



Shrewsbury

Town Council

MAYORAL HANDBOOK 2023/24

AIM OF THE HANDBOOK

The aim of this Handbook is to give to the incoming Mayor and Deputy Mayor a general outline of the kind of things that he or she is likely to encounter during his/her year of Office, which commences with the Annual Council Meeting.

The contents deal fairly briefly with a number of aspects of the Mayoral year, for example, general notes on the Mayor's role in most of the major annual functions like Annual Council and Mayor's Sunday. There are notes on etiquette and the financial arrangements and some appendices containing useful additional information on the Mayor's Chain and a list of past Mayors.

Whilst the booklet is not comprehensive on all matters, it will hopefully prove to be a useful source of general information during the Mayor's year of Office. The booklet will be subject to periodic updating.

A handwritten signature in black ink, appearing to read 'H Ball', with a horizontal line drawn underneath.

Helen Ball
Town Clerk

May 2023

1 IS BEING MAYOR FOR YOU?

For those chosen or thinking of putting themselves forward, being Mayor is different from being a Councillor; it has different rules, different working hours, different restraints and is a physically and mentally tiring job. It is, however, a hugely enjoyable and rewarding job if entered into in the right spirit.

Councillors should consider the following factors:

- (i) **Effect on family and friends** - The Mayor will inevitably be “out of the house” more than an ordinary Councillor and often at unsocial hours. A Mayor’s social life is disrupted and supplanted with a new social life not of their making and thus keeping up with his/her own interests and friends may prove difficult. This should, however, not be an excuse for not doing his/her share of the housework, garden or shopping!
- (ii) **Effect on a Career/Job** - Careful discussions will need to take place with the Mayor’s employer to ensure a good balance is maintained. Some employers make provision for leave for employees fulfilling a public role.
- (iii) **Effect on Political Career** - The Mayor is traditionally neutral and steps back from politics for the term of Office, that is not to say he/she does not have a vote in Council; he/she continues to play a role in the decision making of the Council and in the event of an equity in voting is expected to exercise his/her casting vote.
- (iv) **Effects on Personal and Religious Beliefs** - As Mayor, a Councillor represents all sections of the Council, not merely those who support a particular political, social or religious view. It is the role of the Mayor to acknowledge, celebrate and support diversity in the area. A Mayor will be invited to institutions he/she is politically opposed to, and church services opposed to his/her own religious beliefs. It must be remembered that the Office of Mayor belongs to the public and not the individual that occupies it, or for that matter the officers who advise it.
- (v) **Pomp and Ceremony** - Some Mayors will feel uncomfortable with the formality of the traditional Office of Mayor. There are Robes and Chains of Office to wear and numerous protocols to follow. The public want such trappings of Office. Mayors should operate within such constraints but should not be afraid to add their own personality and flair to the proceedings.
- (vi) **Ambassador for the County** – Not only is the Mayor seen as an ambassador for the town, he/she is also an ambassador for the County and must play his/her part in promoting Shropshire at every opportunity.
- (vii) **Effects on Non-Councillor Interests** - The Mayor, as he/she does in his/her capacity of Councillor, must act within the Code of Conduct and as such must be conscious of his/her private activities and any potential impact they might have on his/her public role.
- (viii) **Effect on the Mayor’s Partner** - The Mayoress/Consort will be expected to play a full part in the Mayoral Role. It must, however, be stressed that whilst a Councillor is in politics because he/she wants to be, it may be difficult for his/her partner to be pushed into a public role. Look on the bright side – the Mayoress/Consort enjoys the privileges of Office without the need to chair Council meetings!

- (ix) **Mayor's Relationship with other Councillors** - The Mayor is amongst, but separate from, other Councillors. He/she will spend less time on Committee work and there may be some loss of "political" contact. Senior members will undoubtedly seek the Mayor's help in promoting Council initiatives and as such he/she is likely to see a wider cross-section of Council work than before.
- (x) **Mayor's Relationship with their Constituents** - The Mayor is still a Councillor and his/her constituents will still need help.

2 ROLE OF THE MAYOR

2.1 THE IMPORTANCE AND ROLE OF THE MAYOR TODAY

The Mayor as First Citizen of the town should act as a focal point in times of crisis, tragedy or triumph.

The history of Mayoralty is important because it is the one well known and continuous factor in people's experiences. The power of the Mayor has undoubtedly reduced throughout the centuries, but the Office continues to have a central part to play in modern Local Councils and modern society and part of this role is as a result of the traditions it inherits.

The Mayor represents the town as a whole and the Office is held in deep respect. The Mayor should adopt an impartial role in discharging the duties of the Office and be scrupulously fair in conducting business at formal meetings of the Council.

The Mayor, by virtue of the Office, can use their position to stimulate community pride, encourage business, promote the voluntary sector and mould social cohesion. A Mayor also has endless meetings of Council, with dignitaries, engagements, late nights, early mornings and is in the public eye for virtually the whole year.

There are three main important roles for the Mayor in today's Local Council and society:

- (i) **A Symbol of Authority** - The Mayor can clearly be seen as a symbol of the Authority and its area, with the insignia of the Mace, Robes, Chains of Office etc. The Mayor, through the Office of Mayor and its trappings, connects the present day with the history, customs and traditions of the area and acts as a symbol of continuity.
- (ii) **A Symbol of Open Society** - A modern role for the Mayor is that the Office symbolises an open society. Prior to the 20th century, the choice of Mayor was, in reality, very restricted but today the "First Citizen" can (and does) come from any class, gender or ethnic background. The First Citizen no longer is the privilege of the white middle/upper class male and the new diversity reflects the more open and democratic society we live in.
- (iii) **Expression of Social Cohesion** - The many, often social engagements that are undertaken by a Mayor are an expression of giving cohesion to the life of the town. The Mayor can act as a link between the various organisations he/she visits and can feed back the views and concerns of the people into the political fields.

2.2 CEREMONIAL ROLE OF THE MAYOR

- To be the representative for the Town Council, the community and local democracy and to work to ensure that the dignity and impartiality of the Office of Mayor is upheld

- To host all the Council's civic events and other major Council sponsored events as appropriate and to welcome visitors to the town on behalf of its members
- To act as the Council's ambassador in promoting the town and in selling its locality to industrialists and tourists
- To attend and host receptions and other events associated with charitable and voluntary organisations operating within the Town Council's area; thereby assisting in promoting their good works and affording them due recognition for their valuable contributions to the wellbeing of the local community
- There may be occasions when the Mayor is invited to events outside the Parish of Shrewsbury. If the invitation is received from the Civic Head of that area, the Mayor may accept the invitation. If the invitation is received from anyone other than the Civic Head of that area, permission must be sought to wear Chain of Office.

2.3 CIVIC ROLE OF THE MAYOR AS CHAIRMAN OF THE COUNCIL

- To uphold and promote the Council's standing orders and governance documents and to interpret the Standing Orders (Council Procedure Rules) when chairing Council meetings
- To preside over principal meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interest of the community
- To ensure that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which members of the public and their elected Councillors can hold the Council/committees to account
- To promote public involvement in the Council's activities
- To be the conscience of the Council
- To call extra meetings of Council, subject to proper procedures being followed as defined in the Council's Standing Orders.
- To preside over the Annual Town meeting. Though not a Town Council meeting, the Mayor has a duty to Chair the annual meeting of the electors.

2.4 MAYOR'S ROLE IN THE CHAIRING OF MEETINGS

A Chairman's responsibility is to ensure the proper conduct of meetings and he/she may exercise a second or casting vote in the event of a tie in votes on any question to be decided at meetings; for other matters he/she has the same rights as other Councillors.

The Chairman is required, by common law, to ensure that the business considered at a meeting is lawful and that the conduct and/or order of the meeting is proper. A Chairman's authority in respect of the conduct and procedure of meetings is detailed in the Council Standing Orders. Individual Councillors and the public present at the meeting are expected to respect and ultimately obey a Chairman's ruling.

A Chairman needs to be fair yet firm and he/she must act in good faith. A Chairman is required to:-

- ensure that motions included in the agenda are lawful and within the remit of the meeting being convened in advance of a meeting
- be satisfied that a meeting has been lawfully convened, properly constituted and is quorate
- ensure the minutes of the previous meeting are duly approved by the meeting
- regulate the conduct of the meeting
- introduce motions in the agenda and direct them to be moved and duly considered
- order discussions and debate
- decide points of order
- put motions to a vote and if necessary exercise his/her casting vote
- declare the result of a vote
- adjourn the meeting if necessary
- close a meeting after its business has been concluded

2.5 PUBLIC RELATIONS

Relationship with the Press

The press will frequently ask the Mayor to comment on issues. The Mayor, as Chairman of Council, should only speak on behalf of Council on issues that have been discussed by Council. If the matter has been discussed, the Mayor is at liberty to divulge that which Council has resolved but no more. As Chairman of Council, by inference, it appears that the Mayor speaks on behalf of the Town Council, which indeed he/she should, on ratified issues carried by a majority vote.

It may be helpful to remove the word 'I' from any statement to the Press. If the word 'I' is removed, it must be replaced with either 'we' or 'Council', which focuses the mind and reminds the Mayor that he/she is issuing a statement not as him/herself, but as the representative of Council. Reference should be made to the Town Clerk, who regularly liaises with the press and issues press releases on behalf of the Town Council.

