



Civic Handbook and Induction Pack 2016

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Foreword

The Local Government Act 2000 radically changed the way in which Councils operate, with much time and effort rightly being devoted to the role of Leaders and Executive and Scrutiny Members.

At the heart of the new arrangements is the belief that local government must capture and retain the interest of local communities. This is vital to:

- Allow them to articulate their aspirations, needs and priorities;
- Assist in co-ordinating a Council's work with organisations which operate locally;
- Focus and shape the future work of such organisations;
- Contribute to the achievement of sustainable development in the area; and
- To act as a representative of the Community at joyous and tragic occasions.

It is sometimes forgotten how the role of the Mayor can contribute to these objectives.

A consistent theme which emerges when talking to Councillors who have undertaken the role, is that they look back not only with pride on their year in office, but also in recognition of the knowledge and understanding it gave them of the private, public and voluntary organisations operating within the Borough.

This together with the experience of the new democratic arrangements has caused us to ask whether there is a need to better support Mayors using the considerable experience, which exists, throughout the country.

This Civic handbook and induction pack will aim to assist in this process.

Contents

Page

Important Staff Contacts (The Executive & Civic Office Staff)	7
Introduction	8
History of the Office and present day role of the Mayor	8
The Position of Mayor	9
Office of the Mayor	10
What does it mean to be Mayor and what are my duties?	10
Powers and duties of the Mayor	10
Working as a Team	11
Being prepared to speak	11
Making a speech	11
When speaking.....	11
Looking Back – a Brief History	12
Wigan Pier	12
History of Wigan Town	12
The Armorial Bearings of the Borough	13
The Council’s logos	13
Town Halls.....	15
A Guide to the Stained Glass Windows of the Council Chamber	17
Wigan Town Hall	17
The Coat of Arms of the Metropolitan Borough of Wigan (post 1974) and its former Authorities (pre 1974)	19
Honorary Aldermen	20
Allowances	23
Biography	23
Catering.....	23
Chains of Office	23
Chaplain	24
Chief Executive.....	24
Charity	25
Christmas Cards.....	25
Civic Events	26
What events can I expect to host during my Civic Year?.....	26
Civic Sunday.....	26
Clothing	27
Council Meetings	27
Deputy Mayor	28
Deputy Mayoress/Consort	28
Diary	28
.....	28
Dietary Requirements	29
Distinguished Visitors	29
Election of Mayor and Deputy.....	29
Emergency Situations.....	30

Engagement Invitation Sheet and Invitations.....	30
Family	32
Flag Flying.....	32
Flowers.....	33
The Freedom of the Borough.....	33
Functions.....	34
Funerals.....	34
General Correspondence	34
Gifts received and given by the Mayor	34
Guests	35
Health Problems	34
Holidays.....	35
Hospitality by the Mayor	35
Induction Process.....	36
Late requests for Mayor’s attendance	36
Length of engagements	36
Local Events.....	36
Mayormaking.....	36
Mayoress/Consort	36
Mayor’s Photographic Album	37
Mobile Phones.....	37
Outside Organisations	37
Parlour.....	38
Photographs	38
Political Neutrality	38
Precedence of the Mayor.....	38
Protocol – Written and Verbal – Mayor.....	39
Protocol – Written and Verbal – Deputy Mayor.....	39
Presenting the Deputy Mayor	39
Regalia	40
Religion.....	45
Robes (see also section on Clothing)	45
Royal Garden Party	45
Royal Visits.....	45
Security.....	45
Smoking.....	45
Speeches (including Inaugural Speech)	46
Telephone.....	46
Title.....	46
Town Twinning	46
Training.....	47
Use of Mayoral Car.....	47
Visitors Book.....	47
Ward Duties.....	48
Summary	48
Life after the Chain	49
Appendices.....	50

Important Staff Contacts

Details of the Executive and Civic Support staff are listed below.

Donna Hall, CBE
Chief Executive
Tel: 01942 827148
Mobile: 07769363421

Because of the status of the Mayor, it is inevitable that the Secretary needs to liaise with other leading representatives of the Authority such as the Leader of the Council, the Deputy Leader and the Chief Executive. The Mayoral Secretary can advise on the best point of contact for each.

Occasionally the Mayor's Secretary will write on behalf of the Chief Executive, rather than the Mayor, and in doing so uses appropriate 'Non-Mayoral' letterhead paper.

Christine Charnock-Jones
Democratic Services Manager
Tel: 01942 827156
Mobile: 079312746890

Responsible for managing the Democratic Services Team which incorporates Executive and Civic Support and delivery of a wide range of support services to Elected Members.

Diane Causey
Executive & Civic Support
Manager
Tel: 01942 827001
Mobile: 07752023005

Responsible for provision of support for the Executive and Civic Offices of the Council and the provision of a high quality service to the Mayor.

Jo O'Connor
Mayor's Secretary
Tel: 01942 404149
Mobile: 07773407062

Fully responsible for the day to day management of the Mayor's office, diary and also the first point of contact for the Mayor.

Steve McQuillan
Mayor's Attendant
07890263622

Please note this service is provided externally by PS Chauffeuring Services and the nominated Attendant could change at some time in the future. Peter Hutton is the Manager and can be contacted on 07802984600

Introduction

The Mayor is the first citizen of Wigan Metropolitan Borough Council and acts as Chair of the Council. By virtue of his/her office, the Mayor is in a unique position to relate the work of the Authority to the community it serves and to overcome any feeling of 'remoteness' which the creation of a large local Council may have tended to create. The Mayoral tradition and concept helps to maintain the important links between the Council and the many organisations, voluntary and otherwise, in its area. The Mayor also represents the Council and, through it, the local community, at formal and ceremonial occasions in the Borough and elsewhere.

It is important from the Council's point of view that the Mayor should be enabled to discharge the duties of the office effectively and that there should be a clear understanding of the Mayoral and Civic role.

This handbook is intended to describe the Office of Mayor and the more important aspects of civic protocol and procedure, which apply within the Borough. It is hoped that the handbook will be of assistance not only to Mayors and Deputy Mayors, but to Members of the Council and those actually responsible for the planning and the arranging of Mayoral and Civic programmes.

With effect from May 2000, the Council introduced an Executive decision-making structure based on the Leader/Cabinet Model and these notes relate to the effect of that model only on the Mayoralty.

History of the Office and Present Day Role of the Mayor

Whilst the Office of Mayor in this Borough is the creation of statute, as opposed to creation by a pre-1974 Royal Charter, the following notes might be of interest.

The word 'Mayor' is clearly derived from the French 'Monsieur le Maire' and the Latin 'Major', i.e. greater or superior. In the 7th Century, 'Mayors of the Palace' were appointed by the Kings of France and grew so powerful that they eventually supplanted the legitimate rulers and assumed regal status.

The origins of English Municipal Government are obscure, but derive, in part, from the grant of Royal Charters conferring certain privileges in local communities, in particular the right to administer the law in their own areas. In the Middle Ages, the Mayor's main role appears to have been as the principal Local Magistrate with wide powers of local administration and, by the 17th Century, in many Boroughs, the Mayor had become an extremely important person.

In the 19th Century, the structure of Local Government was regulated by a number of legislative reforms and the position of Mayor, as Chairman of an elected and 'incorporated' Council, was prescribed and restricted by statute.

In addition to his/her purely civic functions, the Mayor undertakes a large number of 'outside' engagements, which bring him into contact with many different outside bodies. These occasions vary from formal dinners, ceremonies and Church Services to more localised events such as 100th birthday celebrations and coffee mornings. In all these issues, the Mayor represents the Council and the local community.

The Mayor should not accept an engagement outside the area without the consent of the Mayor's Office of that Authority, although, in practice, the Mayoral Secretary will use her discretion and seek such consent routinely.

During his/her term of office the Mayor should not accept, as Mayor, any post with a local organisation except as Chairman or President (unless he is already Vice-president or Vice-Chairman of a body, and is not described in that capacity during his/her year of office as 'The Mayor').

The Mayor should receive guests at formal civic functions, where appropriate, and, at other functions, should normally be placed at the table or on the platform on the right hand of the person presiding. If he is to speak, his/her Toast should appear early in the Toast list.

When inviting Civic Heads to attend Civic functions in the Borough, the Mayor will specify on the invitation whether s/he desires Badges and/or Chains of Office (and, exceptionally, robes) to be worn.

The Mayor takes the Chair and presides at formal meetings of the Council.

The Mayor should take part in any official ceremony associated with the Council's own business – for example, opening a new public facility. The Executive member with the relevant Portfolio usually presides at such functions and, if no person has been specially invited to officiate at the ceremony, the Mayor will undertake this role. The detailed arrangements depend to an extent on the particular circumstances of each occasion.

Under the provisions of the Local Government Act 2000 the Chairman of the Council/Mayor cannot be a member of the Executive.

The Position of the Mayor

The Mayor represents the Borough as a whole and the office is held in deep respect. The Mayor should adopt an impartial role in discharging the duties of the office and be scrupulously fair in conducting business at formal meetings of the Council. The Mayor should seek to avoid taking a sectional view in any local controversy if this has the effect of impairing his/her ability to discharge the duties of the office in an impartial and objective manner.

The Mayor is, of course, also a Councillor and, in that capacity, will become involved in the ordinary business of the Council and its Committees.

The Mayoress and Mayor's Chaplain, and the Deputy Mayoress, are nominated by the Mayor and Deputy Mayor respectively, and these appointments are announced formally at the Annual Meeting of the Council.

Chief Executive

In formal processions the Chief Executive is always positioned next to the Mayor.

Office of Mayor

What does it mean to be Mayor and what are my duties?

Powers and duties of the Mayor

Any candidate for the Mayor must be a Member of the Council under the provisions of Section 3(1) of the Local Government Act 1972. The election of the Mayor takes place as the first item of business at the annual Meeting (Local Government Act 1972 Section 4) with the election being decided by a majority of the members present and voting on the business of the meeting (Local Government Act 1972 Schedule 12 para 39(1)).

The primary functions of a Mayor or Chairman are to preside over meetings of the Council, if present at a meeting he/she must preside (Local Government Act 1972 Schedule 12 para 5(1)). If he/she is not present at any meeting of the Council, then the Deputy Mayor has to preside (Local Government Act 1972 Schedule 12 para 5(2)). The duties of the Mayor at Council meetings are set out in the 1972 Act and include a second or casting vote.

