ATTENDANCE BY THE MAYOR OF GEDLING

GUIDANCE NOTES FOR ORGANISERS OF EVENTS

- Confirmation for the Mayor to attend an event is only on completion of an engagement form.

- If you have not received a response to your initial enquiry for Mayor attendance at your event, please get in touch with the Democratic Services Team.

- PRECEDENCE

  The Lord-Lieutenant is the Queen’s Representative in the County and as such takes precedence over all other local dignitaries. If the Lord-Lieutenant is not present, the following rule applies:-

  The Mayor has precedence in the borough. In a Council establishment, the Mayor of Gedling Borough Council takes precedence over any other Civic Dignitary. If the Mayor is not attending and is represented by the Deputy Mayor, he or she takes precedence in a Borough Council establishment over any other Civic Dignitary.

- HOW TO ADDRESS THE MAYOR

  The Mayor is Councillor Sandra Barnes. The Mayor’s official title is ‘The Worshipful Mayor of Gedling Borough Council’, and used to formally introduce the Mayor, otherwise you may address her as ‘Mayor’ Councillor Sandra Barnes.

- COMPLETING THE ENGAGEMENT FORM

  Please complete the attached form and return to the civic office 14 days prior to the event. Any information which you think will have benefit should be included.

  Please ensure all details on the engagement form are correct (i.e. day/date, time of arrival etc). If there are any significant changes to the event please do get in touch with the Democratic Services Officer.

  If you need any help or assistance please do not hesitate to contact:

  Lorna Mellors
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