

Report of the
CIVIC TASK GROUP

- a report of Overview and Scrutiny

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Foreword

What does Lancaster City Council mean to you? I am sure that there will be as many different answers as people reading this report. However, it is an important question to ask. How the council presents itself and what it stands for say a lot about the District and our vision for the future. As a very public face of the Council the Civic and ceremonial aspects of the council are key to this.

It is often the case that the first time that people meet the Council face - to- face is when they see the Mayor at an event they are attending. Many organisations continue to invite the Mayor to their functions - and value the contribution this can make. The public want the Council to be involved with the marking and commemorating important events in the community's life. Whether it be giving the regiment the freedom of the City or flying the flag for England during the World Cup - people expect the Council to have a visible presence.

The Civic Task Group was given the brief to look at the place of the Council's civic and ceremonial functions in the Twenty First Century; to consider how the centuries old traditions of the District can fit with the demands of a modern Council. Their recommendations are contained within this report. I would like to thank all those involved in working on the Task Group and commend its recommendations to you.

Councillor Stuart Langhorn
Chairman
Overview and Scrutiny Committee

(1) **Introduction**

As a "new" councillor, it has been a privilege to be Chairman of the Civic Task Group. The members were charged with looking at all aspects of Civic life in the Lancaster City Council district and to make recommendations which would make it more relevant to the 21st Century. It was important to create a Civic Programme which would involve as much of the community as possible. I feel that the recommendations of the Task Group have gone a long way to achieving this.

Councillor Susan Bray
Chairman
Civic Task Group

(2) Summary of Recommendations

This report aims to, revise and rejuvenate the current civic programme, building on the strengths of tradition but looking to the future. The Civic programme is important to the Council and most importantly the community, which we serve. However it is our conclusion that over the years the programme has become disconnected from the work of the Council, despite real and strong connections existing. This report offers an opportunity to reconnect these elements and use the civic programme to further the objectives of the district.

Recommendation 1

- a) That the Mayor produce a review of the year report to be submitted to Council at their last meeting of the municipal year.
- b) That it be included in the terms of grant funding from the authority, that organisations who are grant funded should where appropriate issue an invitation to the Mayor to attend events.

Recommendation 2

That Council adopt the Strategic Vision for the Mayoralty and Civic events as set out above.

Recommendation 3

Mayor Making

- a) That Mayor Making become a weekend long, community orientated event, with Annual Council taking place on a Friday.

Annual Council

- b) That invitations for the gallery be issued to the Civic Society, community groups, organisations and different faith groups.
- c) That Schools be encouraged and invited to attend Annual Council and upon arrival be welcomed by a Council officer, informed about what they are going to see, the history of the Mayor, the local authority and how this fits with citizenship.
- d) That Annual Council include the presentation of badges/ certificates of service to outgoing Councillors (after two full terms) who have stood down or not been re-elected.
- e) That a local school choir or orchestra (preferably within the Mayors ward) should be invited to perform, during the interlude when the Mayor is robed and that all those present be invited to join the Mayor for a reception, at the rear of the Ashton Hall.
- f) That each year the Mayor elect should decide on whether to hold a formal meal, informal buffet or other alternative on Annual Council Day and that they should consider whether to invite:
 - Newly appointed Freeman.
 - Citizenship Award winners.
 - Councillors who had stood down or not been re-elected in the past year.
 - Members of staff (in recognition of service).
 - The public – a certain amount of tickets could be allocated to be won by local people via a competition run in the local press or ballot upon allocation.

- Or other civic guests

g) That Councillors should in future pay for their guest's ticket to the meal and Chief Officers should pay for their partner's ticket, unless they choose to bring a member of staff in recognition of service.

h) That alcohol continue to be served at Annual Council, but that the amount of alcohol be limited in quantity to a glass of wine per course (or equivalent), and in the case of the toast a small glass of port or brandy (or equivalent).

Mayor's Day (Community Festival)

i) That consideration be given to holding a Mayor's Day Community Festival and Parade on the Saturday of Mayor making as set out in paragraph 6.1.5 of the report.

Mayor's Sunday

j) That on Mayor's Sunday Members will meet at the Priory and lead the Mayor in to the church and the Mayor would lead them out, (instead of the parade which would now take place on the Saturday). That in addition other Lancashire Mayors be invited to attend.

k) That a multi faith ecumenical service be introduced led by the Priory with support from representatives from other faiths in the district invited to take part and participate, with the traditional theme of asking for spiritual guidance for the Mayor and Council in the forthcoming year.

