ENGAGEMENT FORM FOR THE TOWN MAYOR OF BANBURY

Town Mayor of Banbury 2026-2027 ~ Councillor Mark Cherry

Name of Organisation	
Aims / Objectives of Organisation	
Mobile number to call if the Mayor cannot attend the event at the last minute	
Telephone number	
Address of Organisation	
Contact person	
Contact email address	
Name of function	
Type of function	
Location of function, including postcode	
Date of function (DD/MM/YYYY)	
Time function to start and finish	
Time Town Mayor should arrive	
Please state the dress code – (Delete as appropriate) Casual / Business attire with Chains / Full Robes	
Who will receive the Town Mayor	
Important guests the Mayor might meet	
Is the Mayor to make a speech / propose a toast / or reply to a toast? If so, please supply relevant information	
Names of persons Town Mayor should refer to when making a speech	
Please allocate a person to receive the Town Mayor – who might this be?	
Where should the Mayoral car park?	
Is the Town Mayor's Consort invited?	
Will you be taking take photographs? The Town Mayor welcomes photographs for their portfolio. Please email to the address below.	
Any additional helpful information	
Signed:	Date:

Please sign and date this form then return by post or email.
Banbury Town Council, The Town Hall, Bridge Street, Banbury, OX16 5QB.
Telephone No: 01295 250340 Email: townmayor@banbury.gov.uk

Privacy Notice
for Town Mayor Engagements

Banbury Town Council is the Data Controller under the new data protection law 2018 and will use the information you provide on this form to manage the Town Mayor's Engagements.

If you are an organisation or a group, the legal basis for processing this data is to process the hire contract.

If you include any personal details on this hire request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Banbury Town Council, The Town Hall, Bridge Street, Banbury, OX16 5QB.

We will keep your data for one year if your application is successful, or for six months if your application is turned down, plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office https://ico.org.uk/

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at http://www.banbury.gov.uk/

You can contact the Town Council's Data Protection Officer, at Banbury Town Council, The Town Hall, Bridge Street, Banbury, OX16 5QB, by email at info@banbury.gov.uk or by telephone on 01295 250340.

REQUEST FOR CONSENT:

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time by contacting the Council Office.

☐ We may use your name and photo of your event in our press releases, newsletters, or on our website, or our Facebook/twitter page including the Town Mayor's Twitter Page.

KEEPING IN TOUCH

☐ Yes please, I would like to receive communications by post.

☐ Yes please, I would like to receive communications by email.

☐ Yes please, I would like to receive communications by telephone.

BANBURY TOWN COUNCIL
ATTENDANCE OF TOWN MAYOR AT PUBLIC FUNCTIONS
This page to be retained by the Organisers

It is requested that the enclosed form of questionnaire should be completed and returned to Banbury Town Council, The Town Hall, Bridge Street, Banbury OX16 5QB. The following notes have been prepared to assist organisers but further information can be obtained from the above address or by telephoning 01295 250340 or email townmayor@banbury.gov.uk

1. ARRIVAL

In some instances the Town Mayor will be unacquainted with those responsible for organising the function, therefore the host, or an appointed person, should meet the Town Mayor, or their representative, at an appropriate place (i.e. entrance to the function venue). As soon as convenient, the Town Mayor should be escorted and introduced to the President, Chairman, or whoever is receiving the guests.

Except in cases where the Town Mayor is asked to take part in the reception, the time given should be such as will ensure his arrival ten minutes only before the commencement of the function. This will avoid unnecessary waiting on their part.

Details of car parking arrangements should be given, and, if possible, a parking space should be reserved for the Mayoral car.

2. SPEECHES

When it is desired that the Town Mayor should make a speech at a function, or to propose or respond to a toast, written notice must be given in advance and some indication given as to the time allocated for the Mayor to speak.

If it is wished that the Town Mayor should make reference to the work of an organisation at a function it will be helpful if brief notes on points of interest can be given on the questionnaire. It would be of assistance if any supplementary information e.g. an organisation's annual report, could be supplied for the Town Mayor.

It is emphasised that the Town Mayor should not be called upon to speak or take an active part in any ceremony associated with a function he is attending unless he has previously been advised.

3. FORM OF ADDRESS

The correct description for the purpose of printing is:-
"The Town Mayor of Banbury" ~ Cllr. Mark Cherry"
The usual mode of address is ~ "Mr Mayor"
The Town Mayors Consort is – N/A

4. DEPUTY

If the Deputy Town Mayor represents the Town Mayor at a function, similar arrangements as above should be made for their convenience. The Deputy Town Mayor is Cllr. Henry Elugwu

5. PROTOCOL - PRECEDENCE WITHIN THE CHERWELL DISTRICT

If the Chairman of Cherwell District Council is also attending this event, the Chairman takes precedence unless the event takes place on Banbury Town Council premises.

Formal seating arrangements at an event where the Chairman of the District Council and the Town Mayor are present, is as follows:-

- The Chairman of the District Council should be on the immediate right of the person presiding;
- The Chairman's Consort should be seated on the immediate right of the Chairman;
- The Town Mayor should be seated to the left of the person presiding, with their Mayoress/Consort (if attending) to the left of the Town Mayor.