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# Protocol regarding the Mayor's Office and external fundraising activities

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## Introduction and context

The Worshipful the Mayor of the Borough of Elmbridge, is elected at the Annual Meeting of the Council each May for the ensuing Municipal Year, and is the First Citizen of the Borough and acts as Chairman of the Borough Council.

By virtue of the office, the Mayor is in a unique position to relate the work of the Council to the community it serves. The Mayoral tradition and concept helps to maintain the important links between the Borough Council and its residents, together with the very many organisations, voluntary and otherwise, within its area. The Mayor also represents the Borough Council and through it the local community at formal and ceremonial occasions in the Borough and elsewhere. It is important from the Council's point of view that the Mayor should be enabled to discharge the duties of the office effectively and that there should be a clear understanding of the Mayoral and Civic role.

The Mayor is supported by the Mayor's Office in terms of Civic / Ceremonial functions and day to day Mayoral engagements. Included in the Mayoral Programme for the Mayoral Year are a number of events which also provide fund raising opportunities, the proceeds of which support the Mayor's chosen charity. This document refers to the 'Mayor's Charity' which herein may also refer to the specific name of the Mayor's chosen Charity in respect of a particular year, details of which are available on the Council's website.

## Mayor's Programme

All events within the formal Mayoral Programme are arranged through the Mayor's Office and include a range of events such as The Mayor's Charity Ball. Details of the Mayoral Programme for the year can be obtained from the Mayor's Secretary at the Civic Centre, High Street, Esher, Surrey KT10 9SD or by telephoning 01372 474383.



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Borough Council

*... bridging the communities ...*

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## External fundraising

Donations to the Mayor's Charity are welcomed from individuals / groups / businesses and such donations may be submitted via the Mayor's Office for record and forwarding to the Mayor's chosen Charity accordingly.

It should be clarified that no individual / group / business may make collections / organise events nor engage in any activity professing to be on behalf of Elmbridge Borough Council, the Mayor, the Mayor's Office or the Mayor's Charity.

Should you wish to arrange an ad hoc event in support of the Mayor's chosen Charity (e.g. a sponsored swim etc), this would be welcomed, however, in order to meet legal obligations, the following criteria would need to be followed:

## Promotion of fundraising activities and / or materials

You may refer to the connection between your fundraising activity and the Mayor's Charity by using the wording: 'In Support of the Mayor's Charity' or 'In support of the Mayor's Charity, [followed by the specific name of the Mayor's chosen Charity, details of which are available on the Council's website]' on your fundraising materials. No individual / group / business may make collections / organise events nor engage in any activity professing to be on behalf of the Mayor; Mayor's Office or Mayor's Charity.

## Equal access for all

Consider issues of equal access for all, even if an event is being targeted at a specific group of people. Further information is available from the Equality and Human Rights Commission ([www.equalityhumanrights.com](http://www.equalityhumanrights.com)).

## Fundraisers

The Council, the Mayor or the Mayor's Charity does not authorise you to act as an agent for or on behalf of Elmbridge Borough Council, the Mayor, the Mayor's Office or the Mayor's Charity, so your fundraising materials must not suggest or imply that you do. If you are a business and you are fundraising by selling goods, services, or running a promotion, the law may require you to have a Fundraising Agreement. Please contact the Mayor's Secretary at Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey KT10 9SD or telephone 01372 474383.

## Public collections

We do not advise you to collect money in public places or door to door. If you do choose to do so, you will need to possess a certificate of authority from the Mayor's Charity and a licence from your local authority (details for Elmbridge can be found at: <http://www.elmbridge.gov.uk/envhealth/lic/street.htm>).

## Competitions

If you are planning a lottery (such as a raffle, tombola or sweepstake), you should be aware that there are strict laws and rules about what you can do. The Gambling Commission publishes useful guidance about these at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk).

## Children and fundraising

If children (under 16) are involved in fundraising in any way, please make sure they have permission from their parent or guardian, and are supervised by a responsible adult. Children should never approach strangers about fundraising. It is illegal for children under 16 years of age to participate in public collections. Never leave your children unsupervised during an event or fundraising activity.

## Data protection

You will need to have regard to the Data Protection Act in respect of any handling of personal data. More information is available from the Information Commissioner's Office.

## Insurance

Please make sure you have suitable insurance cover, these are some of the considerations you may need to think about:

- Public Liability cover
- Damage to property owned, hired or borrowed
- Event Cancellation Insurance
- Travel Insurance
- Cover to meet any contractual conditions

If the fundraising is by a group of people attached to a firm, the company's insurers may consider providing some cover for a staff or customer charitable event.

**Please be legal! While we really appreciate your support, the Council, the Mayor, the Mayor's Charity is not responsible for organising, supervising or hosting your fundraising activity and all activities and participation are at the organisers' and participants' own risk. The Council, the Mayor, the Mayor's Charity does not accept responsibility or liability for any loss or damage or for any death or personal injury arising out of any fundraising activity, including liability as a result of negligence.**