Mayor's At Home

l) That an additional Mayor At Home be held in the Mayor's Ward.

Mayoral Selection

m) That in future a Councillor should not be offered a second term of office until all other Councillors had been offered an opportunity to be Mayor. After an all out election, a list in order of seniority should be calculated, with all those who have not previously been Mayor taking precedence.

n) That the Deputy Mayor should no longer be chosen by the Mayor, but should be the Councillor who is next in line for the Mayoralty and should succeed in becoming Mayor the following year.

Recommendation 4

Remembrance Sunday

a) That the Mother/Father of the Council attend the Carnforth Remembrance Service.

Freeman's Court

b) That the criteria for Freeman be amended to include the admission of women as Freeman and the extension of the geographical boundary to include the whole area of the district.

c) That the Freeman's oath be revised to include the following elements of the Respect agenda:

- Promoting respect, leading by example.

- Promoting respect in the community.
- Showing tolerance, acceptance, and common decency to those around us – our family, friends and peers, [eople who are older or younger, people from different walks of life or who follow different cultures or religions.
- Being considerate of the consequences of our behaviour to others.
- Reporting unacceptable behaviour.

Overseas Students Reception

d) That the reception be extended to be an invite to all first year students, with a drink on arrival and the possibility of a bar to purchase further drinks.

e) That sponsorship for the event be investigated.

f) That the event include stalls and representatives from Council departments and the opportunity to sign up for a free Town Hall tour at a later date and the possibility of discounts from local attractions be explored.

Reception For Parish Councils

g) That this event be run in conjunction with the Lancashire Association of Town and Parish Councils (LAPTC), with information and representatives from all Council departments, County Councillors and MP's

Visit By Civic Heads Of Lancashire

h) That Lancaster City Council begin discussions with the other Lancashire authorities aimed at reducing these events, so that visits to each authority take place every other year, reducing the number to 6 visits per year.

i) That further work be undertaken to broaden out the scope of such visits through the Lancashire Chief Executives Meetings to enable a programme to be developed to disseminate best practice and innovation between authorities.

j) That a display board be provided for the Mayor to display information obtained from visiting other Lancashire Councils.

Citizenship Awards

k) That an award scheme be set up consisting of:

The Mayor's Award -for those individuals or groups who go out of their way to help others and their community.

and

The Mayor's Special Award - for those individuals who have made an outstanding contribution to help others and their community beyond that which is expected of citizens.

l) That nominations be made in conjunction with the local media, with the decision to award made by the Mayor and Citizenship Panel with certificates presented at a special reception at the Town Hall.

Other Recommendations

m) That the where the Mayor is already committed to an event the Deputy Mayor and Deputy Mayoress be permitted to attended functions allowing greater access to the Civic elements of the Council.

n) That the Festivals and events and Civic programmes be amalgamated in to one programme.

Recommendation 5

Publicity

- a) That posters be distributed to Parish Councils for display on Parish notice boards detailing information on Civic events.
- b) That the possibility of using the Citizen in addition to the Guardian or Visitor, for publication of Mayoral events' details, be investigated in light of its circulation.
- c) That officers be congratulated on the development of the civic and ceremonial pages of the website and that the future development of the site be welcomed, including clearer linking to the Council Homepage.
- d) That Officers considering using the Council owned lamppost posters to advertise Civic events.
- e) That Mayoral engagements be advertised on the Town Hall notice boards and in Group Rooms as well as being sent to Group Administrators.
- f) That the Citizenship Awards be run in conjunction with 'The Visitor' newspaper.
- g) That offer from 'The Visitor' to include a monthly calendar of Civic events be welcomed.
- h) That each political party be encouraged to have a Civic Champion to encourage support for civic events.

Recommendation 6

That a Civic and Citizenship Panel made up of interested Councillors, Honorary appointments, dignitaries and community representatives be established by the Council to support the Mayoralty in undertake the following: -

- Promote citizenship through organising visits to schools, clubs etc.
- Assist with the organisation of Local Democracy Week.
- Assist with the preparations for the centenary celebrations in 2009.
- Run the Citizenship awards.
- Promote the Mayors Charity and assist the Mayor with fund raising events.
- Assist in the organisation of Mayor Making and Civic events
- Assist with the developing the Civic role.

