



# **CAMBRIDGE CITY COUNCIL**

# **CIVIC HANDBOOK**

2023-24

# Contents

<b>Introduction</b>	<b>3</b>
<b>The Mayor's Role</b>	<b>4</b>
<b>Staff in the Civic Team</b>	<b>6</b>
<b>An annual programme of quality engagements</b>	<b>7</b>
<b>Cambridge programme of civic engagements</b>	<b>9</b>
<b>Chairing the Council Meeting</b>	<b>12</b>
<b>Speaking at engagements</b>	<b>13</b>
<b>Giving and receiving civic gifts</b>	<b>14</b>
<b>Mayor's Allowance</b>	<b>15</b>
<b>Mayor's Charity</b>	<b>16</b>
<b>Use of Guildhall Halls</b>	<b>16</b>
<b>Mayoral transport</b>	<b>16</b>
<b>Chaplain and cadet</b>	<b>17</b>
<b>Christmas cards</b>	<b>18</b>
<b>What to wear and when</b>	<b>19</b>
<b>Membership of outside organisations</b>	<b>21</b>
<b>Useful dates in history</b>	<b>22</b>

## INTRODUCTION

*“A Mayor reaches places and people that other politicians and people cannot because they [Mayors] do not carry political baggage; they are non-political under the normal Civic Mayor system and can therefore go and talk to anyone. They can be instrumental in developing things, and encourage and make them happen where others cannot, because they cannot be accused of some ulterior motive or some other hidden agenda.”*

(Former Mayor of London Borough – LGA Guide on preparing for the role of civic mayor)

The mayor’s office is an important element of a council’s governance structure... And while the powers of the civic mayor may have diminished over the years, the role has retained its importance in the history and cultural heritage of our country. The mayor is often seen as a symbol of an open society because the role is no longer restricted to an elite group within the population. The ‘first citizen’, as they are sometimes known, can come from any class, gender or ethnic background and has a key democratic role to play.

The civic mayor also has a duty and privilege to support local initiatives aimed at providing benefit to the council area and its diverse communities. In this role, the mayor can speak and act in multiple capacities, as ambassador, facilitator, promoter, and encourager. This may involve highlighting relevant causes and helping members of the local community to receive the recognition they deserve. However, it is probably the mayor’s ceremonial role that most people are familiar with. Mayors are frequently invited to attend events in the community, such as openings and fundraising events organised by voluntary and charitable organisations. All in all, it is potentially a busy year for any Mayoral candidate.

The purpose of this handbook is to provide the mayor in office and those city councillors interested in considering the role of Mayor, an overview of the role and the support which is available.

There is an array of customs and practice that accompany the role because of Cambridge’s heritage. The resources dedicated for civic and twinning are in place to enable the Mayor to plan an annual programme of quality engagements.

You may also find this weblink to the Local Government Association’s ‘Joining the Chain Gang – preparing for the role of civic Mayor very useful and we strongly recommend you take a look:

<http://www.local.gov.uk/documents/10180/7530798/L12-152+civic+mayor+workbook2.pdf/3e6e9a8a-ac42-45f8-83f1-b94198569ca7>

## THE MAYOR'S ROLE

“During their term, the mayor is in the public spotlight more than any other person on the Council. What they say, what they do, is seen and heard by many hundreds or thousands of people in the community – personally and through the media. Not even the Council Leader has such a high profile, except those who have a special ability to communicate with their residents – exactly what the mayor should be trying to achieve. There is considerable potential in the Mayoralty for reaching out, to encourage, to involve, to support, and to make a real difference in the community. So, shouldn't the best person be chosen for that?”

(LGA guide – preparing for the role of the civic mayor)

### Focus of the role

- Acting as 'first citizen' of the City of Cambridge at ceremonial and social events.
- To enhance the image of the Council by ensuring the dignity of the office and promoting the accessibility of the office to the public.
- To chair meetings of the Council.
- To actively participate in the Council's initiatives, promoting the council area, supporting its values, aims and vision.

