



Council Policy

Civic Protocol

This guidance note on civic protocol is offered to organisers and participants of events to which the Chairman of the Parish Council, possibly as one of a number of civic dignitaries, has been invited to attend. This guidance sets out the protocol and etiquette for civic visits or occasions within the Parish of Tollerton.

Civic role of Chairman of the Parish Council

1. In any community the Mayor or Chairman is recognised as the first citizen and the Office of Mayor or Chairman is the most important civic appointment in the Town or Parish. In Tollerton this office is held by the Parish Councillor elected as the Chairman of the Parish Council.
2. The Chairman will by invitation, attend functions and events in an ambassadorial capacity representing the Council as the duly elected body and representing the people of Tollerton. Attendance by the Chairman at an event has the following possible meanings:
 - It recognises the event as one at which it is important for the Council to be represented
 - It confirms the event as having a significance for the community of Tollerton
 - It is a means of encouraging village and community life
3. Whilst the Parish does not solicit invitations, it is good practice for an invitation to be extended for significant functions and events. For the Parish to be excluded from any event could in some circumstances be regarded as an affront to the Council's position and indirectly to the community of Tollerton.

Order of Precedence

4. By custom, it is usual for a Town Mayor to be accorded precedence in his own Town and a Chairman in their own Parish over everyone except Her Majesty the Queen and members of the Royal Family or the Lord Lieutenant of the County when representing the Crown. Precedence may vary by local agreement and custom and so details of what this means in practice are best discussed and agreed with the Parish Council in advance.
5. Traditionally and in accordance with the Local Government Act, 1972 (as amended), should the Mayor of the Borough be in attendance then they take precedence. On such an occasion the Chairman of the Parish Council ranks second in order of precedence within their own Parish after the Mayor of the Borough Council. This precedence would reasonably extend to any Deputy Mayor but consistent with protocol for royal prerogative not substitutes or representatives.
6. Precedence is subject to Her Majesty's Royal Prerogative – ie should Her Majesty The Queen and/or Members of the Royal Family or the Lord Lieutenant representing The Queen be present then they will take precedence over the Mayor of Rushcliffe and the Chairman of the Parish Council

Visiting Civic VIPs

7. Where a civic VIP is to visit the parish, it is right and proper that advance notice be provided to the Parish Council to support and enable a successful visit and to ensure the appropriate precedence and co-ordination between civic guests. Such notice should normally be provided 7 days in advance of the visit
8. Where the visit is to take place at facilities or land owned or managed by the Parish Council, such notice must be provided and will ordinarily include an invitation for the Parish Council to attend the visit or event.