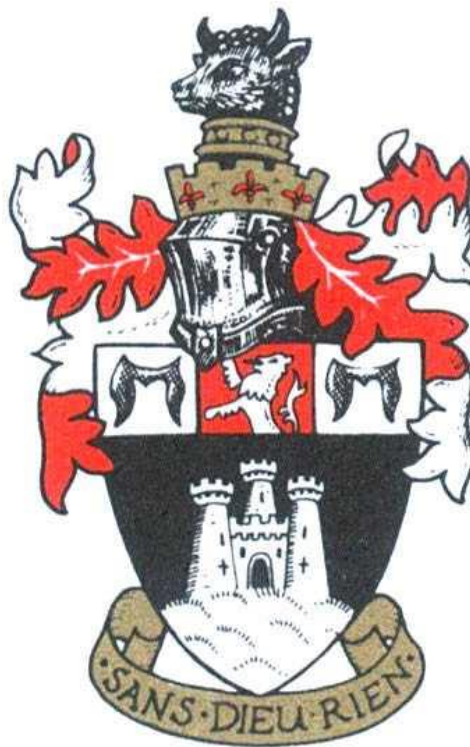


ASHBY de la ZOUCH TOWN COUNCIL



CIVIC HANDBOOK AND PROTOCOL.

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Date Adopted by the Council: **1st October 2012.**

Amended: **7th August 2018.**

1. INTRODUCTION.

Congratulations on your election as the Mayor of Ashby de la Zouch and Chairman of the Town Council. The Mayor is First Citizen of the town of Ashby de la Zouch.

This Civic Protocol booklet has been produced as guidance to assist the Town Mayor and Deputy Town Mayor to understand their roles and responsibilities and provide some useful information, which may be of assistance when undertaking the civic role.

You will have a busy year ahead of you. The object of the information is to try and ensure that the civic year runs as smoothly as possible. Not every eventuality is covered in this booklet but assistance is always available from the Town Council Office or the Town Clerk. Please do not hesitate to ask if you are unsure about any of the processes or your duties as Mayor and Chairman of the Town Council. We want your year in office to be enjoyable and we will do everything possible to support you.

2. BACKGROUND.

Town Mayor.

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chairman of a Town Council is entitled to the style of 'Town Mayor'.

The position of Mayor is one which gives the opportunity to promote and uphold the special character of Ashby de la Zouch.

Becoming Mayor.

The Mayor, by virtue of the office, can use his/her position to stimulate community pride, encourage business, promote the voluntary sector, mould social cohesion etc. The Mayor may also have many meetings with dignitaries, engagements, late nights, early mornings and is in the public eye for virtually the whole year.

The Mayor is elected by the full Town Council at the Annual Meeting in May. The election of the Town Mayor is always the first item on the agenda. A new Deputy Mayor is also elected at this meeting. The new Mayor makes the following declaration when accepting the Term of Office at the Annual Meeting of the Town Council:

DECLARATION OF ACCEPTANCE OF OFFICE

"I [insert name of office holder] having been elected to the Office of Mayor for the Town of Ashby de la Zouch, declare that I take that Office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgment and ability. "

[The Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012 No. 1465]

The Mayor's term in office is for one year and during this time the Mayor continues to be a Member of the Town Council and will be Chairman of the meetings of the full Town Council. The Mayor holds office until immediately after the election of the Town Mayor at the next Annual Meeting of the Town Council.

Leader of the Town Council.

The Leader of the Town Council is appointed from within the majority political group on the Town Council. This is a distinct and separate role from that of the Mayor. The Leader is a political appointment and is to be distinguished from that of the Mayor which is **non-political**.

The role of the Leader of the Town Council is to meet with the Town Clerk on a weekly basis to discuss Town Council business, issues outstanding, items for the agenda of meetings and any problems arising from the day to day work of the Town Council. The Leader does not have any additional powers or responsibilities that are not available to ordinary members of the Town Council. The Leader is the spokesman for the Town Council. The Leader is elected at the Annual Meeting of the Town Council in a normal election year and will hold office until the following election.

The civic role of Mayor is above party politics and should be seen as representing the whole Town Council not just one party (at least for the year of office). Consequently, the office of Mayor and Deputy Mayor are open to all parties and has the respect of all political parties.

