Operation of the mayoralty

Title of Policy	**Operation of the mayoralty**
Purpose of Policy	**A written policy encompassing procedure notes for the Mayor/Deputy Mayor and Mayoral Team to follow for each mayoral year**
Date of Policy	**December 2007 (Cabinet approval November 2007) Updated October 2026**
Policy Approver	**Ian Williamson, Assistant Chief Executive**

Introduction

This policy has been produced to set out procedures for the operation of the mayoralty.

Throughout the mayoral year, the mayoral support staff will aim to ensure that the Mayor and other Civic representatives receive suitable support and advice in order to undertake their year in office to the full and that the work undertaken benefits both the office of Mayor and the people of Fylde.

The mayoral team which provides the support for the Mayoralty comprises Jo Collins, Personal Assistant with a Mayoral Attendant service from Thomson Executive (Andrew Thomson).

As soon as nomination for the mayor elect has been approved by Council, the Mayor-Elect, Mayoress\Consort-Elect, Deputy Mayor-Elect and Deputy Mayoress\Consort-Elect will be invited to an induction meeting. This is the chance for the team to outline the provisions of this policy to the Mayor and outline what support can be expected during the mayoral year.

1. Selection of the Mayor

The method of selection of the Mayor is based on seniority of service and the most up-to-date seniority list is attached. If in an election year the Mayor-Elect is not re-elected, the position will be offered to the next councillor on the list and if declined, the list will be followed until an acceptance of the position is made.

If a member becomes eligible for office on the seniority list but declines the position it will be ascertained if they wish to decline the position permanently and if they do so, their name will be placed at the bottom of the list with this intent stated. However, if they wish to decline the position for one year only, their name would appear at the top of the list the following year.

Once a member has held the position of Mayor they will not be eligible to hold the position again.

In years where a number of members become eligible for the office in the same year it is recommended that they should decide between themselves the order in which the position should be held. If no agreement is reached, the current Mayor will conduct a draw to determine the order of office.

If a member, having previously stated that they do not want to be considered for the position subsequently has a change of circumstances and decides that they wish to be included within the seniority list, they will be inserted into the list at a position agreed by the Leader/Chief Executive.

In the case where a member has broken service in terms of length of office, the member will re-join the list at the most recent term of office to which they were elected, but will be elevated to a higher ranking than those others elected at the same time.

2. Role and Functions of the Mayor

(a) First Citizen

The Mayor has precedence in and is the first citizen of the Borough

(b) Promotion of the Council

The Mayor promotes the Borough and the Council as a whole and acts as a focal point for the community

(c) Ceremonial Matters

The Mayor is responsible for carrying out civic and ceremonial duties on behalf of the council

(d) Chairman of the Council

The Mayor presides over meetings of the Council.

Within Fylde, the Mayor takes precedence over all others except the King and certain members of the Royal family. In addition H.M. Lord Lieutenant for the County and the current High Sheriff being, in the exercise of the Royal Prerogative, also enjoy precedence over the Mayor. On occasions of Royal visits to the Borough the purpose of which is not directly associated with the borough, the Sovereign, in exercise of the Royal Prerogative, has directed that the Chairman of the County Council and his/her partner, and the County Chief Executive and his/her partner be presented to the Royal Personage immediately before the Mayor and Mayoress. Where the purpose of a Royal visit is purely a municipal matter, the Mayor and Mayoress of the Borough will take precedence over any County Council representatives.

Formal introductions should be made as, “The Worshipful the Mayor of the Borough of Fylde”. On less formal engagements the correct introduction is “the Mayor of Fylde” and when speaking to the Mayor, the correct form of address is “Mr Mayor”, even if the Mayor is female.

3. Role and Functions of the Deputy Mayor

If the Mayor is away, the Deputy Mayor discharges the roles, functions and responsibilities of the Mayor

The Deputy Mayor-Elect is chosen personally by the Mayor-Elect and acts in the Mayor's absence. He/she is not entitled to wear either the Mayoral Robes or the Mayor's Chain of Office but is provided with a Chain of office, which they will be responsible for during their year in office.

Protocol states that the Deputy Mayor and Deputy Mayoress/Consort should not wear the chain of office when in the company of the Mayor, unless permission has been granted by the Mayor. This in practice is usually given at Civic functions hosted by the Mayor in the Town Hall.

4. Mayoress\Consort

The Mayor appoints the Mayoress or Consort personally and the Mayoress or Consort wears a chain of office when performing duties.