Public Meetings and Politics

Once appointed, the Mayor is apolitical and should not get involved in controversial organisations. The Mayor, as Mayor, should not take part in a political conference, other than to officially open it, which is an acceptable Mayoral engagement. The Mayor is at liberty to chair any Public Meeting, although it is advisable not to get embroiled in anything likely to be too controversial.

2.6 MAYOR DURING THE RUN UP TO ELECTIONS

During the run up to elections, there are statutory guidelines the Town Council must follow regarding publicity. Guidance should be sought from the Town Clerk to ensure that the Mayor operates within those guidelines. It is worthy of note that unlike all councillors who cease office four days after the election, the Mayor remains in office until his successor is appointed at the Annual Council meeting.

3. ROLE OF THE DEPUTY MAYOR

The Deputy Mayor and Deputy Mayoress/Consort will be expected to attend all the annual civic functions and robes/chains/badge of Office should be worn as appropriate. As a general rule the chain/badge of Office should be worn at all the major annual civic events and for all Council meetings and when the Deputy represents the Mayor at official engagements. However, at all other

events/receptions attended by the Mayor in an official capacity the Deputy's chain of Office should not be worn unless he/she has been specifically requested to do so by the Mayor.

The Deputy Mayor will deputise for the Mayor at those functions which the Mayor is unable to attend. (Strictly, all invitations will be received by the Mayor who will contact the Deputy Mayor with any request that he or she attends a particular function.) Under normal circumstances, the Deputy Mayor will be required to provide his or her own transport for attending functions and be responsible for his/her and the Deputy Mayoress's/Consort's chain/badge of Office.

4. CIVIC PRECEDENCE WITHIN THE COUNTY

4.1 Lord Lieutenant (Anna Turner JP – January 2019)

S1 Lieutenancy Act 1997 requires HM the King to appoint a Lord Lieutenant for each county in England and Wales. Lord Lieutenants are appointed by the Crown on the recommendation of the Prime Minister and retire at 75. The King may appoint Deputy Lieutenants, the maximum number of which is determined by the population of the county area. Lord Lieutenants and their Deputies are required to have a place of residence in the County.

The fundamental principle concerning the Office of the Lord Lieutenant is that they are the Sovereign's representative in a county and consequently it is their duty to uphold the dignity of the Crown. The Office is non-political. Lord Lieutenants are unpaid, but receive minimal allowances for secretarial help, mileage allowance and a driver.

The Lord Lieutenant's main duties include:

- (i) Overseeing any Royal Visits
- (ii) Civic/Social – Encouraging voluntary organisations
- (iii) Forces – Inspecting Troops, presenting Colours
- (iv) Presentation of Medals on behalf of the King
- (v) Keep of the Rolls – Lord Lieutenant is the Chief Magistrate in the County

If the Lord Lieutenant of the County is present in her official capacity representing the King she will take precedence over all others present. At purely Town Council civic functions the Lord Lieutenant normally surrenders her precedence to the Mayor.

4.2 High Sheriff

The High Sheriff (an annual appointment) is the oldest secular Office in the United Kingdom and dates back to Saxon times. The Sheriff is a direct appointment of the Sovereign by warrant and takes office by making a Declaration of Loyalty. It is an independent, non-political office. The High Sheriff receives no remuneration and no part of the expenses of his/her year of Office falls on the public purse.

The main duties include:

- (i) Attendance in Court with High Court Judges
- (ii) Execution of High Court Writs
- (iii) Responsibility for the proclamation of the accession of a new Sovereign

In modern precedence as defined by the Royal Warrant of 1904 the High Sheriff is by right second only in his/her county to the Lord Lieutenant, but gives precedence to the Mayor when he/she is undertaking business in his/her own area.

Nominations to the Office are dealt with through the presiding Judge of the Circuit and Privy Council. Three nominations for each county are considered at a meeting in November, with the Sovereign “picking out” the preferred candidate.

4.3 Chairman of Shropshire Council

The Chairman of Shropshire Council takes precedence in the Shropshire Council area over everyone, including Town Mayors, subject only to the Royal Prerogative. However, at purely Town Council civic functions the Chairman surrenders his precedence to the Town Mayor.

4.4 The Mayor of Shrewsbury

It should be borne in mind that the area over which the Mayor presides is restricted to outer boundaries of the seventeen wards that make up the Town Council area. The Local Government Act 1972 provides that the Mayor has precedence in his/her town, “but not so as to prejudicially affect His Majesty’s Royal Prerogative”. The Mayor enjoys precedence in his/her own area and not that of his/her neighbours. **Therefore the Mayor should not accept an invitation to attend, in an official capacity, a function in another area without the express consent of the Mayor/Chairman of that area.** An agreement was made between the Town Council and the Parish Councils within the former Shrewsbury & Atcham Borough Council area that invitations be accepted, but that notification be sent to the Parish Council Chairman. If consent to attend in another area is forthcoming, the Mayoral robes and chains should not be worn unless approved by the Mayor of the area to be visited.

4.5 The Mayoress/Consort

There is no legal obligation to select a Mayoress/Consort. This shall be done at the Annual Council Meeting. There may be occasions where the Mayoress/Consort is not able to escort the Mayor to an engagement. The Mayor may ask another person to accompany him/her to the engagement, but it is expected that only the Mayoress/Consort shall wear the official Chain of Office. The role of the Mayoress/Mayor’s Consort is to support the Mayor during his/her year of Office. Although the role has no civic standing, the support given is invaluable to the Mayor and it is essential that the Mayoress/Mayor’s Consort is as willing as the Mayor to fulfil the role. However, if the Mayor is unable to attend an event, the Deputy Mayor should attend on the Mayor’s behalf and not the Mayoress or Consort.

At some Civic functions, protocol dictates that the Mayoress/Mayor’s Consort does not have the prominence of the Mayor, but this should in no way detract from the role.

4.6 The Deputy Mayor

The Deputy Mayor, when acting for the Mayor, should be accorded the same precedence as that which would be accorded to the Mayor. It must be emphasised that the Deputy Mayor deputises for the Mayor. Invitations should not be made to the Deputy Mayor but to the Mayor. If the Mayor is unable to attend, he or she may then, by agreement, arrange through the Mayor’s Secretary for the Deputy Mayor to attend instead.

5 FORM OF ADDRESS OF THE MAYOR

Formal

The Worshipful the Mayor of Shrewsbury
Councillor (**Name**)

In Conversation

If a Man: Mr Mayor
If a Woman: Madam Mayor

The positions of “Mayoress” and “Mayor’s Consort” are not recognised by statute. They are usually the partner of the Mayor, although he or she can choose any person they wish to act in that capacity.

6. MAYOR’S CIVIC STAFF

6.1 Town Clerk

The Office of Town Clerk is a very ancient one, with the earliest recorded in the Act of the Apostles Chapter 19 Verse 35.

The Town Clerk is the principal permanent official and head of paid service of the Council, referred to legally as the Proper Officer of the Council.

The Town Clerk in modern times is in effect the “Second Citizen” in view of the advisory and ceremonial role played alongside the “First Citizen”. The role is still important, both for the Mayor to be supported by the most senior officer of the Council and for the dignity of the Office.

Whilst the Town Clerk, due to other Council duties, plays a minor role in the day-to-day support of the Mayor, it is expected that the Town Clerk accompanies the Mayor on high civic occasions. As a general rule when both the Mayor and Town Clerk are required to be in attendance, both should be robed.

If the Mayor has an issue with any employee of the Town Council, he/she should raise the matter with the Town Clerk, as head of paid service.

6.2 Mayor’s Secretary

Day-to-day administrative support for the Mayor and Deputy Mayor is provided by the Mayor’s Secretary, Sally Nicholson. During periods of absence from the office other staff will normally be allocated to provide secretarial support. Sally will deal with all correspondence addressed to the Mayor, which will be mostly invitations for the Mayor and Mayoress/Consort to attend various functions. The Mayor will inevitably receive some invitations etc direct, which should be passed to Sally for attention.

Unless the Mayor has indicated dates that he/she is unavailable for Mayoral functions, all invitations will be automatically accepted. It is therefore imperative to inform the Mayor’s Secretary of dates and times when Mayoral engagements should not be accepted. The Mayor’s Secretary will as a matter of course advise the Mayor of events as they come in to check their availability. In the event that the Mayor is unable to accept an invitation, the Deputy Mayor shall be notified where it is expected that the invitation shall not be unreasonably declined. Once Mayoral engagements have been accepted an information sheet will be obtained from the organisation concerned, giving details which will enable the Mayor to be well briefed for the function. Each week the Mayor will be provided with a list of engagements for the ensuing week, together with copies of the function sheet completed by the engagement organiser. The list of weekly engagements is also sent to the local press. A central diary is maintained in the office. Provision is also made to automatically upload information on the electronic diary attached to Councillors Outlook facilities.

6.3 The Mayor's Chaplain

It is the Mayor's right to choose his/her own Chaplain to organise the Mayor's Service in State, say Grace at Civic Dinners and support the Town Council Chaplain in his duties.

