



STAMFORD TOWN COUNCIL

CIVIC PROTOCOL

The Role of the Town Mayor (and Deputy) of Stamford Town Council

Introduction.

The Mayor,¹ also known as the Chairman² of the Town Council³, is the ceremonial leader of the town. The Mayor is elected annually at the Annual Town Council Meeting⁴. In cases of unavailability or absence, the Mayor may be represented by the Deputy Mayor (Vice Chairman)⁵ or a former Mayor, who is an elected member of the Town Council, as and when required. The function of the Mayor is emphatically politically neutral during their term of office. The Mayor must ensure that decisions made by the Town Council are lawful and abide by Standing Orders. Financial Regulations must be maintained and upheld. An effective Mayor can play a major rôle both in promoting a positive image of Stamford and Stamford's influence and importance at a local, regional, national and international levels. A Mayor's major contribution is to focus on the promotion, development and execution of the Town Council's vision and core objectives. Residents of Stamford rightfully expect the highest standards of conduct and impartiality in their Mayor, and that the incumbent will proactively engage upon a wide range of duties and activities on their behalf during the mayoral year of office.

This guide summarises the rôle of the Mayor and the Deputy Mayor, together with the support services available. It highlights certain aspects of the rôle that may not have been previously considered.

Patricia Stuart-Mogg
Town Clerk & Proper Officer.

¹ LGA1972, s245(6)

² This is not a gender specific role

³ LGA 1972, s245 (6)

⁴ LGA 1972, s15(4)

⁵ LGA 1972, s15 (7).

Becoming Mayor.

Councillors considering the likelihood of becoming Mayor should contemplate the following issues which they will likely encounter before, or during, their year in office:

- a. The effect and the consequences of becoming Mayor on their family and friends
- b. The effect and consequences on their career, their job or any fixed commitments.
- c. The effect on a political career, given that from a legal standpoint, party politics can play **no part** in Council activities at parish and town council levels.
- d. The effect on personal and religious beliefs
- e. The self-confidence required to carry out high profile ceremonial activities on behalf of the Town and the Town Council.
- f. The effect on non-council interests, activities and pastimes.
- g. The effect on the Mayor's spouse or partner
- h. The effect on a Mayor's relationship with other councillors and officers.
- i. The effect on the Mayor's relationship with constituents
- j. The effect on the prospective Mayor's general health and well-being.
- k. The time and the commitment required to undertake this rôle (e.g. The number of events and engagements to be attended and possible hours required to fulfil such events and engagements)

1. The Election of the Mayor or Chairman.

The election of the Mayor is the first item of business at the Annual Town Council Meeting⁶, with the election being decided by a simple majority of members present. The Mayor-elect must be a member of the Council and make a declaration of Acceptance of Office⁷ at the meeting at which he or she is elected. The declaration must be made in the presence of the Proper Officer and delivered to the Council.

The Deputy Mayor is not required to make such a declaration.

2. Rôle & Function of the Mayor & Deputy Mayor

The Mayor will:

- i. Be the first citizen of Stamford and will carry out a wide range of civic and ceremonial duties as the Chairman of Stamford Town Council.
- ii. Be the Chairman of the Council and be the Council's principal spokesman on the Council's vision and core objectives
- iii. Offer considered direction and judgement to the Council
- iv. Preside over meetings of the Town Council and ensure that meetings follow the procedures set out in Standing Orders.
- v. Promote public involvement in Stamford Council's activities
- vi. Abide by Standing Orders and Financial Regulations and ensure they are maintained and upheld

The responsibilities of the Deputy Mayor are:-

- vii. To assist and deputise for the Mayor in carrying out the responsibilities of office
- viii. In the absence of the Mayor, to preside over meetings of the Town Council in line with Standing Orders
- ix. To attend such civic events and functions as the Mayor may determine.

⁶ LCA 1972, Sch 12 para 39 (Standing Order 5e)

⁷ LGA 1972, s83 (4)

3. Support Staff

Detailed operational policy to support and provide qualified advice on a day-to-day basis is provided by the following staff:

- a. The Proper Officer (Town Clerk)
- b. The Civic Officer

Town Clerk:

E.mail: townclerk@stamfordtowncouncil.gov.uk

Office telephone: 01780 753808 or 01780 759322

The Town Clerk's prime responsibility is the management and administration of the Town Council and the execution of the Town Council's determinations. This includes the functionality of the Mayor's Office including administration, budget management, providing direction and guidance on matters of civic procedure and protocol, ensuring Data Protection is maintained under General Data Protection Regulations (GDPR) and the safety of the Mayor and the civic insignia.