5. Mayor's Chaplain

The Mayor may appoint a Chaplain to provide spiritual support during the year of office. This includes opening Council meetings with a prayer, saying grace at Civic Dinners and planning and officiating at the Civic Sunday Service.

6. Impartiality

When performing his\her duties, the Mayor represents the whole of the Fylde community and should be seen to be impartial on matters, which might be considered controversial by some such as politics and religion.

7. Main Events in the Mayoral Calendar

(i) Annual Council Meeting\Mayor Making Ceremony

The Council will elect the Mayor, at each Annual Meeting of the Council, which usually takes place in May at Lowther Pavilion. Although this is a formal meeting of the Council, the primary purpose of the meeting is to appoint the Mayor and Deputy and as a consequence this meeting is often referred to as 'Mayor Making'.

As this is mainly a ceremonial occasion, there is a wide invitation list to the event and hospitality is provided. In addition to all Councillors and partners, the following guests are invited: Honorary Aldermen, former Mayors, former Mayoresses and consorts, MP and guest, County Councillors for the Fylde and guests, Parish and Town Council Chairpersons* and guests, local organisations and businesses, Mayor's personal guests (up to 60), Deputy Mayors personal guests (up to 40), and Chaplains (outgoing and incoming).

**Invitations are sent to Town Mayors and Parish Chairs and they are welcome to wear their chains if they attend in that capacity.*

In the situation where a Town Mayor or Parish Chair is also a Fylde Councillor they would have to choose whether to attend as a Councillor or Town Mayor/Parish Chair.

If they attend as a Councillor then they would not be expected to wear their Town Mayor/Parish Chair chains but could pass the invitation to their Deputy Mayor/Vice Chair to represent them (the Deputy Mayor or Vice Chair would be welcome to wear chains).

If they attend as a Town Mayor/Parish Chair then they could wear chains but would have to give apologies as Councillor and would sit in the allocated seats for Town Mayors/Parish Chairs and would not be able to sit with the other Councillors or be involved in Council business or vote.

(*agreed at Group Leaders meeting 13th June 2016)

During the Annual General Meeting, arrangements will be made for the Halberds to be removed from the outgoing Mayor's home and they will be installed at the incoming Mayor's home.

The council finances the mayor making ceremony apart from any photographs which the Mayor Elect may wish to request which should be financed from the Mayor's Allowance.

(ii) Civic Sunday

The Civic Sunday Service and Parade is usually organised shortly after the Annual meeting. Administrative support will be provided for the organisation of this event by the Mayoral Team. However, as this is the Mayor's personal service, the content of which he\she should decide upon with the Mayor's Chaplain.

The Council finances Civic Sunday expenses.

iii) Armistice Day - 11.00am - 11 November

Events to mark the 2 minutes silence on the 11th November will be arranged and will be attended by the Mayor and Deputy Mayor (in attendance at different locations).

(iv) Remembrance Sunday and Parade – Second Sunday in November

Services will be held in the morning in Lytham and St Annes and will be attended by the Mayor and Deputy Mayor. A Service will normally be held in the afternoon in Kirkham and will be attended by either the Mayor or the Deputy Mayor.

(v) Mayoress at Home

Date and venue to be determined by the Mayoress and Personal Assistant (this event is paid for out of the Mayoral Allowance).

(vi) Royal Garden Party

Currently, one invitation is extended to the Council in each year for attendance at the Royal Garden Party and is extended to the Mayor Elect for he/she and his/her guest to attend the event (or the Deputy Mayor Elect as their representative), provided that they have not previously attended a Royal Garden Party (in whatever capacity). If the Mayor-Elect (or the Deputy Mayor-Elect as their representative) has previously attended a Royal Garden Party, then the invitation will also be drawn from eligible members. If eligible to attend, the Mayor Elect is able to choose in order of preference from three dates offered for the annual attendance at the Royal Garden Party, although he/she may not be offered his\her first choice by the Palace.

Travel expenses of £80 per guest can be claimed against Member Expenses. This is deemed to be the cost of the cheapest method of travel. This amount will be reviewed periodically if required the Personal Assistant will help with travel arrangements.