Recommendation 7

- a) That an honorary post of Mother/Father of the Council be created, with a suitable badge of office.
- b) That the post be held by the Councillor with the longest unbroken service with Lancaster City Council.
- c) That the Mother/Father of the Council be appointed at the first meeting of Council following the post becoming vacant.

d) That the Mother/Father of the Council have the following duties :

- To be present at civic and ceremonial occasions.
- To move motions of a civic and ceremonial nature.
- To provide evidence for the Council when historical information is required.
- To contribute to debates when a historical perspective may be required.
- To propose votes of thanks as appropriate.
- To make the loyal toast and other toasts as appropriate.
- To be a member of the Citizenship Panel
- To be present if the Council agrees to present a congratulatory address or receive a dignitary.
- To attend the Carnforth Remembrance Day Service

Recommendation 8

Member Awareness

a) That the Ceremonial and Members' Officer give a presentation as part of the Member induction process to remind Councillors of the history of civic events and the Mayoralty and its contribution towards the objectives of the Council in line with the agreed vision.

Procurement

b) That consideration be given to the use of local suppliers local florists for instance floral displays at Annual Council and local breweries where beer is served as opposed to internal provision or traditional procurement.

Town Crier

c) That the Council re-establish the office of Town Crier and recruit to this post through a public competition.

Other recommendations

d) That the introduction of a 'handing over' meeting between the outgoing Mayor and the new Mayor be supported.

e) That the Mayor's charity be linked in with and supported by the Council's charity programme.

f) That all items of civic insignia be catalogued and further investigation take place of how these could be displayed and stored.

Recommendation 9

Twining

- a) That the Council encourage local organisations such as the Brownies, Scouts, sports groups etc to be in contact with their twinned town counterpart.
- b) That the Council strengthen links with the local Chinese community.
- c) That a link be included on the Council's website to the websites of the district's twinned towns.
- d) That further business links be encouraged with Lancaster's Twin towns.

(3) The role of the Civic Task Group

3.1 Terms of Reference

1. To review the current and past civic events programmes (including but not limited to Annual Council, Mayors Sunday, Remembrance Day, Freedom parades, twinning and mayoralty, Freeman) and undertake a cost/ benefit analysis and value assessment.
2. To establish a Vision for the Civic events programme for Lancaster City Council.
3. To create a civic programme based on the vision.

3.2 Membership of the Task Group

The Group comprised of Councillors Susan Bray (Chairman), Evelyn Archer, Shirley Burns, Shelia Denwood, John Gilbert, John Harrison, Janet Horner, Janie Kirkman and Catriona Stamp.



Councillor Janet Horner, a member of the Task Group, sadly passed away on 23rd April 2006 the Task Group would like to place on record their thanks for her contribution and enduring support for the Civic function of the Council.

The Task Group wish to place on record their thanks for the Officer support provided by Jenny Kay, Democratic Support Officer, assisted by James Doble Principal Democratic Support officer.

The Group gratefully acknowledges the contributions and assistance given by:

- Civic Society
- Gill Haigh – Communications Manager
- Mark Cullinan – Chief Executive
- Roger Muckle – Corporate Director (Finance and Performance)
- Gill Noall – Head of Democratic Services
- Lisa Jackson - Ceremonial and Members' Officer
- Ian Barker – Leader of Council

- Glen Cooper – Editor of The Visitor
- Sue Riley – Editor of The Guardian
- David Owen – Head of Cultural Services
- Local Parish Councils
- 'Civic and Ceremonial' by Paul Millward
- Former Mayors



Robert Carr



Arthur Briggs



Hilda Shuttleworth



John Lodge



Abbott Bryning



Sybil Rostron

Former Mayors and Members of the Task Group, who had in their time been Mayor of the District, were asked to give their thoughts on the main differences between their year as Mayor and the Civic Programme today. Their comments and suggestions have where appropriate been included in the report and their assistance is acknowledged.

3.3 Timetable of Meetings

Date of Meeting	Who gave evidence?	Issues Scrutinised
03/11/05	Head of Democratic Services Corporate Director (Finance and Performance)	Terms of Reference and Work Programme Evidence from Officers
06/12/05	Former Mayors and Members of Task Group	The Mayoralty in the past What has been lost How the Civic Programme could be improved
02/02/06	Ceremonial and Members' Officer	Appointment of Honorary Recorder Review of Current Civic Events Qualitative Assessment of Civic Events Review if Civic Events by Internal Audit Civic information on Council's Website
22/02/06	Members	Blue Skies Visioning Session
21/03/06	Communications Manager Chairman Democratic Support Officer	Engaging the Local Press Report back on Meetings with Key Individuals Beacon Councils Development of Twinning Arrangements
19/04/06	Civic Society Chairman Democratic Support Officer Principal Democratic Support Officer	Views of Civic Society Evidence from Head of Cultural Services Possibility of Charity Involvement in Civic Programme
27/04/06	Principal Democratic Support Officer Democratic Support Officer	Vision for Civic Programme
22/09/06	-	Consideration of Draft Report

(4) Status of this Report

This report is the work of the Civic Task Group, on behalf of the Overview and Scrutiny Committee, and where opinions are expressed they are not necessarily those of the Overview and Scrutiny Committee or Lancaster City Council.