3. ROLE OF THE MAYOR.

The Town Mayor has two main roles: Chairman of the Town Council and civic ambassador for the town. During the civic year, the Mayor supports a wide variety of events throughout the parish. If the Mayor cannot attend a function, the Deputy Mayor may be asked to attend on his/her behalf.

Duties which the Mayor may carry out include:

- Organising events to raise funds for the Mayor's chosen charity (if one has been chosen);
- Acting as host on behalf of the Town Council at functions organised by the Town Council;
- Attending functions within the parish, or on occasions outside the town as a ceremonial representative of the Town Council;
- Undertaking official openings or presentations within the parish on behalf of the Town Council;
- Representing the Town Council during royal visits to the town.

The Mayor will choose his/her own consort who can be either a partner or fellow Town Councillor, or a family member or friend. If the consort is female, she is often referred to as the Mayoress.

The Mayor should at all times act with dignity and integrity and should do nothing to bring the office into disrepute.

Where possible and practical, the Mayor should be prepared to accept invitations to engagements. The person appointed should be willing and able to give up the time necessary to fulfilling the civic duties during the year. It would be advisable not to have conflicting interests or other duties which interfere with the duties of the Mayor.

A new Mayor will be required to prepare a brief biography (usually no more than around 500 words) for use by the media and in connection with official visits.

When representing the Town Council, the Mayor and consort will normally wear the official Chain of Office. The Chain of Office will normally be worn at all official functions within the Town. They are also usually worn at functions outside of the town when invited in an official capacity, although there are some exceptions to this which are usually specified in the official invitation. The Regalia (Chain) should NOT be passed on for someone else to wear if the Mayor is unable to fulfil an engagement or visit without the express permission of the Town Clerk.

The Mayor also has a number of statutory functions:

- If present at the Town Council meeting, the Mayor must chair the meeting;
- The Mayor has a casting vote in the event of a tie;
- The Mayor should ensure, together with the Town Clerk, that the Town Council makes legal decisions;
- The Mayor has a duty to ensure the agenda is followed correctly and to maintain an orderly meeting.

4. SUPPORT FOR THE MAYOR.

Day to day support for the Mayor is provided by the Town Council office, under the general direction of the Town Clerk. The Mayor should be able to expect support from fellow Town Councillors.

The office receives invitations for the Mayor and liaises with him/her before accepting/declining invitations. A diary is kept in the Town Council Office of all events the Mayor is attending and he/she will always receive a copy of the invitation for information. The Mayor's diary of appointments is available to members of the public via the Town Council website.

If the Mayor is unsure of anything or requires some guidance, then this should first be raised with the office, which will provide the necessary information. Occasionally this may also require the assistance of the Town Clerk.

5. MAYOR'S CHARITY.

The Mayor may choose to support a named charity during his/her term of office.

It is advisable to choose the charity to be supported at an early stage. It is common to announce the chosen charity at the Annual Meeting of the Town Council when the Mayor is elected.

Support will be given by the Town Clerk and Town Council office. However, it is essential that a separate support mechanism is set up amongst colleagues, both inside and outside the Town Council. This may be a separate formal charity committee or informal group of helpers. A separate bank account is available to be used to account for any charitable donations.

The chosen charity will then be notified and all funds raised at the events to be held by the Mayor will be donated to it, usually at a presentation to be held at the end of the Mayor's year in Office.

Funds raised for the Mayor's charity cannot be used for any other purpose other than as a donation to the charity identified when the funds were raised, save for to cover all reasonable costs to raise the funds.

Charity events vary with individual Mayors but may consist of:

- Charity civic concert;
- Supermarket collection/street collection;
- Raffle/tombola at the Charity Civic Dinner.

Other events may be organised by local organisations, clubs or institutions, with proceeds given to the Mayor's Charity. If the Mayor wishes to hold his/her own charity night, then he/she must discuss the proposal with the Town Clerk.

The Mayor may announce the total amount raised for his/her charity at the Annual Meeting of the Town Council and present the cheque to the charity nominated to receive the funds raised throughout the year. The local press will be invited to attend.

Members are encouraged to attend events organised by the Mayor. The Mayor should be encouraged to use his/her own initiative and be inventive, and their decisions should be RESPECTED by all fellow Town Councillors.

6. MAYOR'S ALLOWANCE.

The Mayor may be paid an allowance to meet the expenses of his office (LGA 1972, ss 15(5) and 34(5)). It is commonly described as recompense for the expenses of maintaining the dignity of the office. Such items may include:

- Clothing;
- Travel expenses to and from official events;
- Collections;
- Personal hospitality (including lunches and dinners);
- One-off events held by the Mayor.