As a result of the Local Government Act 1972, the Mayor no longer has any duties or functions at Local Government elections.

Amongst the many duties of the Mayor, including that of chairing meetings of the Council are:

- Promoting the Council at all functions attended. Remember you are the shop window for the Borough, so to speak. As the Queen's representative in your Borough, you hold a very high position, and must conduct yourself with dignity. How you conduct yourself when in contact with people from other areas will reflect directly on how they perceive your Borough; know of its history, industries, population etc.
- Acting as host on behalf of the Council and its citizens of Wigan Council at functions organised by the Authority.
- Receiving members of the Royal family and other important visitors to the Borough.
- Representing the Borough at between 250/300 appointments per year, many locally and some further afield i.e. Royal Garden Party, etc.
- Attending a variety of religious services of all denominations throughout the Borough.
- Making official openings or presentations at various places in the Borough.
- Taking salutes of various military and voluntary organisations who either have the right to, or request the right to, march within the Borough. Please note that an officer who holds the Queen's commission must be present when you take any such salute.
- This list gives a general idea of the Mayor's duties but is by no means exhaustive.

Some useful pointers to ensure your year runs smoothly are as follows: -

Working as a Team

Build a sound relationship with the officers, they can make your position so much easier, listen to the advice given to you, and draw on their experience. If you are unsure of the content or

expectations that are required of you at an engagement, ask the Mayoral Secretary to find out, never go to an appointment without details.

Being prepared to Speak

Read all the information provided prior to attending an appointment and make sure you are fully prepared to "sing for your supper". If you are told that you are definitely not required to speak, ring the alarm bells!

It is guaranteed that you will be asked to speak on occasions without notice. To handle situations like these you should remain calm and follow the pointers below.

Making a Speech

Overcome your fears by taking deep breaths in through the nose and out through the mouth, do not worry about the fear as it needs to be there, always be prepared, try to forget the audience and be in charge when you speak, remember people do not see what you feel.

Helpful hints to ensure that you are always prepared to speak with little notice, prepare a standard short speech that can be used at any function i.e.

I thank you for this kind invitation.

There has always been a high rapport between your organisation and the Council and long may it continue.

Thank you.

When Speaking

- Look pleased about having to speak, and remember the points made earlier about representing the Borough.
- Do not partake in a large quantity of alcohol (keep a clear head)
- Speak clearly and slowly
- Smile when you speak
- Be enthusiastic
- Look at your audience
- Take tips from other speakers
- Remember practice makes perfect.

Looking Back - A Brief History

Wigan Pier

It is almost 70 years since George Orwell published the Road to Wigan Pier. He chose Wigan as the symbol of a civilisation founded on coal and went there to study the effects of the industrial recession of the 1930s and the lives of working class people in the mining and manufacturing districts of the north. His one disappointment was that the Wigan Pier he had set his heart on seeing had been demolished. Then in 1984 a group of students from Wigan College of Technology reinstated the two metal rails curved up like tusks that had stood on the canal's edge. It was all part of a decision by the Labour controlled Wigan Metropolitan Borough Council to turn its back on the industrial past, by restoring its features. The warehouses opposite the pier were refurbished, the site cleaned up and re-opened as the Wigan Pier Heritage Centre, and an exhibition named "The Way We Were" was born. This transformation cost three and a half million pounds and Her Majesty the Queen officially opened the centre in March 1986.

Today Wigan Pier represents an informative emotional experience, a symbolic recovery of "The Way We Were".

History of Wigan Town

Wigan was an important Roman military station, known as Coccium; it lay on the Roman road from Warrington and Chester to the north, and close to the road from Manchester.

Wigan was granted its first royal charter in 1246, making it one of the four oldest boroughs in Lancashire – Manchester was only a village while Wigan was an important royal borough! There were four principal streets – Wallgate, Standishgate, Millgate and Hallgate (the use of 'gate' is a legacy of Scandinavian settlement in the 10th century), all converging on Market Place. Residence within the town walls was largely restricted to a select few, the burgesses, whose permission was required for strangers to stay in the town.

Wigan has long been an important coal-mining area – references to digging coal can be found as early as the 14th century! There were even coalpits in the very centre of the town in the 17th century.

In the 17th century, Wigan was, after London, the most important centre for pewter in the country; the town was also of national importance in the manufacture of clocks, bells and crossbows.

Wigan has always been staunchly royalist, unlike Leigh which, during the Civil War of the 17th century, supported the Parliamentary cause against the king! In 1651, the Royalist cause in Lancashire sustained its final defeat at the Battle of Wigan Lane.

In the 18th century, the famous Methodist, John Wesley, referred to Wigan as a town 'proverbially famous for all manner of wickedness'! Ellen Weeton, a local governess, writing in the early 1800's described the town as 'a place of mental barrenness, where ignorance and vulgarity are their boast, and literature has scarcely dawned'!

In 1836, Wigan had its first full-time police force, of 6 men – within 4 years all had been sacked for being drunk!

In the 1830's, Wigan had 75 pubs, 15 of which were in Scholes. By the 1870's, there were over 300, and over 70 in Scholes alone virtually one at every street corner!

Old Crest



Wigan Coat of Arms

NOTWITHSTANDING its ancient origin and notable record Wigan was almost unique amongst the Boroughs by having no coat of arms. In 1922 this reproach was removed when a worthy Grant was assigned by the College of Arms to the Mayor, Aldermen and Councillors of the County Borough of Wigan, reciting the chief periods of their history with the armorials actually epitomising this history.

The language of heraldry is understood by few people, and although the description of the arms given in the official document is unusually simple, it is not unlikely that a rendering into ordinary language will be appreciated by most readers. The essential part may then be transmuted: "On a red field a three-towered castle in silver, surmounted by a crown composed of fleur-de-lis in gold. And for crest, on a red and silver wreath, a king's head in its natural colours, full-faced and cut off below the shoulders, full-haired, with a gold crown and a red clothing, and in front thereof a lion couchant facing front in gold. And for Supporters: on either side a lion in gold holding in the exterior paw a branch of Mountain Ash (or Wiggin Tree) in natural colours

Mr. J. Paul Rylands describes this coat as "perhaps the very best of all Lancashire town arms, for it might, heraldically, belong to the Middle Ages, and is indeed symbolical of antiquity and loyalty". It is certainly a very privileged coat of arms as few if any coats bear so many symbols of royal favour-indeed, the incorporation of royal insignia into armorial bearings is jealously guarded and usually proscribed by the court officials. In Wigan's new grant there are (1) A King's head, CROWNED; (2) the Royal "Leopard" (or "lion couchant guardant"); (3) a medieval royal crown; and (4) the Supporting lions.

The King's head in the crest officially represents no particular King; in the words of the Rouge Croix herald (in whose hands the design took shape) it is intended 'to be conventional likeness to an early English Monarch'. It is actually modelled on the portrait of King Edward III, but from the point of view of the town it symbolises especially King Henry 1. On Wigan's earliest town seal-probably 12th century-there appears a Towered or castellated gateway over the centre of which is depicted what seems to be the crowned head of Henry 1.

These devices, therefore, are taken as the chief symbols of the new bearings: the towered gateway becomes a Norman castle and the Kings head becomes a crest- indicating Wigan as a town of consequence and royal patronage at the opening of the 12th century The Royal lion, again, marks another important period in Wigan history. Edward III, by ix charter of 1350, granted Wigan the right (with several other towns) to use a royal seal known as the 'King's Reconnaissance Seal'. on which was figured the Kings head and the royal lion. The Somerset Herald expressed the opinion that as none of the other towns had made use of the King's permission by adopting the figures in their arms Wigan could with propriety include them, and his view prevailed with the Chapter of Heralds.

Supporters are nowadays usually granted only to the great cities, but Wigan's ancient importance has been thereby recognised: the lions giving fine distinction to a highly dignified and privileged coat of arms. The branches of mountain ash (in full berry) borne in the lions' paws, known in the northern dialects as the Wiggin or Wigan Tree, form a "rebus" or pun on the name of the town, and have the advantage of giving further symbolism to an already significant coat. The rebus has tradition behind it, for the Wiggin Tree is a conspicuous feature of several of the town's medieval seals. The helmet and "mantling" above the shield are normal accompaniments of all coats of arms, but have no heraldic significance. The artist is allowed considerable freedom in drawing this feature.

The motto adopted, "Ancient and Loyal," is in keeping with the Arms. For a great many years Wigan has on all occasions, official and unofficial, invariably referred to itself as the 'Ancient and Loyal Borough' but few are aware that authority for its use can be found in the Charter of Charles II-the governing charter of the town down to the Municipal Corporations Act of 1835. In that charter Wigan is designated by the King "an ancient borough" and granted a 'special token of our favour' for its "loyalty to us", so that nothing could be more fitting than its adoption as the town's motto, and it is doubtful if anything connected with the new grant pleased Wiganers more than the fact that the King, through his College of Arms, has thus officially recognised Wigan's title to the sobriquet.

The Armorial Bearings of the Borough (Council logos)



"Progress with Unity", the motto of the Metropolitan Borough of Wigan is an apt one for an authority which embraces fourteen former districts.

The black lozenges allude to coal mining and reflect the arms of Atherton U.D.C., Golborne U.D.C. and Hindley U.D.C.

The red roses refer to the County of Lancashire, Golborne and Hindley U.D.Cs.

The gold lion couchant is taken from the crest of the Borough of Wigan and features in one of the ancient seals of that borough. The crowned castle is taken from the shield of the Borough of Wigan. The castle and crown are elements from one of the borough's mediaeval seals.

The mountain ash or Wiggin Tree is chosen as a pun on the name of the district.

Branches of this tree are borne by the supporters in the Arms of the Borough of Wigan and the tree features in several of the borough's mediaeval seals.

The dexter supporter is taken from the achievement of the Borough of Wigan.

The lion here wears a crown of the type which features in the crest.

The sparrow hawk occurs in the Arms of the Borough of Leigh and in the crest of the Atherton U.D.C.



Wigan Council's logo was introduced at the beginning of 2000. Its prime purpose is to provide a modern image which will ensure that the public are aware of the Council's key role in providing local services. It has replaced the former 'Metropolitan Wigan' logo on stationery and publications, and is gradually being introduced on vehicles and signs as and when they are renewed. The formal crest, or coat of arms, is now only used in connection with the Mayoralty and for other civic and ceremonial purposes.