Whilst we have sought to draw on this review to make recommendations and suggestions that are helpful to the Council, our work has been designed solely for the purpose of discharging our work in accordance with the terms of reference agreed by the Overview and Scrutiny Committee. Accordingly, our work cannot be relied upon to identify every area of strength, weakness or opportunity for improvement.

This report is addressed to Lancaster City Council. It has been prepared for the sole use of the Council and the Task Group takes no responsibility for any Member or Officer acting in their individual capacities or to other third parties acting on it.

(5) Context and Strategic Perspective

What is the Civic life of the Council? What value does it have and what is its connection with the 21st century? These are the questions, which the Task Group set out to answer in our investigation. The Task Group would like to make clear from the outset that 'civic' is an emotive issue and creates strong responses from those who are asked about it. Whether the response is that 'it costs too much, is irrelevant and archaic' or 'it is an important tradition and we must preserve these traditions as it's all we've got left'. The Task Group has not approached the issue from either of these stand points but from the position of neutrality and in our work we have tried to approach the issue from the position of interested impartial observers to objectively try to understand and evaluate Civic, its costs and benefits and to consider how and if this contributes to the work of a 21st Century Council and what if any role it should have.

5.1 What is Civic?

Civic – pertaining to a city or citizen; relating to civil affairs.

Citizen – one who has full municipal and political privileges.

(Shorter Oxford English Dictionary)

The Task Group began its work by trying to define Civic and what it entails. The Task Group did this through carrying out a 'Thought Shower'. The diagram in Appendix A indicates what the Task Group felt Civic includes. The Group also carried out extensive consultations with Chief officers and Councillors on their views on the understanding of Civic and what it encompasses (Appendix B), a questionnaire to Parish Councils and Community Stakeholders on the Civic Programme (Appendix C) and selected senior officers and Councillors (Appendix D), which have been incorporated in this report.

The Task Group felt that the Civic function of the Council had in some way become disconnected with the way and the environment the Council operates that in turn had led to budget cuts to the Civic functions of the Council. Also that the Council as a whole had become more disconnected from the community since 1974, as evidenced by the choice of the title of the 1998 Government White Paper, 'Modern Local Government: In touch with the People'. The Task Group also note that until 1974 the use of the word 'Corporation' to describe a local authority symbolised that the community was part of the Council with the Mayor as the first citizen speaking for the incorporated. The Task Group aimed to re-evaluate Civic in terms of the historic basis of Civic life of the Council, to understand the reasons for its existence and to consider its fits with today.

5.2 Mayoralty

In talking about Civic it is virtually impossible to avoid discussion regarding the Mayor. The Mayor is at the centre of the Council's Civic life and therefore this analysis begins with Mayor, its origins and *raison d'être*. Other elements of Civic are dealt with in Section 6 of this report.

Morecambe has had a Mayor from at least 1902 and Lancaster since 1338. The origins of Mayors appear to date from the 12th Century, when they took the role of 'custodian of the peace' presiding over civil and criminal courts and 'First Citizen' elected by their peers, with a Council to help them govern. In the seventeenth century this role had expanded to include; Chairman of Council, Town Clerk, Coroner, Clerk to the markets, appointing officers and appointing freemen. In the 19th Century this had further expanded to:

- A constitutional monarch for the city
- A speaker for the Council
- A kind of Prime Minister

Whilst today the role has changed many of these functions of the Mayor still continue.

In his book 'Civic Ceremonial', Paul Millward sets out three main important roles for the Mayor:

- As a symbol of the authority

As evidenced by the Mace that precedes the Mayor, a symbol used as authority for decision making across the country, the Chains of office and the fact they Chair full Council, the body that sets the Budget and Policy Framework and has the democratic mandate.

- As a symbol of an open society and equality

The Mayor is selected regardless of class, education, background, ethnicity, gender, sexual orientation and is a symbol of equality. The Mayor is a freely elected Councillor, who has been chosen by the public, chosen by their peers and elected under a system of universal suffrage through fair and free election. A fact which has become lost over time and taken for granted, but not taken for granted in countries where there is no democracy.