As the names for the Garden Party are submitted in January/February, if in an election year the Mayor-Elect is not re-elected the following will apply, either:

- There will be no representation from Fylde Council at the Royal Garden Party
- Or the nominated person and guest can attend but would need to pay for their own travel arrangements

8. Chairing Council Meetings

As the person presiding at meetings of the Council, the Mayor has the following particular responsibilities. He/she is assisted by the Deputy Mayor:

- To uphold and promote the purposes of the Constitution and to interpret its provisions and give rulings on points of order as and when necessary

- To conduct the meetings of the Council in such a way that its business can be carried out efficiently and with regard to the rights of all Councillors and the interests of the community

- To ensure that the Council meeting can be a forum for the debate of matters of concern to the local community and a place at which Councillors who do not hold positions of special responsibility can hold other Councillors to account through the ability to ask questions In accordance with the Council's Procedure Rules

9. Official engagements

A wide variety of invitations will be received during each year and, due to volume, it is inevitable that some must be declined. It is therefore of paramount importance that engagements should be prioritised where possible. A minimum of 14 days' notice must be given for an invitation to the Mayor.

An official engagement is one for which the Personal Assistant has received an official invitation from the host of the function. There should be a role for the Mayor to perform and it must be in keeping with the dignity of the office. Invitations made to the Mayor in person either written or oral must not be accepted; instead the invitation must be made in writing to the Personal Assistant. The Mayor must not solicit invitations to events, as this would undermine the dignity of the office.

The Mayor is supported in the attendance of events by the Deputy Mayor and it is at the discretion of the Mayor as to precisely which invitations are to be passed to the Deputy Mayor. A small travel allowance is included within the budget for the Mayoralty to supplement the provision of the Council's own mayoral car. However, as this is a minimal budget, the number of engagements attended by the Deputy Mayor where official transport is provided are extremely limited and the Deputy Mayor is requested to use his/her own transport. This should be a factor for any member to take into account when considering if they wish to accept the position of Deputy Mayor. The Personal Assistant will regularly update and issue the Mayoral Calendar, which lists all the engagements accepted during the Mayoralty.

It is preferable that the Mayor should leave in advance of the last guests at any event. However protocol dictates the Mayor should not leave a dinner, except by arrangement, before the toast to the guests has been proposed and responded to. When an engagement is accepted, a conclusion time for the event is indicated on the engagement form. Recognition needs to be taken of the Working Time Directive, which stipulates there should be no continuous working in excess of six hours and this is applicable to the Attendant/Driver.

Taking into account the level of invitations received there needs to be agreed guidance on the value or quality of different types of engagements.

The National Association of Civic Officers has undertaken research into this subject, and has produced a set of performance indicators relating to each engagement attended. They have concluded that every invitation received must fall within one of seven major types of activity: -

- **Social** – work colleagues, fellow councillors etc.
- **Community** – attending events such as local amateur dramatics, sports clubs, church group's etc.
- **Promoting**– Council initiatives, tourism etc.
- **Civic Hosting** – Receptions, buffets dinners in connection with community and promoting.
- **Charities** – fundraising events
- **Civic Circuit** – visiting other authorities, Civic services, Balls, tours etc.
- **Council/Ceremonial** – Chairing Council Meetings, Remembrance Sunday, Civic Sunday etc.

These broad headings can be broken into smaller units without altering the meaning of them.

The National Association of Civic Officers suggests that the list is placed in the following order of priority and the Council endorses that each engagement should be scored as indicated. The engagements scoring the highest are those supporting the community leadership and promotion, thereby contributing to raising the reputation of the council or which are community and corporate

plan objectives. If two invitations are received for the same date and time, priority should be given to the one scoring the highest in terms of the ranking (obviously this would not be possible if one had been received far in advance of another and already accepted). The Mayors Secretary will give guidance in these circumstances.

• **Civic Circuit**	**1**
• **Social**	**1.5**
• **Charities**	**2**
• **Council/Ceremonial**	**3**
• **Civic Hosting**	**3**
• **Community**	**5**
• **Promoting**	**5**

The average number of events attended by the Mayor and Deputy from 2007/08 was 296 and in 2011/12, the number of events attended by the Mayor or Deputy Mayor was restricted to this number in order to ensure that the mayoralty operates within budgetary limits. Where practicable, events should be limited to those that focus on the Fylde and its near environs as opposed to attending engagements wider afield to ensure that the focus of the work of the Mayor is on community development work within the Borough and raising and promoting the work of the Council to its residents.

10. Late engagements

Invitations to events or functions are normally received well in advance (a minimum of 14 days' notice). This allows the Mayor, his/her support staff and the wider Business Unit to properly plan and organise the Mayor's time and provides a proper framework for the operation of the mayoral office.

If an invitation for an engagement is received **less than fourteen working days** prior to the event it will not be considered, unless the Personal Assistant perceives that the engagement is of major importance to the Borough, as the Mayor is entitled to expect that event organisers will extend him/her the courtesy of allowing for adequate time to be allocated and for staffing arrangements to be made.