In 2012 the Council introduced this new logo.

Town Halls

Wigan has had three historic seats of local government.

The first was the medieval Moot Hall, which stood at the Wallgate entrance to the Market Place. The first surviving mention of the Moot Hall dates from the 15th century; we know from a 17th century town seal that it was a hip-roofed building standing on rows of four pillars, with a door in the middle opening onto a balcony. On the ridge of the roof is a belfry containing the market bell, while in front is a market cross. It was usual, in such buildings, for the ground floor to be occupied by traders, and we know that in the 17th century there were butchers' shops under the Hall. In 1719 the Moot Hall practically fell down and was rebuilt by the Rector. It was demolished and rebuilt once again in 1829, again with shops underneath, and with the local court held on the first floor; it was finally demolished in 1869.



A painting of the Market Place, showing the Moot Hall as it was before the re-building of 1829.



The only known photograph to show the Moot Hall is this one of the Wallgate entrance to the Market Place. Part of the building, including the colonnade, can be seen on the right.

Wigan's Town Hall in King Street was built in 1866 and was neither the authority's administrative headquarters nor a particularly impressive building. Its ramshackle corridors provided increasingly unsuitable accommodation for both the Council's civic functions and the staff who worked there. This building was used until 1990 when staff and services were transferred to the Civic Centre, Millgate, Wigan and The New Town Hall (shown below):-



The Town Hall in 1866



Designed by the Liverpool and Blackburn-based architectural partnership of Briggs and Wolstenholme, it was completed in 1903 and provided a new home for the rapidly expanding Wigan Mining and Technical College. The college had developed out of the Wigan Mechanics Institute, formed in the 1850's and by the turn of the century was regarded as one of the country's foremost centres for training mining engineers.

The Countess of Crawford opened the splendid new building in 1903 and a later extension was added in 1929. But as the region's pits dwindled, the demand for mining engineers gradually reduced, and other departments of the expanding technical college - notably art and building - moved in. By the end of the 1980s, Wigan College of Technology was growing rapidly and needed larger premises

So a complex series of moves got underway which led to Wigan's 'new' town hall being opened in June of 1990. The building received the royal seal of approval in November 1991, when the late Diana, Princess of Wales, performed the official opening. Excited crowds lined Library Street to greet the Princess, who was also opening The Galleries and the new Magistrates' Court.



Town Hall Opening 1990

and at the same time the Council was looking for more space.

The Town Hall isn't just the nerve centre of the council – it is also one of the borough's most stylish venues for weddings, functions and conferences. The Anjou Suite is named after the French region which is home to Wigan's twin, Angers. The walls of the Chamber's function room display replica copies of ten royal charters granted to Wigan since a borough in 1246. The first charter, granted in that year by Henry III, no longer survives; the earliest one on display is the charter of Edward II in 1314. As Wigan is the oldest Borough its Mayoral Car heads the cavalcade on the Mall when the Mayor of Wigan attends the Royal Garden Party in May the following year.

Based upon a seventeenth century account of a charter of incorporation issued by King Henry I in 1100, (this Charter is now lost) Wigan claims to be Lancashire's oldest borough.

The Charter itself developed from King Henry III issued in August 1246 reads: -

Henry, by the Grace of God, King of England, Lord of Ireland, Duke of Normandy, Aquitaine and Count of Angers; to all archbishops, bishops, abbots, priors, earls, barons, justices, sheriffs, chief ministers, and bailiffs, and his faithful subjects greeting; Know ye that we have granted, and by this, our charter confirmed for us and our

heirs to our beloved and faithful, John Mansel, parson of the Church of Wigan, that his lands at Wigan may be a borough for ever, and that the burgesses of the same borough may have a Guild Merchant, with a treasury and other liberties and free customs to that Guild belonging, and that no one who is not of that Guild, may make any merchandise in the aforesaid borough, unless by the will of the same burgesses.

We have also granted to the same burgesses and their heirs that they may have rights of local jurisdiction, admission, and attachment within the said borough, and that they may come and go freely, and be free throughout our whole land, and through all the ports of the sea, from toll, custom, passage, pontage, and stallage, and that no Counties or Wapentakes shall have any influence on the tenures which they hold within the borough aforesaid. We have also granted to the same burgesses and their heirs, that whatsoever traders shall come to the borough aforesaid with their merchandise, of whatsoever place they shall be, foreigners, or others, who shall be of our peace, or of our leave, shall come into our land, may come safely and securely to the aforesaid borough with their merchandise, and safely there may stay and safely from thence may return by doing there the right and due customs; we do also prohibit that no one may do injury or damage, or molestation, unto the aforesaid burgesses, upon forfeiture of £10. Wherefore we do will and firmly command for us and our heirs that the aforesaid manor of Wigan be a borough for ever, and that the aforesaid burgess may have the aforesaid Guild Merchant, with an entry fee and with the other liberties and free customs to that Guild belonging, and that they may have all other liberties and free customs and quittances as is aforesaid.

Witnesses hereto:- Richard Earl of Cornwall, our brother, Roger le Pygot, Earl of Norfolk, Peter de Saband, William de Ferrers, Ralph Fit Nichol, William de Cantilupo, John de Plesset, Paul Peyner, Robert de Mustengros, Bartholemy Peche and others. Given by our hand at Woodstock, the 26th day of August, in the 30th year of our reign.

The Town Hall building also boasts an intriguing facility of another kind, two Edwardian gents' urinals. These have a small picture of a bee etched into their glaze at a point which indicates where men were supposed to aim in order to avoid splashing their spats. The Latin word for a bee is 'apis'. The urinals, are now preserved for posterity, and are featured in a book about Britain's most unusual toilets by the author Lucinda Lambton.

Following the reorganisation of Local Government 1974, Wigan Metropolitan Borough Council inherited Town Halls from the areas of Abram, Ashton-in-Makerfield, Aspull, Atherton, Golborne, Hindley, Ince, Leigh, Orrell, Standish and Tyldesley. Following the closure of the district offices in March 2002 these buildings were still used for office accommodation or sold off to the private sector. However, Leigh Town Hall still retains its Mayor's Parlour and is used for marriages, as is Wigan Town Hall.

A guide to the Stained Glass Windows in the Council Chamber

Wigan Town Hall

One of many generous gifts given to the college was from Mr Alfred Hewlett was the stained glass windows in what was then the Assembly hall. Each window bears a statement or quotation. Due to the height of the windows and the smallness of lettering not all inscriptions are readable at ground level so they are listed below.

- 1 The daughters of the year dance into light and die into shade.
- 2 To me the meanest flower that blows can give thoughts that do often lie too deep for tears.

3 The moments we forego eternity itself cannot retrieve
4 Fame is the spur that the clear spirit doth raise (that last infirmity of noble
mind) to scorn delights and live laborious days.
5 Call it not vain they do not err that says that when the poet dies mute nature
mourns the worshipper.
6 Music gives soul to the universe wings to the mind, flight to the imagination, a
charm to sadness, gaiety and life to everything.
7 There cometh on good thing apart from toil to mortals.
8 Well might the daring mariner of old dread thee, bleak sea and with trembling
hands guide his frail bark a sail for those dry lands that lie in such a
darkness.
9 Words are things and a small, drop of ink falling like dew upon thought
produces that which makes thousands, perhaps millions think.
10 Around this temple let the merchant's law be just, his weights true, and his
covenants faithful.
11 The web of our life is of a mangled yarn, good and ill together, our virtues
would be proud if our faults whipped them not.
12 Call it not folly, spinner like to spin the thread of present life, in away to win
what? For ourselves who not if we shall breathe out the very breath we now
breathe in.
13 Work secures the rich reward of rest, we must rest to be able to work well, and
work to be able to enjoy rest.
14 It is better to wear out than to rust out and there is a dust, which settles on
the heart as well as that which rest upon the ledge.
15 You will do the greatest service to the state if you shall raise not the roofs off
the house, but the souls of the citizens.
16 Fame is the spur that the clear spirit doth raise (that last infirmity of noble
mind) to scorn delights and live laborious days.
17 Deep in the mines dense gloom profound, far from the suns bright ray, under
the safety lamps pale gleam the miner toils.
18 All honour to steam the handmaiden of science.
Crafty men condemn studies simple men admire them, and wise men use
19 them.
20 Blessing on Science! When the earth seemed old, when fate grew dotting and
our reason cold, twas she discovered that the world was young and taught a
language to its lispng tongue.
21 As the sun colours flowers so does art colour life,
22 As music tunes the ear and colours tutor the eye, so words of taste refine the
mind.

The Coat Of Arms of The Metropolitan Borough Of Wigan (Post 1974) And Its Former Authorities (Pre 1974)



Honorary Aldermen of the Metropolitan Borough of Wigan (*deceased)

Honorary Aldermen

In recognition of service, (Local Government Act 1972), the Council may confer the title of Honorary Alderman for services rendered eminent to the Council as a past Member of the Council. The position is subject to a resolution passed by not less than two thirds of Members present at a special Council Meeting.

It is an entirely honorary position, bringing no special rights, but is intended to reflect the esteem of the wider community.

RESOLUTION OF COUNCIL

***Ethel Naylor Johnson**
27 October 1982

***Arthur Rowlandson JP**
27 August 1986

***George Lockett**
26 April 1989

***Agnes Peet MBE**
26 April 1989

***John Edward Smith**
18 September 1991

***Alfred Roberts**
12 August 1992

***Samuel Maurice Lea JP**
2 November 1994

Lawrence Birtles JP
24 April 1996

***Marian Milligan**
24 April 1996

Norman Bernard Holt
30 October 1996

***John Horrocks**
30 October 1996

***Thomas Jones**
5 February 1997

***Arthur Wright**
23 September 1998

***Ken Pye**

4 November 1998

***Marie Pendleton JP**

27 September 1999

***Jack Sumner**

27 September 1999

***Sam Little**

11 August 1999

***Ron McAllister JP**

11 August 1999

Joseph Eric Foster JP

3 November 1999

***Elizabeth Ellen Edwardson**

3 November 1999

***John Joseph Hession**

9 August 2000

***James Jones**

9 August 2000

John McGarty

20 September 2000

Ernest Francis Swift

20 September 2000

***William Pendleton**

23 April 2003

Geoffrey Roberts

17 September 2003

Tom Sherratt

29 October 2003

***William Evans**

2 March 2005

***Mildred Margaret Hermione Millington**

2 March 2005

***Ronald Capstick**

27 April 2005

John Lea
27 April 2005

Stephen Parker
27 April 2005

***Margaret Maureen Coghlin**
25 April 2007

Brian Jarvis
31 October 2007

Audrey Bennett
29 October 2008

Alfred Robinson
29 October 2008

George Davies
7 January 2009

Brian Malcolm Wilson
15 July 2009

***Anne Turnock**
8 September 2010

Joan Hurst
9 November 2011

John Brian Baldwin
23 January 2013

John Alexander O'Neill
22 April 2015

Allowances

The Mayoral Allowance for 2015/2016 is **£16,464.22**. This will be paid in full in the June salary and is fully taxable.