- As an expression of Social Cohesion

Through attending community events the Mayor helps to bring cohesion to the life of the district, linking between different organisations and also picking up on concerns and issues as well as taking the Council's message and objectives in to the community and working towards achieving the social, community, educational and economic aims of the Council.

5.3 A Lancaster City Council Perspective

The Mayor is the first citizen of the district. This is strong in that the Mayor as an elected Councillor has a democratic mandate, i.e they have been democratically elected by the citizens of the district, appointed based on seniority and elected to office by their peers. It is from this role as the first citizen of the district that the Mayor derives their authority and respect. It is the view of the Task Group that this authority and respect exists and is very much in evidence, for instance the way that the Mayor is treated by Councillors at full Council.

Each year the Mayor attends approximately 307 engagements, holds 30 receptions and receives hundreds of guests, which for some is seen as a great honour and the highlight of their visit to the district. Why then should something which is seen by some as an anathema continue to receive such public interest, so many requests for attendance and to be seen as an honour? It is difficult if not impossible to quantify the positive publicity and benefit this brings to the Council and the positive effect on the Community; however the Council does not make the most of this benefit and has failed to use this asset to its full potential.

5.4 The Legal and Policy Framework

The Task Group considered the way in which the Civic life of the Council fits within the overall functioning of the authority. The Group considered the origins and development of mayoralty, Civic and ceremonial events, comparing their original purpose and what relevance they have for a Council in 2006 and the national context.

The Task Group considered several national initiatives and believes that the Civic function of the Council make a significant contribution towards achievement in these areas as set out below:

5.5 Citizenship

Since the turn of the Millennium there has been a growing concentration on citizenship by the government. Citizenship has been included in the National Curriculum for Schools and citizenship ceremonies are held for those wanting to become British citizens. The aim of Citizenship is to

educate people about their rights, responsibilities, government and democracy and communities and identity. It aims to explain what being a citizen involves, why it is important for individuals and society and the importance of being involved and part of society. In short citizenship aims to help people:

- Understand how their and other people's attitudes can undermine or enhance the quality of life for individuals and Communities.
- Be involved in contributing to the wider community, both nationally and internationally and acquire skills to enable participation in society at all levels.
- Gain knowledge about political ideas, people, processes and institutions and how they can make a difference.

The Task Group believe that through the civic offices and events the Council can make a significant contribution to fulfilling this agenda both with young people and the wider community. The Mayor as first citizen can and should act as a champion for citizenship, which in turn provides a framework and sound basis for the continuation and enhancement of this ancient office.

5.6 Respect

Respect is a government led initiative that aims to promote respect in our society. It's aims are:

- about nurturing and, where needed, enforcing a modern culture of respect, which the majority of people want.
- about showing tolerance, acceptance, and common decency towards the people around us – our family, friends, and peers, people who are older or younger than us, people from different walks of life or who follow different cultures or religions.
- about being considerate of the consequences of our behaviour for others.

The Task Group believe that there is once again a very strong relationship with the objectives of Respect and the Mayoralty. In particular the Task Group believe that the Mayor, proposed Citizenship Awards and the creation of Freeman can help towards the objective in the Respect action plan of strengthening communities. As in the case of citizenship it seems appropriate that through the offices of Mayor this agenda is championed and that those who have made a significant contribution towards its objectives in the district are recognised by a Mayor's award.

5.7 Community Leadership

Under the Local Government Act 2000 the Council was charged with the duty of community leadership. Community Leadership is an important role for the Council and enables the Council to take a much wider view and to consider matters and issues where the Council has no statutory powers or responsibility, but has an interest in its elected role on behalf of the district in showing leadership and direction.

This role is never clearer than at a time of celebration, commemoration or sadness.

In these situations the public look to the Council to take a lead or act as a focal point, often through the offices of the Mayor as the first citizen. Examples of this role are set out below:

- Books of condolence – Queen Mother
- Focal point for public grief – Diana Princess of Wales

- Commemoration – 11th September, Remembrance Day and London Bombings
- Flag Flying – World Cup

The Task Group also considered 'Civic' in terms of the Community Strategy and Corporate Plan. Once again the Task group is of the view that there are strong links between the Civic function of the Council and both of these strategies and that through furthering enhancing and continuing the Civic functions of the Council contributions can be made to the achievement of these targets.