It is important for the Mayor to plan the use of the allowance over the year. Once the budget level has been reached, no payments can be made or further orders placed by Town Council staff.

7. SUPPORT FROM THE DEPUTY MAYOR.

The Member elected as Deputy Mayor will support the Mayor throughout the year by representing the Town Council when the Mayor is unable to.

The Deputy Town Mayor is Deputy Chairman of the Town Council. If the Mayor is not present at a Town Council meeting, the Deputy Mayor must preside.

The Deputy Mayor has **no** standing as Deputy Mayor when the Mayor is present but assumes the precedence and standing of the Mayor when he/she is deputising for the Mayor rather than acting as Deputy.

The Deputy Mayor should not wear the Deputy's Chain of Office in the presence of the Town Mayor of Ashby. (See Civic Protocol - Appendix 'A').

Invitations to the Deputy Mayor should be dealt with as follows:

- Invitations to functions should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not normally attend functions in his/her own right, **except** when deputising for the Mayor;
- All invitations should be sent for consideration by the Mayor as First Citizen and, if the Mayor cannot attend, it may be appropriate to 'pass down' an invitation. However, this should be by no means automatic or desirable;
- On the rare occasion when the Deputy Mayor is invited to a function in his/her own right, there should be a clear procedure whereby the invitation is approved by the Mayor, in order that there is no misunderstanding.

8. CIVIC INSIGNIA.

The Mayor's chain of office is the outward sign of the civic office held, i.e. its insignia. The Mayor wears the chain of office at ceremonial occasions, such as the Civic Service, Remembrance Sunday and Royal Visits.

The Mayor should not wear the civic insignia outside of the parish without express permission from the Chairman of the Council for that area.

9. PRECEDENCE AND PROTOCOL.

The style of address of the Mayor should be 'Mr/Madam Town Mayor'. [NB - a female Mayor is not a Mayoress].

Precedence and protocol for visits and events is often set by custom and practice, with the exception of Royal visits.

The Town Clerk will be able to offer further advice and assistance on these matters.

10. RECEIPT OF GIFTS.

In the course of the duty of being Mayor, often gifts will be offered to the Mayor. It is suggested that all Members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally.

The Code of Conduct requires Members, including Mayors, to register any gifts or hospitality worth £25 or over that are received in connection with their official duties as a Member, and the source of the gift or hospitality.

The gift or hospitality must be registered and its source recorded within 28 days of receiving it. This will now be a personal interest. If in doubt, please consult the Town Clerk.

11. THE CIVIC YEAR.

Below is a list of typical events which are organised during the Mayor's Year in Office. These dates are discussed and arranged during a meeting with the Mayor and the Town Clerk at the beginning of each municipal year to suit the Mayor's diary.

➤ Civic Service.

The Civic Service is held in one of the town churches. Consultation for the date of the service is carried out by a meeting with the Town Clerk and the Vicar of the church.

The Civic Service can be held at any time during the Mayoral year but care should be taken to avoid clashing with other events. The church will be able to advise on suitable dates. Civic Dignitaries from the designated list together with colleagues,

friends and family are invited. Refreshments are provided in Legion House at the conclusion of the service, if required.

➤ **Annual Parish Meeting.**

This is **not** the Annual Meeting of the Town Council. It is a legal requirement that all Parishes in England hold an 'Annual Parish Meeting' to which all local electors are entitled to attend.

The meeting is organised and chaired by the Town Mayor. It must be held between 1st March and 1st June each year.

➤ **Remembrance Sunday.**

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day which is on November 11th at 11am. The Service of Remembrance is led by the vicar, following which the Town Mayor will lay a wreath in memory of those Ashby men and women who gave their lives for their country.

The church service normally takes place at St. Helen's church with an all-ages service taking place at the same time at Holy Trinity Church. The Town Clerk will be able to advise on arrangements for the current year. It is also customary for an additional brief service to be held at the war memorial on Market Street on 11th November at 11.00am. The Mayor and Deputy Mayor will be expected to attend this event.

➤ **Civic Charity Dinner.**

The Civic Charity Dinner is traditionally a highlight of the Mayor's year. Invitees will include civic dignitaries from the District and neighbouring Council's, the M.P., Town Councillors and representatives of local organisations. Other invitees will be at the discretion of the Town Mayor.

