OR
- The Worshipful the Civic Mayor of Croydon, Councillor Tony Pearson and his Mayoress, Mrs Maria Pearson
- Second Consort, tbc

In a speech, the Civic Mayor would be addressed as:

- The Civic Mayor
- Mr Civic Mayor

Deputy Mayor:

- Deputy Civic Mayor, Councillor Appu Srinivasan
- Deputy Civic Mayoress, Mrs Karthika Dhamodharan
- Second Consort, tbc

Letters should be addressed to:

The Worshipful the Civic Mayor of Croydon  
Mayor's Parlour  
Town Hall  
Katharine Street  
Croydon  
CR0 1NX

## Seating

The Civic Mayor, as senior guest, as provided by Section 3(a) of the Local Government Act of 1972, should always be seated on the immediate right of the host at meetings and also at social events such as lunches and dinners. The Consort should be seated next to the Civic Mayor.

## Church Services

If the Civic Mayor is attending a Church service, the Mayoral Party should be met at the entrance to the Church and conducted to the front pew in the nave on the right of the centre aisle with Civic Mayor seated nearest the aisle. If there is no centre aisle, the Civic Mayor should be seated in the middle of the front pew. The only exception to this practice is at a Funeral service when the Civic Mayor takes the front pew on the left to allow the family mourners to sit on the right. It is important to remember that when you invite the Civic Mayor to attend an event in Croydon, that he is the

principal guest and has a clearly defined role to perform, either this or there is a specific purpose for the Civic Mayor's visit.

## Speeches

At formal functions such as lunch or dinner within the Borough, the Civic Mayor's presence as principal guest is acknowledged as follows:

- If the Civic Mayor is not to make a speech and there are to be toasts, a formal toast should be made to the "London Borough of Croydon" immediately after the "Loyal Toast". The Civic Mayor will then respond formally with a toast to the organisation.
- If the Civic Mayor is to speak, she should be invited to propose or respond to the first toast after the "Loyal Toast". The formal toast to the Borough may be omitted in this case.

## Procedure

If the function is in the nature of a Luncheon, a copy of the proposed Toast list should be forwarded to the Civic Mayor's Office with the completed event pro-forma. If this is not possible, it should be sent to reach the Civic Mayor's Office **no later than two weeks** prior to the engagement. In the case of a Public Meeting or other similar events, a copy of the Agenda and any relevant papers should be forwarded with the event pro-forma or as soon as they are available.

## Changes

From time-to-time, the Civic Mayor may be called upon to attend a Civic function at very short notice. This is regrettable, but Civic functions take precedence. If this should happen, the Executive Officer will contact you and will arrange for the Civic Mayor to be represented either by the Deputy Civic Mayor or by the immediately Past Civic Mayor.