11. Mayoral Charities

During the year in office the Mayor may wish to raise funds, and organise fundraising events in aid of nominated charities, which should be registered with the Charity Commission.

Although charity fundraising is not one of the Council's objectives it is a worthwhile activity, but should be kept in context. The extent of the charitable events in a mayoral year is at the discretion of the Mayor.

At the earliest opportunity the Mayor Elect should seek a meeting with his/her nominated charities (in particular if these are local charities) and seek their support in organising any additional charity events, which might be sought outside the support offered by the Mayoral Team. The Mayoral Ball

is usually the largest event of the fund raising year and the date and venue are determined by the Mayor and Personal Assistant at an early date.

The Mayor's PA, Chief Executive's PA (as covering role in Mayor's PA's absence) and the attendants have signed up to the Council's Financial Regulations and Cash Handling Procedure. On occasion funds collected at Mayoral Charity Events may mean that staff procedures will fall out of the Council's standard Cash Handling Procedures. Additional guidance has been provided to the Personal Assistants/attendants for such occasions. This guidance has been approved by the Section 151 Officer.

12. Mayor's Official Photograph for Council Chamber

Shortly after the Annual Council Meeting, arrangements will be made for a professional photograph to be taken of the Mayor in their robes. The photograph of the current Mayor will then be displayed in a prominent place within the Council Chamber for the ensuing Municipal Year.

The photograph and frame will be of standard specification and size, and the costs will be met by the Council.

13. Official Photograph of Council

If the Mayor wishes to have an official photograph of Council during his Mayoralty, the Personal Assistant will arrange for a local photographer to take one. Copies will be available for the Mayor and Councillors to purchase from the photographer.

14. Biography

The Mayor-Elect and Deputy Mayor-Elect are requested to forward biographical details to the Personal Assistant as soon as possible after the confirmation of their appointment. Brief details of the Mayoress and Deputy Mayoress/Consort would also be useful. These will be shown on the Council's website and circulated to the Press.

15. Chains of Office and Robes

The Chains of Office should be worn at all official engagements within the Borough and for all full Council Meetings. The Mayor's Attendant is responsible for the maintenance and security of the Chains of office worn by the Mayor and Mayoress/Consort. The Chains of Office are to be stored in a safe place as agreed by the Director of Resources taking on the requirements of the Council's insurers.

When attending an engagement outside the Borough of Fylde permission to wear the Chains of Office must be sought from the Mayor (Mayor's Office) of the area to be visited. The mayoral team will seek this permission prior to the visit. There is however, an agreement between the Boroughs of Fylde, Blackpool, Preston and Wyre that the Mayor of one of these Boroughs has automatic permission to wear the Chain of office in either of the neighbouring Boroughs. The chains should

not be taken on engagements where their security could be put at risk, for example, trips abroad or far afield when unaccompanied by the Attendant/Driver.

The Deputy Mayor and Deputy Mayoress/Consort will be responsible for their own chains of office during their year in office.

The attendant will be responsible for the safeguarding of the Mayoral Chains when accompanying the Mayor/Deputy during official duties only and continue to have responsibility for the cleaning and repairing of the Mayoral Chains at all times.

The Robes may be worn at all Council Meetings and at all functions where the Mace is carried, e.g. Civic Sunday, Remembrance Sunday Services. There may be occasions when the Mayor is asked specifically to wear the Robes, i.e. a visit to the Town Hall from a school etc. The Mayor always has discretion whether or not to wear the Mayoral robes on any of these occasions.

16. Mayoral Car

The Council will provide a chauffeur-driven mayoral car for the use of the Mayor and Mayoress for all official engagements. The Mayor's Attendant will drive the car and act as chauffeur. This car is also for the use of the Deputy Mayor in the absence of the Mayor.

Attending the Royal Garden Party at Buckingham Palace is the exception to this arrangement as outlined earlier in this document.

The mayoral car is for use on official engagements and care must be taken not to allow inappropriate use of the vehicle. However, when attending an official engagement, the Mayor, at his/her discretion, may offer use of the car to another person attending the engagement.

The Attendant is responsible for the regular cleaning and checks of the vehicle. He/she will ensure that the car at all times reflects the highest standards of cleanliness to the bodywork and interior.

