A picture containing text, logo, font, graphics

Description automatically generated

Booking the Mayor 2024-25

The position of Mayor changes at the beginning of May each year and is currently **Cllr Owen Collins**. Please see the Mayor’s page on our website <http://www.witney-tc.gov.uk/council/the-mayor/> for further details.

|  |  |
| --- | --- |
| Event |  |
| Date |  |
| Location |  |
| Organisation |  |
| Name of Host |  |
| Start time of Event |  |
| Time at which you would like the Mayor to arrive |  |
| Estimated finish time |  |
| Dress Code |  |
| Is the Mayor required to wear his Chain of Office? |  |
| Is the Mayor required to make a speech,  present an award, cut a ribbon or similar role? Please give details |  |
| If a speech is required, please indicate the length of speech, subject, any particular points you would like the Mayor to cover as bullet points |  |
| Contact name, number and email address |  |

We’d like to ensure that both you and the Mayor get maximum benefit from his visit. Please complete the followingform*. Any hospitality totalling £50 or more afforded to the Mayor whilst undertaking any event as Civic Leader of Witney Town Council will be declared as hospitality in line with the Councillor Code of Conduct & Localism Act 2011. The acceptance of any hospitality does not afford the provider any undue influence or favour in any Town Council business.*