The Town Council has resolved that the Civic Church shall be St Chad's and subsequently the Town Council Chaplain shall be the Vicar of St Chad's. In the event that the Mayor appoints a chaplain who is not the Town Council Chaplain, he shall be encouraged to take part in Civic Events at St Chad's at which the Town Council Chaplain shall be presiding.

Whilst it may be the case that the Mayor is a non-believer it must be stressed that the Office of Mayor relates to the citizens of the town and not the individual filling the post.

The Chaplain can act as a focal point for religious groups in the area and to advise the Mayor on such religious matters.

6.4 Mace Bearer

The Mace is the emblem of the power of dignity of the Mayor when carried in procession. The Mace is carried at the "slope" on the right shoulder. The origin of the Mace as a weapon of defence is well known and is accordingly the emblem of authority of the Mayor and precedes the Mayor at all Civic Occasions. The Mace is the symbol of the Mayor's authority and as such becomes redundant in the presence of the Sovereign. At Council the Mace is placed in front of the Mayor (with the crown to his right), whilst in Church the crown of the Mace faces towards the altar.

The Macebearers in attendance at all of the annual civic functions are:

Macebearers	Jill Manley and Sylvia Jones
Sergeants at Mace	Roy Whitfield-Percy and Steven Doyle

6.5 Sword Bearer

The right to bear a sword is one granted in the ancient Charters of Incorporation and it precedes the Mayor at ceremonial occasions. In the presence of the Sovereign the sword should be carried facing downwards.

The Swordbearer in attendance at all of the annual civic functions is:

Swordbearer	Keith Jones
-------------	-------------

The existing Sword of State dates back to 1669.

6.6 Volunteers

It is highly desirable that the Mayor enlists the help of volunteers to assist with the provision/preparation of refreshments for receptions hosted by the Mayor. This is particularly necessary where the Mayoress/Consort is unable to undertake that role as Council staff can give only limited support in that direction. The same also applies to any fund raising events organised for the Mayor's Charity.

7. FACILITIES AVAILABLE TO THE MAYOR

7.1 Mayor's Parlour

The Mayor's Parlour is located at the Castle. This is used for ceremonial occasions including Installation of Freeman, Royal Proclamations, Hosting Afternoon Teas and the setting off point for Civic Parades.

7.2 Mayoral Car

A chauffeur-driven car is provided for the Mayor for journeys undertaken in respect of official civic duties as detailed in the weekly engagement sheets. Where functions are attended by the Mayor and Deputy Mayor, the Mayoral car would be used to convey both in the interests of economy. This also applies to occasions where the Leader of the Council, the Town Clerk or their nominees are carrying out official Council duties.

7.3 Gifts

Mayoral gifts that are not deemed personal will be subject to the following policy and submitted for acceptance at the end of each Mayoral year.

- Gifts are accepted on the understanding that there is no guarantee of automatic, immediate display
- Gifts accepted for display must be relevant to the town and accompanied by supporting information
- The gift must be acknowledged and reference to the donor included in the display
- Details of gifts shall be added to the list of Civic Regalia within the asset register of the Council, and kept in the Council Offices.

Gifts are sometimes given to the Mayor personally. If there is any doubt as to whether the gift is personal or for the town, then advice should be sought from the Town Clerk.

Generally speaking determining whether a gift is for the town or for the Mayor is usually when anything of great value or meaning to the town would be kept on display in the Council Offices, and anything of smaller value/edible/perishable/personal, then the Mayor would keep it.

All members must declare gifts or hospitality received in their capacity as a member with an estimated value of at least £25.00. This applies to the Mayor and Deputy Mayor and hospitality is defined as any food, drink, accommodation or entertainment freely provided or discounted heavily. Details of gifts and hospitality must be recorded and made available for public inspection, as they are 'personal interests'.

8. GETTING STARTED

Resist the urge to drastically change the organisation before you know how it really works. Many of the town's Mayoral traditions have evolved over the years through trial and error.

There are, however a number of things the New Mayor must consider as he/she starts his/her Term of Office:

- Choose a Mayoress/Consort (to be introduced at Mayor Making)
- Appoint a Mayor's Chaplain (if other than the Town Council Chaplain)
- Nominate a local Charity/Organisation to raise funds
- Consider when and where to host any events including fundraising activities

The Town Clerk and Mayor's Secretary will be able to provide guidance on Council and Mayoral protocol and Civic Etiquette.

The Council retains copies of

- Dubrett's Book of Correct Form
- Millward's Civic Ceremonial

Both the Town Clerk and the Mayor's Secretary are members of the National Association of Civic Officers.

9 ELECTION OF MAYOR / ANNUAL COUNCIL MEETING (MAYOR MAKING)

The organisation of the event is carried out by the Town Clerk and the Mayor's Secretary.

A list of family/friends will be required by the Town Clerk for the Annual Council Meeting and also for the Mayor's Sunday Service. Numbers for the Meeting may be limited depending on venue capacity. Advice should be sought from the Mayor's Secretary in the first instance.

The Election of the Mayor is the first item of business at the Annual Council Meeting (Mayor Making) with the election being decided by a majority of members present and voting at the meeting.

The election of Mayor has traditionally been based upon the councillors with the longest continuous service as councillors of either Shrewsbury Town Council or Shrewsbury & Atcham Borough Council before it.

Annually the Town Clerk will make reference to the list and seek a councillor willing to accept the role.

Unless he/she has been disqualified or resigns, the Mayor continues in that post until his/her successor has been chosen and has made a valid Declaration of Acceptance of Office.

Even after local council elections when, possibly, the Mayor has not been re-elected or did not seek re-election, he/she is required to preside at the meeting to elect his/her successor. Whilst he/she would not have a vote to elect his/her successor, he/she shall retain a casting vote in the event of equality in votes.

Once elected the new Mayor must make his/her formal Declaration of Acceptance of Office as required by law. Until this has been made, he/she must not exercise the Office and there strictly should be no ceremonial robing or investing with chains of Office. The Mayor then announces his/her Mayoress/Consort; his/her Chaplain and the Charities he/she shall support for the forthcoming year.

After the meeting, light refreshments are available for invited guests and it is usually expected that the Mayor shall say a few words.

10. MAYORAL EVENTS/ACTIVITIES

- 10.1 Mayor's Sunday Service** – This is held on the Sunday following Annual Council (Mayor Making) and held in St Chad's Church and is the place where the Mayor pledges their allegiance to HM The King using the Sword of State.
- 10.2 Shropshire County Show** - The Mayor and Mayoress/Consort are normally invited to the County Show held in May. It is usual for the President/Chairman initially to escort the Mayor around the showground. The Mayor is then free to visit individual stands within the show.
- 10.3 Shrewsbury Flower Show** - The Shropshire Horticultural Society invites the Mayor and Mayoress/Consort to the first day of the Show in August. This starts with a Civic Parade from the Castle to the Quarry where the Mayor usually officially opens the Show. Whilst the facilities of Quarry Lodge are available to the Mayor and Mayoress/Consort, during Show days the Lodge is the nerve centre of the Show and is at times extremely busy. The Mayor & Mayoress/Consort are sometimes given complimentary tickets to the Flower Show on the Saturday to peruse the show at their leisure. This is deemed to be a personal visit, therefore there will be no hospitality from the Horticultural Society.
- 10.4 Battle of Britain Service** – On the nearest Sunday to the 15th September the Mayor presides over the Battle of Britain Service at St Chad's to mark the anniversary of the Battle of Britain in 1940. After the Service the Mayor lays a wreath at the County War Memorial in the Quarry Park.
- 10.5 Remembrance Day (11th November)** – The Mayor leads 2 minutes' silence in The Square, joined by members of the British Legion. The Mayor also is invited by the Royal British Legion to Lay a Wreath at the War Graves Ceremony at Longden Road Cemetery in Shrewsbury later in the day.
- 10.6 Remembrance Parade** – On the nearest Sunday to the 11th Mayor leads the town's remembrance to all those who have lost their lives in every theatre of war. The events commences with a Civic Parade from the Castle to St Chad's; this parade includes military personnel, uniformed associations, past servicemen and civic dignitaries. A short service of Remembrance takes place at the County War Memorial in the Quarry followed by 2-minutes silence at 11am and Wreath Laying.
- 10.7 Christmas Lights Switch-on** – 6-weeks before Christmas the Mayor leads the town in switching on the Christmas Lights from the Square.
- 10.8 Carols in the Square** – Held on the 2nd Wednesday before Christmas, the Mayor is in attendance for the event which is broadcast live on the BBC Network.
- 10.9 Shrewsbury School Service** – Shrewsbury School invite the Mayor and Council to a Sunday Service in February/March to acknowledge their links with town life.
- 10.10 Tea in the Castle** - Over the years, there has been an expectation that the Mayor will host a series of teas at the Castle to welcome those visitors who go on the Wednesday pm guided tours. These teas have been welcomed by visitors to the town who came from all corners of the globe. The Mayor's Secretary is on hand to help the Mayor & Consort serve tea and in the past the Mayor has usually provided biscuits/cake purchased from their allowance.

11. FINANCIAL ARRANGEMENTS

The Local Government Act 1972 provides that a “Council may pay the Mayor for the purpose of enabling them to meet the expenses of his/her Office such allowance as the Council think reasonable”.