The date will be at the discretion of the Town Mayor but every effort should be made to avoid any clash with a similar event organised by a neighbouring authority.

➤ **Civic Charity Concert.**

The Civic Charity Concert is the second set-piece fund raising event of the year.

It is a matter for the Mayor whether they wish to organise such an event as part of their year but an early discussion with the Town Clerk is advised to ensure arrangements can be put in place as soon as possible.

➤ **Town Twinning events.**

Ashby de la Zouch is twinned with the French town of Pithiviers. Pithiviers is a commune (municipality) in the Loiret department in north-central France.

Twinning events take place in France one year and in Ashby the next. The Mayor is invited to attend the formal dinner during the visit but the main event is the Civic Reception (Vin D'Honneur) including Mayors' speeches and the exchange of gifts.

If the Mayor's year includes a visit to France as part of the twinning celebrations then the Town Council may consider the allocation of a small additional allowance to cover the costs associated with the trip. If the Mayor is unable to accept the invitation to travel to Pithiviers then the Deputy Mayor will be invited to attend.

➤ **Civic Award.**

The Town Council, on behalf of the people of the town, makes an award each year to a member of the public who has made a significant contribution to the life of the town. Nominations are made by members of the public and a decision is made by the Town Council at the end of the calendar year.

The Mayor is invited to present the award to the successful recipient at the Annual Town Meeting (or other convenient time).

➤ **Miscellaneous events within the parish.**

Various miscellaneous events are attended by the Mayor, examples of which are listed below:

- Opening of Fayres / Garden Parties / Coffee Mornings;
- Presenting Awards and Prizes to individuals and organisations;
- Entertaining guests and visitors at the Town Council Offices;
- Art Exhibitions and presentations at local schools;
- Visits to schools, residential homes, scouts and guides groups etc;
- Attending and meeting Royal Visitors to the Town.

➤ **Miscellaneous events outside of the parish.**

The Mayor is invited to a number of events organised by Civic Dignitaries from the surrounding areas which may include:

- Civic Services;
- Civic Carol Services;
- Civic Dinners;
- Charity Evenings.

12. KEEPING THE TOWN COUNCIL INFORMED.

The Mayor is the Chairman for all full meetings of the Town Council. The Mayor may wish to take the opportunity to provide a brief report to the meeting of their activity over the previous period. This may be a verbal or short written report.

13. MAYOR'S END OF YEAR.

The Mayor's term of office comes to an end at the Annual Meeting of the Town Council (normally held during May each year). The first item on the agenda of that meeting is the election of a new Chairman for the year. The outgoing Mayor takes the Chair for this agenda item only.

The outgoing Mayor may wish to consider a number of matters:

- Thanks to the Mayor's personal supporters - partner, family, friends, etc
- Thanks to the Deputy Mayor for support and assistance;
- Thanks to the Mayor's Charity supporters, those Councillors who have helped - and anyone else;
- Thanks to support staff is always appreciated;
- Talking to the successor, when announced, giving advice and information.

During the Mayoral Year, arrangements will be made for an official photograph which will be displayed in the Council Chamber.

Annex 'A'

PROTOCOL FOR THE MAYOR AND DEPUTY MAYOR.

1. General.

- The Mayor and Deputy Mayor are elected Members of the Town Council and legally are Town Councillors bound by any national legislation enacted from time to time and any related local code. The Mayor and Deputy Mayor have no additional powers other than those attributed to being a Town Councillor.
- The Mayor, once elected by procedures set out in the Town Council's Standing Orders, shall normally hold Office from the Annual Meeting of the Town Council of one year, generally held in May, until the Annual Meeting of the Town Council of the following year.
- The Mayor may choose to support a named charity throughout his/her year of office.
- The Mayor will be known as Mr Town Mayor/Madam Town Mayor and have their name preceded by the word "Councillor".
- The Mayor shall be known as the Mayor of Ashby de la Zouch and regarded as the first citizen of the Town.