Civic Officer:

E.mail: civicofficer@stamfordtowncouncil.gov.uk

Office telephone: 01780 753808 or 01780 759323

- i. The responsibility for providing practical secretarial and administrative support, diary management, transport arrangements, hosting arrangements for visitors, preparation of briefing notes, ceremonial protocol and etiquette, financial administration and the preparation of correspondence in respect of the Mayor's office, ensuring protected data is processed correctly under GDPR.
- ii. The Diary details for all civic engagements are to be produced on a weekly or fortnightly basis (as required) for both the Mayor, the Deputy Mayor and appropriate consorts; providing briefing information about the venue, the required dress code and expected involvement for each occasion. This is also detailed in full in the Mayor's diary identifying the action status.
- iii. In addition to civic engagements, the diary may contain information about councillors' meetings and appointments. At the beginning of the Mayoral year it will be agreed with the Mayor and Deputy Mayor exactly what they wish to have entered in the civic diary.
- iv. The diary is distributed widely amongst council officers, councillors and the local media. A copy is also put into the public domain being published on the Town Council's website.
- v. Every week the Mayor should arrange a meeting with support staff to discuss relevant issues regarding involvement in particular civic diary events and related issues. A weekly or fortnightly diary of all scheduled civic engagements is confirmed to include council or committee meetings and any functions taking place in the Town Hall. In respect of civic invitations, whenever a firm booking for a civic engagement is made, a letter of confirmation is sent to the organisers enclosed complete with a 'function form' requesting additional information about the coming event or function.
- vi. The objective of this form is to establish key details in respect of the event to clarify what (if any) specific rôle the Mayor is required to play. It is requested that the form be returned no later than one week before the event or function, along with background information about the event or organisation(s) involved. Notes are maintained for reference purposes.

- vii. Ideally, a week before each event a copy of this form should be made available with all appropriate, additional information, such as details of any gifts or awards to be presented, bullet-points for speeches etc. The rationale is to provide the Mayor with clear details about each engagement. The form will give information about the organising group and the event itself, as well as essential practicalities – such as the required dress code, arrival time, person(s) who will meet the Mayor and the time after which the Mayor will be free to leave. It will also detail what is expected from the Mayor while present – e.g. taking part in a photo call, cutting a ribbon or drawing a raffle or saying a few words. Sometimes the Mayor is asked to speak, in which event suggested points will be provided; otherwise it may be appropriate that a few short general remarks or observations are made.
- viii. A profile of the Mayor should be obtained and uploaded on the Town Council’s website and included in the Town Council’s Newsletter.

It is requested that the Mayor and the Deputy Mayor provide feedback after each event or function as to whether the information provided proved useful and whether any additional information would be helpful.

MAYOR’S CADETS – 2071 Squadron ATC are the official escort at ceremonial occasions.

MAYOR’S GUIDES – These are a team of trained Town Guides which was established in March 2020 and operates independent walking tours in the Town Centre.

4. GENERAL REQUIREMENTS

a. *Invitations*

All incoming invitations should be sent for consideration to the Mayor. If the Mayor is unable to attend, it may be appropriate to delegate at the Mayor’s discretion.

On occasions when the Deputy Mayor or other Councillor is invited to a function in their civic capacity, the invitation should be brought to the attention of the Civic Officer, who will inform the Mayor in order to ensure complete clarity and to avoid the potential for any misunderstanding.

b. *Availability*

The Mayor must endeavour to carry out the full year’s programme of engagements.

Mayoral engagements are very wide ranging. Where possible all invitations will be accepted, provided the engagements are appropriate and that the Mayor, or the Deputy Mayor, is available.

The Mayor should accept as many engagements as possible in person. The Deputy Mayor is normally called upon in the event of the Mayor’s unavailability, or in unforeseen circumstances etc. The Mayor is advised to have a few days free of engagements built into the Mayoral diary to allow time to 'recharge batteries' and to catch up on outstanding matters. In the event of the Deputy Mayor standing in for the Mayor, any appropriate expenditure incurred will be deducted from the Mayor’s allowance.⁸

Upon the commencement of taking Office, the Mayor and the Deputy Mayor should advise office staff earliest of their availability (particularly if they are in employment) and of any meetings or events already scheduled in their personal diaries.

