



Mayor of Basingstoke and Deane  
Basingstoke and Deane Borough Council  
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# LOOKING AFTER THE MAYOR

(These guidance notes also apply to the Deputy Mayor)

We appreciate that it can be difficult when considering the protocol to be followed for a Mayoral visit. This document has been prepared to assist with arranging a Mayoral visit, which we hope you will find useful.

If you have any queries please do not hesitate to get in touch.

## Order of preference

The Local Government Act 1972 says that the Mayor "shall have priority in all places in the borough, except over HM The Queen, members of the Royal Family and the Lord Lieutenant". Therefore, it is likely that the Mayor will be the most important person at your event. For example, the Mayor has priority over Members of Parliament and other councillors.

## Arrival of the Mayor

Usually the Mayor will arrive by car at the time scheduled. As the Mayor may be self-driven, it is very helpful if the organiser of the event could identify in advance a parking space for the Mayor's car.

Please indicate the arrival point (i.e. main entrance) and supply a map of the venue/local area.

Ideally, the host (the senior person present) or nominated person should meet the Mayor at the entrance to the venue and escort him/her into the function venue.

If, in the event people are seated (although this does not necessarily apply to a theatre or concert audience), it is usual for the host to arrange for the Mayor to be announced upon entering the venue, so that those present may stand to acknowledge the status of the Mayoralty. ***'Ladies and gentlemen, pray be upstanding to receive The Worshipful The Mayor and Mayoress/guest'*** (when there is a male Mayor) and ***Consort/guest*** (when there is a female Mayor). During a function, the Mayor and Mayoress should not be left unescorted.

## How to address the Mayor

### Written correspondence:

When writing: *The Worshipful the Mayor of Basingstoke and Deane*

Starting a letter: *Dear Mr Mayor or Dear Madam Mayor*

On invitations / programmes: When the Mayor is alone: *The Worshipful the Mayor of Basingstoke and Deane Cllr .....*

When the Mayor is accompanied: Either *The Worshipful the Mayor and Mayoress/Consort of Basingstoke and Deane Cllr .....* and .....

or: *The Worshipful the Mayor of Basingstoke and Deane, Cllr .....* and guest

### Addressing the Mayor:

- For a male Mayor the form of address is *Mr Mayor* or (more formally) *Your Worship*.
- For a female Mayor the form of address is *Madam Mayor* or (more formally) *Your Worship*
- When there is a male Mayor and the Mayoress accompanies him, she is addressed as *Madam Mayoress*
- When there is no Mayoress present and a guest accompanies the Mayor, then the guest is addressed by name.
- This also applies to the Guest/Consort of a female Mayor.
- When referring to the Mayor in a speech, the correct form is *“The Worshipful the Mayor”*, e.g. ‘We are delighted to have the Worshipful The Mayor and ..... with us this evening’.  
Should the Mayor be mentioned more than once in a speech then, after the first time ‘The Worshipful the Mayor’ may be shortened to ‘The Mayor’.
- When a formal speech is made by the person presiding over the event he/she begins, *Mr Mayor/Madam Mayor*, distinguished guests, ladies and gentlemen...’.
- If a speech is made by a person other than the person presiding, the form should be ‘Mr President/Chairman (or Madam President/Chairman), Mr Mayor/Madam Mayor distinguished guests, ladies and gentlemen...’.
- In public, the Mayor should not be called by his/her forename.

### Table seating

Regardless of whether or not there is a special guest speaker (unless a member of the Royal Family or the Lord Lieutenant of the County is present) the Mayor is seated on the immediate right hand of the host or chairman. The Mayoress/Consort/Guest should be seated on the immediate left of the chairman or other person presiding.

If a member of the Royal Family or the Lord Lieutenant is present, he/she would be seated on the immediate right of the host and the Mayor on the immediate left.

### **Toasts and speeches**

If you wish the Mayor to propose or respond to a toast, or make a speech, prior notice should be given. Please include relevant details of the subject matter, on the form and provide:

- Order of procedure
- List of VIPs attending, in particular if the Lord Lieutenant is attending

The Mayor should be accorded the privilege of being the first speaker. If he/she is to speak, an indication of the time allowed and the subject matter along with background information should be provided on the form.

If the Mayor does not speak, the speaker(s) should acknowledge his/her presence.

If there is to be a toast to the borough of Basingstoke and Deane to which the Mayor would reply, this should immediately follow the Loyal Toast. [Click here for details of toasts.](#)

### **At the end of an event**

It is usual for the Mayor to be escorted out before the other guests depart.

### **Press attendance**

The local press are notified of the Mayor's engagements on the Thursday of the preceding week but this does not mean that they will attend all engagements.

### **Church Services**

The Mayor and Mayoress/Consort should be met at the entrance to the church and conducted, usually, to the front right hand pew. At funeral services, it is normal for family mourners to occupy the front right hand pew and for the Mayoral party to take the left.

It is courteous for the congregation to rise at the Mayor's entrance and at his/her departure.

### **Visits to School or meetings**

Where appropriate, the assembly should rise upon the Mayor's entrance and again on his/her departure.

### **The Deputy Mayor**

When the Deputy Mayor has been asked by the Mayor to represent them at an event, he/she is accorded the same protocol as for the Mayor.

The **Deputy Mayor** is addressed as **Mr/Madam Deputy Mayor or Councillor .....**

The **Deputy Mayoress** is addressed as **Madam Deputy Mayoress**

Other persons accompanying the Deputy should be addressed by name.

Organisers of events are welcome to telephone or visit the Mayoral Events Coordinator at Basingstoke and Deane Borough Council to resolve any queries they may have.

Mayoral Events Coordinator

Telephone: 01256 845591

Email: [mayoralcoordinator@basingstoke.gov.uk](mailto:mayoralcoordinator@basingstoke.gov.uk)