

COUNCIL

WEDNESDAY 9TH SEPTEMBER 2020

RECRUITMENT OF A MACEBEARER

1. PURPOSE OF THE REPORT

- 1.1 To approve the role description and process for recruiting a Macebearer

2. BACKGROUND

- 2.1 In August 2020, Geoff Harris resigned as Macebearer after many years of service. There is no deputy Macebearer so recruitment for a new Macebearer is required.
- 2.2 Changes to the allowance payable to the Macebearer was agreed at Council in October 2019.

3. ROLE DESCRIPTION

- 3.1 This is an opportune time to consider the role of Macebearer and prepare a role description.
- 3.2 A brief role description has been prepared as follows:

REMUNERATION: £50 payment for each attendance paid on a yearly basis.

REPORTS TO: Town Clerk

THE MAIN PURPOSE OF THE JOB

To act as Macebearer to the Town Mayor and attend all official engagements / civic functions with dignity, respect and in good time. This will include the wearing of a uniform and carrying the ceremonial Mace.

To assist the Mayor with dressing in the ceremonial robes and placing of the chain of office.

SPECIFIC DUTIES AND RESPONSIBILITIES

To be available to attend Mayoral Civic events as and when required, when the Town Mayor is on official duties. These Civic Events include Remembrance Sunday, Mons Day, Town Council Annual Dinner, Civic Service.

Be responsible for the safe keeping and security of the Mace, Chains of Office and other insignia / regalia whilst on duty and ensuring their return to the authorised place of storage at the end of the official engagements.

Ensure that all items of the regalia are kept in a clean and pristine condition. When on duty, be smartly dressed in the uniform provided by the Town Council and conduct oneself in a manner as befits the post and upholds the Office of the Town Mayor.

Standards of Conduct

The Council expects the highest standards of conduct from its employees/office holders, and at all times you must carry out your duties with integrity and professionalism.

Knowledge / Skills / Abilities Ability

Ability to communicate appropriately to the role, effectively, confidently and politely with a wide range of people, paying attention at all times for the need to act with sensitivity, diplomacy, discretion and the need to maintain confidentiality.

Understanding of local authority civic procedures and the role of the Town Mayor.

Good organisational skills including the ability to independently plan and timetable attendance to ensure that the Town Mayor is dressed correctly and escorted to his / her official engagements safely, in good time and using the most effective routes.

- 3.2 It should be noted that one of the previous tasks of the Macebearer was attendance at civic receptions in the Mayors Parlour to operate the bar etc. This has been removed from the role description as it is not considering fitting nor appropriate for this to be included in a formal position of office. It is therefore proposed that the Town Clerk hires in appropriate assistance when civic receptions are held.

- 3.3 It is suggested that the post is advertised in the Chronicle via the weekly Column, posted on the Town Council website and that Town Councillors would be encouraged to spread the word. Applications will be by letter or email not through a formal application process. The Mayor and the Town Clerk would interview candidates. The wording for the advert is proposed as:

A vacancy exists for the position of Town Macebearer.

This role would involve attending all civic occasions with the Mayor, when in full regalia, and carrying the historic Mace.

This would be approximately five attendances a year many of which will fall on a weekend or evening.

The successful applicant should have a pride in the town of Abergavenny and conduct themselves in a dignified and professional manner; be able to carry the Mace and accompany the Mayor of Abergavenny on all civic occasions throughout the Mayoral year.

A uniform together with a hat will be supplied.

This is a voluntary position with a small allowance of £50 for each attendance.

An interview with the Mayor and Town Clerk will be held.

If you are interested in this role, please send details by post or email to the Town Clerk on clerk@abergavennytowncouncil.gov.uk enclosing brief details of any relevant experience and why you would like to be the Macebearer

- 3.4 Ideally a Macebearer should be recruited by Remembrance Sunday, although it is not clear at this time what the Remembrance Sunday commemoration will consist of.

4. RECOMMENDATIONS

- 4.1 To agree that the Town Clerk can recruit the Macebearer on the basis of the above advert and role description and that assistance will be hired in by the Town Clerk to assist with serving at civic functions.