

GUIDANCE NOTES

As the Mayor, they attend an event as the First Citizen of the Borough and not as a representative of the Council, or any particular section of it.

Precedence

The Mayor of Poole is the First Citizen of the Borough and, when in the Borough, takes precedence over everyone except a member of the Royal Family or the Lord Lieutenant representing Her Majesty the Queen in her official capacity.

When other Mayors are to be present at an engagement within the boundaries of Poole, the arrival of the Mayor of Poole should be timed later than that of the other Mayors. Other Mayors should not be permitted to wear their chains in Poole unless permission has been sought from the Mayor's office.

Arrival

The Mayor and Mayoress should be met immediately on arrival and escorted to their place. On no account should the Mayor be left unattended during the engagement, even if accompanied by an Escort.

Addressing the Mayor

For the purpose of printing or when announcing the Mayor, he should be referred to as *The Worshipful Mayor of Poole, Councillor Sean Gabriel*, if the Mayor is being accompanied by his Mayoress then it should be *The Worshipful the Mayor of Poole Cllr Sean Gabriel and his Mayoress Ms Deborah Jones*.

When speaking to the Mayor he should be called '*Mr Mayor*' and the Mayoress should be called '*Madam Mayoress*'.

*****Please note the Mayor is vegetarian*****

Addressing the Sheriff

The Sheriff does not attend any events unless accompanied by the Mayor. The Sheriff should be referred to when printing or announcing as *The Sheriff of Poole Cllr Elaine Atkinson OBE*, if her Escort is present then it should be *The Sheriff of Poole's Escort Mr Lex Clarke*.

When speaking to the Sheriff they should be called '*Madam Sheriff*' and the Escort should be called *Mr Clarke*.

Addressing the Deputy Mayor

If the Mayor is not available The Deputy Mayor may attend on the Mayor's behalf (we will check this with you first). Please note though that the Deputy Mayor cannot attend any events at which the Mayor is due to be present.

When printing or announcing the Deputy Mayor she should be referred to as *The Deputy Mayor of Poole, Cllr Lindsay Wilson*, and if the Deputy Mayoress is also due to be present then it should be *The Deputy Mayoress Mrs Sally Wilson*.

When speaking to the Deputy Mayor she should be called '*Madam Deputy Mayor*' and the Deputy Mayoress '*Mrs Wilson*'

If you need any further information, please speak to the Mayor and Sheriff's Secretary – telephone: 01202 633200 or e mail: mayors.secretary@poole.gov.uk