### Duties

#### Ceremonial

To undertake the following ceremonial occasions (on all these occasions the robe and the chain of office is worn, and the Great Mace is carried by the Sergeant-at-Mace ahead of the mayor):

- 4 civic church services
- 1 Annual Meeting of the Council, usually in May
- 2 Proclamations of Fairs (Midsummer and Reach)
- The Mayor's Reception
- The Queenborough Feast
- The Carol Service for Secondary School Pupils at King's College Chapel (where the mayor will be invited to read a lesson)
- Christmas Eve Carol Service at King's College Chapel (where the mayor will be invited to read a lesson)

#### Attendance at Meetings

- To chair effectively and without political bias (except when speaking or exercising a vote) meetings of the Council (4/5 per year) to achieve the efficient and timely despatch of the business of the meeting.

- To be a member of one or more of the Council's committees (this is optional). The mayor is an ex-officio member of the Civic Affairs Committee.
- To hold membership of several outside organisations and to attend, when possible, meetings and/or events of those organisations.

### Social

- To host events and receptions held at the Guildhall.
- To receive and entertain visitors to the Mayor's Parlour.
- To represent the city at events to which the mayor will receive an invitation.
- To receive to the city members of the Royal Family and other special guests
- To give speeches (composed, if necessary, with the support of the Civic Office).
- To support up to two **local** charities during the year by heading two major fund-raising events organised by the Civic Office.
- To support the Council's twinning links with Heidelberg, Germany and Szeged, Hungary, by attending events and participating in activities when invited to do so.

### Administrative and operational

- To appoint a Mayor's Chaplain to accompany the mayor on certain occasions in the civic year (*this is optional*).
- To respond to the invitations received to enable the Civic Office to issue replies in accordance with service standards of seven working days.
- To be mindful of the Council's Vision Statement, to undertake engagements in support of this, and to promote the role of Mayor to reach the full diversity of communities in Cambridge.
- To build a working relationship with the media with a view to ensuring that the Council and the mayoralty receives a high profile.
- To work with the Mayor's Executive Assistant on ensuring that staff dedicated to supporting the Mayoralty are managed within the terms of contracted/annualised hours.
- To be personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding the risk of damage to public confidence in local government.
- To abide by the rules of protocol when wearing the mayoral insignia.
- To be accountable for the mayor's allowance and to retain copies of all invoices relating to expenditure.
- To ensure that there is a good working relationship with the Deputy Mayor and the Bailiffs.
- To liaise with the County Council Chairman and adjacent Council civic leaders as appropriate.

### **Staff in the Mayor's Office**

The mayor receives support from the Executive Assistant to the Mayor.

**Penny MacDonald - 01223 457021 penny.macdonald@cambridge.gov.uk**

Penny works Monday to Thursday (30 hours) and her responsibilities are to the Mayor and in managing the Civic Office.

Additional support is available from the Executive Assistant to the Leader and from Committee Services staff when Penny is unavailable.

## AN ANNUAL PROGRAMME OF QUALITY ENGAGEMENTS

All Mayors are encouraged to consider the following when accepting an invitation:

Below is order of rank best to worst of engagements to be accepted first over others, i.e. if promoting council or community, this before socially entertaining colleagues.

Promoting – e.g. council/ partnership initiatives

Community –e.g. local sport/club events

Civic hosting – e.g. receptions, teas

Council/statutory/tradition – e.g. chairing Council meetings, attending Remembrance Day

Charity – e.g. fundraising events

Social – e.g. entertaining work colleagues

Civic circuit – e.g. visiting other local authorities for civic dinners, church services

Under the guidance of the Civic & Twinning Officer, an evaluation is applied to any invitation received. This practice is used nationally and is based on a categorisation developed by the National Association of Civic Officers. This weights and ranks an engagement and can help the mayor to decide what to focus on when organising the civic diary.

Therefore, engagements which promotes the Council's objectives and/or benefits or supports the local community would, for example, take priority. Purely social events with no real benefit to the local community, should, in most cases, be declined.