As a general rule, invitations are accepted on a ‘first come first served’ basis to avoid offence; but inevitably there are exceptions. Usually engagements are determined using the following precedence – Stamford Town, adjacent authorities, local military units and then any other activity or event which will benefit the town and its residents.

⁸ STC / FPA September 2017

There are times, however, when it is appropriate for the Mayor to attend an event rather than the Deputy Mayor.

Specific Requirements

The prime, specific skills and requirements of the Mayor's rôle are:

- i. Chairing skills as the Civic Head, with a detailed understanding of the Council's Standing Orders and Financial Regulations
- ii. Confidence and clarity of voice in making speeches
- iii. Ability to network and socialise at all levels of society
- iv. Ability and willingness to demonstrate an intelligent interest within a wide demographic of people and issues
- v. An understanding that, as Mayor, they will be in the public gaze and attract media attention during the majority of their time in office.

5. Political Neutrality

The Mayor must be a councillor and, by definition, a diplomat with clear responsibilities to the electors in his or her ward.

The convention has been that during the Mayoral Year the Mayor reduces his or her constituency profile. Mayors should go out of their way to display neutrality in political matters during their year in office. It is inappropriate for the Mayor to be associated with any politically contentious or divisive issues.

6. Use of Civic Chains

The wearing of Mayoral and Deputy Mayoral robes, chains and badges is the outward manifestation of civic office.

There is significant history and protocol regarding the wearing of such insignia. An important point to remember is that the dignity of the Office must be maintained and that the use of civic robes should not be a matter of routine. When wearing the mayoral chain, the Mayor and/or Deputy Mayor should be appropriately dressed as befits the office and never wear inappropriate, casual clothing such as leisure wear, jeans or trainers. The Mayor and Deputy Mayor should also be aware that it would be a gross breach of protocol for them to wear Chains of Office outside the Town boundary **without the express permission of the Council being visited**. This caveat **includes** events held at Burghley House.

The Deputy Mayor may only wear a robe and chain in the absence of the Mayor or at the Mayor's discretion

In 1926, six robes were presented to the Aldermen of Stamford by the Marquess of Exeter. The Aldermen were elected by Council members themselves, and not by the electorate. When Stamford lost its Borough status, it also lost the right to confer the title 'Honorary Alderman' who, as such, had hitherto worn these robes.

In the interests of maintaining a ceremonial tradition, Stamford Town Council determined these robes would continue to be worn at civic functions by Past Mayors attending events, in order of 'seniority', and who are serving Councillors. During Town Council meetings such Councillors may also wear these robes at the discretion of the Mayor and follow the Mayoral procession into the Chamber prior to meetings. All other Councillors should be present and already in their seats to acknowledge the arrival of the Mace and the Mayoral procession.

The Mace will be carried by the longest-serving Past Mayor, or another Past Mayor deputising, who will announce upon entry to the Chamber: *'Please be upstanding for the Mace'*.

The Mayoral Chain should only be worn at events, **never when travelling to and from events**. The Chain should always be kept, and transported, in its' official box or on the Mayor's person and carefully folded in the pouch provided. Although insurance cover is in place when the Chain is in the possession of the Mayor, it must be borne in mind the Chain is irreplaceable. The Chain **should never be left unattended** (such as in the Mayor's vehicle) **or placed at risk at any time**.

The Mayor should take personal responsibility to ensure adequate security measures are always in place whilst in possession of the chain. The Chain should remain in its designated box at the Town Hall other than when being worn on official or ceremonial duties.

The above equally applies to the Mayoress or Consort and the Deputy Mayor and Deputy Mayoress or Deputy Consort's Chains of Office; which likewise should only be worn when required on official occasions.

When wearing official robes and hats, the Mayor (both male and female) should remove their hat when:

- i. Acknowledging salutes;
- ii. During the playing of the National Anthem;
- iii. In the presence of a member of the Royal Family.

During march-pasts, the Mayor should remove and replace their hat:-

- i. As each section passes the salute;
- ii. When the Colours pass; or
- iii. On an Inspection when the Mayor passes the Colours

When attending church services guidance must be sought from the Mayor's Chaplain.

7. Mayor's Chaplain

The Mayor may appoint a Chaplain at the Annual Town Council Meeting.