The Deputy Mayor's allowance is one third of the Mayoral Allowance which for 2015/16 works out at **£5,488.08**. This will also be paid in full in the June salary and is fully taxable.

These amounts cover the costs required for mayoral clothing, donations that the Mayor/Deputy Mayor may wish to make to various charities, raffles, personal hospitality and general expenses incurred.

The Legal powers to make a payment of an Allowance to the Mayor and Deputy Mayor are contained in Section 3 (5) and 5 (4) of the Local Government Act 1972. These payments are intended to be by way of recompense of the expenses for maintaining the dignity of the Office.

The Mayor must retain evidence of expenditure from the allowance should an inspection be carried out by the Inland Revenue.

Out of the allowance it is customary to purchase (for a male Mayor/Deputy) a morning suit and dinner jacket.

Biography

The Deputy Mayor towards the end of his/her year should provide details of their family, education, career and interests, together with details of the charity fund chosen for the forthcoming year. This will enable the Mayoral Secretary and the Public Relations Office to draw up a biography for the following year when the Deputy becomes Mayor. This will be included on the Mayoral Website. This booklet will be finalised just before Annual Council and the official portrait which forms the front cover will be taken in advance.

Catering

All catering in the Town Hall shall be undertaken by the Council's approved Catering Contractor. Where this is not available or suitable (due to Town Hall refurbishment) the Mayoral Secretary will find suitable alternatives.

Chains of Office

Whilst carrying out the duties, the Mayor and Mayoress will be required to wear the chains of office. These are extremely valuable items and as a result the Mayor and Mayoress will always be accompanied by the Mayoral Attendant who is very conscious of safety and security issues.

The Chain and Badge are normally worn by the Mayor and Mayoress and their Deputies at all functions when they are acting officially.

The Badge and Ribbon are more usually worn for sporting events for security reasons.

The Deputy Mayor and Deputy Mayoress should wear the appropriate Chain of Office on all occasions when acting for the Mayor.

The Chain should not be put on in the presence of members of the public, and, if possible, the Mayor and Mayoress should arrive at a function already wearing the Chain.

The Mayoral Office is sometimes asked to advise on the wearing of chains at funerals. Whilst it is ultimately an issue for the Mayor or Deputy to decide individually, it is suggested that the wearing of chains is appropriate when attending the funeral of a former or current Member of the Council. However, it is sensible to respect the family wishes with regard to the wearing of the chain at a funeral.

Directions are often given in the official invitation as to whether the Mayor is expected to wear his/her Chain.

For visits overseas, suitable insurance security arrangements must be made for the Mayor's Chain of Office to be taken out of the Country. It is advisable to only take the Badge of Office and Ribbon on these occasions. Chains are not taken on the official twinning visit to Angers which usually occurs in September.

At the conclusion of the Mayoral year, the Mayor/Mayoress will be presented with past medals as mementos of their year of office. These badges should only be worn at civic events held within the Borough.

Chaplain

If the Mayor so wishes he/she may appoint a Chaplain. If the Mayor is involved with a local church then it may be appropriate to appoint the Minister from that church as the Chaplain. The Civic Service is always held on the first Sunday after installation and the Mayor's Chaplain is required to assist the Mayoral Secretary with the arrangements for this. They usually attend each Council meeting to say prayers, and also say grace at formal civic functions. The choice of Chaplain is up to the Mayor and it is advisable to approach the person first to outline these extra duties that they will need to take on during your year as Mayor. If necessary the person appointed can be put in touch with a previous Chaplain who will be happy to give further information regarding the amount of time and the duties involved.

Chief Executive

In formal processions the Chief Executive is always positioned next to the Mayor.

Charity

The Council no longer provides administrative support to the Mayor's chosen Charity although the Mayoral team will be happy to offer advice if needed.

The Council will make a lump sum donation to the Mayor's chosen Charity (for 2016 the sum will be £10,000 but is subject to future review/reduction) and this figure needs to be transferred to the Charity's bank account by the end of December in the year of office. A presentation can be made at a time chosen by the Mayor during their Mayoral year. This donation frees up the Mayoral Secretary to support the Mayor more efficiently in their role as First Citizen and within the community. The Mayoral car (and Attendant) will only be available to drive the Mayor to their own Charity functions where this is deemed to be a formal occasion and permission must be sought in the first instance for this from the Deputy Leader.

The Mayor is of course permitted to raise additional funds for their nominated Charity throughout the year but the onus for doing so is placed on them and they may wish to consider having their own Charity Committee and hold regular meetings at a convenient venue or in the Mayor's Parlour if they wish. Any money raised in this way would need to be paid directly to the charity beneficiaries (rather than the Council) and any fees donated to the Mayor for council business would need to be made payable to and sent directly to the Charity.

The nominated Charity will also need to inform the Council at end of the Mayoral Year how much additional money had been raised/donated in the Mayor's honour for audit purposes as they will still be associated with the Council.

Christmas Cards

Christmas cards are produced for the use of the Mayor for him/her to send to appropriate persons and organisations. The Mayoral Secretary keeps a list of suggested recipients, but the Mayor is able to add to this list. There is now also the option to send electronic Christmas cards instead.

Civic Events

What events can I expect to host during the Civic Year?

There are a number of major events the Mayor hosts/attends, which make up the 'Mayoral Year'. Some are as follows:

Approx Month	Event	Venue
April	Mayoral Portrait (This is done early to allow the leaflet to be prepared)	Mayor's Parlour
May	Annual Council/Mayormaking Appointment of the Mayor and Deputy Mayor	Wigan Town Hall
May	Civic Service	Mayor's choice (traditionally the Sunday following Mayormaking)
July	Angers Visit to Wigan	Itinerary to be determined by Twinning Officer
September	Visit to Angers (usually Thursday-Sunday and a passport will be needed)	Itinerary to be determined by Twinning Officer
October	Judges Sunday	Manchester Cathedral
November	Remembrance Sunday	Wigan or Leigh Parish Church and Golborne p.m.
March	Induction for incoming Mayor	Wigan Town Hall
April	Rehearsal for Incoming Mayor	Wigan Town Hall
April	Mayoral Ball	Haigh Hall
Throughout the year	Full Council	Council Chamber
Throughout the year	Citizenship Ceremonies	Council Chamber/Mayor's Parlour, Wigan Town Hall
May 2017	Royal Garden Party	London (travel there and back in one day unless Mayor wishes to make their own arrangements)

Civic Sunday

The Civic Sunday should be held where possible on the Sunday following the Mayormaking. The format is a church service (of the Mayor's choice) followed by refreshments in the form of a buffet held in a council building or local club. In the service the robe will be worn and preceded

by the Mace down the aisle. Meetings will be held prior to the event to consider the arrangements for the day.

Clothing

It is suggested that the Mayor (when male) acquires a morning suit, consisting of black jacket, without tails, and waistcoat, together with grey striped trousers and grey/silver tie. This is however, not essential. A dark suit or two are also desirable. For evening wear a black dinner suit with white dress shirt and black bow tie are appropriate.

So far as Mayoral robes are concerned, these are reserved for special ceremonial occasions in particular Mayormaking and Civic and Remembrance Sundays. When the Mace is in attendance the Mayor is robed, apart from the ordinary Council meetings. Robes and Mace are also used for Citizenship Ceremonies in the Town Hall. If the hat is required/carried please note that it is the flat hat for male Mayors and the tricorne for female Mayors.

Directions are often given in the official invitation as to whether the Mayor is expected to wear his/her Robe and it is in order if there is any doubt to ask for directions on this point.

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

- Acknowledging Salutes;
- During the playing of the National Anthem;
- In the presence of a member of the Royal Family;
- During March Pasts, the Mayor should remove and replace the Hat;
- As each section passes the salute;
- When the Colours pass; and
- On an Inspection when the Mayor passes the Colours.

Clothing for the Mayoress is very much to her personal taste. A selection of daywear and evening wear would be most appropriate. Each area within Greater Manchester holds official functions to which the Mayoress will be invited; there will be many functions at which the Mayoress will be meeting the same people. The weekly engagement sheet indicates the outfit considered appropriate on each occasion.

At least one dark suit would be useful, as would a small selection of hats (including one dark one) for church services. When purchasing clothes as Mayoress, it would be helpful to bear in mind that she will be wearing a chain of office, which may have to be pinned to her clothing, therefore shoulder pads are always useful, and 'Off the Shoulder' evening wear is not advisable. It is not customary for the Mayoress to wear any necklaces with the chain of office.

Payment for the Mayoresses clothing will need to come out of the Mayor's allowance and again all receipts should be kept.

Council Meetings

The Mayor is required to Chair the meeting of the Council every eight weeks. The diary is arranged to enable the Mayor to do this wherever possible.

Two briefings take place with the Mayor prior to Council – the first usually on the Monday before the meeting (held in the Chief Executive's office at 5.00 p.m.) and one on the day of Council at 5.00 p.m. in the Parlour. The Chief Executive, Assistant Director – Legal (Monitoring Officer)

and the Democratic Services Manager are in attendance. The Deputy Mayor should also attend the briefings.

Deputy Mayor

In accordance with the Local Government Act 1972 Schedule 5(1) and 5(2) the Council must appoint from amongst its members a Deputy Mayor. In the absence of the Mayor, the Deputy Mayor is entitled to the Mayor's right of precedence within the Borough although he/she does not have the right to wear the Mayor's Chain or robes. The Deputy has his/her own Chain of Office.

It therefore follows from the above that the Deputy Mayor, when acting for the Mayor, should be accorded the same precedence as that which would have been accorded to the Mayor.

The Deputy Mayor only has a Civic, Legal and Royal Status in the absence of the Mayor. All invitations should be issued to the Mayor in the first instance.