### **Invitations from other countries/cities abroad (other than our twinned cities):**

Because of Cambridge's reputation, the mayor is (increasingly) invited to attend events associated with another country's aspirations for links around business in particular. This has increased noticeably with China or from organisations in the UK working on behalf of Chinese interests. The mayor must carefully consider the value to the local community of any invitation received and must discuss the invitation with the Mayor's Executive Assistant first. There are other supporting agencies/individuals in Cambridge who would in the majority of occasions be more appropriate to respond to an invitation than the City's Mayor.

It is deemed unfair for a mayor to draw publicity, or to otherwise support, one commercial enterprise against others. It is therefore recommended that invitations to open a commercial business be declined.

If the Mayor is approached directly to attend an event, before accepting the mayor will discuss the invitation firstly with the Civic Office (to make sure it can be properly accommodated).

**The mayor is expected to carefully consider each invitation they receive with a view to recognising the "value" of each event to the Council and to the local community.**

I have outlined the following programme which was for 2022/2023

Date	Time	Event
Queenborough Feast, end of January	6pm	Formal Hall dinner at Corpus Christi College
Sunday 30 January	9.30am	Chevin service at a church of the Mayor's choosing
Friday 22 April	6.45pm	Mayors Reception
Monday 2 May	Midday	Reach Fair
Thursday 26 May	11am	Annual Meeting of the Council – Large Hall
Sunday 29 May	9.30am	Mott Service, Holy Trinity Church
Wednesday 22 June	6.30pm	Proclamation of Midsummer Fair
Tuesday 16 August	All day	The Mayor's Day Out
Sunday 2 October	9.30am	Harvest Festival at Great St Mary's
11 November; or second Sunday in November	11am	Remembrance Sunday, Great St Mary's and civic reception, Large Hall
Tuesday 11 December	AM	Carol Service for pupils at Kings College Chapel
Christmas Eve	3pm	Christmas Eve Carol Service, Kings College Chapel



## Cambridge Civic Engagements

### THE MAYOR'S RECEPTION

The Mayor's Reception takes place in the Guildhall on a Friday evening usually in late April. Around 250 people; the invitees incorporate those people with whom the Mayor has had contact through the year and endeavours to reciprocate hospitality the Mayor has received. To this list may be added up to 40 of the mayor's personal guests.

The reception is funded by the civic hospitality budget and wine/soft drink and food is provided. It usually commences at 6:45 p.m. and ends at around 9:30p.m. Some Mayors have asked for entertainment (local dancing group or group of musicians) to be organised. Restrictions on budget need to be considered; there is also lots of movement and noise from people walking around and talking with fellow guests, so entertainment needs to be chosen carefully, bearing in mind the need possibly to obtain a Performing Rights Society licence.

### MIDSUMMER FAIR

Midsummer Fair used to be proclaimed at 2.30 p.m. on the nearest Wednesday to 20th June, but, for the first time in 1998, the proclamation was read at 6.30 p.m.

The Mayoral party leaves the Guildhall at 5.45 p.m. bound for the civic marquee on Midsummer Common. A procession leaves the marquee to arrive in the area of the dodgems in readiness for the Chief Executive to read the Proclamation.

**The mayor makes a speech** and ends by officially opening the Fair.

Pennies are thrown to the onlookers following the official part of the proceedings.

The civic party have a ride on the dodgems and any other rides they choose during a tour of the Fair.

They get back to the Guildhall at around 8 p.m.

Local Mayors and Chairs are invited to take part in this ceremony.

### THE QUEENBOROUGH FEAST

A Feast is held annually at Corpus Christi College to which five councillors, the mayor and partner and the Mayor's Chaplain are invited. A rota is kept by the Civic Office to ensure fairness.