5.8 Community Strategy

The Community Strategy agreed by the Local Strategic Partnership creates a shared vision for the district for the year 2020. There are five key principles of the Community Strategy they are:

- Equity
- Accessibility
- Participation
- Inclusivity
- Reducing Health Inequalities

The Task Group believe that the first four principles of the community strategy are principles, which underpin the modern mayoralty and civic events and are in line with the community leadership role already identified for the Mayor. The Task Group believe that these are principles which the Mayor should actively support and where possible lend their support to the Local Strategic Partnership (LSP) in support of these objectives, particularly through giving patronage to events and launches held by partners on the LSP in support of these principles.

5.9 Corporate Plan

The Corporate Plan sets out the Council priorities for the year. It is a document that is agreed by full Council and as such is a corporate policy owned by the whole council. The Corporate Plan sets out a number of priorities:

- To deliver value for money.
- To make our district a cleaner and healthier place.
- To reduce crime and the fear of crime.
- To lead the regeneration of our district.
- To support sustainable communities.
- To continue to improve the Council.

It is the belief of the Task Group that the Mayor as the representative of the Council has a role in supporting all these priorities and should through the choice of events they attend support these priorities and carry out engagements in support of them.

The Task Group further believes that this relevance has always existed but over the years the Civic life of the Council has become detached from the political and community leadership roles the Council has.

The Task Group supported the principle that each year the Mayor should produce a report as a review of the year demonstrating where the Mayor has visited and added value to the work of the Council. In particular it was felt that there would be particular value in analysing Mayoral visits in terms of their support to the Corporate Plan, similar to the analysis used in the Overview and Scrutiny Annual Report. The Task Group are of the view that visits which have a clear and definite link in supporting an objective of the Corporate Plan should be viewed as a priority, if there are two engagements on a day.

Additionally the Task Group felt that the Mayor should be invited as a matter of course to organisations where the Councillor provides funding in terms of grant or revenue funding. The Task Group believe that this provides a very public way of demonstrating the Council support for a project or organisation and of informing the public of Council support.

Recommendation 1

- a) That the Mayor produce a review of the year report to be submitted to Council at their last meeting of the municipal year.
- b) That it be included in the terms of grant funding from the authority, that organisations who are grant funded should where appropriate issue an invitation to the Mayor to attend events.

Therefore in conclusion the Task Group believes that there is a very real role for the Council and in particular the Civic elements of the Council in promoting Respect, Citizenship, Democracy, as 'first citizen' and as a focal point for the community (community leadership role). However for the Council and the Mayor to be successful in this role there needs to be a shared understanding of this role both in the Council and the community as well as a much greater emphasis on putting the Council at the heart as opposed to the perimeter of the community and achieving community engagement and involvement in all aspects of the Civic life of the Council.

It is the Task Groups firm belief that if the Civic life of the Council occurs within a vacuum, behind closed doors there is little or no value. The value of the civic events and offices is through ensuring that such events interact and involve the community and it is through this that the community leadership role can be fulfilled.

5.9 Strategic Vision

The Task Group have developed the following Strategic Vision for the Mayoralty and Civic events, which it proposes for adoption.

- The Mayor is the first citizen of the district and within the Council first among equals.
- The Mayor is a non-political symbol of the local authority, a symbol of open society and equality and an expression of social cohesion.
- The Mayoralty should be recognised by the Council as a focal point for the community at times of celebration, commemoration and sadness.
- The Mayoralty and Civic events should be outward looking, inclusive and should be aimed at putting the Council at the heart of the community.
- The Mayoralty and Civic elements of the Council provide continuity for the district in linking past, present and future.
- Civic events and in particular the Mayoralty should be focussed at uniting and developing our community, it's spirit and it's identity.
- The Mayoralty and Civic events should support the Community Strategy, Corporate Plan and in particular provide focus and motivation for the Council's contribution to Citizenship and the Respect agenda.

Recommendation 2

That Council adopt the Strategic Vision for the Mayoralty and Civic events as set out above.

(6) Detailed Findings

The following findings should be considered in the strategic context and vision as set out in the previous section of this report. The following recommendations set out positive actions the Council can take in order to further that strategic vision.

6.1 Mayor Making

The Task Group gathered evidence from a wide variety of stakeholders including past Mayors, members of the community, local groups and Councillors to ascertain their views on the current Mayor Making process.

6.1.1 Annual Council

Mayor Making is the annual event where the Council formally elects and inducts the new Mayor, Deputy Mayor and has traditionally appointed to positions and Committees. It is an event which has been in existence since the Mayoralty itself although over the years the day on which it is held and the elements of the event have changed.