The Deputy Mayor will act in the absence of the Mayor in the event of sickness and holidays only. Civic Sunday, the Mayoral Reception and Remembrance Sunday are excluded from this as both Mayor and Deputy Mayor are needed at these events.

If two engagements are received for the same date and time and it is considered that they are of equal importance then the question of the attendance of the Deputy Mayor at one of the functions is referred to the Chief Executive, Leader or Deputy Leader. Preference should always be given to functions within the Borough.

Deputy Mayoress/Consort

The Civic precedence for this post is contained in the paragraph relating to the Mayoress/Consort. The Deputy Mayoress/Consort has a separate Chain of Office to wear at all official functions attended.

Diary

The Mayoral Secretary uses an automated diary to record of all the Mayoral Appointments. Organisations wishing to invite the Mayor to a function can book the Mayor online, by post or by telephoning the Mayoral Secretary. The Mayor will have viewing access to the diary but it is the responsibility of the Mayoral Secretary to input and manage appointments.

A weekly engagements sheet is produced by the Mayoral Secretary for the Mayor, Deputy Mayor and Mayoral Attendant. An email is also circulated towards the end of the week listing the planned events for the following week (including weekends) and this is circulated to all senior officers and officers concerned with the Mayoralty, Reception (Town Hall) and local press for their information only. Please be assured that the diary sheet will not be published in the local press. It is not always possible to ensure that one engagement follows on from the next and there will inevitably be times when the Mayor will not be able to go home between engagements. This time can be put to good use by dealing with outstanding correspondence or finalising details of events already underway. If the Mayor has to stay in the Town Hall for any length of time every endeavour will be made to ensure that the stay is comfortable. A change of

clothes and toiletries can be kept in the wardrobe, shower facilities are available and drinks and meals can be arranged.

Dietary Requirements

It is helpful for the Mayoral staff to be aware of anything that the Mayor and Mayoress do not eat, either on religious grounds, allergies or just because they do not like it.

For the Mayor's own events he/she usually chooses a menu of their liking. At other venues this proves a little more difficult, as we do not have any say in the planning of the menu. We can sometimes arrange for an alternative if we know there is something on the menu that the Mayor and Mayoress cannot eat, therefore a list of dietary requirements is essential. This should be included in the biography as it is helpful to the organisers of functions. They will want the Mayor and Mayoress to enjoy themselves whilst they are at the function.

Distinguished Visitors

When distinguished visitors come to Wigan on civic business the Mayor should receive them in his/her Parlour, but in exceptional cases at the railway station or the airport. The Mayor will always wish to have regard to the status of distinguished visitors and the civic courtesy due to them while at the same time preserving the prestige and dignity attaching to his/her own position as Mayor.

Distinguished visitors such as Government Ministers, etc; may come to Wigan on industrial, commercial or political visits, not directly connected with the Council, and in such cases if notice of the visit is given and a request made to meet the Mayor, they should endeavour to make themselves available. Although notice is invariably given in the case of a distinguished Government representative, it is not a requirement that he/she shall call upon or arrange to meet the Mayor during such visit, neither is he required nor expected to make a call upon the Mayor on arriving at Wigan.

Consultation with the Mayor's Secretary is desirable in all cases as the Council may wish to avail themselves of the opportunity of an official discussion with a Minister who initially proposes only a courtesy visit.

The Mayor's Secretary keeps a Distinguished Visitors' Book and all such visitors should be invited to enter their names. There will be relatively few visitors of this kind and the Mayor's Secretary should be requested to advise as necessary.

Election of Mayor and Deputy

Section 3 of the Local Government Act 1972 provides that the 'Chairman' of a principal Council shall be elected annually by the Council from among the Councillors.

Section 5 of the Act requires the Council to appoint a Deputy Mayor who may act on behalf of the Mayor.

Both the Mayor and Deputy Mayor are elected at the Annual Meeting of the Council and hold office until immediately after the election of a Mayor and Deputy Mayor, respectively, at the next Annual meeting of the Council, unless they resign or become disqualified in the intervening period. By convention the Deputy Mayor becomes the Mayor in the following Municipal Year.

The Annual Council Meeting is the first event for the Mayor and Mayoress and the Deputies and it is a largely ceremonial event. Detailed notes will be supplied before the meeting. The Mayor is allowed twenty invitations for relatives and friends and the Deputy Mayor is allowed ten invitations to this event.

There is a rehearsal for the outgoing Mayor and Mayoress, Mayor and Mayoress Elect and Deputy Mayoress Elect the week before the meeting to go through the protocol.

The Mayor-Elect and Deputy Mayor-Elect can accept engagements provisionally, prior to their formal election – please ensure the Mayoral Secretary is aware.

Emergency Situations

In the event of an emergency situation occurring within the Borough, the Mayor may be expected to visit the area to offer moral support.

Engagement Information Sheet and Invitations

When an invitation is received, the engagement will be provisionally detailed in the Mayor's Diary. As soon as possible the Mayor will be consulted about whether to attend the particular engagement. It would be most helpful if at the beginning of the year, the Mayor and Deputy could provide details of any dates throughout the year when they are not available, for example holidays or family commitments or medical appointments. Most requests to book the Mayor are done online by submitting an electronic booking form via the Mayoral web page which can be found at <http://www.wigan.gov.uk/Council/Mayoralty/Request-Mayors-attendance.aspx> At the moment it is still possible to book the Mayor by phoning/emailing the Mayoral office

The main dilemma with engagements is the question of when to accept the particular engagement, should it be on a first come, first served basis or is it better to wait some time if the invitation is made several months before the particular event in case an event of greater priority is received later. Common courtesy dictates the former. However, this can be difficult if the event for which the invitation has been received later is a particularly important one.

The functions/events can be discussed and any special duties talked over and investigated further if the Mayor wishes to have more information for example, regarding speeches.

It is essential that every single appointment is routed through the Mayoral Secretary. Often the Mayor will be approached in person, by letter, over the phone, by representatives of a Charity, or an organisation asking him/her to attend a function. In this instance it is wise to refer the person to the Mayoral Secretary, who can advise on the availability of the Mayor and inform them of proper procedures and send out the appropriate form to be completed. This prevents the possibility of a clash of functions and helps greatly to plan the Civic Year.

At present a booking form is sent out in response to all invitations, which includes guidance notes for those persons booking the Mayor. This helps the Mayor to plan a speech and lets him/her know exactly what is expected when he/she reaches the venue.

An engagement, once accepted, should not be cancelled except for most important reasons, and under no circumstances swapped for a later invitation that is received and is more appealing. The organiser of each event sees theirs as being the most important and this must be remembered.

The Mayor should attend punctually (but not too early), and be ready to take their place at the appointed time, complete with chains and robes if necessary. Failure to do so means everybody at the function is affected.

At dances or other functions that cover a lengthy period, it is not necessary to stay to the bitter end.

The Mayor should not attend commercial functions where his/her name might be used for advertising purposes, except in cases where they are clearly for the benefit of the Borough.

It is recommended to meet with the Mayoral Secretary weekly to deal with correspondence and other arrangements. This can be done between engagements when the Mayor is already in the Town Hall, or alternatively time will need to be set aside.

The Mayor attends each engagement as a representative of the Borough and providing he/she has time in the schedule, all engagements should be accepted. During the year the Mayor's own beliefs and interests may have to take a back seat.

There are occasions when an invitation may be received at short notice. The office operates a strict 5 working day rule for invitations in order to protect the work/life balance of the Mayor and their family and also the Attendant. There will be rare occasions when this rule is relaxed.

Attendance at functions is restricted to those within the Borough and the AGMA area (where they are deemed appropriate). Invitations from neighbouring authorities (e.g. St. Helens, Warrington, etc.) will be declined unless they are for exceptional circumstances. Invitations to events outside the Borough that have no benefit to the people of Wigan will be declined.

In the event of a conflict of engagements of equal importance being received together it is recommended that the office use the NACO points scoring system to determine which event the Mayor should attend and this is listed below:

Type of event	Score
Promoting: e.g. Council initiatives, local business opportunities	5
Community: e.g. attending local events with local people	5
Council/statutory/traditional e.g. Council Meetings, events relating to Freeman of the City, Citizenship Ceremonies, Remembrance Sunday etc.	5
Civic Hosting e.g. offering hospitality to community groups	3
Charities e.g. Charity Appeal fundraising events	2
Social: e.g. work colleagues, ward members, family	1.5
Civic Circuit: e.g. visiting other Civic Head's events	1

Family

It is advisable to inform the family of the amount of time being the Mayor will involve. They will by now be used to the amount of time that public duties take up. However, as Mayor the hours will become much more antisocial and therefore the support of the family is essential in this role.

Flag Flying

Days upon Which the Union Flag Is To Be Flown
At Full Mast Over Public Buildings

20th January	Birthday of HRH the Countess of Wessex
6th February	The Queens Accession to the Throne (1952)
19th February	Birthday of HRH the Duke of York
10th March	Birthday of the Earl of Wessex
13th March	Commonwealth Day (second Monday)
21st April	Birthday of Her Majesty the Queen Elizabeth 2 (1926)
23rd April	St. George's Day
May	Mayor's Day
May	Mayor's Sunday
9th May	Europe Day
2nd June	Coronation Day
10th June	Birthday of HRH the Duke of Edinburgh
17th June	Official Celebration of the Queen's Birthday (Date announced annually.)
17th July	Birthday of The Duchess of Cornwall
15th August	Birthday of HRH the Princess Royal
26th August	Anniversary of Granting of Wigan's Charter (1246)
3rd September	Red Ensign Flag to be flown
24th October	United Nations Day. U.N. Flag to be flown alone from the Town Hall only
November	Remembrance Sunday (Second Sunday)
14th November	Birthday of HRH the Prince of Wales.
20th November	Her Majesty's Wedding Day

Occasions on Which Flags are to be flown at Half-Mast

- From the announcement of the death until after the funeral of the Sovereign, except on Proclamation Day when they are hoisted right up.
- The funerals of members of the Royal Family, subject to special commands from Her Majesty in each case.
- The funerals of Prime Ministers and Ex-Prime Ministers of Great Britain.
- Other occasions' by special command of Her Majesty.
- On the death of the Mayor or Mayoress' from the announcement of the death until after the funeral.
- On the death of :-
 1. The Recorder
 2. An Alderman
 3. A Councillor or an ex Councillor
 4. A Borough Magistrate
 5. An Ex-Mayor

6. A Freeman
7. A Chief Official

From the announcement of the death until after the funeral.