Corpus Christi College owes its origin to two Cambridge Guilds, that of Corpus Christi and that of the Blessed Virgin, who united with a view to founding a college and eventually sank their identity to it. The two Guilds consisted very largely, although not exclusively, of citizens of Cambridge. Corpus is therefore unique among Cambridge Colleges not only possessing a legal identity with Bodies older than its foundation as a college in 1352, but also in owing that foundation, in the main, to Cambridge citizens. When, in 1948, Lord Queenborough, an Honorary Fellow of the College and formerly

Member of Parliament for the Borough, gave to the College a benefaction towards the endowment for a feast, he expressed the hope that representatives of the Corporation and of the citizens of Cambridge, would be entertained at this, and be the principal guests, in order that the ties between Borough and College might be recognised and strengthened.

The mayor attends the Feast, wearing the robe and chain of office and is asked, during the Feast, to propose the toast to the College which is “Floreat antiqua domus”

## **REACH FAIR**

The Proclamation takes place on the first Bank Holiday Monday in May at 12 noon and dates to a Royal Charter granted by King John in the year 1201.

The Mayoral car leaves from the Guildhall at 10.45 a.m. The remainder of the civic guests are transported to Reach by coach, leaving from Marshall’s, Newmarket Road at 11.00 a.m.

The Mayoral car travels to the village of Reach (12 miles to the north of the city) and pennies (supplied by the Mayoral office) are thrown to onlookers along the route.

On arrival at the Village Centre, Reach, the assembled company process to the mound on the village green for the Proclamation. Following the Proclamation, pennies are thrown to the onlookers and then there is about an hour to spare to look around the small fair and, firstly, to watch the maypole dancing.

A buffet lunch in the village is financed from the civic budget (not from the mayor’s allowance). The mayor can invite **up to six** personal guests to the lunch.

Following lunch, the Senior Bailiff calls upon those people who have never attended the lunch before to make an impromptu speech. The names of these people are supplied by the Civic Office. The proceedings end at around 2.15 p.m.

The mayor says a few words of welcome at lunch time, but otherwise has no speech-making duties

## **THE CIVIC CHURCH SERVICES**

It is commonplace in the UK for the Mayoral year to include religious based engagements in the civic calendar. Because of the long history of the civic role in Cambridge, there are some particular engagements for the City’s Mayor. An incoming Mayor (or any councillor who is interested in putting themselves forward as Mayor) can discuss in confidence with the Mayor’s Office any issues that they may have about any of these engagements.

### **Mayoral Sunday (coupled with the preaching of the Mott Sermon)**

This takes place at Holy Trinity Church, usually on the first Sunday of a new Mayoral Year, commencing at 9.30 a.m. It is an Obit Service (i.e. by a request contained in the Will of Mr. Alderman William Mott in 1762). Members and Officers assemble at the Guildhall and process to church for the service. Usually, the Mayor and Members are invited to coffee afterwards at Holy Trinity with the congregation.

### **Harvest Festival Service (coupled with the preaching of the Chevin Sermon)**

This takes place at Great St Mary's Church on either the first or second Sunday of October usually at 9.30 a.m. It is an Obit Service (i.e. by a request contained in the Will of Mr. Richard Chevin dated 1559). Members and Officers assemble at the Guildhall and process to church for the service. Usually, the Mayor and Members are invited to coffee afterwards at Michaelhouse, Trinity Street.

### **Remembrance Sunday Service**

This takes place at Great St Mary's Church on the second Sunday in November at 10.55 a.m. Members and Officers assemble at the Guildhall and process to church for the service. This is followed by a reception in the Guildhall. There is also a parade and service at the war memorial on Hills Road. The Mayor and Deputy Mayor are able to discuss who attends each service.

### **The Chevin Sermon**

This is preached (for the second time in the mayoral year) at a venue of the Mayor's own choosing.

## CHAIRING THE COUNCIL MEETING

The mayor has the following roles and functions:

- to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary.
- to preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of councillors and the interests of the community.
- to ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members who are not on the executive are able to hold the executive to account.
- to promote public involvement in the Council's activities.
- to rule, upon advice from the Council's officers, on disputes as to the meaning of the constitution.