The Mayoral car may, subject to relevant regulations, display the Borough coat of arms pennant when on official engagements within the Borough. The pennant must never be displayed unless the Mayor is present in the vehicle and must be removed as soon as the Mayor leaves the vehicle. It would be correct to display the pennant for the Deputy Mayor when deputising in the absence of the Mayor.

The overnight location/storage of the Mayoral car is determined by a Risk Assessment which takes into account the safety of the Driver/Attendant balanced against the security of the car. This Risk Assessment is the responsibility of the Civic Officer (Blackpool) in consultation with the Personal Assistant and must be adhered to. If there is an opportunity to house the mayoral car at the Mayor's home during the mayoral year, this should be raised prior to the commencement of the mayoral year to allow for a Risk Assessment to be carried out and the location agreed by the Civic Officer (Blackpool) in consultation with the Personal Assistant.

17. Mayor's Parlour

The Mayor's Parlour in the Town Hall is for the official sole use of the Mayor during his/her year in office. It is used for providing hospitality to the Mayor's guests, and for official meetings and briefings at which the Mayor is present. Meetings with the Personal Assistant will take place in the Parlour. Before the Parlour is used by any other person or for any other purpose, permission must be sought from the Personal Assistant.

In the absence of the Mayor, the Mayor's Parlour will be locked at all times.

18. Mayor's Attendant

The Attendant has a duty of care for the Mayor's wellbeing at all times.

The Attendant will be available to accompany the Mayor (or Deputy if he/she is deputising for the Mayor) on all official engagements and will be responsible for the security of the Mayoral Chains of Office at all times. The only exception to this would be whilst attending the Royal Garden Party at Buckingham Palace when the Attendant is not admitted to the Palace grounds.

The Attendant will maintain at all times, whilst on duty, a clean and smart appearance. He/she will be well mannered and courteous but prepared to be firm, and intervene when the situation demands.

The duties of the Attendant are many and varied, but in broad terms it is the responsibility of the Attendant to ensure that the Mayor arrives punctually at engagements. While at the function the Attendant will ensure that the Mayor is formally introduced to the host and afforded the appropriate precedence. The Attendant will then be on hand to advise on matters of protocol and tradition and will undertake any other duties, which may arise, within the parameters of his/her role, including taking photographs at engagements.

The Attendant is also the Borough Mace-Bearer and will precede the Mayor on all appropriate ceremonial occasions.

19. Personal Assistant

The Personal Assistant provides administrative support to the Mayor. This includes dealing with all incoming and outgoing mail, organising the diary, producing mayoral itineraries and submitting press releases.

The Personal Assistant will also undertake duties outlined in association with the Mayor's Charities which will include raising sponsorship, banking cash and administering the Mayors charity accounts.

The Personal Assistant will discuss with the Mayor all new invitations received each week through a means convenient to the Mayor (for example, telephone or face-to-face meeting). A time will be arranged for this meeting each week and this meeting is held in the Mayor's Parlour. The Personal Assistant will offer advice on the suitability and priority of all invitations in line with this Policy.

In addition, the Personal Assistant will organise the main civic events, which were outlined earlier in this document.

The Personal Assistant's has duties that extend beyond that of purely dealing with mayoral administration and the Mayor is asked to respect that.

The Personal Assistant will work office hours predominantly.

20. Speeches

Whilst every effort is made to ensure that the Mayor is advised when a speech is required at an engagement (the Mayoral Engagement form should indicate this), there are occasions when the Mayor is called upon to say a few 'impromptu' words. It is therefore important that the background information available has been read beforehand.

21. Mayoral Allowances

Both the Mayor and Deputy Mayor are provided with an allowance each year to support their year in mayoral office. This increases each year with inflation. This is supplemental to the standard member's allowance which they receive as a member of the Council and will be payable in the same manner as ordinary and special responsibilities through the Payroll Service. However, recognising that the Mayoralty will require larger amounts of finance at differing periods of the mayoral year to finance particular items, flexibility is offered through four quarterly payments as opposed to 12 equal payments.

The Personal Assistant will provide guidance on what the allowance should be used for. Examples of how this money is expended include clothing purchases, hospitality at events such as cocktail parties and photographer for the annual meeting. See Appendix 2.

In addition to this, the Personal Assistant is budget holder for other areas, which support the mayoralty, such as transport costs for the mayoralty. Whilst the Mayor is not directly responsible for these budgets there is an expectation that the Personal Assistant will update the Mayor on the spend against these budgets and the Mayor will act within the parameters of these budgets. The Personal Assistant will run through these budgets with the Mayor at the commencement of the mayoral year and will periodically report on these budgets to the Mayor through the briefing meeting process.