Flowers

It is not appropriate to wear any floral decorations, other than a poppy, whilst wearing the Chains of Office. The Mayor on occasions may be offered a buttonhole, lapel badge or ribbon whilst attending a function. It may be acceptable to wear it until the end of that engagement and remove it before attending the next one.

The Freedom of the Borough

The Honorary Freedom of the Metropolitan Borough of Wigan is the highest honour which the Council can bestow. It is conferred upon people who have, in the opinion of the Council, made an eminent and distinguished contribution to the life of the Borough. It is an entirely honorary position, bringing no special rights, but is intended to reflect the esteem of the wider community.

11 May 1988

*Anthony Bernard Coyle OBE, JP
Thomas Isherwood JP
*Albert Edward Tattum MBE

1 November 2000

*Joseph Clarke OBE

6 December 2000

Frank Atherton
William John Boston MBE
*Wilfred Brogan BEM
Avril Fishwick OBE, DL
Katharine Mary Fussell
William Hampson
John Edward Hilton JP
Thomas Sale
Albert Waterfield MBE

30 August 2006

David Whelan

27 February 2008

Royal Mercian & Lancastrian Yeomanry (TA Reserve)

7 December 2011

Lord Smith of Leigh (Leader of the Council)

Functions

The Mayor, and sometimes the Deputy Mayor, will also attend functions, such as:

Religious services of all denominations in the Borough and in other Greater Manchester Districts.

Dinners and lunches organised by both internal and external organisations.

Opening ceremonies of shops, restaurants, etc. within the Borough

Judging competitions and meeting leading citizens of the Borough.

Funerals

To allow the Mayor's attendance at a funeral, the weekly sheet may need to be rearranged. This does not usually cause any problems.

It is not customary to wear the chain for funeral services except for a Royal death when mourning emblems are attached to the Chain. However, there are occasions when the family of the deceased may request the Mayor to wear his/her chain and a flexible attitude should be maintained on this point.

General Correspondence

Many members of the public regard the Mayor as the 'Head of the Council.' This, of course is not correct as the Mayor represents the Borough and not the Council. Nevertheless, a considerable amount of correspondence is received in the Mayor's office addressed to the Mayor by members of the public wishing to express concern about particular issues, usually grievances or complaints about Council issues. These letters are answered on behalf of the Mayor by the Mayoral Secretary and referred to the appropriate Chief Officer for attention. The Chief Officer is asked to send a copy of their reply to the Mayoral Office. The Mayor has a great deal to do and generally will not be involved in such issues. The Mayoral Secretary will alert the Mayor to issues which she feels are of particular concern (an issue in the ward which the Mayor represents would be an obvious example). Throughout the year, many people will try and 'bend the ear' of the Mayor about a particular issue and it is recommended that the Mayor should avoid becoming involved wherever possible.

Gifts received and given by the Mayor

Hospitality such as gifts must still be notified. The Mayor's Secretary will carry this out during the Mayor's year in Office. It is requested that details be noted of all gifts received. The best practice is to detail them on the relevant engagement sheet, which should then be returned to the Mayor's Secretary. In appropriate cases, such gifts shall be entered on the register of gifts.

The Mayor is under no obligation to make gifts to any visitor to the Parlour, however plaques are often given to visitors from abroad.

Guests

A list of personal guests for invitation to civic events will be required as soon as possible after the date of the event has been arranged. These events include the Mayormaking Ceremony, Civic Sunday and Mayoral Reception.

Health Problems

If the Mayor /Mayoress have a medical problem that they feel the mayoral staff should be aware of, please tell them. It may be something serious like a heart problem or diabetes or something simple, for example, they may not like going in a lift or cannot manage a lot of stairs. This could avoid any potential embarrassment both to the Mayor/Mayoress and the organisers of the function.

Holidays

The Mayor should decide well in advance what times he/she requires off from official duties for personal appointments and holidays, and these should be notified to the Mayor's Secretary as early as possible. This is important because some engagements are booked a long way in advance. It is recommended that the Mayor/Mayoress still take their annual holiday during the mayoral year as this is a very busy year for them and the break will do them good. The Mayoral Secretary will be able to advise on any quiet periods.

Hospitality by the Mayor

There is limited catering available at the Town Hall but light refreshments can be provided if the Mayor so wishes. There is no longer the option to provide substantial hospitality in the Parlour but should the Chief Executive, Leader or Deputy Leader deem this essential it is likely that outside caterers would be used. This would be paid for out of the Mayoral budget.

Major hospitality is paid for by the Council.

Induction Process

The Chief Executive and the Mayoral Secretary will discuss all details of the forthcoming year with the incoming Mayor and Mayoress at an informal meeting, so that everything will hopefully be plain sailing. The meeting will be held in the Chief Executive's Office approximately one month prior to installation and an agenda will be sent out prior to the meeting. A copy of the induction pack will be handed over at that meeting and the Mayoral Secretary will be on hand throughout the year to advise and discuss how the year is progressing and cover any issues that need addressing.

A Civic Heads Training Course is arranged around about April and is usually attended by the Mayor and either the Mayoral Secretary or another member of the Support Team.

Late Requests for Mayor

Late requests (5 clear working days' notice or less) for attendance of the Mayor at a function be refused or referred to Chief Executive/Leader or Deputy Leader if deemed to be urgent/important.

Length of Engagements

So far as the length of attendance at an engagement if concerned, it is not always possible to know how long an engagement may last. If the Mayor is required to leave a function before the end to go to another one, the organisers will be alerted to this. As a general rule for leaving a function that the Mayor is not hosting, the Mayor may be guided by the departure of other guests. However, on some occasions guests will not want to appear rude by leaving before the Mayor and it may be necessary for the Mayor to take the lead. The Mayor should respect that at the end of engagements, the Mayoral Chauffeur has to return the Mayor to his/her home and then take the chains and car to the Town Hall and Garage respectively and therefore the chauffeur will only arrive home much later than the close of the event.

Local Events

Many of the events that the Mayor will be invited to attend during the Mayoral year will be held within the Borough. The organisers value the Mayor's attendance, and it is a wonderful opportunity for the Mayor to project the Council's image of caring for its citizens and to get closer to the public.

Mayormaking

The actual election of the Mayor and the appointment of the Deputy Mayor is the first business, which is transacted at the Annual Meeting of the Council. The procedure, which has evolved, includes provision for Votes of Thanks to be formally moved and seconded in respect of the work of the retiring Mayor.

A rehearsal will be arranged prior to the Mayormaking Ceremony so that all participants are aware of the procedure. A detailed note will be supplied at the rehearsal.

Mayoress/Consort

A Mayoress (or Mayor's Consort/Escort) does not often have to be addressed formally as she (or he) is not as such a member of the Council. Whilst there is no established rule, "Madam Mayoress" or 'Mayor's Consort' would appear to be correct. By custom, most organisations will accord the Mayoress precedence after the Mayor.

The duty of the Mayoress/Consort is to support the Mayor during the term of office.

On rare occasions when the Mayoress/Consort is unable to escort the Mayor to an appointment, 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 chain and that the Mayoral Secretary is given advanced notification of the person attending so she can contact the person/organisation which had invited the Mayor.

The choice of Mayoress is up to the Mayor, and one does not have to be appointed. The Mayoress does not have to attend every engagement with the Mayor, indeed there are times when she will not be included in an invitation, for example, Rotary Dinners. There may also be times when she will be invited to a function in her own right such as Women's World Day of Prayer.

Mayor's Photo Album

The Mayoral Office will prepare a scrap book of photographs in the papers throughout the year and the Public Relations office will produce a disc with photographs for the Mayor's personal use/keepsake.

Mobile Phones

The Mayoral Attendants have mobile phones that are always with them when they are on duty. This means that the Mayoral Secretary can contact them.

Outside Organisations

During the Mayoral Year, the Mayor will hold office as indicated below with the following organisations:-

University of Salford Court	Member
Voluntary Town Twinning	Member
Atherton and Tyldesley District Scout Council	President
Wigan, Leigh and District Society for the Blind	President
Wigan and Leigh Cancer Research Committee	President

Parlour

The Parlour at Wigan is the Mayor's private room and no other persons have access thereto without the permission of the Mayor or his/her Secretary. The Secretary and the Attendants will regulate entry to the Parlour at official functions. The Parlour should be the base for regular catch up meetings between the Mayor and Mayor's Secretary.

The Mayor should arrange to attend at the Parlour whenever required for official business. In particular they should endeavour to attend when required for the purpose of signing official documents, dealing with correspondence or any other business notified by the Mayor's Secretary. There will be many Mayoral engagements held in the Parlour. The Mayor has control over the Mayor's Parlour in Wigan and Leigh.

Photographs

In April before you are sworn in to office the Mayoral Secretary will arrange for a photographer to take the official portrait of the Mayor and Mayoress. The photographer will take a selection of photographs and submit the proofs for the Mayor and Mayoress to choose. The official photograph will be placed over the fireplace in the Mayor's Parlour and at the end of the Mayoral Year it is the Mayor's/Mayoress' to keep..

Political Neutrality

The Mayor is traditionally non-political and should try and avoid political bias. Clearly there must be some qualification to this rule as when the Mayor continues to hold a political office, e.g. a committee chairmanship. In such a case he/she will inevitably continue to have at least a limited involvement in group activity.

The Mayor, by tradition, shows no political preference to any party during his/her Year of Office, and it is not customary for him/her to vote unless his/her casting vote is required in order to reach a decision. The Mayor will always do his/her best to apply the Standing Orders fairly so as to give all Members a fair hearing whatever their political persuasion.

Precedence of the Mayor

Section 3(4) of the Local Government Act 1972 provides that the Mayor has precedence in the Borough, 'but not so as to prejudicially affect Her Majesty's Royal prerogative'.

This means that provided a

Member of the Royal Family is not in the Borough and attended by the Lord Lieutenant, Deputy Lieutenant or High Sheriff in their official capacity, the Mayor shall have precedence.

Protocol - Written and Verbal - Mayor

The correct title of the Mayor is "The Worshipful The Mayor of Wigan, Councillor....."
The Mayor at appropriate functions, would usually be seated at the right hand of the chairperson with the Mayoress seated to the immediate left of the Chair.