11.1 Mayor’s Allowance

A Mayoral Allowance fund of £6,500 is allocated annually, which is distributed between the Mayor (£5,000) and the Deputy Mayor (£1,500).

The Mayor will receive a quarterly cheque in respect of the Mayor’s Allowance. The Mayoral Allowance is in addition to the basic allowance of £1,000 granted annually to Councillors. The Mayoral Allowance is expected to cover the following kinds of costs:

- Clothing
- Tickets to dinners
- Raffle Tickets
- Mayoral receptions
- Christmas Cards
- Welcome Teas in the Castle
- Additional Mayoral Portraits

A separate Civic Budget is maintained by the Town Clerk to meet the cost of Council and/or Corporate Hospitality. Primarily this is to finance those items of expenditure which transcend one mayoral year or those which are of a civic nature but which are **not** instigated by the Mayor; these include:

- Annual Council Refreshments
- Mayor’s Sunday Refreshments
- Mayoral Portrait to be displayed in Mayoral Roll of Honour
- Mayor Awards
- Wreaths
- Past Mayor’s Badges
- Mayoral printing, stationery and postage

11.2 Taxation

There is no hard and fast rule as to whether the Mayoral Allowance is taxable. Unlike the Councillor Allowance which is subject to Tax and National Insurance, the Council pays the Mayoral Allowance as a contribution towards total expenses incurred rather than an emolument.

Whilst accepting the difficulties of requiring receipts for every item of expenditure the Mayor is advised to keep some appropriate records of expenditure to meet any demands of public accountability should the HM Revenue & Customs challenge the basis of the allowance received. Should the allowance be subject to any HMRC inspection, it should be stressed that the Office of Mayor is not an “office of profit”; that is any money received does no more than cover the out-of-pocket expenses incurred through holding the Office. Please note it is not the responsibility of the Council’s Responsible Financial Officer to maintain such records. Once the Mayoral Allowance is paid to the Mayor, it is the Mayor’s responsibility to account for its expenditure and not the Council.

11.3 Christmas Cards

It is expected that the Mayor shall send out a formal Christmas Card. Cards are distributed to those on the official mailing list together with those on the Mayor's personal list. The cost of providing the cards will be met by the Mayor from their Mayoral Allowance, but postage will be charged to the Council's postage budget. The Mayor will need to provide the cards in good time to enable them to be posted in early December and for any necessary over-printing (if any) to be undertaken.

12. MAYOR'S CHARITY FUND

12.1 Charity Fund

The Mayor can choose to raise money for an appointed charity/organisation during their year in Office. This is not compulsory, but generally the case. It is expected that any funds raised shall benefit local people, therefore in the event that a national charity is chosen; there shall be a local branch. At the end of each Mayoral year, all the funds are paid to the chosen charity/charities.

In recent years Mayors have launched a charity appeal for a good cause or have associated themselves with an existing appeal. Very careful judgement is obviously necessary and if equipment or a building is the object it must be clearly established who will operate and maintain it in future. If money is to be sent to the Mayor's Parlour proper arrangements need to be made for issuing acknowledgements, recording and banking the receipts - preferably with the help of the Responsible Finance Officer. The Town Clerk should be consulted at an early stage and before the Mayor becomes committed to a charity appeal. It is now usual for donations to the Mayor's adopted charities to be paid into a Charity Fund account (administered by the Responsible Financial Officer) and subsequently remitted to the appropriate charities at the end of the Mayoral year.

The Mayor can hold whatever events they chooses to raise money for their nominated charity. Many Mayor's in the past have held Charity Lunches and Dinner Dances. Please note that whilst Mayoral staff will assist in whatever way they can, the focus is on the Mayor and Mayoress/Consort and friends/volunteers to undertake the bulk of the work.

13. MAYOR'S AWARDS

The Mayoral Awards are presented annually towards the end of the Mayoral Year to organisations and groups, businesses and individuals whose achievements have contributed to making Shrewsbury the place that we all enjoy living in, working in, shopping in and visiting.

Nominations are sought in the following categories:

Business Award – acknowledges the work of businesses, organisations and individuals who have contributed to the economy of the town, be it through providing job opportunities, business expansion or general promotion and marketing of the town.

Built Heritage Award – acknowledges the achievements of individuals, organisations and companies that own buildings in Shrewsbury and have worked towards enhancing the built heritage.

Climate Change Award - This Award recognises the work of the individuals, groups, organisations and businesses that have undertaken activity to raise awareness of Climate Emergency locally, promoted efficiency and sustainable use of resources or undertaken initiatives to reduce the impact of carbon.

Community Award – acknowledges the work of community groups and individuals who have contributed to the social well-being of the town from major community projects to someone who looks out for his residents and does their shopping.

Courtesy Award – acknowledges the levels of customer service that we have come to expect within the town.

Environmental Award – acknowledges the work of organisations, community groups and individuals who have contributed to enhancing the environment from major recycling initiatives to organising minor litter picking events.

Tourism Award – acknowledges the work of individuals, companies or organisations in recognition of their achievements towards promoting Shrewsbury as a visitor destination.

Youth Award – acknowledges the work of schools, groups and individuals who have contributed to the well-being of young people within the town.

Lifetime Achievement Award – a single award is given to a person who has made a significant contribution to the life of the town.

In addition to the nine categories the Mayor can also present their **Special Awards**. This is an award which is personal to the Mayor and Mayoress/Consort and shall be presented to a person/persons they have met throughout their Mayoral Year who has/have made a significant contribution to the town.

14. FREEMEN OF SHREWSBURY

The Town Council maintains a Freeman Roll and oversees the installation of new Freeman. It should be noted that under the Local Government Act 1972, this power is vested in Shropshire Council, but was delegated to the Town Council a number of years ago.

Those wishing to be installed must complete the application form and include the necessary documentation to prove lineage to an existing freeman.

It is the duty of the Town Clerk to validate lineage.

The Mayor and Town Clerk usually preside over installation ceremonies twice a year. Members of the Gild of Freeman also attend the ceremony to encourage new freemen to join the gild. Since the Local Democracy, Economic Development & Constitution Act 2009, there has been a significant increase in the number seeking freemen status. Many ladies have come forward as well as men seeking lineage through a female line.

A newly admitted Freeman takes the Freeman's Oath and signs the Freeman's Roll, his signature being witnessed by the Mayor and Town Clerk.

A Certificate of the grant of Freeman is presented to the Freeman by the Mayor.

On the following page (page 17) is the oath, which is read out by the Town Clerk, which those wishing admittance must agree to.

The Oath Of A Freeman Of The Town Of Shrewsbury

You shall be true and faithful to the King, his heirs and successors and a true burgess of the town of Shrewsbury.

You shall be obedient to the mayor of the said town for the time being and to all his officers, you shall be attendant and come to the said mayor so often as you shall be warned for anything touching the King's majesty or the said town.

You shall fully be contributory to yield and pay all such charges and contributions on you taxed or assessed for the profit and worship of the said town.

You shall truly keep watch and ward when commanded by the mayor or any justice of the peace of the said town, or any of their officers for the time being after the custom and usage of the said town as it falleth to your course.

You shall to your power, uphold, keep and maintain all the franchises, liberties and privileges of the said town.

You shall not do or willingly suffer to be done anything which may turn to the disinheritation of the said town.

Any manner of rent, custom and profit due to the said town under the colour of any liberty or otherwise you shall not conceal colour or withdraw.

So help you God.

In their role as protectors of the Mayor, the Freemen shall be invited to attend various events organised by the Town Council. Depending on the event, some will be allowed to be robed and carry halberds. The Mayor's Secretary will advise on dress code.

15. FREEDOM OF ENTRY

Freedom of Entry is granted to service units (Regiments, Ships or RAF Stations) which have rendered conspicuous service and which are closely associated with the town.

The freedom to march through the streets of the town with Bayonets fixed, Drums beating and Colours flying provides a dignified and satisfactory means of enabling the town to honour a distinguished unit of HM Forces.

Currently a number of military units have exercised their Freedom Rights including RAF Shawbury, HMS Talent, Queens Dragoon Guards, The Rifles and The Yeomanry.

16. END OF YEAR

LIFE AFTER THE CHAIN

*Can things ever be quite the same?
When I know that "Mayor" is not my name
When I enter a room and nobody stands
I give forth my views, and there's no clapping of hands
When I am no longer dressed up in robe and chain
With no more Parlours or people to entertain
When I attend functions those that I'm able
And find my place is not the top table
Shall I find I'm bewildered, lost or perplexed?
When the day arrives I'm turned into an "ex"
Well I've met many "ex's" quite rational and sane
So I feel sure there must be life after the chain*

Being Mayor is difficult and often intense. Each Mayor will undoubtedly have "done things their way" and the new Mayor will want to change things to suit him/her. This is not a criticism of the outgoing Mayor, but personal preference.

The outgoing Mayor needs to consider a number of matters:

- Thanks to office and support staff – they do work hard, often behind the scenes throughout the Mayoral Year
- Thanks to the Mayor's personal support staff – family, friends
- Thanks to Mayoress/Consort
- Thanks to the Deputy Mayor and Thanks to the Council for giving him/her the opportunity to serve as Mayor
- Thanks to Mayor's Charity supporters
- Thanks to the Press
- Resuming a political career
- Reacquainting with friends you've ignored all year
- Attending Clubs and Societies you've not been to all year
- Talking to your successor – personal views/advice are often welcomed
- Book a holiday and put your feet up!

