



GLASTONBURY TOWN COUNCIL

Town Hall  
Magdalene Street  
Glastonbury  
Somerset  
BA6 9EL

[www.glastonbury.gov.uk](http://www.glastonbury.gov.uk)

## Honorary Macebearer

### Role Description and Person Specification

#### Introduction

The Mace is the emblem of the power, authority and dignity of the Mayor and the office of Macebearer has a long history. As the title implies, this officer carries the mace before the Mayor and is responsible for protecting the Mayor.

Glastonbury has two macebearers whose role more generally is to support the Mayor, Mayoress and/or Mayor's consort in their duties. They are however also directly answerable to the Town Clerk.

#### Duties of a Macebearer

The main duty of a macebearer is to attend the Mayor on civic occasions when requested to do so. They are required to be familiar with civic protocol including processions and to take responsibility for organizing participants in these in the appropriate order. They are expected to assist the Mayor and deputy mayor with preparation for civic occasions eg robing.

They are responsible for maintaining their regalia in good order and to keep an eye on Glastonbury Town Council's other civic regalia more generally.

One macebearer is expected to attend all full meetings of the Town Council (both to attend in May) and to assist at these as necessary when requested by the Mayor, for instance monitoring numbers in the public gallery, liaising with caretaking staff, accepting papers being delivered to the council, and so on. They will not however be expected to provide security.

Evening and weekend work will be necessary, as will occasional attendance at church services.

#### Personal attributes

Macebearers are required to be of a professional demeanour, to be punctual courteous and calm at all times, of smart appearance, and physically fit enough to participate in civic processions and other events.

In general it is inappropriate for a macebearer to socialize with guests or to consume alcohol when on duty, unless told to stand down by either the Mayor or Town Clerk.

## **The Town Council's responsibilities**

Glastonbury Town Council will provide the necessary ceremonial uniform for wear on appropriate occasions, and to pay for cleaning of the same as necessary.

The Town Council will provide public liability insurance for the macebearers, and if requested pay for their membership of the Guild of Macebearers.

The Town Council will draw up and share with the macebearers the civic calendar for the year, as early in each year as possible. This is however subject to alteration and addition at any time.

The Town Council will pay each macebearer an honorarium of £20 per event attended.

## **Period of appointment and procedure for reappointment**

The macebearers are appointed annually for one year at the May meeting of the full Town Council. In the preceding March informal discussions will be had with the macebearers to see whether or not they wish to continue in their roles, and whether or not the Mayor or other members of the Town Council wish to consider alternative candidates. If it is decided for any reason to seek alternative candidates, the post will be advertised and considered in a closed session of the full council at the April meeting.

Any person found by the Council to be in serious breach of their duties or to have brought the position into disrepute will be immediately removed from the role of macebearer.

## **To apply**

For an informal chat about the role, please contact Cllr Lokabandhu, Deputy Mayor, on [lokabandhu@glastonbury.gov.uk](mailto:lokabandhu@glastonbury.gov.uk)

Please send a copy of your CV and a covering letter to the Town Clerk via email: [townclerk@glastonbury.gov.uk](mailto:townclerk@glastonbury.gov.uk). Or by hand to the Town Council reception in the Glastonbury Information Centre.

Your covering letter should explain why you feel that you are suitable for the role and detail your connection to Glastonbury.

## **Timeline**

Please ensure your application is received by 5pm on Thursday 25 April 2024.

Interviews, if necessary, will be held on Friday 3 May 2024.

The Annual Meeting of the Town Council is on Tuesday 14 May at 7 pm, where attendance is required. You will be fully briefed before this date.