

## BRACKLEY TOWN COUNCIL

**Briefing notes to event and function organisers to be read in conjunction with Mayoral Engagement Form.**

### Arrival

In some instances, the Town Mayor will be unfamiliar with those responsible for organising an event. It will be helpful if an appointed person could meet the Mayor at a designated place (i.e. entrance etc) and introduce to whoever is receiving guests. It would also be helpful if a parking space can be reserved for the Mayor.

### Speeches

If the Town Mayor is asked to make a speech at a function/event, or propose a toast, it is essential that he/she is made aware well before the event/function. It would be useful if he/she could be given any additional information to help make the speech both meaningful and interesting.

### Form of Address

The correct description for the purpose of printing is:

The Worshipful the Town Mayor of Brackley, **Councillor Christopher Cartmell**

The usual mode of address is "Mr Mayor", this is the standard form of address whether the mayor is male or female.

The Mayor's Consort is Mrs Jane Cartmell

On occasions, the Town Mayor is unable to attend and the Deputy Town Mayor may be able to attend in his/her place.

The Deputy Town Mayor is **Councillor Don Thompson**

The Deputy Mayor's Consort is Mrs Renée Thompson

### **Further information can be obtained by contacting:**

Stephanie Campbell, Secretary to the Town Mayor  
Brackley Town Council, 20 High Street, Brackley, Northamptonshire NN13 7DS  
Tel: 01280 702441 or E-mail: [civic@brackleynorthants-tc.gov.uk](mailto:civic@brackleynorthants-tc.gov.uk)