On the completion of the Mayor's year of Office he/she, together with the Mayoress/Consort is presented with a Badge of Office. This should only be worn on all Civic occasions and at the family's request, on the occasion of the funeral of a past Mayor, unless the Civic occasion requires the wearing of Mayoral robes (upon which no Badge of Office is worn). It should not be worn on any other occasion. The badge should be worn on the right-hand side of any attire. **The badge should not be worn on Remembrance Sunday.**

At all Civic Parades the Past Mayors will parade separately from their Mayoress/Consort and will be seated separately in the Church.

ETIQUETTE

Everyday Wear - It is expected that where the Mayor attends a function and wears Chains of Office, day dress (jacket/suit and tie) shall be worn. This shall apply to a male Consort accompanying a female Mayor.

When To Wear Robes And Chains - Generally speaking the Mayor should only be robed when accompanied by the Town Clerk. Visits to schools are an exception to this general rule. There are however occasions when the Mayor may be invited to occasions/events at which there is a request to wear Mayoral robes. Robes should only be worn on high civic occasions similar to those to which robes would be expected to be worn within the Town. Guidance should be sought from the Mayor's Secretary or the Town Clerk.

Chains should be worn at all formal Mayoral engagements, but **NOT** when:

- The Mayor is attending private functions or in a private capacity
- The Mayor is attending a function outside the Town Council's area, unless he/she has the consent of the Mayor or Chairman of that Local Authority
- The Mayor is visiting the Palace of Westminster, where it is deemed to be a Palace of the Sovereign

The new Mayoral chain and the Mayoress's/Consort's Badge of Office should be worn on all occasions except for the following occasions, when the older ceremonial chains should be worn:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Annual Council • Mayor's Sunday • Mayor's Own Church Service • Remembrance Sunday • Battle of Britain Service • Shrewsbury Schools Services • Flower Show • Royal Visits | } | <p><i>The Mace will normally accompany the Mayor when the Mayor is required to wear his robes</i></p> |
|---|---|---|

NOTE: The Consort will wear their Badge of Office at the above events, **not** the Mayoress's Chain; it is an unfortunate fact that a man wearing the chain of the Mayoress is often mistaken as the Mayor and afforded undue precedence over the Mayor.

The Chains and Badges of Office of both Mayor and Deputy and their Consorts are covered by the Council's all risks insurance policy providing that the Council has been made aware and has "authorised" Mayoral attendance. If it is necessary to take them home, they must be kept appropriately, using common sense. They must not be left unattended in cars or other vehicles.

Etiquette during Civic Parades

A male Mayor of the Town should remove his hat:

- when entering Church
- when the national anthem is being played
- when prayers are being said (or any Blessing or Act of Dedication)
- when "Last Post" is being sounded
- when in the presence of a member of the Royal Family

A male Mayor when laying a wreath at the War Memorial should:

- lay wreath (while wearing hat)
- step back outside gates of memorial
- pause and give hat salute - ie hold hat across left breast
- replace hat then turn and return to his place

A male Mayor when taking the salute at a March Past should:

When the approaching column Commander gives "eyes left" (or right), give hat salute, ie hold hat across left breast. If there are a number of columns passing closely, maintain salute until last man is past. In any event, take guidance from the Senior Officer who is also on saluting dais. It is preferable for the Mayor to be on the left of a saluting officer because this avoids the possible embarrassment of the officer sending the Mayor's hat flying.

A female Mayor shall **always** wear her Mayoral Hat and should acknowledge a salute by inclining her head in a slight bow.

Etiquette for a Royal Visit

Arrangements for a Royal Visit shall be made by the Lord Lieutenant's Office and the Mayor, if invited, shall be provided with a full itinerary.

If invited by the Lord Lieutenant or Chairman of Shropshire Council, the order of presentation by the Lord Lieutenant will normally be as follows. However, advance notice will normally be given:

Lord Lieutenant's Spouse
High Sheriff and Spouse
Chairman of Shropshire Council and Spouse
Chief Executive of Shropshire Council and Spouse
Member of Parliament and Spouse
Mayor and Consort
Chief Constable and Spouse

Forms of Address

The King should be addressed as "Your Majesty" on the first occasion and as "Sir" on subsequent occasions. When speaking to The Queen, use "Your Majesty" for the first time and subsequently "Ma'am" Other members of the Royal Family should be addressed for the first time as "Your Royal Highness" and subsequently as "Sir" or "Ma'am". **"Ma'am" is pronounced to rhyme with jam (NOT as in marmalade).**

It is always for the Royal Personage to speak first, and it is not courtesy to address a direct question to a member of the Royal Family. If conversation is more than of the shortest kind, the words "Your Majesty" or "Your Royal Highness" should be introduced.

Immediately personal notice is made, there should be a curtsy on the part of a lady and a bow from the neck on the part of a gentleman. The curtsy should be made with the body erect, the left foot being placed slightly behind the right foot in order to maintain a good balance, then the left knee goes down about halfway between the calf and the ankle of the right leg.

Members of the Royal Family invariably shake hands with those presented to them. When this happens one makes a curtsy (or bow) as the hand is extended; take the hand lightly and briefly. (Note that the hand should not be gripped.)

Etiquette – Mayoral Attendance at Funerals of Prominent Persons

The attendance of the Mayor at funerals is often at the discretion of the family and on some occasions it would be inappropriate to wear the Chain of Office. Guidance will be sought at the time but, unless it is a high profile event, the Mayor and Mayoress/Consort should generally wear their Badges of Office on a black ribbon.

The Mayor's Secretary will contact the Funeral Director or Clergy to confirm seating arrangements. The Mayor and Mayoress will normally sit in the Mayoral Pew at St Chad's or in the front pew to the left (ie north) of the central aisle in any other Church or Crematorium. Family members must be given precedence in churches/crematorium with no centre aisle. After the service the Mayor and Mayoress follow immediately after the family mourners.

The Mayor and Mayoress do not attend any Committal Service at the Crematorium or Cemetery unless that is the only service being held.

Operation London Bridge

The Council retains live protocols to follow in the event of the death of the Monarch or senior member of the Royal Family. The Town Clerk has overall responsibility for the discharge of this protocol and advice should be sought from the Town Clerk should anything happen within the Mayor's term of office.

ARMORIAL BEARINGS

The grant of armorial bearings (Coat of Arms) to a local authority is a Royal Privilege. HM the Queen licensed the use of the Coat of Arms of Shrewsbury Town Council on 18 September 2009. The Council cannot authorise other persons or bodies to use its armorial bearings granted by the Crown.

THE LOGGERHEADS

The Borough of Shrewsbury is an ancient one. Its earliest surviving charter, granted by King John in 1199, refers to an even earlier one of Henry I, and before the time of James I it had been granted 32 charters conveying many rights and privileges to the town. Its Coat of Arms, too, is an ancient grant, though it cannot be dated with certainty, but they appear on the Town Seal of 1425 and were confirmed by the Heralds during their visitation of Shropshire in 1623. The Arms also appear on the Market Hall in The Square which was built in 1595.

The Arms are blazoned: Azure, three leopards' faces, though locally they have always from time immemorial been called the three "loggerheads", a term which has puzzled the historian, the armorial expert and the ordinary citizen alike. Why "loggerheads" and how did they come to be adopted as Shrewsbury's Coat of Arms?

The animal delineated on the Coat of Arms is undoubtedly a leopard, not a tiger, cat or a lion, and the obvious explanation would appear to be that "logger" is a dialectical form of leopard. A correspondent in The Observer some years ago claimed that in a certain district of India the local name for the leopard was lagger, and suggested that the word may have been imported to England from the Near East by the Crusaders. The word "logger", however, does not appear in this connection in any standard English dialect dictionary, although Shakespeare in Henry IV, Part 2 does refer to the "Lubbar's Head" Inn, and Larwood and Hotten in their history of sign-boards say that lubber is good old English for leopard.

Another suggestion, generally discounted today, was that "logger" was originally the Norman-French l'ogre. Certainly the heads, or rather faces, on the Coat of Arms are usually shown scowling and menacing and present a somewhat fearsome appearance.

The reason for the occurrence of leopards' heads on Shrewsbury's Coat of Arms is less readily explained. It has been suggested that they are really the three gold lions which have formed the English Royal Arms since the twelfth century and which, it is said, were in the early days of heraldry called leopards rather than by their full heraldic description of "lions passant gardens".

Possibly Shrewsbury was allowed to use the royal lions as their Arms by one of the medieval Kings, perhaps Edward I, who often made the town his headquarters during his conquest of Wales in the late thirteenth century and who substantially rebuilt the Castle. Certainly the three royal leopards or lions, precisely as they are quartered in the Arms of our present Queen, formed the entire shield of Edward I, in whose time Shrewsbury, as a military centre of great importance, began to assume its medieval aspect of a semi-royal city.

Notwithstanding its capture by the Welsh under Llewellyn in 1215, Shrewsbury had always remained loyal to the English Crown, and there is nothing unreasonable in the assumption that Edward I may have recognised this by a grant of Arms taken from his own shield, although it must be admitted that there is no documentary evidence to support this. Alternatively, it may be that the loyal burgesses of Shrewsbury themselves decided to adopt the charge to demonstrate their fidelity to the King.