2. Engagements.

- All invitations should be sent to the Mayor at the Town Council Offices. The Mayor receives invitations to engagements throughout the year and attends these wearing the Chain of Office, if required by those inviting. Listed are some of the events in the Mayor's diary that take place on an annual basis although they are, of course, subject to change:
 - May Ashby Arts Festival opening & prize giving
 - June Twinning Visit to/from Pithiviers
 - July Ashby Show
 - July Jim's Tractor Run & Family Fun Day 2017
 - September Ashby Statutes
 - October Ashby FABulous event
 - November Ashby Concert Band Poppy Appeal
 - November Remembrance Sunday & Armistice Day
 - December Holy Trinity Church Christmas Tree Festival
 - December Christmas In Ashby event
 - December Santa Fun Run & Walk
 - December Hospice Hope Lights of Love
 - December Holy Trinity Church Advent Carol Service

- December NWLDC Chairman's & Civic Community Carol Service
 - March Commonwealth Day
 - March Ashby Big Tidy Up
 - April Mayor's Civic Dinner @ The Appleby Inn
 - May Friends of Westfields Family Funday
 - May Mayor's Civic Service
-
- All engagements should be directed through the Town Council Office. The office is not responsible for, nor should respond to any, correspondence of a personal nature but only mail regarding official Mayoral engagements.
 - The Mayor should not receive any official mail at his/her own home. If this should happen any mail received should be brought into the Town Council Office.
 - The office will keep the Mayor's Diary of Official engagements and keep the Mayor updated with new events. If the Mayor cannot attend then he/she will decide whether the Deputy Mayor should be asked to deputise.
 - For events out of the parish, the Mayor and Deputy Mayor should not attend different functions on behalf of the Town Council. If the Mayor has accepted an invitation to a particular event on a particular day, then all other invitations out of the parish on that day should be declined.
 - For events in the parish, it is envisaged that there may be occasions when the Mayor is attending one function and the Deputy Mayor could attend another. The Mayor will be consulted on all such matters and will decide whether the Deputy Mayor should attend a function in the town in such circumstances.
 - The Mayor or Deputy Mayor should not normally accept engagements outside of the parish unless they are of a civic nature. The Town Clerk should be consulted in cases of doubt.

3. **Civic Regalia.**

- If the Mayor and Deputy Mayor are present at an engagement the Mayor takes precedence and should wear his/her Chain of Office. Unless the civic occasion is arranged by Ashby de la Zouch Town Council, then the Mayor and Deputy Mayor should not both be present in civic regalia.
- The Mayor may not wear his/her Chain of Office at an engagement outside of the parish without the permission of the Chairman of that Parish, Town or District.
- If the Mayor is unable to accept an invitation, the office will consult the inviting organisation, to ask if they would wish the Deputy Mayor to attend on his/her behalf.

- If an invitation to any function, in or out of the town is sent directly to the Deputy Mayor then he/she should inform the office who will inform the Mayor and seek his/her views.
- The Mayor should only wear his/her Chain of Office when undertaking official duties as Mayor.
- The Mayor's Consort/Mayoress may only wear his/her Chain of Office while accompanying the Mayor or attending an event in his/her own right.
- The Deputy Mayor may only wear his/her Chain of Office in the absence of the Mayor when deputising for him/her at an official engagement.
- The Lord Lieutenant of Leicestershire, The High Sheriff of Leicestershire or Chairman of North West Leicestershire District Council, when attending a function or event in an official capacity takes precedence over the Mayor.

4. **Allowance.**

- The Mayor shall receive an annual allowance as specified in the budget for the year, which will be paid on receipt of a written claim for that sum.
- The Mayor on taking office shall receive the 'Civic Protocol' and other relevant documents.
- Travel costs in respect of civic duties will be met from the Mayor's allowance budget and not by the Town Council.

5. **Specific Events.**

As a general rule, the Deputy Mayor will not attend as Deputy at functions at which the Mayor is present, save for those occasions when the Deputy Mayor has a civic role to play. This is set out below:

➤ **Town Council Meetings.**

For all meetings of Town Council, save for the Annual Meeting of the Town Council, the Deputy Mayor shall not wear the Deputy Mayor's chain.

In the event that the Deputy Mayor deputises for the Mayor in chairing a meeting of the Town Council, the Deputy Mayor shall wear the Deputy Mayor's chain.

At the Annual General Meeting of the Town Council, the Deputy Mayor shall wear the Deputy Mayor's chain.

➤ **Remembrance Sunday.**

The Deputy Mayor will attend as an ordinary Town Councillor.

➤ **Civic Charity Dinner.**

Depending on the wishes of the Mayor, the Deputy Mayor may have a role in hosting guests at the Annual Civic Charity Dinner. In such circumstances, the Deputy Mayor will attend formally as the Deputy Mayor.