If a Chaplain is appointed, the Chaplain or Chaplain's representative will normally attend the start of each Town Council meeting to say the opening prayer. The Mayor's Chaplain also officiates at the following services:

- i. Mayor's Sunday
- ii. Armed Forces Week (Flag Raising)
- iii. Battle of Britain Parade
- iv. Remembrance Sunday

The Mayor may invite the Chaplain to attend other functions during the year, such as the Civic Dinner. If no chaplain is appointed, the Dean of Stamford should be invited to civic events in lieu.

8. FINANCE

a. Mayoral Allowances

The Mayoral Allowance is provided to assist the Mayor with the expenses of being in office. The Mayor will be informed of the annual gross figure which is held by the Council. Detailed accounts of expenditure against the allowance will be held by the Responsible Financial Officer and presented freely available to the Council⁹. It should be noted that all expenditure from any allowance must be accountable and **will be** put in the public domain and be available for public viewing. The Mayor is

⁹ Transparency Code

responsible for organising such civic activities that they think fit within the allowance limit. They may consult with the Civic Officer but will not be expected to make unreasonable demands on their time.

The following expenses are to be paid for from the allowance and are a rough guide to provide an indication how the allowance of £2,200¹⁰ may be split between the functions for which the Mayor is responsible. Any optional event organised to raise funds for the Mayor's charity must be cost neutral and self-financing through ticket sales.

- i. Civic Dinner (optional) £400
- ii. Reception of Civic Heads (optional) £480
- iii. Mayor or Mayoress' Tea Party (optional) £340
- iv. Regalia evenings (optional) £100
- v. Photographs for Council Chamber £100
- vi. Miscellaneous expenses £580 (postage, stationery etc.)
- vii. Design and printing of Christmas Cards

The Mayor and Deputy Mayor will receive a travel allowances, as determined by the Town Council, to assist with any transport expenses incurred in the line of duty. The Mayor's travel allowance will be up to a maximum of £500¹¹ and the Deputy Mayor's travel allowance will be up to a maximum of £200¹². All travel expenditure must be supported by receipts and a civic engagements list.

Functions paid for by Town Council:

- | | | |
|-----------------------|---|----------------------------------|
| i. Mayor Making* |) | |
| ii. Mayor's Sunday |) | |
| iii. Freedom Parade |) | Value determined by Town Council |
| iv. Remembrance Day |) | |
| v. Burghley Sermon |) | |
| vi. Battle of Britain |) | |

***PLEASE NOTE:** The Town Council will finance the drinks and buffet for Mayor Making only, all other functions will be drinks only.

There is an additional allowance (£100) held by the Council for unexpected occasions of hospitality (with the Council's prior agreement) that may arise.

b. Hospitality Budget (Mayor only)

In the interests of transparency and best practice, and to ensure that the hospitality budget is administered properly, the Council's policies and procedures relating to the management of budgets must be followed.

c. Mayor's Charity

The Mayor must nominate the Charity/ies of choice at the Annual Town Council Meeting. If another charity receives a benefit at any other time during their Mayoral year (**e.g. use of the Town Hall**) then this must be clearly shown on any paperwork relating to that occasion.

The nominated bank account for the Mayor's Charity (Stamford) alone will be used and the incumbent Mayor, Deputy Mayor and the Town Clerk will be signatories. For fiscal probity, at the end of the Mayoral year a copy of the accounts for the charity/ies should be presented to the Finance

¹⁰ Agreed at STC October 2017

¹¹ Agreed at STC October 2017

¹² Agreed at STC October 2017

Committee, showing funds raised for each event and the payments made to the nominated charity or charities. A copy of these accounts will be put in the public domain and examined by the Independent Auditor.

If the Mayor wishes to raise funds for their nominated charity or charities, this is considered a private matter and must not add to the administrative work already undertaken by the Town Hall staff. However, if staff are available such staff may assist, subject to their personal, freely-given individual agreement, if an event is taking place in the Town Hall only provided it does not impinge on their completing their core duties.

When the Mayor is involved in a retail unit opening or similar, it is suggested that the organisation makes a donation to the Mayor's Charity fund.

d. Christmas Cards

The Mayor is expected to send Christmas cards (see 8aVII) to other civic heads, past mayors, town councillors and local organisations. The cost of producing the cards is the Mayor's responsibility and should be debited from the Civic allowance. The Town Hall will post and pay postal costs for such official cards to those named above **only**. Payment of postage costs for cards sent by the Mayor to family and friends is the Mayor's personal responsibility and **will not** be met by the Council. It is the **responsibility of the Civic Officer** to monitor and uphold this Financial Regulation.