The most likely date for this would seem to be in 1283, when King Edward, having completed the subjugation of Wales, convened at Shrewsbury the Parliament which condemned the rebel Welsh Prince David, to be hanged, drawn and quartered. The executive of this barbaric sentence was carried out with the Borough and is today

commemorated by the plaque opposite the ancient High Cross at the top of Pride Hill, a spot which is familiar to many visitors and tourists. Other possible dates for the granting of Arms are 1396, when Richard II, wearing his crown and royal robes, met with his "Great Parliament" in Shrewsbury Abbey; or 1403, when King Henry IV visited the town shortly after the Battle of Shrewsbury, at which Hotspur was defeated and killed.

For hundreds of years the "loggerheads" have been a familiar sight to the citizens of this historic Borough. The Town Seal of 1425, used to engross all official documents relating to the town, bears the three leopards heads; they look down from several public buildings and "The Loggerheads" was also a familiar inn sign in the town. The earliest known inn of this name stood in the Outer Bailey of the Castle and it may originally have had some official connection with the Castle. The sign "Ye Loggerheads in Bailey" is mentioned in a rental of the town, dated 1521, and Richard Gough in his History of Myddle relates the following story concerning this house during the Commonwealth:

"Mr Mackworth made Captaine Hill (a prodigal drunken fellow, who beefore the warrs was a pittiful barber in this Towne) Leiutenant of the Castle. Butt the Townesmen and Garrison soldiers hated him; an therefore as soone as there was a prospect of the returne of King Charles the second they conspired against him; and one of the townesmen sent for him out of the Castle to drink wih him att The Loggerheads; an alehouse hard by; and as soone as hee was gon out of the Castle, the soldiers shutt the gate and cast his cloathes and boots over the walls, and immediately the towne was in uproar; and Hill for fear of his life fled away that night and I never heard more of him."

Even today the Shrewsbury Arms public house in Church Street, from which the three leopards heads look down on passers-by, is invariably called The Loggerheads.

The mystery of the origin and significance of the Shrewsbury Arms and the precise circumstances in which they were adopted, remain, but the Borough's right to these distinctive Arms is well established and is recognised by the College of Arms. "Ancient Arms and Seals now and of long time used by the town of Shrewsbury" being entered in the 1623 Visitation of Shropshire. The motto: "Floreat Salopia" means "Let Salop flourish". The Arms of the Salop County Council (now Shropshire Council), granted in 1896 bear the three leopards faces, and their motto is identical.

THE MAYOR'S CHAIN

The Minutes of the Council record that The Chain, which is of silver-gilt and is composed of 17 open links from the centre, one of which is suspended, and the Badge were presented by William James Clement, Mayor, at a Special Council Meeting held on Tuesday, the 10th day of March 1863, being the day of the marriage of His Royal Highness the Prince of Wales with The Princess Alexandra of Denmark. It was worn at the Council Meeting and afterwards in the procession connected with the Royal Wedding festivities.

The Centre Link of the Chain contains a shield enamelled with the Arms of the Borough above and those of the Donor below with his motto "Clemens et fortis".

The Badge, which can be detached from the Chain and worn on a blue moire ribbon on semi-formal occasions, bears an embossed representation of the Old Schools (now the Library) with the following on blue enamel scrolls above, below and on each side of the centre circle which enclose the design:

Representation of a Royal Crown

EDWARD VI	
S BUTLER	B H KENNEDY
P SIDNEY	F GREVILLE
FLOREAT SALOPIA	

On the back is a long inscription in Latin, which has been translated by the Reverend H E G Rope, Archivist of the English College, Rome as follows:—

"To the most ancient Municipal Corporation of Shrewsbury and to the memory of the most renowned citizens who, either born within her territory or educated in her Royal School, have added to the glory of their province and that of the British name by land and sea, illustrious in arms, in the Arts, by love of their country, by their genius and their renown, this token of gratitude was given by William James Clement when he was promoted to the place of Chief Magistrate of the Borough".

A brief description of the other 16 links of the Chain is set out below:

On the right side are:—

1. The Arms of the Borough
2. A ship with the names of the noted sailors Benbow and Owen
3. The Menai Bridge with, below, the name "Hazeldine" for manufacturers
4. A Half-Sovereign dated 1902 to commemorate the Accession in 1901 (R S Hughes, Mayor) and Coronation in 1902 (S M Morris, Mayor) of King Edward VII
5. Battlefield Church, commemorating the 500th Anniversary of the Battle of Shrewsbury, 1403-1903
6. An allegorical figure and the names Darwin and Clement for medicine
7. Shrewsbury Castle, inlaid enamel. R Bates Maddison, Mayor 1923
8. King George V and Queen Mary, commemorating their Silver Jubilee, 1910 -1935 Marion W Cock, Mayor 1935. Reverse Windsor Castle
9. King George VI, Accession and Coronation. Charles Beddard, Mayor 1936 – 1937

On the left side:–

1. The Characters “VE & VJ” with the inscription “Capt Harry Steward, OBE, MC, Seven Times Mayor, 1938 – 1945”
2. A design representing War with the names of the Shropshire Heroes Clive, Hill, Edwards and Cureton
3. A book with crossed quill pens and the names of the county literary celebrities Allison, Baxter, Lee, Bather, Blakeway, Darwin
4. A Queen Victoria Jubilee coin inserted by E C Peele, Mayor, with the names and dates “1837 J B Williams 1887 G B Lloyd 1897 E C Peele”
5. Medallion quartered with coats of arms of Borough, County and the words “Earl of Powis, Lord Lieutenant, H R H Southam, Mayor”. Presented by H R H Southam, Mayor 1903
6. Half-Sovereign King George V, 1911. Presented by B Blower (Mayor 1910) and C R B Wingfield (Mayor 1911) in commemoration of the accession and Coronation of King George V
7. The English Bridge, inlaid enamel, R Bates Maddison, Mayor 1924

THE MAYORESS’S CHAIN

The Mayoress’s Chain, presented by H R H Southam, Mayor 1903, is of 15 carat gold, 30 inches in length and composed of York roses alternating with the leopards of England as represented on the shield of Richard I who, in 1189, granted the earliest extant Charter of the former Borough.

From a Castle, forming the front link and representing the ancient military government, is suspended a shield bearing the arms of the town azure, three leopards heads gold, surrounded by a wreath of briar roses.

MAYORS OF SHREWSBURY

1638	Thomas Jones	Gentleman
1639	Robert Betton	Gentleman
1640	Hugh Harris (died 1641) (Thomas Wingfield elected to complete year)	Gentleman
1641	Richard Gibbons	Gentleman
1642	John Studley	Gentleman
1643	Robert Betton Jnr	Gentleman
1644	Charles Benyon	Gentleman
1645	Thomas Niccols	Gentleman
1646	Thomas Knight	Gentleman
1647	Richard Llewellyn	Gentleman
1648	Owen George	Gentleman
1649	Thomas Hayes	Gentleman
1650	John Prowde	Gentleman
1651	Charles Benyon	Gentleman
1652	Richard Cheshire	Draper
1653	Jonathan Rowley	Draper
1654	John Cooke	Dyer
1655	Adam Webb	Draper
1656	John Lowe	Draper
1657	Thomas Hunt	MP for Shrewsbury in 1645
1658	John Betton	Gentleman
1659	John Walthall	Draper
1660	Andrew Vivers	Shoemaker
1661	Richard Bagot (displaced) (Robert Foster elected to complete year)	Draper
1662	Sir Richard Prynce, Knt	Bookseller
1663	Jonathan Langley	Gentleman
1664	Edward Kynaston	Gentleman
1665	Francis Burton	Gentleman
1666	Richard Burton	Gentleman
1667	John Harding	Attorney
1668	Samuel Lloyd	Draper
1669	Richard Taylor	Attorney
1670	Thomas Cotton	Draper
1671	Roger Griffiths	Gentleman
1672	Samuel Jevon	Draper
1673	Rowland Middleton	Mercer
1674	William Thyme	Gentleman
1675	John Severne	Draper
1676	George Hosier	Gentleman
1677	Robert Forster	Gentleman
1678	Edward Phillips	Draper
1679	Arthur Hincks	Gentleman
1680	John Harwood	Grocer
1681	George Llewellyn	Gentleman
1682	Edward Gosnell	Gentleman