Today the event consists of the election of the Mayor and Deputy Mayor, speeches by the proposers, seconders, retiring Mayor, presentation of past Mayors badges and the appointment of honorary officers such as Mayors Sergeant, Town Sergeant and Honorary Recorder. The event ends with a wine reception followed by a formal three-course meal, wine, port and brandy with toasts and speeches. Councillors and guests, Chief Officers and guest (normally a member of staff in recognition of service), representatives of Trade Unions, partner agencies, local dignitaries, and guests of the Mayor. Only the ceremony is open to the public, where local schools are also invited to attend. Attendances by Councillors are high but very few public attend.

6.1.2 Mayor's Sunday

Mayor's Sunday is an historic event, which most likely originally took place on the day of Annual Council. Over the years this has changed to the first Sunday after Annual Council. Today the Priory is the venue, however this has not always been the case and was held at the Church of St John the Evangelist, built in 1755 partly at the expense of the Corporation of the City of Lancaster, the Town Council had its own dedicated pew. The Church was used for all Civic ceremonies from 1863 – 1873. The church closed in 1981 and is now maintained by the Churches Conservation Trust. The Ceremony today involves a parade from the Town Hall to the Priory with a band and representatives from local organisations, Police and the military affiliated to the Council. The Councillors lead the Mayor to church, escorted by the Mayor's and Town's Sergeant (carrying Mace's) and Mace Bearer and the Mayor leads them back where there is a small reception. Attendances by both Councillors and the public are low.

6.1.3 Mayoral at Homes

Traditionally the Mayor would have entertained their peers and invited guests to their residence to entertain them. Today the event takes place in the week after Annual Council at Morecambe (The Platform has been the venue since the Committee Rooms at Morecambe Town Hall have been out of service) and Lancaster Town Hall. The public are invited take meet their Mayor and take cream tea with them. The events vary in attendance from year to year but in the last two years attendances have been good around 120 people at each event.

As would be expected from such a consultation a wide and varied response was received. The over riding feeling that emerged was that Mayor Making is important but that the current process had lost touch with its original purpose and lost touch with the community, appeared dated, was inward as opposed to outward looking and did not engage the public.

It was felt that consideration should be given to Mayor Making becoming a weekend celebration and festival of events beginning with Annual Council on the Friday morning, making it easier for the attendance of guests who are travelling to the event.

6.1.4 Annual Council

The Task Group considered Annual Council and believed that the current ceremony and process was relevant. However the group believed that there needed to be greater community involvement. It was suggested that whilst Members of the public were free to attend, invitations should be issued to community groups, organisations and different faith groups to sit in the gallery. Schools should be encouraged and invited to attend and when they arrive they should be welcomed by a Council officer who will talk to the group and outline to them what they are going to see, the history of the Mayor, the local authority and how this fits with citizenship. Additionally the Task Group suggest that during the interlude where the Mayor and the Past Mayors change robes, a local school choir or orchestra (preferably within the Mayors ward) should be invited to perform. All those present should then be invited to join the Mayor for a reception, at the rear of the Ashton Hall.

It was felt by many people interviewed that the sit down formal meal after Mayor Making was in its current format self-centred and inward looking with a very limited guest list. The Task Group feel that one alternative is an informal hot or cold buffet which would allow the Mayor, Councillors and guests to circulate the room and speak to people. This would also allow for the event to be opened up and a more varied guest list such as:

- a) Newly appointed Freemen.
- b) Mayors Award winners.
- c) Councillors who had stood down or not been re-elected in the past year.
- d) Members of staff (in recognition of service).
- e) The public – a certain amount of tickets could be allocated to be won by local people via a competition run in the local press or ballot upon allocation

This would also allow the Mayor to have greater flexibility for instance a Mayor may want to serve local produce, Lancashire Hot Pot, food of different ethnic origins or locally produced drinks and beer. The Task Group believes that variation is good and that this decision should be made by the incoming Mayor on an annual basis.

It was agreed that regardless of any other change Councillors should in future pay for their guest's ticket to the meal. It was also agreed that Chief Officers should pay for their partner's ticket, unless they chose to bring a member of staff in recognition of service. Additionally there was support for the continuation of alcohol to be served at this event, but that the amount of alcohol should in future be limited in quantity to a glass of wine per course (or equivalent), and in the case of the toast a small glass of port or brandy (or equivalent).

6.1.5 Mayor's Day (Community Festival)

As a matter of principle and in pursuit of the vision for Civic affairs the Task Group felt that the Mayoral programme should be community orientated. The concept of a Community festival came forward in the visioning session that took place and has been welcomed by those who were consulted.