In practical terms, the Council will meet five times a year (May, July, October, February, April). Preparation notes, covering the Agenda and Mayoral Announcements are produced by Democratic Services for the Mayor to review and comment on in the week before each meeting. In the week of the meeting, the mayor is briefed by the Head of Legal Services and Democratic Services officers and will discuss any queries to ensure that the meeting itself can go as smoothly as possible.

In the first half of 2012, councillors debated the issue of prayers at the opening of Council meetings (see minutes of Civic Affairs Committee 21.3.12 [12/18/civ], 14.5.12 [12/23/civ] and 27.6.12 [12/44/civ])<sup>1</sup>. Councillors agreed at the Civic Affairs Committee that whether a Chaplain is appointed should continue to be a matter for the incoming Mayor. But it was also agreed that although how a Council meeting is opened is a matter for the Mayor and their Chaplain, an inclusive approach must be taken and the calling to prayer should not take place. Incoming Mayors are asked to discuss with the Democratic Services Manager any matters in confidence relating to this advice.

---

<sup>1</sup> This had been in response to a national debate on a High Court judgement stopping Bideford Town Council from holding prayers before its Council meetings and subsequent Government legislation to permit the practice to continue.

## **SPEAKING AT ENGAGEMENTS**

In recent years, the expectation on the mayor to give a speech at an engagement has increased. This is something that is reflected nationally, as expectations of the public rise. Even when there have been assurances of no speech required, when it comes to the event, the mayor can be put on the spot! In recognition of this, the council will arrange for a professional trainer early in the Mayoral year to advise on public speaking.

It is important for the mayor to do some research beforehand on the people they are visiting and to read any briefing papers provided. The Mayor's Executive Assistant will assist as required in composing any speech, however speeches are often much better delivered by the author. A good speech should include Who I am, why I am there and what I am hoping to gain from the event/occasion (Knowledge/understanding etc). Most good speeches are short and punchy!

## **GIVING AND RECEIVING CIVIC GIFTS**

### **Giving**

A small supply of gifts is kept by the Sergeant-at-Mace which can be used to reciprocate any generosity of visiting groups and individuals if it is considered by the mayor to be appropriate. These gifts are funded by the civic budget.

On special occasions (e.g. visits of Royalty, twin towns, etc.) a specific gift will be purchased separately the cost of which will be borne by the civic budget.

### **Receiving**

You should treat any offer of gift, favour or hospitality that is made to you with caution. The person or organisation making the offer may be doing, or seeking to do, business with the Council or may be applying to the Council for planning permission or some other kind of decision.

There are no hard or fast rules about the acceptance or refusal of hospitality or tokens of goodwill. For example, working lunches may be a proper way of doing business, provided that the Civic Office approves them, and that no extravagance is involved. Likewise, it may be reasonable for a member to represent the Council at a social function or event organised by outside persons and bodies.

You are personally responsible for all decisions connected with the acceptance or offer of gifts or hospitality and for avoiding the risk of damage to public confidence in local government. A good guide is that gifts of more than a nominal value should be accepted on behalf of the Council and not retained personally. Whilst, under the local scheme, the Mayor is not obliged to declare gifts and hospitality, for reasons of transparency, you are recommended to declare gifts and hospitality over an estimated value of £25. Such gifts or hospitality may also still need to be declared as personal interests at meetings.

## MAYOR'S ALLOWANCE

The Allowance was **£5554** for 2022/23. This will be increased at the usual rate in 2023/24. Additionally, there is a mayoral chairing allowance of £1388. Payments are made in 12 installments based on a financial (not municipal) year from April to March, the first payment will normally be made in June and backdated to April (3 months) followed by 9 further payments (July to March). Payments are made into the mayor's personal bank account on the 24<sup>th</sup> of each month. It is intended to be used solely on things connected with Mayoral duties, such as:

- Money spent at any event must be paid from the allowance (charity donations at events, raffles)
- Entertaining guests away from the Guildhall (e.g. at a restaurant) and impromptu entertaining/hospitality
- Clothing/grooming costs which can be considerable e.g. on clothing. The Mayoral Chain makes holes in jackets/tops
- Personal car mileage
- Taxi tips, i.e. when the Mayor is taking a taxi to engagements rather than using the Mayor's Car or personal car.

