

Dronfield Town Council

Role and Responsibilities of the Town Council Chair/Mayor

Chair/Mayor Role

The Chair of the Town Council is a statutory post defined in law in the Local Government Act 1972, section 15 and is elected annually by the members of the council at the annual meeting of the council as per Local Government Act 1972, section 15(1). Unless they resign or become disqualified, the Chair continues in office until their successor becomes entitled to act as Chair at the next annual meeting of the council as per Local Government Act 1972, section 15(4).

Chair/Mayor Responsibilities

- The Chair's main role is to run and preside over council meetings. They can suggest the content and design of the agenda, but as legal signatory, technically the Clerk has the final say.
- To determine that the meeting is properly constituted and that a quorum is present.
- The Chair must make sure that the council's business complies with legislation, standing orders and financial regulations and assisted by the clerk, guides activities by managing the meetings of the council.
- The Chair is responsible for involving all councillors in discussion and ensuring that councillors keep to the point.
- The Chair summarises the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long.
- The Chair has a casting vote. Their first vote is a personal vote as a member of the council. If there is a tied vote, the Chair can have a second or casting vote.
- The Chair signs the minutes when they have been approved by Council.
- The Chair signs a separate declaration of acceptance of office when elected as Chair.
- The Chair has the power to call an extraordinary meeting of the council at any time as per Local Government Act 1972, Schedule 12, para 9(1) (England).
- The Chair will often be the public face of the council in their role as Mayor and will represent the council at official and community events. They may be asked to speak on behalf of the council and, in such circumstances, should only express the agreed views of the council and not give their personal views.
- The Chair is often invited to attend meetings on behalf of the council, sometimes as part of an informal consultation process.
- The Chair signs the Annual Governance & Accounting Statements for the annual AGAR.
- The Chair shall consult with the Clerk to comply with certain policies and procedures agreed by Council, when relevant.
- The Chair shall, in consultation with the Clerk and relevant Committee Chair, take decisions of the council during summer recess provided that all such decisions are reported to the next appropriate meeting of the council.
- The Chair usually convenes and chairs the Annual Town Meeting.
- No individual councillor, not even the Chair, can make a decision on behalf of the council (Local Government Act 1972 s101).