1683	Collins Woolrick	Apothecary
1684	John Wood (died)	Attorney
	(Robert Wood elected to complete year)	Apothecary
1685	Sir Francis Edwardes, Bart	M.P. for Shrewsbury
1686	Thomas Bawdewin	Barrister-at-Law
1687	Richard Sales	Draper
1688	Richard Muckleston)	
	*Roger Griffiths) (Elected and removed from office respectively)	
	*Collins Woolrick)	
	(John Hill elected to complete year)	Gentleman
1689	Jonathan Scott	Gentleman
1690	Samuel Thomas	Mercer
1691	Charles Kynaston	Gentleman
1692	John Hollier	Mercer
1693	Arthur Tonge	Attorney
1694	Samuel Adderton	Draper
1695	Simon Hanmer	Mercer
1697	Robert Sheppard	Mercer
1698	Andrew Johnson	Dyer
1699	Moses Reynolds (died in office)	Attorney
	(Richard Presland elected to complete year)	Draper
1700	Kynaston	
1701	Robert Phillips	Draper
1702	Rowland Bright (died in office)	Glover
	Thomas Harwood elected to complete year)	Apothecary
1703	William Bowdler	Tanner
1704	William Leighton	Mercer
1705	Thomas Bowdler	Draper
1706	John Twiss	Clothier
1707	John Felton (died in office)	Brazier
	(William Smith elected to complete year)	Apothecary
1708	Samuel Cook	Draper
1709	William Clemson	Barber
1710	Walter Pateshull	Draper
1711	William Turner	Draper
1712	Jonathan Scott	Draper
1713	Edward Jones	Draper
1714	James Blakeway	Ironmonger
1715	Thomas Phillips	Mercer
1716	Joseph Muckleston	Attorney
1717	William Kynaston	Grocer
1718	Sir Charles Lloyd, Bart	Gentleman
1719	Henry Jenks	Gentleman
1720	Thomas Morhall	Attorney
1721	Michael Brickdale	Plateworker
1722	Edward Gregory	Furrier
1723	Matthew Travers	Grocer
1724	Thomas Lindop	Maltster
1725	Samuel Elisha	Attorney
1726	John Adams	Ironmonger
1727	Joseph Jones	Attorney

1728	John Fownes	Barrister-at-Law
1729	Godolphin Edwards	Gentleman
1730	Richard Wollaston	Mercer
1731	Abraham Davies	Tinplateworker
1732	Richard Lloyd	Draper
1733	John Lacon	Clerk of the Peace
1734	John Rogers	Bookseller
1735	Sir Richard Corbett, Bart	Gentleman
1736	Charles Bolas	Attorney
1737	Robert More	Gentleman
1738	Edward Corbett	Gentleman
1739	Brockwell Griffiths	Gentleman
1740	Edward Twiss	Woolstapler
1741	Trafford Barnston	Gentleman
1742	William Turner Jnr	Draper
1743	Edward Elisha	Attorney
1744	Francis Turner Blithe	Gentleman
1745	John Langley	Attorney
1746	Isaac Pritchard	Mercer
1747	James Downes	Barrister-at-Law
1748	William Atkis	Gentleman
1749	Thomas Fownes	Gentleman
1750	John Adams Jnr	Gentleman
1751	William Oswell	Maltster
1752	William Wynne	Grocer
1753	Richard Jones	Gentleman
1754	John Cotton	Bookseller
1755	Edward Blakeway	Draper
1756	Balwyn Leighton	Gentleman
1757	John Oliver	Attorney
1758	John Bennett	Goldsmith
1759	John Ashby	Attorney
1760	John Rocke	Gentleman
1761	Henry Adams	Gentleman
1762	Robert, Lord Clive (of India)	Gentleman
1763	Pryce Owen	Physician
1764	Richard Vaughan	Draper
1765	Charles Bolas	Gentleman
1766	John Kinchant	Gentleman
1767	Thomas Wingfield	Gentleman
1768	Edward Vaughan	Gentleman
1769	William Oswell	Draper
1770	William Smith	Gentleman
1771	Edward Atkis	Gentleman
1772	John Vaughan	Gentleman
1773	James Winnall	Apothecary
1774	Thomas Loxdale	Gentleman
1775	William Owen	Captain in the Navy
1776	Robert Corbett	Gentleman
1777	Charles Leighton	Gentleman & M.P.
1778	Noel Hill	Gentleman

1779	Edward Cludde	Gentleman
1780	Joshua Blakeway	Draper
1781	Robert Pemberton	Attorney
1782	John Flint	Gentleman
1783	John Oliver	Gentleman
1784	Samuel Harley	Watchmaker & Goldsmith
1785	James Holt	Apothecary
1786	Richard Rocke	Gentleman
1787	Thomas Kynnersley	Gentleman
1788	William Oakeley	Gentleman
1789	Bold Oliver	Gentleman
1790	John Bishop	Mercer
1791	Thomas Eyton	Gentleman
1792	Rev John Rocke	Rector
1793	Rev Edward Blakeway	Minister of St. Mary's
1794	Thomas Pemberton	Captain in the 50 th Regiment of Foot
1795	William Cludde	Lt Col of the South Shropshire Yeomanry
1796	Henry Bevan	Burgess of Shrewsbury & Major in East India Company
1797	Joseph Loxdale	Steward of the Corporation and Deputy Recorder
1798	Nathaniel Betton	Tanner
1799	Joseph Carless	Druggist
1800	Richard Bratton	Grocer
1801	Edward Stanier	Mercer
1802	Edward Burton	Major in the Shropshire Militia
1803	Baldwin Leighton	General in Army
1804	Philip Michael Williams	Had been Officer in Shropshire Militia
1805	William Wilson	Mercer
1806	William Pressick	Barrister-at-Law
1807	Charles Bage	Wine Merchant
1808	Robert Pemberton	Attorney
1809	Joseph Bromfield	Architect
1810	Thomas Lloyd	Attorney
1811	Sir John Hill, Bart	Gentleman & represented Shrewsbury in 3 Parliaments
1812	John Lee	Builder
1813	William Coupland	Attorney
1814	Richard Phillips (died in office)	Attorney
	(William Harley elected to complete year)	Watchmaker
1815	Samuel Tudor	Upholsterer
1816	Sir John Betton, Knt	Glazier and skilled in the art of glass staining
1817	Joshua Peele	Wine Merchant
1818	William Egerton Jeffreys	Attorney
1819	Rev Hugh Owen	Minister of St. Julians
1820	Edward Cullis	Waterman
1821	Samuel Harley	Grocer
1822	Rice Wynne	Apothecary
1823	Jonathan Perry	Upholsterer & Auctioneer
1824	Hon & Rev Richard Noel Hill	Gentleman
1825	William Brayne	Brazier & Tinsplateworker
1826	Rev Richard Corfield	(Rector of Pitchford 1812 & of Waters Upton 1822-65) and Prebendary of Lichfield
1827	Thomas Du Gard, MD	Physician

1828	William Cooper	Attorney
1829	Robert Gray	Mercer and Tailor
1830	Joseph Loxdale Jnr	Attorney
1831	Thomas Farmer Dukes	Attorney
1832	Thomas Tomlins	Teacher of Music and Organist of St. Mary's
1833	John Wingfield	Colonel in the Army
1834	Francis Knyvett Leighton Captain in the South Shropshire Yeomanry – (Richard Drinkwater elected to complete year)	died in office
1835	Robert Burton (displaced as Mayor by William Hazeldine)	Banker
1835-36	William Hazeldine	Ironmaster & Ironfounder
1836-37	Sir John Bickerton Williams, Knt	Attorney
1837-38	John Watton	Printer & Proprietor of the Shrewsbury Chronicle
1838-39	Richard Ford	Attorney
1839-40	William Wybergh How	Attorney
1840-41	John Loxdale	Attorney
1841-42	Thomas Jeffreys Badger	Attorney
1842-43	John Thomas Smithman Edwards	Magistrate for the County of Salop
1843-44	Robert Burton	Gentleman
1844-45	Thomas Groves	Bricklayer
1845-46	John Legh	Butcher
1846-47	Charles Lloyd	Maltster & Innkeeper
1847-48	Robert Baugh Blakemore	Retired Confectioner
1848-49	Joseph Birch	Builder
1849-50	Edward Hughes	Wine Merchant
1850-51	John Bishton Minor	Gentleman
1851-52	Richard Taylor	Maltster & Brewer
1852-53	William Butler Lloyd	Gentleman
1853-54	William Butler Lloyd (Re-elected)	Gentleman
1854-55	John Hazeldine	Gentleman
1855-56	William Harley Bayley	Banker & Barrister-at-Law
1856-57	Thomas Maynard How	Attorney & Banker
1857-58	John Loxdale	Attorney
1858-59	William Burr	Lead Merchant
1859-60	Thomas William Trouncer	Brewer
1860-61	Thomas William Trouncer	Brewer
1861-62	William James Clement	Surgeon
1862-63	James Smith	Gentleman
1863-64	John Gregory Brayne	Tanner & Maltster
1864-65	Thomas Southam	Brewer
1865-66	John Thomas Nightingale	Gentleman
1866-67	James Bratton	Surgeon
1867-68	Thomas Groves	Architect & Builder
1868-69	Henry Fenton	Surgeon
1869-70	Edward Parry	Gentleman
1870-71	Thomas Southam	Brewer
1871-72	John Loxdale	Solicitor
1872-73	Samuel Poultney Smith	Architect
1873-74	Joshua Pugh White	Cabinet Maker
1874-75	William Gowen Cross	Chemist
1875-76	Thomas Slaney Eyton	Gentleman
1876-77	Robert Henry Lingen Burton	Gentleman