There is a budget for hospitality (£5,310), managed by officers, which in consultation with the mayor is used for:

- Events in the Mayor's Parlour/Mayoral hosted events in the Guildhall
- Remembrance Sunday and other ceremonial/church events
- Christmas cards
- Floral tributes
- Visitor gifts

In addition, there is a separate budget set aside for the civic reception held at the Guildhall in November and the Reach Fair held in May of £8,630.

For the avoidance of doubt (and this is no change to practice since 2005) any underspend at financial year end on the proportion of the budget held by officers will return to Council reserves, not to the incumbent Mayor.

The mayor will receive regular reports so that hospitality can be planned appropriately and informed by the latest budget information.

Under the employment expenses rule (Section 336-339 Income Tax (Earnings and Pensions) Act 2003, (ITEPA 2003), civic dignitaries may be entitled to a tax deduction for certain expenses, which are incurred wholly, exclusively, and necessarily in the performance of their official duties.

Receipts should be obtained for any expenses, and the Mayor may then ask the tax office to have his/her PAYE code number adjusted to take into account expenses which are deductible for tax purposes. If the Mayor completes a self-assessment tax return, this should include all tax-deductible claims made.

For specific advice on personal tax issues, including what is an allowable tax-deductible expense, you should speak to Her Majesty's Revenue and Customs (HMRC) office or seek independent financial advice.

## THE MAYOR'S CHARITY

The mayor is asked to nominate up to two charities to support during the year (it can be one). The selection can be made from requests received by the Civic Office or by the mayor's own personal choice.

It is recommended that a local charity is supported, rather than a nationwide / national charity, as the annual funds raised are minimal, and not enough to make a difference to a huge well supported charity. The mayor's role with his charity(ies) is to raise awareness rather than raising funds. The nationwide charities also have less need for a space in the guildhall for a fund-raising event and will not always take this option up.

An account is set up by the Civic Office at the beginning of each Mayoral year for this purpose. The Chief Executive and the Mayor's Executive Assistant administer this account.

The Civic Office will contact the charity (ies) concerned to arrange for publicity material to be displayed in the reception area of the Guildhall.

The civic staff can assist with the organisation of **up to two major fund-raising events a year**, held in the Guildhall, in aid of the chosen charity(ies). These usually take place in October and in February, and the dates are determined by the availability of Guildhall accommodation.

### **Mayoral use of Guildhall Accommodation**

The mayor is afforded the free use of accommodation in the Guildhall **on up to six occasions** in the Mayoral year. These allocations are used for the Mayor's Reception, Remembrance Sunday, the Mayor's Charity fundraising events, the Mayor's Quiz, and the Annual Council Meeting. Any further events held in the Halls will be charged.

Use of the Parlour should be for official business. Catering and beverages can be organised by the civic office but should only be requested for official engagements with invited guests. If all attendees in the parlour are solely Members, food and drinks should not be served.

### **The Mayor's Car**

The mayor has the use of a car for engagements when the Chain of Office is being worn. This Mayor's car is also used during normal office hours to transport the mayor to functions when the Badge of Office is worn. The Deputy Mayor may be transported in the mayor's car when the mayor is away and the engagement(s) undertaken require its use.

For engagements that take place outside normal office hours, when the Badge of Office is being worn, the Civic Office will book a taxi, or the mayor may use his/her private car/bicycle/walk.

The mayor's car cannot be made available for private use by the Mayor, Mayoress, Consort, Deputy Mayor.



## **The Mayor's Cadet & Chaplain**

***Both positions are optional for the mayor to fill.***

### **The role of the Mayor's Cadet**

A Mayor's Cadet was appointed for the first time in 2002, representing some of the following organisations:

Cambridge Sea Cadet Unit - St. John Ambulance - Explorer Scout - Cambridge Woodcraft Folk - Air Training Corps  
Army Cadet Force - Girl Guide –

Current practice is for the cadet to be provided by 104Sqn as this has proved to offer consistency and reliability.