9. Giving and Receiving of Civic Gifts

A formal register is maintained of gifts presented to the Town and gifts presented on behalf of the Town. It is important that gifts are meticulously recorded. This avoids duplication on future occasions and allows a review prior to future visits, in all likelihood by different representatives. The register also acts as an ongoing inventory of Civic property, relating to international, cultural and other links and for insurance purposes. The register is important as it acts as a clear record of both outgoing and incoming gifts.

In order to safeguard the position of Mayor, Mayoress or Consort and Deputies, as well as the Council, the Mayor is asked to notify the office staff at the earliest opportunity of any gifts received or presented, together with information identifying the donor/recipient and such listing to be put in the public domain. Arrangements can then be made to issue appropriate letters of thanks. It is important to distinguish between civic and purely personal gifts (e.g. flowers, chocolates, etc).

Five special, hand-painted presentation plaques of the Town Council's armorials are available for the Mayor to present during the Mayoral year. Should any more be required, these are to be funded from the Mayoral allowance.

10. Use of Office facilities and other matters

a. Mayor's Parlour

This is the Mayor's office and as such is free for the Mayor to use at all times on Mayoral business. Subject to the Mayor's approval, this area may be used for other duties and occasions. Proper respect must be accorded by all who visit or use to the Mayor's Parlour. This will be available for Town Hall tours when not in use by the Mayor.

b. Seating in Council Chamber

The seating method applied in the Council Chamber is by 'seniority'.

Seniority relates solely to a Councillor's length of service and the number of votes gained upon that councillor's election. **It neither confers nor infers any privilege nor advantage over any other councillor.** Length of service includes broken service. The Mayor occupies the Mayoral chair with the Deputy Mayor to the immediate right and the Town Clerk sitting to the immediate

left. Councillors who are Past Mayors occupy the remaining ‘top table’ chairs in order of ‘seniority’.

c. Past Mayor’s Portraits

At the end of each Mayoral year the retiring Mayor’s portrait is hung on the Chamber wall and the oldest portrait is removed. The Chamber holds 27 consecutive Mayoral portraits at any one time. Any deceased Past Mayor, within the 27year rotation period, will be indicated by a black ribbon draped across the top right-hand corner.

d. Deferment of Mayoralty

In the case of a member due to become Mayor-elect by virtue of seniority, and wishing to defer their year in office, such deferment may not be postponed for more than a maximum period of two years. After this period the ‘deferring’ Mayor would lose all ‘seniority’ for the purpose of becoming Mayor and be relegated to the bottom of the list pending the next four-year term of the Town Council.

e. Free use of the Town Hall

The Mayor may agree to make the Town Hall facilities available, at a pepper corn rate of £1.00¹³, at his or her discretion on six occasions during the daytime during the Mayoral year. For events during the evening where there are chargeable elements, these are to be considered by the Finance Committee. All events requesting the use of Town Hall facilities must be considered by the Finance Committee on a case by case basis. Events must be agreed well in advance with the Town Clerk to ensure availability and adequate staff cover.

f. Other Facilities

The Town Hall is for the use of the Mayor only in respect of their position as Mayor. The use of Town Hall facilities, such as paper, copier and staff, is restricted to Mayoral duties and the function of Mayor only. As the Town Hall support staff deal with all correspondence on behalf of the Mayor, there should be no reason for the Mayor to require stationery etc. All business cards must carry the Town Hall’s address, telephone number, postal and email addresses only, **not the Mayor’s personal home or business address details**. The Mayor is provided with a concessionary parking permit by South Kesteven District Council during their term of office which **must** be handed back to the Town Hall at the end of their Mayoralty.

11. Membership of Local Organisations

The Mayor is traditionally asked to represent the Town Council on a number of bodies within the Town. Some of these positions carry the responsibilities of Trusteeship or Governorship. By the nature of these appointments, the Mayor will become liable, as any Trustee or Governor, both legally and financially. However, any liability, other than rising from a criminal act, will be covered either by the Town Council’s insurance or insurance taken out by the charity or organisation that the Mayor is asked to join.

It is an honour to be asked to join these organisations and forms a key and fundamental part of the rôle of Mayor.

