

THE MAYOR'S PARLOUR * TOWN HALL * CRAWLEY RH10 1UZ

FOR INFORMATION

The following notes may be of assistance:

- (a) The office of Mayor is the most important civic appointment in the Town. By custom, it is usual for the Mayor to be accorded precedence in their own Borough over everyone except His Majesty the King and members of the Royal Family or the Lord Lieutenant of the County when representing the Crown.
- (b) At seated functions it is customary for the Mayor to sit on the immediate right of the person presiding. If the Consort is present, they may be placed either on the left of the person presiding or on the right of the Mayor.
- (c) Except where the Mayor is taking part in a reception, the time of their arrival should only be five minutes before the commencement of the function. They should be met immediately upon arrival and escorted to their proper position. *The Mayor should be accompanied at all times during the function.*
- (d) If the Deputy Mayor is attending on behalf of the Mayor, he/she deputises for the Mayor in all respects and should be accorded the same precedence as the Mayor.
- (e) The description for the purpose of printed matter or announcement is:

When writing, the envelope should be addressed:

*The Worshipful the Mayor of Crawley
Councillor (name)*

When being formally announced at a function:

*His/her Worship, the Mayor of Crawley
Councillor (name)*

When the Consort is also present:

*The Worshipful the Mayor & Consort of Crawley
Councillor (name) & (Consort's name)*

When speaking directly or verbally referring to the Mayor (eg during a speech): *"Mr Mayor/Madam Mayor "*

If you require any further information, please do not hesitate to contact me.

HAYLEY THORNE
PA to Mayor