

Castle Donington Parish Council

The Community Hub, 101 Bondgate,
Castle Donington, Derby. DE74 2NR
Telephone (01332) 810432
Email: clerk@cdpc.org.uk
Clerk: Mrs Fiona M. Palmer

PROTOCOL FOR CONDUCT OF CHAIRMAN

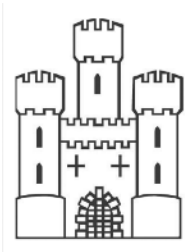
In addition to the statutory role (for example presiding at meetings of the Parish Council), the Chairman may act in a representative role on behalf of the Parish Council and/or the Parish at local and other functions.

As Parish ambassador, the Chairman may undertake such additional roles as he/she may consider in the interests of the Parish Council or inhabitants of the Parish which may include:

- support for local charities and their fund-raising events
- civic parades
- school visits
- presenting flowers for memorial birthdays and anniversaries
- receptions for visitors
- promoting the parish and defending its interests locally and nationally
- promoting the Council's aims, objectives and vision.
- involvement with local organisations and the community.

Whilst undertaking this ambassadorial role, the Chairman shall adhere to the following guidance:

- Decorum – to act and conduct him/herself as an ambassador of the Parish Council and the Parish and not bring the Parish Council or Parish into disrepute
- Respect for others – the Chairman will at all times show due respect for all individuals and organisations irrespective of any personal opinions.
- Non-political – not to engage in any political activity or make any politically motivated statements whilst representing the Parish Council or Parish as Chairman
- Dress Code – to adhere to any dress codes specified in invitations; otherwise to dress in a formal manner commensurate with the dignity of the office. Casual dress should only be adopted if specific to the event to be attended (e.g. tramp supper)
- Council Policy – to adhere to any relevant Parish Council policies and not attend any function or otherwise give support to any organisation or person, whose objectives are contrary to Parish Council policy and/or to law.
- Personal Interests - not to solicit engagements or visits at home or abroad or otherwise procure favours by virtue of the office.
- Precedence – to observe due precedence when attending events in company with other dignitaries
- Advice – to have due regard to any advice which may be given by the Clerk
- Civic Insignia – to exercise due diligence and care to maintain the Chairman's emblem in a good and safe condition, and to pass it on at the election of a new Chairman.



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Any breach of this protocol may constitute a breach of the Castle Donington Parish Council Code of Conduct.