- a. **Endowed Schools:** There is no formal governing rôle, but the Mayor will be invited to attend appropriate school functions.
- b. **Browne’s Hospital:** The Mayor is automatically a Trustee of the charity that runs Browne’s Hospital. The primary purpose of this charity is to run the alms houses in Broad Street, known as Browne’s Hospital, and to that end the Trustees deal with matters relating to property owned by the

¹³ To satisfy the requirements for the creation of a legal contract for the use of the Town Hall.

charity, including the hospital itself, together with small areas of land and financial investments. The Board of Trustees meet every couple of months and includes representatives of The Burghley Estate, the Church of England, the Town Council and other interested bodies. The Deputy Mayor is invited to attend the meetings as an observer

- c. **Harry Skells Trust:** All Town Councillors are automatically Trustees of this charity, which supports applicants in accordance with the Will of Harry Skells. The Mayor is Chairman of the Board of Trustees, which meets quarterly. Councillors must bear in mind that Skells Trust business is completely separate from, and must not be influenced by, any Town Council business.
- d. **Stamford Festival Committee:** The Mayor is both a President of, and a Town Council representative on, the Festival Committee. The Deputy Mayor is invited to attend the meetings.
- e. **Burghley Park Golf Club:** The Burghley Golf club is happy to grant honorary membership of the club to the incumbent Mayor for their term of mayoralty.

Standard Events

The traditional Stamford Civic Events during the Mayoral year are:

- a. **Inauguration of the new Mayor** – May (usually the second Thursday) at noon. This is linked with the Annual Town Council Meeting.
- b. **Mayor's Sunday** – June (usually second Sunday) often at 11am but has occurred in the afternoon on occasion. A formal event with a Civic Parade to church.
- c. **Battle of Britain** – September (First Sunday on or after 15 Sept). Formal event principally organised by R.A.F Wittering with a military parade and civic procession to church and then to the War Memorial.
- d. **Freedom Parade** – Usually incorporated with Battle of Britain activities when exercised in Stamford (every 4 years).
- e. **Burghley Horse Trials** – During this four-day event the Mayor of Stamford and one guest will receive free entrance, parking and access to the Members' Enclosure. The Mayor will be invited to a Reception at Burghley House usually on the first evening of the event. On the Sunday, the Mayor will be invited for luncheon in the President's tent prior to watching the event from grandstand seats.
- f. **Burghley Sermon** – In 1581, William Cecil, Lord Burghley, Queen Elizabeth I's Chief Minister, endowed 24 scholarships at St. John's College Cambridge. Ever since, there has been an annual sermon with the Mayor and Council and the descendants of the Founder in attendance. This is usually held on the 3rd Sunday in October in remembrance of William Cecil. A short Civic procession and church service at St. Martins Church is organised by Burghley. After the service, guests are invited by the Mayor for drinks at the Town Hall. This is followed by the Mayor attending Burghley House for an informal family lunch.

The Burgley Sermon is an event the Mayor has a formal duty to attend and may not be substituted under any circumstances.

- g. **Remembrance Sunday** – Closest Sunday to the 11th November. Formal Civic procession to the War Memorial.
- h. **Civic Dinner** – Possibly late Nov / early Dec. A formal dinner is optional. The Mayor may choose both the style of the function, the dress code and the location.

- i. **Mid-Lent Fair** – Monday after Mothering Sunday. Formal Civic procession followed by an informal buffet reception.
- j. **Mayor or Mayoress' Tea Party** (optional) – March / April. Informal afternoon tea.

Stamford, as with many towns and districts, has annual events to which the Mayor will be invited. In addition, the Mayor is invited to certain other events within Stamford and in the vicinity.

- k. **R.A.F:** The Mayor is invited to formal receptions and dinners, sometimes unaccompanied by the Mayoress / Consort, at both R.A.F Wittering and Kendrew Barracks. Other functions may include the Queen's Birthday Reception, Wittering Family Day and a tour of R.A.F Cranwell.
- l. **May Day:** The Mayor may be invited to crown the May Queen at the Welland Dancing School.
- m. **Stamford Festival:** The Mayor will be invited to view the parade of floats and together with the Festival Committee, to judge the floats. There is usually a golf day at which the Mayor will be asked to present the prizes. At this event a donation is usually made to the Mayor's Charity.
- n. **Commonwealth Day:** The Mayor will invite guests to their parlour for a single commemorative act marking the end of World War One. The choice of date reflects the involvement of so many representatives from around the Commonwealth who supported this country in the conflict.
- o. **Armed Forces Week:** The Mayor, councillors and members of the British Legion will gather on the terrace of the Town Hall for a flag raising ceremony to launch Stamford's National Armed Forces Week.