The Mayor's Cadet attends and supports the mayor at full civic ceremonial functions and can encourage youth involvement in civic affairs and raises the profile of local democracy within youth organisations.

### **The role of the Mayor's Chaplain**

The Mayor's Chaplain is chosen by the mayor and is an honorary title. The role of the Chaplain is to offer spiritual guidance to the mayor as and when required and to assist in organising the civic service, other civic occasions and prayers or suitable thoughts for the occasion at council meetings. The Chaplain is usually seated near to the mayor at these events.

The Mayor's Chaplain can also act as a focal point for religious or Faith groups in the area and to advise the mayor on religious and other matters. The residents of the area will not all be of the same belief and the Mayor's Chaplain can explain the differences and similarities of belief and practice. Attending a religious or other service of another faith is the outward show that he or/ she is the mayor of all the people and of the right to worship freely. It is therefore important that the support that the Chaplain gives to the mayor helps the Mayor to understand and lead all sections of the community.

### **Christmas Cards**

Most mayors have chosen to have an official Christmas card. Sometimes cards have been purchased in support of a local charity or appeal; on other occasions a photograph of a Cambridge scene has been reproduced.

Over the years, competitions have been run, for young people to design the card; photo competitions for people of all ages to take part; or local schools, the Mayor's Charity have been asked to design a card, or local schools, etc.

In the region of 300 cards are printed to send to people with whom the mayor has had contact through the year and to reciprocate those received by the office. To this figure must be added the number of cards the mayor requires personally.

The cost of the cards and their postage is borne by the Civic Budget.

## **WHAT TO WEAR AND WHEN-MAYORAL INSIGNIA**

The rules governing the wearing of the Mayoral insignia varies from council to council. Cambridge City Council follows advice contained in Shaw's publication "Civic Ceremonial" which is the definitive text on civic protocol in England and the following guidelines are in place:

### **Functions where robe and chain are appropriate**

Public functions within the city attended by a member of the Royal Family (subject to arrangement with the organisers)

Annual Ceremonial Council Meeting - held in May

Civic Church Services

King's College Christmas Eve Carol Service

Secondary Schools' Carol Service at King's College Chapel

Civic wreath laying ceremonies

Greeting the High Court Judges

The Mayor's Reception

Proclamations of Reach and Midsummer Fairs

The Queenborough Feast at Corpus Christi College

### **Functions where chain only is appropriate**

Functions outside the city attended by a member of the Royal Family (providing the permission of the relevant mayor/chairman is given)

Civic receptions

Receiving or entertaining parties of visitors to the Guildhall

Civic receptions in other towns (by agreement)

Meetings where the Mayor presides or officiates

Opening conferences of organisations of a public character

Opening exhibitions arranged by organisations of a public character

Official University functions and ceremonies including Degree ceremonies

Speech days and school prize-giving's and open days

School sports days

School carol services

Memorial services

Hospital visits

Military services

Festival of Remembrance

Inspections of units and depots of the armed forces

Receipt of nominations for elections

Functions of Returning Officer (Parliamentary elections only)

Bazaars, carnivals

Council Meetings

**Functions where the badge only is appropriate**

Functions outside the city except those specifically mentioned above

Private church attendances

Theatre visits

Concerts

Film performances

Dances

Dinners

Lunches

Annual shows of local organisations (except if performing the official opening)

Opening/viewing exhibitions of private organisations

Receptions of private organisations

Sporting events

Visits to factories, works, etc.

