

Canvey Island Town Council

Civic Regalia Policy

Canvey Island Town Council holds several items of civic regalia, full details of these are maintained on the Town Council's Asset Register. It is the Town Council's responsibility to ensure that all these items are properly maintained and kept safe. The following policy details the protocol for the Town Mayor/Deputy Town Mayor official chains of office.

Observing the correct protocol

From time-to-time organisers of events and groups may invite the Town Mayor and Deputy Town Mayor to attend. To understand their expectations and ensure the correct protocol is always observed the Town Mayor's briefing form must be completed in all instances.

The form should be received by the office prior to the Town Mayor or Deputy Town Mayor attending any events or groups, or before civic regalia is worn or attending an event in an official capacity. Should the invitation be made direct to the Town Mayor or Deputy Town Mayor when the office is closed a briefing form should still be completed to acknowledge the invitation and submitted to the office as the earliest opportunity.

The Town Mayor or Deputy Town Mayor should only attend suitable events that comply with the Town Council's civic invitation policy. The Town Mayor or Deputy Town Mayor are not to attend private events wearing civic regalia or in an official capacity, and the Town Clerk will be responsible for the interpretation of the correct protocol.

Office Responsibilities:

Town Council Office

When the civic regalia is kept in the Town Council office it will always be kept in its bespoke cases, kept in a secure location and included on the council's insurance policy.

Town Mayor/Deputy Town Mayor Responsibilities:

Should the Town Mayor or Deputy Town Mayor wish to keep the civic regalia within their home premises the following should apply:

Insurance

The civic regalia which includes the chain, pendant, and bespoke cases must be included on the home contents insurance to the relevant value of the items which will be provided by the Town Clerk and a copy of the policy should be kept in the Council office.

Storage

The civic regalia must be kept in the bespoke cases provided and in a secure location. All civic regalia should be returned to the office for safe keeping during holiday periods when it is likely that the responsible person will be away from home for a significant period of time.

Public Attendances

The civic regalia must not be left unattended in a public place or left in an unattended vehicle.