➤ **Civic Service.**

The Deputy Mayor will attend as an ordinary Town Councillor.

➤ **Ad Hoc Events.**

The Deputy Mayor would not attend as the Deputy Mayor. Whether the Deputy Mayor is invited as an ordinary Town Councillor would depend on the circumstances.

➤ **Royal Visits.**

The invitation will only go to the Mayor. If the Mayor is unable to attend then the Town Clerk will check with the Lord Lieutenant's office whether the Deputy Mayor can deputise. If the Deputy Mayor is able to deputise, then he/she will wear the Deputy Mayor's chain.

Annex 'B'

Ashby de la Zouch Urban District Council.

Chairmen.

1895 – 1901	J. German.
1901 – 1902	J. P. Adcock.
1902 – 1903	T. Jesson.
1903 – 1904	T.W. Davenport.
1904 – 1907	J. German.
1907 – 1908	T. Jesson.
1908 – 1909	H. German.
1909 – 1910	G. Brown.
1910 – 1912	H. German.
1912 – 1913	J. Canner.
1913 – 1914	S.S. Sturgess.
1914 – 1915	T. Orton.
1915 – 1916	G.D. Orchard.
1916 – 1917	C.H. Parsons.
1917 – 1918	A. Tugby.
1918 – 1922	Col. G. German.
1922 – 1923	G.B. Blakesley.
1923 – 1924	J.J. German.
1924 – 1925	W. Smedley.
1925 – 1931	T. Orton.
1931 – 1932	J.J. German.
1932 – 1934	J. Bullen.
1934 – 1936	J.J. Staley.
1936 – 1938	L.M. Darlow.
1938 – 1941	T. Orton.
1941 – 1944	A.G. Atkinson.
1944 – 1946	L. Marshall.
1946 – 1947	A.G. Atkinson.
1947 – 1948	P.M. Webster.
1949 – 1958	G.E.A. Ridgway.
1958 – 1962	C.R. Harvey.
1962 – 1964	Miss J.A. Smedley.
1964 – 1966	W.J.C. Bowker.
1966 – 1968	Dr. F.G. Griffith.
1968 – 1970	G.F. Dodd.
1970 – 1971	J.E. Knight.
1971 – 1972	Miss J.A. Smedley.
1972 – 1974	D.A. Watson.

Ashby de la Zouch Town Council.

Mayors.

1974 – 1976	J. Dawkins.
1976 – 1978	Mrs A. Hall.
1978 – 1979	D.A. Watson.
1979 – 1980	K.R. Watson.
1980 – 1981	Miss R. Payne.
1981 – 1982	Mrs M.N. Holdich.
1982 – 1983	G.F. Dodd.
1983 – 1984	Mrs P.A. Cort.
1984 – 1985	J.R. Schofield.
1985 – 1986	G.R. Cort.
1986 – 1987	P.D. Thompson.
1987 – 1988	Mrs P.A. Cort.
1988 – 1989	P.M. Nash.
1989 – 1990	P.D. Thompson.
1990 – 1991	Mrs C.M. Schofield.
1991 – 1992	Mrs A.M. Hall.
1992 – 1993	D.A. Watson.
1993 – 1994	R.D. Bayliss.
1994 – 1995	J.B. Mitchell.
1995 – 1996	A.P. Evans.
1996 – 1997	J.E. Miles.
1997 – 1998	G. Tacey.
1998 – 1999	J.B. Mitchell.
1999 – 2000	E. Avins.
2000 – 2001	G.W. Pointon.
2001 – 2002	D.P. Whetton.
2002 – 2003	Mrs P.J. Hopkins.
2003 – 2004	G.W. Pointon.
2004 – 2005	D.P. Whetton.
2005 – 2006	E. Palmer.
2006 – 2007	G.W. Pointon.
2007 – 2008	D.J. Price.
2008 – 2009	Mrs M.E. Tuckey.
2009 – 2010	G.A. Allman.
2010 – 2011	S.J. Hoult.
2011 – 2012	R.K. Bebbington.
2012 - 2013	D.J.G. Jones.
2013 – 2014	Mrs G. Hoult.
2014 - 2015	A. Badger.
2015 - 2016	Mrs M.E. Tuckey.
2016 - 2017	M. Ball.
2017 - 2018	S.J. Hoult.
2018 - 2019	R.D. Bayliss.