

# Mayor's Parlour



Reigate & Banstead  
BOROUGH COUNCIL  
Banstead | Horley | Redhill | Reigate

## Guidance for organisers of functions to be attended by the Mayor or Deputy Mayor

Town Hall  
Reigate Surrey RH2 0SH  
Direct Line 01737 276051  
Email [Mayor@reigate-banstead.gov.uk](mailto:Mayor@reigate-banstead.gov.uk)

So that the attendance of the Mayor and the Mayor's Consort may follow the pattern which custom and long experience has shown to be best, I should be grateful if you would kindly observe the following:

- **Except in the presence of members of the Royal Family or the Lord-Lieutenant, the Mayor takes precedence in all places in the Borough.** When she is not to chair a meeting, and unless the Lord-Lieutenant is present, the Mayor should be placed on the immediate right of the Chairman and the Mayor's Consort on the immediate left of the Chairman. If the Lord-Lieutenant is present he should be placed on the immediate right of the Chairman, the Mayor should be placed on the immediate left of the Chairman and the Mayor's Consort next to the Mayor.
- **Except in cases where the Mayor is asked to attend a reception prior to an event,** the time suggested for her arrival should be such as to ensure there is ten minutes only before the commencement of the function. The Mayor and Mayor's Consort should be met on arrival by a responsible official of the organisation, who should escort them to their places and attend them during the remainder of the function.
- The correct title of the Mayor for the purpose of printing is:-  

**“THE WORSHIPFUL THE MAYOR OF REIGATE AND BANSTEAD”  
Councillor Dorothy Ross-Tomlin**
- The correct manner of addressing the Mayor is either “Your Worship” or “Madam Mayor”.
- The Mayor's Consort is Mr. Jim Ross-Tomlin and he should be addressed as Mr Ross-Tomlin.
- The Deputy Mayor is Councillor Julian Ellacott. The correct manner of addressing the Deputy Mayor is “Mr. Deputy Mayor”.

### Please note:

If the Mayor and Mayor's Consort attend a function together it is courteous to welcome them both in opening speeches.