

## Duties of a Macebearer

*The Mace is the emblem of the power, authority and dignity of the Mayor and the office of Macebearer has a long history. In many towns he/she is known by the ancient title of Serjeant-at-Mace; as the title implies, this officer carries the mace before the Mayor and is responsible for its proper care and that of all over civic insignia. The Mace Bearer must ensure that the mace and all other insignia and robes are kept in good order. (Civic Ceremonial V Edition by Paul Millward).*

*Stratford-upon-Avon Town Council has two Maces, the Sadler and the Ludford. The older of the two, the Sadler Mace, was presented by John Sadler, Citizen and Grocer, in 1632. The Ludford Mace was given by a John Ludford, Steward of the Court of Record of the Borough in 1746.*

### **The main duties of a Macebearer are:**

- Attending the Mayor on Civic Occasions, when the Mayor is robed;
- Attending full meetings of the Town Council which occur on eight Tuesday evenings during the municipal year.
  
- **Civic Events in the Municipal Year:**
  - Shakespeare's Schools Week - March;
  - Reception for the Voluntary Sector – April;
  - Shakespeare Birthday Celebrations - Usually Saturday/Sunday nearest the 23 April;
  - Parade and Flag Unfurling Ceremony - Saturday;
  - Shakespeare Service - Sunday;
  - Annual Meeting & Mayor Making - Usually 3rd Friday of May;
  - Civic Dinner - Usually 3 Friday of May;
  - Civic Sunday - Sunday following the Annual Meeting & Mayor Making;
  - Opening of the MOP Fair - 12 October;
  - Remembrance Sunday - 2nd Sunday in November;
  - Switch-on of the Christmas Lights - Usually 4th Thursday in November;
  - Mayor's Personal Civic Sunday - flexible date;
  - Mayor's Ball or equivalent high profile charitable event - flexible date.

### **In addition:**

Unforeseen one off Civic Receptions;  
Royal Visits that involve the Town Council & Town Hall.

### **Uniform Responsibilities:**

- The care of personal Macebearer's robes, including gloves and hat;
- Reporting to the Civic Officer any matters of concern regarding the Maces or the uniform so that appropriate action may be taken to rectify any issues;

No personal allowance is given for clothing but the Macebearers are expected to attend appropriately dressed i.e:

- male – dark suit, white shirt, Town Council corporate tie, black shoes;
- female – black dress, or dark trouser suit with white blouse, black shoes.

A Macebearer's uniform is provided consisting of:

- Black gown;
- Black top hat;
- White gloves (black gloves are provided as appropriate);
- Town Council corporate tie and black tie;
- Town Council lapel pin.

### **General Duties:**

- The Macebearers work alongside the Beadle to support the Mayor, Mayoress and/or Consort in their duties but are directly answerable to the Town Clerk;
- When on duty, a Macebearer's job is to guard the Maces and be vigilant at all times regarding their security;
- It is inappropriate for a Macebearer to socialise with guests when on duty, unless told to stand down by either the Mayor or Town Clerk;
- The Civic Officer is responsible for advising, by email, all general matters of information, including dates for meetings, the civic diary, detailed programmes/instructions for civic events and other communications.

*The Civic Calendar is finalised as early in the New Year as possible. A Relief Macebearer is usually available should either of the Macebearers be indisposed due to illness. However, it is important to emphasise that the prime consideration in appointing a Macebearer is the strength of the person's commitment to the office, both in terms of continuing the traditions of this historic office and in relation to the need to remain available for all functions at which a Macebearer's presence is required.*

*The office is for a fixed term of five years with the opportunity to extend by mutual consent and the position attracts a modest honorarium of £455.60 per annum, paid quarterly which is linked to the NJC pay awards.*

Town Clerk  
March 2019



CONFIDENTIAL

## STRATFORD-UPON-AVON TOWN COUNCIL

Please complete and return form to:  
Town Clerk  
Stratford upon Avon Town Council  
Town Hall, Sheep Street  
Stratford upon Avon  
CV37 6EF  
By: 12 April, 2019

**INTERVIEWS FOR THE POSITION  
WILL TAKE PLACE AT THE TOWN  
HALL ON: WEDNESDAY 17 APRIL**

Successful candidates will be interviewed by a panel comprising the Mayor, Councillor John Bicknell, the Chairman of the HR Committee, Councillor Charles Bates and the Chairman of the Mayoral & Protocol Committee, Councillor Victoria Alcock. The interview will be facilitated by the Town Clerk, Sarah Summers.

**APPLICATION TO BE  
REGISTERED AS:  
LUDFORD MACEBEARER  
An Honorarium position**

Please complete this form in **black ink** or **typescript** so that it can be photocopied clearly

### 1. Personal Details

<b>Surname</b>		<b>Preferred Form Of Address</b>	Mr/Mrs/Miss/Ms
<b>Forenames</b>			
<b>Address</b>			
<b>Email Address</b>			
<b>Telephone (Home)</b>			
<b>Number (Work)</b>			

	<b>Do you currently hold a valid driving licence</b>	Yes/No*
<b>Please give details of any relationship to any member or employee of the Town Council</b>		
<p>If you have a disability that might affect your capacity to undertake the job or take part in the recruitment process (e.g. mobility) please attach, on a separate sheet, a note of reasonable adjustments that you believe would be appropriate</p>		

## 2. Present / Most Recent Position

<b>Name and Address of current or most recent employer</b>	
<b>Post Title</b>	
<b>Date Appointed</b>	
<b>Please outline your main duties and responsibilities</b>	
<b>If you are not in paid employment at present please explain your situation</b>	

Please describe any other areas of experience relevant to the post

**3. Previous Career History**

If necessary, please continue on a separate sheet and attach it to this form

Please complete in chronological order (i.e. your earliest job first)

Name & Address of Employer	Main Duties & Responsibilities

**4. Education/Training**

School/College	Qualifications obtained/ examinations passed

Date	Organising Body

## 5. Additional Information

Please give an indication of the times that you would be available and any other information in support of your application that you wish to mention.

## 6. Referees

Please give the names and full addresses of two persons from whom a reference can be obtained, including your present or most recent employer.	
Name  Address       Telephone Number	Name  Address       Telephone Number
References will be obtained on all short listed candidates unless you specifically indicate otherwise. Any offer of employment is conditional on your production of appropriate documentation demonstrating your right to work in the UK. It maybe a requirement that the successful candidate undertakes a DBA (Disclosure & Barring Service) check.	

To the best of my knowledge, the information given on this form is correct. I understand that canvassing or giving false information will disqualify my application, or if discovered after appointment, may be regarded as grounds for dismissal.

Signed

Dated