

## ROLE OF MAYOR

Malmesbury Town has a 'civic' Mayor, as opposed to a Mayor elected directly to that position by residents.

Our Mayor has two principle functions:

1. Chair the Council Committee

2. Represent the Council both ceremonially and civilly and communicate the views of the Council to outside parties when required.

This role is described by Government, see this link: <https://www.gov.uk/understand-how-your-council-works/decision-making>

- **Mayors** Many councils have a civic mayor or chairman of the council. **They carry out ceremonial duties and chair meetings, but can't make decisions about council business.**
- **Decision making** **The full council (a meeting of all council members) is responsible for all decisions.** But in practice, most of the work is given to smaller groups of councillors or council officers (paid staff).

Chairman of the Council <i>(The Mayor is the Chair of the Council Committee)</i>	Council Representative <i>(The Mayor represents the Council at ceremonial events and communicates and represents the views of the Council to outside parties.)</i>	Discretionary Role
<ul style="list-style-type: none"> <li>• Chairs Town Council Meetings*.</li> <li>• Seals Town Council documents*.</li> <li>• May call extraordinary meetings of the Council.</li> <li>• Ex-officio member of every committee*.</li> </ul>	<ul style="list-style-type: none"> <li>• Attends Malmesbury and other towns' events.</li> <li>• Holds receptions and receives visitors to the Town on behalf of the Town Council.</li> <li>• Presents awards on behalf of the Town Council (i.e. Citizen of Year).</li> <li>• Honorary president of Residents' Assoc and Twinning Assoc.</li> <li>• Represents the Town Council to outside bodies such as Malmesbury Area Board,</li> <li>• Wiltshire Council and others. Writes, and/or signs written correspondence on behalf of the Town Council.</li> <li>• Represents the Town Council in all media forms, including television and radio.</li> <li>• Tasks undertaken by Mayor at his /her own discretion within the remit of representing the Town Council.</li> <li>• Town Council representative on local charity committees.</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising incl. Mayor's Ball.</li> </ul>