ROBE-WEARING PROTOCOL

FAVERSHAM
TOWN COUNCIL

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Faversham Town Council Robe-Wearing Protocol

Purpose

This protocol establishes the guidelines for when the Mayor, Deputy Mayor, Town Clerk, and Town Councillors of Faversham Town Council should wear ceremonial robes. The aim is to maintain the dignity and tradition of the Council while ensuring consistency and appropriateness in the use of robes.

1. Introduction

Ceremonial robes are an important symbol of office and tradition within the Faversham Town Council. They represent the authority and responsibilities of the Mayor, Town Clerk, and Town Councillors. The following protocol outlines the occasions on which these robes should be worn.

2. Who Should Wear Robes

- Mayor: The Mayor of Faversham

- Deputy Mayor: When representing the Mayor or at designated events

- Town Clerk: When specified by the Mayor or Council

- Town Councillors: As outlined below

3. Hats

For the purposes of this protocol, any references to the wearing of robes shall also include the wearing of Town Council hats by the Mayor and Deputy Mayor and Town Councillors – generally worn outside not indoors unless agreed by the Mayor and Town Clerk.

4. Occasions for Wearing Robes

4.1 Council Meetings

Full Council Meetings: No robes shall be worn.

Annual Council Meeting or Mayor Making: All Councillors, the Mayor, and the Town Clerk are required to wear robes, especially during the formal election of the Mayor.

4.2 Civic Ceremonies and Events

Civic Service: The Mayor, Deputy Mayor and the Town Clerk shall wear robes at the Annual Civic Service.

Remembrance Day: The Mayor, Deputy Mayor and the Town Clerk shall wear robes at the Remembrance Day Church Service.

St Catherine's Day Church Service and any other church services: The Mayor, Deputy Mayor and the Town Clerk shall wear robes.

Town Councillors, attending as representatives of the Town Council at any of the above church services, are expected to robe and process with the Mayoral party.

Cinque Port Confederation: Robes will be worn by the Mayor, Deputy Mayor and Town Clerk when attending Speaker's Day, as directed.

General Events: The Mayor may wear robes, when requested to do so, at events to which they are invited. Invitations are to be overseen by the Mayor's Secretary.

4.3 Special Occasions

Visits by Royalty: The Mayor, Deputy Mayor and the Town Clerk are required to wear robes during official visits by members of the Royal Family.

Other Ceremonial Events: The Mayor may designate other occasions as appropriate for the wearing of robes, such as when hosting dignitaries, attending countywide ceremonies, or participating in regional or national events.

4.4 Public Celebrations and Commemorations

Significant Anniversaries or Historical Events: Robes should be worn to mark important local or national anniversaries as determined by the Mayor or Council.

Opening of Major Local Projects: At the discretion of the Mayor, robes may be worn when attending significant openings or inaugurations within the town.

5. Guidelines for Wearing Robes

Proper Attire Underneath Robes: Smart attire is requested beneath robes. The Mayor, Councillors, and Town Clerk should ensure that their dress is appropriate for the occasion.

Robes Condition and Maintenance: The Town Sergeant is responsible for ensuring that robes are well-maintained and available for all designated events.

Wearing of Chains of Office: The Mayor should wear the chain of office with the robe at all designated events. The Deputy Mayor should wear the deputy chain when representing the Mayor.

6. Exemptions and Exceptions

Inclement Weather: If weather conditions are unsuitable, the Mayor may decide whether robes should be worn.

Personal Preference: Councillors may opt out of wearing robes on specific occasions with the approval of the Mayor.

Special Circumstances: The Mayor, in consultation with the Town Clerk, may grant exemptions for wearing robes on other grounds as deemed necessary.

7. Review and Amendments

This protocol will be reviewed bi-annually at the Annual Council Meeting or as needed. Amendments can be made with the approval of the Full Council.