Beginning of a letter

Formal Dear Mr/Madam Mayor
Social Dear Mr/Madam Mayor

End of a letter

Formal Yours faithfully
Social Yours sincerely

Envelope

Formal and Social - The Worshipful The Mayor of Wigan Council

If desired the name, preceded by Councillor may follow the office, but "The Worshipful" should always be placed before 'The Mayor'.

Verbal address

Mr/Madam Mayor

Presenting the Mayor

The Worshipful The Mayor of Wigan Council, Councillor.....

Description on conversation

The Mayor of Wigan Council

Mayor's Consort/Escort

A lady Mayor's husband or partner is so styled as the Mayor's Consort/Escort, but is addressed by his/her name.

Protocol - Written and Verbal – Deputy Mayor

Beginning of a letter

Formal Dear Mr/Madam Deputy Mayor
Social Dear Mr/Madam Deputy Mayor

End of a letter

Formal Yours faithfully
Social Yours sincerely

Envelope

Formal and Social Deputy Mayor of Wigan Council, Councillor.....

Verbal address

Mr/Madam Deputy Mayor

Presenting the Deputy Mayor

The Deputy Mayor of Wigan Council, Councillor.....

Regalia

SILVER	DESCRIPTION
Set of Six Goblets	A set of six goblets, the bowls with slightly inverted rims and gilt interiors, the baluster stems on circular foot, contained in a morocco case, Barker Ellis & Company, Birmingham 1971, 4 3/4ins. High each, No. WMBC 31
Silver Gilt Presentation Casket	A silver gilt presentation casket, commemorating Mr Alderman Ernest Ball, J.P, of ribbed rectangular shape, the handle on the lid chased with initials EB, the front with the Wigan crest 'Ancient and Loyal', the interior with velvet lining, Birmingham 1954, 3 3/4ins. by 10 1/2ins. NO. WMBC 18
Silver And Enamel Freeman's Neck Badge	A silver and enamel Freeman's neck badge commemorating 'Ernest Ball, Mayor of Wigan 1937-38, Freeman's December 1954', designated as the crest of the County Borough of Wigan with the motto ' Past Mayoral, Birmingham 1949, 2 1/4ins. NO. WMBC 34
C.B.E Neck Badge	A C.B.E neck badge, type 2, in gilt metal and enamel case No. WMBC 32
Silver Plated Biscuit Box	A silver plated biscuit box, by Hukin & Heath, of canted rectangular shape, circa 1860, the sides cast with scenes from Don Quixote, upon beaded feet, 6 1/2ins. By 7 3/4ins. No. WMBC 22
William And Mary Tankard	A William and Mary tankard, presented to the Mayor, Bayliffes and Burgesses of the Borough of Wigan in 1697, Inscribed with names and detail around an Old Wigan crest, the lid with gadrooned decoration, the tapering cylindrical body with a band of fluted and reeded decoration about the base, maker L.L, London 1694, 8 1/4ins. high No. WMBC 21
Circular Rose Bowl	A circular rose bowl with shaped reeded edge, a pair of loop handles, crested with the arms of the County Borough of Wigan and a presentation inscription to the Mayor Councillor James Cavey J.P, on circular socle, Walker & Hall, Sheffield 1922, 8 1/2ins. by 13ins. No. WMBC 26
George III Circular Brass Pan	A George III circular brass pan (handle missing), engraved 'George Kenyon Esq., Mayor 1768' No. WMBC 29
Tankard	A Tankard, the tapering cylindrical body later chased with flowers and scrolls and with a scroll bordered cartouche enclosing a presentation inscription dated 1946, the scroll handle with heart terminal, know as ' The Lesser Tankard, Peter & Anne Bateman London 1796, 6 1/2ins high No. WMBC 28
Shaped Circular Waiter	A Shaped Circular Waiter, the beaded border with leaf lobes upon three claw and ball feet and with a presentation inscription on the base, London 1775, 7 1/4ins diameter No. WMBC 1

George III Glass Tumbler	A George III glass tumbler, circa 18.00, etched with husks and with two inscriptions, reputedly to commemorate the donor's election as a Burgess of Wigan on 4th October 1800, 4 1/2ins No. WMBC 30
Loving Cup And Cover	A loving cup and cover, 'The Neville Loving Cup', with a pair of leaf capped scroll handles, ribbed girdle and upon circular socle, the cover with acorn finial, engraved with the arms of the Borough of Wigan and presentation inscription base, London 1911, cover 1908 No. WMBC 2
Silver And Enamel Neck Badge	A silver and enamel Deputy Mayor's neck badge of office decorated with the arms of the County Borough of Wigan, Birmingham 1952 No. WMBC 35
Malacca Cane Walking Stick	A Malacca cane walking stick 'The Mayor's Stick', the silver head engraved with leaves and an inscription dated 1702, another silver collar inscribed with details of the donor, 37ins long No. WMBC 14
The Mayor's Seal	The Mayor's Seal of the County Borough of Wigan with ebonised wooden handle, 4 3/4ins. No. WMBC 42
Pair Of Victorian Brass Halberds	A pair of Victorian brass ceremonial halberds, with wavy spear point crescent-shaped bodies, upon stained pine shafts, 84ins long, heads 21ins. No. WMBC 10
Similar Pair Circa 1920 Blades	A similar pair Circa 1920, the blades inscribed with a motto relating to the eleven and twelve years of the reign of King George V, 84ins long, heads 21 1/2ins. NO. WMBC 8
The Mayor's Staff Of Office Lignum Vitae Shaft	The Mayor's staff of office, late 17th century, the Lignum Vitae Shaft with a silver handle engraved with a presentation inscription 'A gift to the Mayor of Wigan by A.B', the base with a silver collar, 64ins. High No. WMBC 11
Ceremonial Sword	A ceremonial Sword , 'The State Sword', the two edged blade with red velvet covered scabbard and handle, the quillons with roundel ends, the scabbard bearing the arms of Charles II, 52ins high No. WMBC 13
15ct Gold and Enamel Mayor's Badge	A 15ct gold and enamel Mayor's badge of office, decorated with the arms of the Borough of Leigh and dated 1927 No. WMBC 33
Pair of Halberds	A pair of halberds, early 17th century, the steel heads with wavy spear points, the crescent blades pierced with heart motifs and the pick backs with initials H.M., with ash shafts, English or German, 92ins long No. WMBC 3 and 4

Victorian Officer's Sword	A Victorian Officer's Sword, the slightly curved 32 1/2ins blade inscribed 'Wigan Rifles', the lancet guard with tied bugle, fishskin grip and with plated scabbard No. WMBC 12
Maskell Peace Salver	The Maskell Peace Salver, a Victorian parcel electrogilt copper electrotype and enamel circular charger, the board border with six panels of scantily clad maidens and signs of the zodiac, centred by an enamelled disc applied with the arms of the corporation of Wigan and inscribed with the names of the Mayor, Aldermen and recorder with a band of gryphons, further inscribed with a presentation inscription to Maskell William Peace as Town Clerk and with the names of Borough Officials of the day, 21ins diameter No. WMBC 37
Fine Victorian Parcel Gilt Ewer and Stand	A fine Victorian gilt ewer and stand, Elkington & Company, Birmingham 1884, the body applied with a girdle above a band of leafage and below six panels of figures emblematic of war, produce learning, beauty, the Arts and Widsom bordered by gilt scrolls and headed by grotedque masks, cast foliate spout and spreading base, the handle as a classical girl supporting a child, the simple wirework stand with six leafy panels, 17 1/2ins high No. WMBC 25
William IV Shaped Circular Salver	A William IV shaped circular salver, Edward Barnard & Company, London 1831, centred by a presentation inscribed within a band of flat-chased blooms and scrolls, similar border and on three foliate shell supports, the inscription reads 'Presented by Mr Richard Potter to Josh. Action Esq...', and with three secondary inscriptions, 10ins diameter No. WMBC 40
Electroplated Challenge Goblet	An electroplated challenge goblet, Circa 1877, the vase-shaped body engraved with a coat of arms and the names of the crew of Christ College Boat Club Scratch Fours within bloom and foliage, trumpet base, 8ins high
George III Inverted Pear-Shaped Ewer	A George III inverted pear-shaped ewer, Hester Bateman, London 1784, short moulded lip and leaf-capped s-scroll handle, spreading base, the inscription reads 'The gift of Robert Mawdesley 1631. Renewed 1680 by Sir Roger Bradshaigh, and again by James Hodson Esq. For the use of the Mayor of Wigan and his/her successors , 1785', 8 1/2ins high No. WMBC 24
17th Century Circular Charger	A 17th Century Circular Charger, Adam Bancks, Circa 1687, engraved in 1937 with the Borough Coat of Arms and the 19th Century seal and an inscription Commemorating the 1937 Coronation, 18ins diameter No. WMBC 41
William IV Shaped Circular Salver	A William IV shaped circular salver, J.E Terrey London 1833, centred by a presentation inscription within a broad band of flat chased blooms and foliage, oak leaf and acorn border and on four similar shell supports, presented to John Woodcock, Mayor of Wigan, by Ralph Ticknesse and Richard Potter, elected MP's for the Borough in 1832, 21ins diameter No. WMBC 36

Oval Electroplated Gallery Tray	An oval electroplated gallery tray, Circa 1900, engraved with the Borough seal within a Greek key band, the waves sides pierced with pales, urns and foliage between beaded borders, bun feet, 17ins wide No. WMBC 38
Lesser Mace	The Lesser Mace, the knopped tubular gilt metal shaft with urn-shaped foot and applied below the bowl with caryatid scrolls, the crown with fleur de lys and cross pattee rim and fitted with four arches rising to an orb and cross, late 17th Century, 42ins high No. WMBC 9
Rectangular Silver Gilt Freedom Casket	A rectangular silver gilt Freedom casket, J.B. Chatterley, Birmingham 1966, the engine-turned sides applied at the front with an enamelled coat of arms, the hinged cover with canted leaf-engraved sides and initialled finial, inscribed 'Alderman John Edward Riley, Honorary Freeman of the County Borough of Wigan, 12th April 1967', 9 3/4ins wide No. WMBC 6
Large Silver Gilt and Enamel Freedom Casket	A large silver gilt and enamel freedom casket, presented to Mr Alderman Richards, the shaped rectangular case centred on one side by a medallion depicting Queen Victorian and on the other by the monogram of the recipient, the concave sides enamelled with views of reservoirs, the recipient and the parish church hung at the corners with garlanded scrolls, the detachable cover with four open scroll supports centred by an enamelled representation of the Borough Seal, on gilt mounted velvet-covered oak base, 15 1/4ins wide No. WMBC 15
Victorian Two Handed Cup	A Victorian two handed cup, C.S. Harris, London 1878, the vase-shaped body chased at the base with stiff leafage and engraved on one side with the Borough Seal and on the other side with a presentation inscription to the Mayor and corporation from Mr Walter Mayhew, also inscribed with the names of the Borough officials of the time, on inscribed spreading base stamped with leafage, similar angular handles, 16 1/inshigh No. WMBC 25
Rectangular Freedom Casket	A rectangular Freedom casket presented to Alderman James Smith, Birmingham 1890, applied on one side with an enamelled coat of arms either side of a similarly embellished Borough Seal flanked by sceptres and enamelled rosettes, the other side with the monogram of the recipient between similar motifs, the ends showing mining textile motifs, the detachable cover decorated with Mabs Cross, the arms of Charles II,

