



MALMESBURY TOWN COUNCIL

Mayoral Cadet 2023 - Application Form

Closing date for submission of applications is **Friday 13th October 2023.**

For the applicant's parent / guardian to fill in

Name of applicant	
Date of Birth	
Name of parent / guardian	
Address	
Contact Number	
Email Address	

Declaration

I declare that:

The details given are correct, that I have not been influenced or canvassed in any way.

I understand that:

1. This application form will be treated confidentially and in accordance with The Council's Data Protection Policy.
2. Malmesbury Town Council may ask for additional information at any stage of the application process.
3. Should the present application fail, it may be resubmitted after the expiry of twelve months.
4. I understand that all matters relating to the nomination are confidential.
5. Any invitation for the appointed Mayoral Cadets to attend the Town Councils civic events will be sent out in the post addressed to the Mayoral Cadets, otherwise all contact will be made via the parent / guardian of the Mayoral Cadets unless agreed in writing.
6. The details provided will be kept for 1 year after I have completed my assignments.
7. [Details regarding data protection rights are available here;](#)

I give consent to Malmesbury Town Council storing the personal data above for the purpose of processing this application.	Signed: Dated:
---	-----------------------



MALMESBURY TOWN COUNCIL

The Mayoral Cadet's Role and Protocol

The role of Mayoral Cadets is to accompany the Mayor of Malmesbury to a number of appropriate public Civic Events during the Mayoral year, this includes amongst others Civic Sunday and Remembrance Sunday (a list of civic events is included on this form for your information).

At these events the Mayoral Cadets will assist the Mayor to welcome dignitaries and perform such duties as conducting a reading at an event or carrying a wreath for the Mayor on Remembrance Sunday.

The Uniformed Mayoral Cadet will bring a visible association with the local uniformed organisations within the town and the School's Mayoral Cadet will represent the School, roles that are considered to be a honour and reward for the applicants selected. The successful applicant will be given a badge to be worn on their uniform during their year in office.

For your information the following details the Mayoral Cadet Protocol

- i) A letter will be sent to Malmesbury School and all Uniformed Youth Organisations in the Town asking them if they had any youth member who wishes to be considered for Mayoral Cadet for the municipal year.
- ii) The potential Mayoral Cadet would have to supply an endorsement by their group leader and parental consent. This is so we can contact them directly at home via their parents
- iii) If in the event of multiple applications, a suitable selection process will be held to allow two Mayoral Cadets to be chosen by the Mayor in liaison with the Town Clerk.
- iv) A list of civic events will be supplied to the Mayoral Cadet in advance, although official invitations will be sent, directly to them prior to each event.
- v) The Democratic and Civic Officer will liaise with the Mayoral Cadet and their parents to ensure that the Mayoral Cadet is aware of key timings and roles at any Civic Function.
- vi) The minimum age for the Mayoral Cadet should be 14 years old and no older than 18 years of age at the start of the Municipal Year.
- vii) It will be expected that any Mayoral Cadet will be committed to attending our civic events throughout the year, will arrive dressed in appropriate uniform and will always conduct themselves to the highest standards. The Town Council understands that some of our civic events take place during the school week. The Mayoral Cadet is encouraged to obtain support from their school to attend events where appropriate.
- viii) The Mayoral Cadets will be presented with commemorative Mayoral Cadet badges.
- ix) The term of office for the initial introduction of the Mayoral Cadets will end in May 2025 due to being part way through the current year.



MALMESBURY TOWN COUNCIL

Mayoral Cadet Application

To be filled in by the applicant

In no more than 300 words please detail why you want to apply to become the Mayoral Cadet for the Municipal year 2023/24.

Uniformed/School/Church Organisation's Endorsement:

This can be made by any adult leader within the applicant's organisation.

Please explain below why you support the individual's application.



MALMESBURY TOWN COUNCIL

Name of Leader	
Email Address	
In no more than 300 words please detail why this individual would be suitable for the Mayoral Cadet position	
I give consent to Malmesbury Town Council storing the personal data above for the purpose of processing this application.	Signed: Dated:



MALMESBURY TOWN COUNCIL

Civic Event Dates for Upcoming Period

Sunday 12 November 2023	Remembrance Sunday
Friday 1 st December 2023	Late Night Christmas Shopping
Thursday 21 st /Friday 22 nd December	HEALS Christmas Lunch
Tuesday 21 st May 2024	Mayor's Robing Ceremony
2024/25 dates yet to be confirmed	

Please note the above calendar dates are not exhaustive, and the successful applicant may be invited to additional appropriate events throughout the term.