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|  | **CASTLE DONINGTON PARISH COUNCIL**  Community Hub, 101 Bondgate, Castle Donington, Derby. DE74 2NR  **Telephone (01332) 810432**  **Email: admin@cdpc.org.uk**  Clerk: 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.

**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.

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