1877-78	John Frail (died in office) (William Gowen Cross elected to complete year)	Political Agent & Hairdresser
1878-79	William Gowen Cross	Chemist
1879-80	William Hall	Auctioneer
1880-81	William Hall	Auctioneer
1881-82	Vice-Admiral Robert Jenkins, CB	Gentleman
1882-83	George Eddowes	Newspaper Proprietor
1883-84	Thomas Slaney Eyton	Gentleman
1884-85	Thomas Southam	Brewer
1885-86	Thomas Southam	Brewer
1886-87	George Butler Lloyd	Gentleman
1887-88	Vincent Crump	Confectioner
1888-89	Major General The Hon. William Henry Herbert	Gentleman
1889-90	George Jones Holt	Wine Merchant
1890-91	Edmund Cresswell Peele	Solicitor
1891-92	George Evans	Gentleman – Retired Businessman – probably plumber
1892-93	William Lyon Browne	Gentleman
1893-94	William Gowen Cross	Chemist
1894-95	William Maynard How	Solicitor
1895-96	Edmund Cresswell Peele	Solicitor
1896-97	Edward Corbett	Army Officer
1897-98	Thomas Pidduck Deakin	Hotel Proprietor
1898-99	Richard Scoltock Hughes	Shoemaker
1899-00	Richard Scoltock Hughes	Shoemaker
1900-01	Samuel Meeson Morris	Solicitor
1901-02	Herbert Robert Henry Southam	Brewer
1902-03	William Francis Watkins	Tailor
1903-04	Henry John Hearn	Brewer
1904-05	Richard Edward Jones	Maltster
1905-06	Thomas Corbett	Gentleman
1906-07	Richard Scoltock Hughes	Shoemaker
1907-08	Benjamin Blower	Upholsterer
1908-09	Benjamin Blower	Upholsterer
1909-10	Charles Ralph Borlase Wingfield	Justice of the Peace for the County
1910-11	Charles Ralph Borlase Wingfield	Justice of the Peace for the County
1911-12	Edward Cureton, MD	Doctor
1912-13	Charles Ralph Borlase Wingfield	Justice of the Peace for the County
1913-14	William Maynard How	Solicitor
1914-15	Thomas Pidduck Deakin	Hotel Proprietor
1915-16	Samuel Meakin Morris	Solicitor
1916-17	Samuel Meakin Morris	Solicitor
1917-18	Samuel Meakin Morris	Solicitor
1918-19	Richard Edward Jones	Maltster
1919-20	Richard Edward Jones	Maltster
1920-21	William Toye	Merchant
1921-22	Thomas Pace	Builder
1922-23	Robert Bates Maddison	Theatre and Hotel Proprietor
1923-24	Robert Bates Maddison	Theatre and Hotel Proprietor
1924-25	Richard Devereux Bromley	Corn Merchant
1925-26	Richard Devereux Bromley	Corn Merchant
1926-27	Francis Smout	Printing Works Manager

1927-28	John Henry Perks	Painter and Decorator
1928-29	Charles Samuel Woollam	Newspaper Director
1929-30	William Gowen Cross	Chemist
1930-31	William Maynard How	Solicitor
1931-32	Richard Mansell	Stationer
1932-33	Richard Mansell	Stationer
1933-34	Mrs. Marian Wallace Cock	Tanner
1934-35	Charles Beddard	Pork Butcher
1935-36	Charles Beddard	Pork Butcher
1936-37	Francis Smout	Printing Works Manager
1937-38	Harry Steward	Retail Provision Merchant
1938-39	Harry Steward	Retail Provision Merchant
1939-40	Harry Steward	Retail Provision Merchant
1940-41	Harry Steward	Retail Provision Merchant
1941-42	Harry Steward	Retail Provision Merchant
1942-43	Harry Steward	Retail Provision Merchant
1943-44	Harry Steward	Retail Provision Merchant
1944-45	Harry Steward	Retail Provision Merchant
1945-46	Alfred Bennett	Shoemaker
1946-47	Reginald Henry Urwick, MD	Doctor
1947-48	Leonard James Tilling	Retired Railwayman
1948-49	Leonard James Tilling	Retired Railwayman
1949-50	Ernest James Thomas Perks	Farmer
1950-51	Arthur Herbert Jones	Builder
1951-52	Arthur Herbert Jones	Builder
1952-53	Colonel John Milns West, CBE, TD, DL	Schoolmaster
1953-54	James Samuel McNamara	Butcher
1954-55	Ellis Jones	Retired Railway Inspector
1955-56	Llewellyn Tudor Owen	Farmer and cattle dealer
1956-57	Mrs Eleanor Mary Cock	Tanners
1957-58	John Henry Tittensor Smout	Company Director
1958-59	Mrs Constance Emily Thickpenny	Housewife
1959-60	Arnold Hughes Howl	Branch Manager
1960-61	Benjamin Roger Huckfield	Maintenance Worker
1961-62	Reginald John Hector Edwards	Farmer
1962-63	William Sydney Osbourne	Railway Foreman
1963-64	Thomas Cecil Bowdler, JP	Insurance Official
1964-65	Frank Ellis	Railwayman
1965-66	Henry Rhodes Beckett	R.A.F. (retired)
1966-67	Mrs Ethel Marian Lancaster	Housewife
1967-68	Joseph Dennis Pursell	Estate Agent
1968-69	John Frederick Burgess	Confectioner
1969-70	Mrs Gwendoline Iona Dyas	Housewife
1970-71	Vicor James Pierce	Railwayman
1971-72	Mrs Edith Mary Parsonage	Housewife
1972-73	William Reginald George Farr	Engineer
1973-74	Alfred Hector Edwards	Farmer

MAYORS OF SHREWSBURY AND ATCHAM BOROUGH

1974-75	Thomas Gregory Ryder, MBE	Harlescott	Superintendent, Rolls Royce Ltd.
1975-76	Miss Zillah Hughes	Severn Valley	Retired Headmistress
1976-77	Mrs Winifred Rosa Jones	Rea Valley	Housewife
1977-78	William Marsh	Meole Brace	Gas Board Official
1978-79	George Thomas Ihler Marston	Porthill	Company Director
1979-80	Bernard George Lingen, MBE JP	Copthorne	Retired Public Servant
1980-81	Mrs Jean Mary Marsh	Meole Brace	Housewife
1981-82	Stanley George Parker	Bayston Hill	Assistant Manager, M.E.B.
1982-83	Norman Wordsworth Hoyle	Meole Brace	Retired Engineer
1983-84	George Eric Carder	Column/Sutton & Reabrook	Company Director
1984-85	Fred Jones, JP	Belle Vue	Retired Industrial Civil Servant
1985-86	Edward Thomas Bissell Butcher	Castlefields & Quarry	Schoolteacher
1986-87	Noel Richards, JP	Harlescott	Motor Mechanic
1987-88	Derek Thomas Preece, JP	Sundorne	Retired HGV Driver
1988-89	Vernon Thomas Bushell, JP	Harlescott	Machine Tool Setter
1989-90	Vincent William Charles Evason	Conover	Company Director
1990-91	Beryl Lane Coward, JP	Column/Sutton & Reabrook	Housewife
1991-92	Charles Vickerton Forbes	Sundorne	Retired Patternmaker
1992-93	David Howell Pritchard Davies	Montford	Farmer
1993-94	Leslie Norman Morris	Lawley	Farmer
1994-95	John William Leonard Pritchard	Rea Valley	Haulage Contractor
1995-96	George Spencer Adams	Onslow (Montford)	Farmer
1996-97	Keith Brennand	Column	Retired Schoolteacher
1997-98	Peter Ernest Dunham	Bagley	Retired Factory Manager
1998-99	Judith Anne Williams	Porthill	Housewife
1999-00	Reginald Jones	Monkmoor	Retired Bus Driver
2000-01	John Peter Jones	Conover	Head Teacher (Special Education)
2001-02	Charles Forshaw	Castlefields & Quarry	Retired
2002-03	George Henry Mills Richey	Copthorne	Lt Col Retired
2003-04	Eileen Dorothy Sandford	Harlescott	Retired
2004-05	Jonathan Miles Whitthorn Kenny	Underdale	Property Manager
2005-06	David Stanley Farmer	Bagley	Printer
2006/07	Roger Arthur Evans	Hanwood & Longden	Retired
2007/08	John Edmund Cooke	Montford	Farmer
2008/09	Anne Marilyn Chebsey	Porthill	Biomedical Scientist

MAYORS OF SHREWSBURY TOWN COUNCIL

04-06/09	Anne Marilyn Chebsey	Porthill	Biomedical Scientist
2009/10	Alan Richard Herbert Townsend	Belle Vue	Retired Teacher
2010/11	Kathleen Mary Theresa Bernadette Owen	Meole Brace	Retired
2011/12	John Anthony Durnell	Monkmoor	Retired Engineer
2012/13	Keith Raymond Roberts	Radbrook	Retired Policeman
2013/14	Jon Tandy	Reabrook	Postman
2014/15	Beverley Baker	Bagley	
2015/16	Jonathan Miles Whitthorn Kenny	Underdale	Property Manager
2016/17	Ioan Jones	Harlescott	Retired
2017/18	Jane Mackenzie	Column	Speech & Language Therapist
2018/19	Peter Nutting	Copthorne	Retired businessman
2019/20	Phil Gillam	Sutton & Reabrook	Retired Journalist
2020/21	Gwen Burgess	Meole	
2021/22	Julian Dean	Porthill	
2022/23	Elisabeth Roberts	Harlescott	