

CANNOCK CHASE DISTRICT COUNCIL



**INFORMATION IN CONNECTION WITH
FUNCTIONS ATTENDED BY
THE CHAIR OF THE COUNCIL
AND THE CHAIR'S CONSORT
AND/OR
THE VICE-CHAIR OF THE COUNCIL**

Mrs. Louise Griffiths
PA to the Chief Executive
Cannock Chase District Council
Civic Centre
Beecroft Road
CANNOCK
WS11 1BG

Tel: 01543 464553 (Direct Line)

INTRODUCTION

In order that proper arrangements can be made for the attendance of the Chair of the Council at official functions, it would be appreciated if you could complete the attached information sheet and return it to the Civic Office, together with any additional information.

Your attention is drawn to the following paragraphs.

1. **Precedence**

The Chair of the Council has precedence over all other guests at official functions held in this District, apart from the Sovereign, the Lord Lieutenant, the High Sheriff and, where he is host, the Chair of Staffordshire County Council.

Mayors/Chairmen of other Local Authorities and Parish Councils should not therefore be given precedence over the Chair of this Council at any function held within the Cannock Chase District. However, where the event is one organised by a Parish Council, the Chair would wish the Chair of that Parish to take precedence as host on the occasion.

2. **Arrival at Functions**

It is usual for an appointed person to meet the Chair on their arrival at a function to and introduce them to the person responsible for organising the function and, similarly, arrangements should be made for the Chair's Consort.

3. **Vice-Chair and Consort**

The above arrangements also apply for the Vice-Chair when deputising for the Chair.

Please retain this section for your information.

Please complete and return this form to Mrs. Louise Griffiths, PA to the Chief Executive at Cannock Chase Council, Civic Centre, Beecroft Road, Cannock, WS11 1BG or email louisegriffiths@cannockchasedc.gov.uk.

1. Name of Organisation Hosting Event:					
2. Function:					
3. Venue (full address):					
4. Date of function:					
5. Function starts at:		6. Function finishes at:		7. Time Chair should arrive:	
am	pm	am	pm	am	pm
8. Do you wish the Chair's Consort to attend?				YES	NO
9. Details of dress to be worn (please delete whichever is not applicable):					
Chair/Consort			Chair/Consort		
Dinner Suit			Evening Dress (long/short)		
Lounge Suit			Day Dress		
10. Are Chains of Office to be worn?				YES	NO
<i>Note: Chains of Office will usually be worn by the Chair and Consort when attending functions within Cannock Chase Council District.</i>					
11. Will the Chair and/or Consort be involved in receiving guests (if any)?				YES	NO
12. Name and Position of person responsible for arrangements:					
13 Name and Position of person who will receive the Chair/Consort on arrival:					
14. Names of important guests the Chair/Consort will be introduced to (and position held in organisation):					
15. Names of other Members/Officers of Cannock Chase Council to whom invitations have been sent (if any):					

16. Speeches / Toasts / Presentations		
Is the Chair/Consort being asked to:		
(a) Propose or respond to any toast:	YES	NO
(b) Speak on a particular subject?	YES	NO
(c) Make any presentations?	YES	NO
If so, please supply details, making special mention of any points to which reference should be made. Any speech should not normally exceed three minutes.		
17. Will refreshments or a meal be provided? If so, please give details, stating at what point in the proceedings and the approximate time.		
<i>Note: Where proceedings are lengthy, it will be appreciated, as a courtesy, if refreshments can be provided for the chauffeur. Under no circumstances, however, should intoxicants be supplied.)</i>		
18. Please give brief details of organisation (history, aims, etc). (Use separate sheet if necessary).		
19. What car parking facilities are available for the Chair's Car?		
20. Any other information which may be relevant to the occasion.		
21. Signed by:	Position:	
Address:		
Telephone No:		