22. Website

The Council's website contains pages for the Mayor. These normally carry the Mayor's biography, photograph, weekly engagements and links to the Mayor's charities. The Mayor may also use his pages an on-line journal of his activities and impressions during his year in office. The Personal Assistant will ensure that any material is posted on the website.

FYLDE BOROUGH COUNCIL MAYORALTY SENIORITY LIST – JUNE 2026		
	COUNCILLOR	**START OF PRESENT TERM**
1=	[1]RICHARD REDCLIFFE	2011
2=	PAUL HODGSON	2011
2=	EDWARD NASH	2011
2=	VIV WILLDER	2011
5	VINCE SETTLE	2015
6	PETER ANTHONY	DEC 2015
7	MARK BAMFORTH	FEBRUARY 2017 (past service 1991-1999 and 2014-2017)
8	JOHN KIRKHAM	MAY 2017
9	JAYNE NIXON	NOVEMBER 2017
10	CHRIS DIXON	AUGUST 2018
11=	ELLIE GAUNT	2019
11=	NOREEN GRIFFITHS	2019
11=	GAVIN HARRISON	2019
11=	MATTHEW LEE	2019
11=	MICHELLE MORRIS	2019
11=	MICHAEL WITHERS	2019
17	GAIL GOODMAN	2023 (past service 2011-2019)
18	SANDRA PITMAN	2023 (past service 2015-2019)
19	BOBBY RIGBY	OCTOBER 2024 (past service 2019-2023)
20=	LIZ BICKERSTAFFE	2023
20=	EDWARD COLLINS	2023
20=	MARTIN EVANS	2023
20=	KELLY FARRINGTON	2023
20=	JOANNE GARDNER	2023
20=	JORDAN LEDGER	2023
20=	ANDREW REDFEARN	2023
20=	WILLIAM TAYLOR	2023
28	KAREN HARRISON	DECEMBER 2024
29	ADAM BRIERLEY	MAY 2026
	*THOMAS THRELFALL	1995
	PAUL HAYHURST	1979

	(has already been Mayor in 2000\1)	
	SUSAN FAZACKERLEY (has already been Mayor 2008/9)	1987
	PETER COLLINS (has already been Mayor 2018-19)	2003
	KAREN BUCKLEY Note 2 declined position of Mayor for 2024/25 but will be offered this again in 2024 for 2025/26	2007
	CHERYL LITTLE (has been Mayor in 2024/25)	2007
	KAREN HENSHAW (has been Mayor in 2025/26)	2010 (past service 2003-2007)
	FRANK ANDREWS (has been Mayor in 2026/27)	2010

* Request to be reinserted into the seniority list to be determined

Note 1 – Councillor Redcliffe draw undertaken 19th June 2025 by Councillor Frank Andrews as Mayor of Fylde to determine Mayor-Elect position for 2026/27 only.

APPENDIX 2

Guidance on Eligible Mayoral Expenditure Items

The Operation of the Mayoralty states:

The Personal Assistant will provide guidance on what the allowance should be used for. Examples of how this money is expended include clothing purchases, hospitality at events such as cocktail parties and photographer for the annual meeting.

Additional information:

The mayoral expenditure budget is managed by the Council on behalf of the Mayor and can be used to pay for such items as clothing, dry cleaning, raffle tickets and other ticket expenditure.

Any expenditure that is claimed as Mayoral expenditure would be disclosed if requested under a Freedom of Information request. As a guide therefore, it is recommended that claims are made only in respect of items of expenditure that, should the information be made public, would not be regarded as inappropriate by a member of the public.

Examples of eligible expenditure would include:-

- Clothing purchases/accessories
- Dry cleaning
- Meals and other disbursements relating to civic events
- Raffle tickets/tombola relating to civic events
- Donations to sponsored events
- Tickets to appropriate local events
- Reasonable hospitality at events, eg. Coffee mornings
- Photographer for annual meeting (for any personal photographs – the official Mayoral portrait and smaller portrait that is presented to the Mayor at Christmas are paid for from the Fylde Council Mayoral budget)
- Visits to Houses of Parliament/Government offices
- Gifts for gala queens
- IT equipment/stationery

Items that would not normally be considered appropriate to be met from the Mayoral expenditure budget would include:

- Glasses/opticians fees
- Subscription to local societies/stationery
- Hairdresser/dental /cosmetic/beauty treatments
- Any expenditure that would not be considered reasonable and necessary for the carrying-out of the role of Mayor

This list is not exhaustive.