Silver Gilt Freedom Casket	A silver gilt Freedom casket of sarcophagus outline, presented to Alderman Francis James Paget, James Dixon & Sons, Sheffield 1935, applied on either side with four enamel roundels of local scenes and the monogram of the recipient, the hinged cover with presentation inscription below the enamelled urns and supporters of the Borough, bracket feet, wooden base and velvet-covered plinth, 17ins wide No. WMBC 16
Deputy Mayoress Chain & Badge	The 18ct gold enamel badge centred by the arms of the corporation of Wigan within openwork enamelled scrolls over crossed sceptres, also set with four sapphires, London 1900
Gold Gem Collar Set	The 18ct gold gem set collar in a design of enamelled rose heads flanking the letter 'L' and a metal crown between crossed heart motifs set with alternating rubies and diamonds, set at the front with Prince of Wales festoons and centred by an oval opal and diamond cluster, Royal arms pendant in gold and enamel, London 1900
Deputy Mayor's Chain & Badge	The large 18ct gold and enamel badge centred by the arms of the corporation of Wigan over crossed sword and sceptre and openwork foliate scrolls, surmounted by a helmet with red enamel mantle, and metal crown and crest, embellished with enamel views of Leigh
Gold Chain	The chain designed as thirty one 18ct gold shields applied with the enamel monograms of the Mayor's of Leigh from 1899 onwards, the outer row joined by chain links and rose motifs, the inner row chain hung
The Mayoress Badge	The 18ct gold badge with an oval enamel centre depicting the arms of the Metropolitan Borough of Wigan and with an open strap work border set with sixteen diamonds, London 1890
The Mayoress Chain	The 9ct gold chain designed as series of gothic shields joined by ovals with quatrefoil centre designs, Birmingham 1934
The Mayor's Badge & Chain	The two row chain composed of gothic gold links, engraved with the arms crest and monogram of Mayor's from the Borough of Wigan from 1849-1923, each link with oval hoops and stylish flower head buckle, the large gold enamel badge in 1873 now with an enamel arms of the Metropolitan Borough of Wigan within raised lettering and corded borders, open strap work surround
The Great Mace	A fine late 17th Century silver gilt mace, the tubular stem engraved with sprigs of oak leaves and acorns between gadrooned knops, the urn-shaped base with a coat of arms and inscription recording the gilt of Alexander Holt, late goldsmith and Alderman of London and Wigan in 1857, and a Latin inscription recording the gilt from his/her executor, the bowl chased with the emblems of England, France, Scotland and Ireland and the Borough of Wigan below the titles of Charles II, the crown with alternating fleur de lys and cross pate and stamped with the Royal Arms beneath four arches supporting the orb and cross, 44ins high

Religion

The Mayor will be invited to many religious services of different denominations during his/her year of office. Some of the customs may be different to those they are used to. The Mayor always respects the customs of any religion, for example, on entering a synagogue, they will be required to cover their head. A yarmulke is usually offered on these occasions.

It is appropriate for the Mayoress to wear a hat in church.

Robes (see also section on Clothing)

Apart from the Council meeting, other occasions when the Mayor is expected to wear the Mayoral Robes are – Civic Sunday, Judge's Sunday, Queens Lancashire Regiment Service and any University graduation ceremonies. When wearing robes, the Mace will normally accompany the Mayor. If the Deputy Mayor attends any of these engagements, he will not be robed.

Royal Garden Party

In January/February the following year the Mayor will be invited to a Royal Garden Party which takes place in May. On receipt of the invitation the Mayor should indicate his/her preferred date. Attendance is in one day, driven there and back in the Mayoral Car. Chains of office are worn. Should the Mayor wish to make arrangements to extend this stay it would be at their own personal expense and the car would return with the chains.. As Mayor a lounge suit is the usual mode of dress, and the Mayoress should wear a hat.

Royal Visits

When a member of the Royal Family visits the Borough your attendance is essential. The Lord Lieutenants' office will provide details of any Royal visit in plenty of time.

Security

The Chains of Office are of great value to the Borough and are irreplaceable. It is advisable that when the Mayor and Mayoress are in a large gathering, particularly outside, that they do not stray too far from the Mayoral Attendant, for their own safety. Should the Mayoral Attendant feel that the Mayor's/Mayoress's safety is at risk, then he will remove the chain for safety.

There will be times at engagements when the Mayoral Attendant is unable to be in the same room as the Mayor. They will if possible tell the Mayor where they will be. Please be assured that they will always know where the Mayor is and he must not leave the building without the Attendant.

Smoking

Wigan Town Hall is a non-smoking building and smoking is strictly forbidden in the Mayoral vehicles. E-cigarettes are also banned in Council buildings/property.

Speeches (including Inaugural Speech)

As a Councillor the Mayor will be well versed in the art of public speaking. At many engagements the Mayor will be requested to say something. This can range from proposing a toast to a full speech. Some organisations will send information about what they would like you to say, some will not. Information sent can vary from a full speech to notes to be included in your own speech. The Mayor must realise that this information is only there to help prepare a speech. There will be occasions when the Mayor will be asked to say a few words with little or no notice at all. The Mayoral Staff will try to ensure that the Mayor is aware prior to an engagement whether they will be asked to speak or not, although this may not always be possible.

The Mayor may wish to give some thought to his/her Inaugural Speech. It is usual to announce the charity and therefore can be important to mention main themes that he would like to pursue during the term of office. The Mayoral Secretary can provide previous inaugural speeches to assist the incoming Mayor.

You don't need many words to say important things – the Lord's Prayer is only 70 words long whilst the E.C. Regulations on the production of cucumbers is several thousand!

Also remember those old quotes.....

“If you haven't struck oil in the first 5 minutes, stop boring”.

Telephone

During the year of office, the telephone in the Mayor's Parlour will be paid for from the Mayoralty Budget, the Mayor's home telephone and mobile are paid for in accordance with the scheme for Members allowances.

Title

The Mayor will always be addressed by the Mayoral Attendant as Mr. Mayor and the Mayoress as Mayoress. The Mayor, of course, will be known personally too many people within the Borough. The organisers of any events will always be requested in the information provided to refer to the Mayor as 'Mr. Mayor' and the Mayoress as 'Mayoress.' There will, of course, be times when it is necessary for the Mayoral Attendant to formally announce the Mayor. At some functions, announcement of the Mayor would be inappropriate, for example in church or at a gathering of people present who have paid to attend

Town Twinning

The Council is Twinned with Angers in France and there is an annual trip to Angers in September. The Twinning Officer will provide details of the itinerary. Travelling costs are paid via the Twinning Budget.

Training

If there are any areas where the Mayor or staff feel a refresher course or training in general would be useful, the Mayoral Secretary will be happy to make the necessary arrangements.

Use of Car

- The Mayoral car is provided by PS Chauffeuring Services and at the moment is a Maroon Volvo - AEK 1 although this could change during your Mayoral year.
- All Attendant services are contracted out and the Council pays on an hourly basis.
- The designated Civic vehicle should to be used appropriately.
- A car and a chauffeur will always be available to meet his /her requirements, unless the Mayor's Office indicates otherwise.
- A civic car and chauffeur will always be available to the Deputy Mayor when they are acting in an official capacity.
- Mayoral cars can be used for Mayoral purposes only, unless otherwise authorised by the Chief Executive.
- Attendance of the Mayor at Committees or their own Charity meetings is not classed as Mayoral functions.
- PS Chauffeuring are responsible for bringing the Chains for the Mayor and Mayoress, to see that they are properly put on and to return them to safe custody after any event.
- The chauffeurs are responsible for seeing that the Mayor and Mayoress arrive punctually at the appropriate entrance to a building and that they are then received by a responsible person.
- Unauthorised journeys and stops and unauthorised carrying of passengers must not be requested to the Attendants.
- Although there are no hard and fast rules about where each Civic should sit, we would recommend that the Mayor sit behind the driver.

Visitors Book

Each year the Mayor's Parlour will be furnished with a visitor's book for the Mayoral year which is there to collect comments from the many visitors that the Mayor receives during his/her year in office. The Mayor can keep this book at the end of the year.

Ward Duties

Mayoral duties should take precedence over Ward duties. It is advisable for the Mayor to inform Ward Colleagues of the situation and ask if they are able to cover these duties for him/her.

Summary

The duties and responsibilities of the Mayor, and the protocol involved is so wide ranging that it has not been possible to cover everything in these notes, although it is hoped that they will be of assistance. Please do remember that there are dedicated staff who are fully available to assist the Mayor in whatever way he/she requires and who will do everything possible to make the Mayoral Year as enjoyable and stress free as possible.

Thank you for reading these notes.

Life After The Chain

Can things ever be quite the same?

When I know that “Mayor” or “Your Worship” is not my name

When I enter a room and nobody stands

I give forth my views, and there’s no clapping of hands

When I am no longer dressed up in robe and chain

With no more Parlour’s or people to entertain

When I attend functions those that I’m able

And find my place is not the top table

Shall I find I’m bewildered, lost or perplexed?

When the day arrives I’m turned into an “EX”

Well, I’ve met many “ex’s” quite rational and sane

So I feel sure there must be

“Life after the Chain”

Appendices

1. Biography of the Mayor.
2. Weekly Engagement Sheet. (Example)