

# Canvey Island Town Council

## Civic Invitation Policy

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Canvey Island Town Council welcomes invitations from outside organisations and authorities for its Town Mayor and or Deputy Town Mayor to attend a function of that organisation or authority.

In general terms, invitations are usually only accepted where the Town Mayor or Deputy Town Mayor will be in attendance in their capacity as a representative of the Town Council and will at all functions be expected to wear the Councils official chain of office.

The Council recognises the need to develop and improve their relationship with outside bodies and the aim of this policy is to ensure that the Town Council is seen to act in a professional and appropriate manner.

### Observing the correct protocol

From time to time organisers of events or groups within the Town, to which the Town Mayor and Deputy Town Mayor have been invited, ask what needs to be done to ensure the correct protocol is observed.

In general, the Town Clerk will be responsible for the interpretation of the correct protocol.

### Practical Considerations

**Modes of Address:** When writing correspondence should be addressed to 'Town Mayor or Deputy Town Mayor of Canvey Island'. Orally, the accepted greeting for the Town Mayor and Deputy Town Mayor is 'Councillor' in every case.

**Reception Timing:** The requested time for their arrival should be indicated clearly prior to the engagement and the Town Mayor / Deputy Town Mayor will arrive within 10 minutes of the stated time.

**Initial Reception:** The Town Mayor / Deputy Town Mayor should be met upon arrival by a responsible person and escorted to their proper position.

**Order of Proceedings:** If the function is a luncheon, dinner, supper, public meeting or similar event, a copy of the agenda or order of proceedings should be forwarded in advance to the Town Clerk.

**Speeches:** If the Town Mayor / Deputy Town Mayor is asked to speak at any dinner or similar function, it is important that prior notice and information is given.

**Parking:** Where appropriate, it would be appreciated if a car parking space could be reserved for the Town Mayor / Deputy Town Mayor's car and details notified in advance to the Town Clerk.

**Church Services:** If the Town Mayor / Deputy Town Mayor is required to read at a service, details should be sent to the Town Clerk in advance. The Town Mayor / Deputy Town Mayor will arrive within 10 minutes of the time requested and should be greeted at the entrance of the Church.

To invite the Town Mayor / Deputy Town Mayor to a function or event, please complete the Invitation Briefing Form and return it to:

The Town Clerk  
Canvey Island Town Council  
11 High Street  
Canvey Island  
Essex  
SS8 7RB

Your invitation will be considered and we will contact you to confirm availability. For more information, email [events@canveyisland-tc.gov.uk](mailto:events@canveyisland-tc.gov.uk) or call 01268 683 971.