



MAESTEG TOWN COUNCIL ROLE OF MAYOR AND DEPUTY MAYOR POLICY

1. Introduction

This policy defines the roles, responsibilities, and expectations of the **Mayor** and **Deputy Mayor** of the town council. The Mayor and Deputy Mayor represent the council in civic matters, ensure effective council leadership, and contribute to the overall well-being of the community.

2. Purpose

The purpose of this policy is to ensure clarity regarding the roles of the Mayor and Deputy Mayor, to promote effective governance, and to define their responsibilities in representing the council and the town community.

3. Election of the Mayor and Deputy Mayor

- **Election Process:** The Mayor and Deputy Mayor are elected annually by the council members at the **Annual Town Council Meeting** (or at a designated meeting following local procedures). The positions are typically held for one year, although this can vary according to the council's standing orders.
- **Eligibility:** Any serving councillor may be nominated to serve as Mayor or Deputy Mayor, but the final selection is subject to a vote by the full council.

4. Role of the Mayor

The **Mayor** is the civic leader of the town council and has both ceremonial and functional responsibilities:

❖ Chairing Council Meetings:

- The Mayor presides over meetings of the town council, ensuring that meetings run smoothly, are orderly, and comply with council rules and standing orders.
- In the event of the Mayor's absence, the Deputy Mayor may step in to chair the meeting.
- The Mayor ensures that all councillors have an opportunity to contribute to discussions and that meetings are conducted fairly.

❖ Representing the Town Council:

- The Mayor acts as the primary representative of the town council at public events, functions, and external meetings, representing the views of the council and promoting the interests of the community.
- The Mayor may attend civic events, charity functions, local government meetings, and other community activities.
- The Mayor is the figurehead at ceremonial events such as Remembrance Day services, local festivals, and other community engagements.

❖ External Relations:

- The Mayor works with other local government bodies, community groups, and stakeholders to foster positive relationships and collaborate on community issues.
- The Mayor may meet with local MPs, district councils, or other governmental agencies, advocating for the town council's interests and priorities.

- ❖ **Supporting the Community:**
 - The Mayor may have an active role in organizing or supporting local charitable events, community outreach, and engagement with local residents.
 - The Mayor promotes the interests of the town through communication with the public, including public talks, newsletters, and participation in community events.
- ❖ **Signatory Role:**
 - The Mayor may be a signatory for official town council documents, letters, or certificates, as required.
 - In some cases, the Mayor may sign formal documents or agreements on behalf of the council.
- ❖ **Special Functions:**
 - The Mayor may be asked to represent the council in legal or formal matters or to perform special duties as requested by the council.
- ❖ **Support for Council Decisions:**
 - While the Mayor represents the council, they are expected to support council decisions, even if they personally disagree, and to promote unity within the council.

5. Role of the Deputy Mayor

The **Deputy Mayor** is a supportive role designed to assist the Mayor and take on leadership responsibilities when necessary. The Deputy Mayor is expected to:

- ❖ **Assist the Mayor:**
 - The Deputy Mayor assists the Mayor in their duties and responsibilities, particularly in events and meetings where the Mayor's time or availability is limited.
 - The Deputy Mayor may represent the Mayor at official functions, council meetings, or civic events when the Mayor is unable to attend.
- ❖ **Acting as Chair in the Mayor's Absence:**
 - The Deputy Mayor chairs council meetings in the absence of the Mayor, ensuring that meetings continue smoothly, and that council business is conducted effectively.
 - If the Mayor is unavailable for a prolonged period, the Deputy Mayor may temporarily assume the role of the Mayor.
- ❖ **Preparing for Future Leadership:**
 - The Deputy Mayor often acts as a preparatory role for the position of Mayor in future years, gaining experience in leadership, chairing meetings, and representing the council at events.
 - The Deputy Mayor should be familiar with the council's business, the Mayor's duties, and the wider role of the council.
- ❖ **Supporting the Council and Community:**
 - Like the Mayor, the Deputy Mayor is expected to support the work of the council and contribute to community outreach, local events, and functions.
 - The Deputy Mayor works closely with the Mayor to support the smooth functioning of the council and to promote the town's interests.
- ❖ **Filling the Mayor's Role Temporarily:**
 - The Deputy Mayor may assume the role of the Mayor in case of absence, illness, or incapacity, ensuring continuity in the council's leadership.

6. Relationship Between the Mayor, Deputy Mayor, and Town Council

- ❖ The Mayor and Deputy Mayor should maintain a **close working relationship** with other councillors and the town council's clerk, ensuring effective communication and teamwork.
- ❖ The roles are designed to be **complementary**, with the Mayor taking a prominent, visible role in community events and council meetings, while the Deputy Mayor provides support and prepares for future leadership responsibilities.
- ❖ Both roles are **non-political**. While the Mayor and Deputy Mayor may hold different political views, their roles require impartiality and neutrality in their duties.

7. Responsibilities for the Mayor and Deputy Mayor in Terms of Accountability

- ❖ Both the Mayor and Deputy Mayor are accountable to the **town council** and the **local community**. They must act in the best interests of the town, upholding the values of transparency, integrity, and fairness.
- ❖ Both the Mayor and Deputy Mayor must ensure they do not misuse their positions for personal or political gain.
- ❖ If the Mayor or Deputy Mayor cannot fulfil their duties, the council may review their position and elect a new Mayor or Deputy Mayor if necessary.

8. Term of Office

- ❖ The term for both the Mayor and Deputy Mayor is typically one year from the Annual General Meeting (AGM). The council may re-elect the same individuals for subsequent years, but this decision is made based on the will of the council.

9. Chains of Office

- ❖ When representing the Town Council at events/functions within Maesteg, The Mayor is to wear the chains of office. If the event is outside of Maesteg, permission would need to be sought from the relevant party for the Mayor to wear the chains.
- ❖ If there is a consort to the Mayor, the consorts chains are to be worn in accordance with the aforementioned item pertaining to permissions granted.
- ❖ When the Deputy Mayor attends the same event as the Mayor, they are not to wear the Deputy Mayors chains.
- ❖ At events organised or funded by Maesteg Town Council, both the Mayor and Deputy Mayor may wear their chains of office by prior agreement of the Council.

10. Remembrance Sunday

- ❖ The Mayor is to attend the War Memorial on Talbot Street.
- ❖ The Deputy Mayor is to attend the War Memorial in Caerau.
- ❖ MTC armed forces representative or a previous Mayor is to attend the War Memorial in Llangynwyd.

This policy was agreed by the Policy committee on 25/02/2025

Policy Accepted and adopted by a Hybrid meeting of the Council held on 04/03/2025

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Mayor

Review Date: To be reviewed during the year following an election unless any issues arise.