## MEMBERSHIP OF OUTSIDE ORGANISATIONS

The holder of the office of Mayor also takes the following offices:

Cambridge Branch, Britain Australia Society	Patron
Cambridge Community Trust	Patron
Cambridge Society for Mentally Handicapped Children and Adults (MENCAP)	President
Cambridge Sea Cadet Unit	Patron
Cambridge United Nations Association	President
Cambridge Preservation Society	Hon. Member
Cambridge Philharmonic Society	Patron
Cambridge Central Aid Society	President
Cambridge and District Schools Sports Association	Patron
Cambridge & District Chamber of Commerce & Industry	Patron
Cambridge Players' Association	Patron
Cambridge Concert Orchestra	Patron
Cambridge Ethnic Community Forum	Hon. President
Cambridge Pensioners' Voice	President
Relate (Cambridge Marriage Guidance Council)	Patron
Cambridge Society of Tourist Guides	President
City of Cambridge Brass Band	Hon. President
Wolfson College	Hon. Member
CAMMS Ltd (formerly Hot Meals Support Group)	Patron

The Mayoress usually holds the following offices:

City Townswomen's Guilds	President
National Council of Women	President

NB It is incorrect for a Mayor/Mayoress to accept the Vice-Presidency/Vice-Chairmanship of any local organisation unless the organisation has a Royal personage as its President/Chairman or the Lord Lieutenant.

## **HISTORICAL DETAIL**

### **CAMBRIDGE CITY COAT OF ARMS - 1575**

The Arms show three of the important aspects of Cambridge History.

#### **The Castle**

Built by William the Conqueror at about the time of the Domesday book in 1086, when he was trying to crush the last resistance to his reign. The castle was rebuilt during the Civil War when Oliver Cromwell was leading the rebellion against King Charles I.

#### **The Bridge**

The Great Bridge (now called Magdalene bridge). The badge shows a stone bridge which was built in the 1750's, but this soon fell and was replaced by the present cast-iron bridge in 1823.

#### **The Boats**

The boats symbolise the importance to Cambridge of the trade that came down the Fenland rivers and which supplied the Great Stourbridge Fair.

## **MAYORS**

The first recorded Mayor was Hervey FitzEustace, one of the richest men in Cambridge, who lived in a building now known as the School of Pythagoras, part of St John's College. There can be few towns where the house of its first Mayor still survives after 800 years.

Over the centuries there have been many Mayors of significance, ... some for good, and some for bad.

The Mayor, whose large portrait hangs in the Mayor's Parlour, was a particularly colourful character - some say a great villain. His name was John Mortlock III and he lived in Cambridge from about 1725. He first became Mayor in 1787 and must have enjoyed the role as he held the office 13 times - every other year - and in between times was Deputy Mayor to one of his sons or friends. During his period of office many charitable funds disappeared, and much Corporation property was sold off cheaply to his friends and family. He was elected Member of Parliament for Cambridge and for a while was Mayor, Recorder and M.P. at the same time. He had 7 sons who continued the dynasty after his death until a Parliamentary Inquiry of 1833 forced great reforms. John Mortlock III founded the first bank in Cambridge in 1780, in Benet Street.

## **MACES**

Charles 1 presented the small mace - which has lost its head - just as the king did, executed in 1649 by OLIVER CROMWELL. But when King Charles II was restored to the throne in 1660 the body of Cromwell was dug up and his head cut off. That head is here in Cambridge at Sidney Sussex College, where he was a student.

**THE GREAT MACE** (1710) at the time of Queen Anne's reign 1702 - 1714. There are four smaller Maces from the reign of George I (1724)

## **THE MARKET SQUARE**

There has been a Market on this site since medieval times. It is clearly shown on the first Map of Cambridge issued in 1574. Here stood the Guildhall - centre of local government, a fountain, cross, prison and stocks - where wrong doers were imprisoned.

The Market seen today however is the result of a disastrous fire which swept through the centre of the town in 1849. The Church of St Mary the Great, is known as the "University Church" since it was used for official university occasions before the Senate House was built. At one time it stored the University Chest where all their official documents were kept.

In 1382 there was a riot with townspeople protesting against the growing power of the University and an armed mob - some say supported by the mayor of the time - broke into the chest, took out the documents and burned them in a bonfire on the Market Square.