At this early stage the Task Group envisage a carnival procession on the Saturday replacing the Mayor's Sunday parade but maintaining the tradition with floats, local organisations e.g. Scouts Brownies etc, bands – a similar to the carnival parades that used to take place in Morecambe and Lancaster. Such an event would require joint planning by Cultural Services with input from Democratic Services and consideration should be given to financially supporting this event through the realignment of an existing festival. Such a procession takes place in Norwich where

the Lord Mayor's procession attracts thousands of people, for the procession, fair, festival, events and fireworks that take place. The Task Group would have to involve local businesses to make it work both from an economical point of view but also to be inclusive.

This parade could begin at Lancaster or Morecambe Town Hall and parade through the city or town ending at a suitable location for instance Dalton Square, Priory Fields, Ryelands, Williamson Park, Promenade or Happy Mount Park where there would be stalls, entertainment and funfair etc.

6.1.6 Mayor's Sunday

As set out above, the procession that currently takes place on Mayor's Sunday would be replaced by the parade on the Saturday as part of the Community Festival. On Mayor's Sunday the Members present will meet at the Priory and lead the Mayor in to the church and the Mayor would lead them out. It is suggested that a multi faith ecumenical service be introduced led by the Priory with support from representatives from other faiths in the district invited to take part and participate, with the traditional theme of asking for spiritual guidance for the Mayor and Council in the forthcoming year. Similar services have been held in St Paul's Cathedral for national events.

6.1.7 Mayor's At Home

The Task Group originally considered taking Annual Council to the local community where the Mayor lived. Although this could work well in some places of the District, logistically it would be difficult and as a formal Council meeting would require certain formal arrangements etc. However the Task Group believe that the Mayor's local community should benefit from and be able to celebrate their Ward Councillor becoming Mayor and it was suggested that a possibility would be for a Mayoral At Home to take place in their community.

It is suggested that this should take place instead of the Lancaster At Home, which would be replaced by opening up the reception after Annual Council to the public. The At Home in Morecambe would still take place.

6.1.8 Mayoral Selection

The Task Group considered the current process for choosing the Mayor and supported the principle of seniority; however there was concern that a Councillor who had been Mayor could have a second term of office in a relatively short space of time. The Task Group felt that it would be fairer, if a Councillor should not be offered a second term of office until all other Councillors had been offered an opportunity to be Mayor. After an all out election, a list in order of seniority should be calculated, with all those who have not previously been Mayor taking precedence.

The Task Group were also aware from the evidence they received that the Mayor had many duties and for some Councillors this posed a very steep learning curve. Therefore the Task Group propose that the Deputy Mayor should no longer be chosen by the Mayor, but should be the Councillor who is next in line for the Mayoralty and should succeed in becoming Mayor the following year. This would give the Deputy Mayor time to become accustomed to their role before their year as Mayor.

Recommendation 3

Mayor Making

- a) That Mayor Making become a weekend long, community orientated event, with Annual Council taking place on a Friday.

Annual Council

b) That invitations for the gallery be issued to the Civic Society, community groups, organisations and different faith groups.

c) That Schools be encouraged and invited to attend Annual Council and upon arrival be welcomed by a Council officer, informed about what they are going to see, the history of the Mayor, the local authority and how this fits with citizenship.

d) That Annual Council include the presentation of badges/ certificates of service to outgoing Councillors (after two full terms) who have stood down or not been re-elected.

e) That a local school choir or orchestra (preferably within the Mayors ward) should be invited to perform, during the interlude when the Mayor is robed and that all those present be invited to join the Mayor for a reception, at the rear of the Ashton Hall.

f) That each year the Mayor elect should decide on whether to hold a formal meal, informal buffet or other alternative on Annual Council Day and that they should consider whether to invite:

- Newly appointed Freemen.
- Citizenship Award winners.
- Councillors who had stood down or not been re-elected in the past year.
- Members of staff (in recognition of service).
- The public – a certain amount of tickets could be allocated to be won by local people via a competition run in the local press or ballot upon allocation.
- Or other civic guests

g) That Councillors should in future pay for their guest's ticket to the meal and Chief Officers should pay for their partner's ticket, unless they choose to bring a member of staff in recognition of service.

h) That alcohol continue to be served at Annual Council, but that the amount of alcohol be limited in quantity to a glass of wine per course (or equivalent), and in the case of the toast a small glass of port or brandy (or equivalent).

Mayor's Day (Community Festival)

i) That consideration be given to holding a Mayor's Day Community Festival and Parade on the Saturday of Mayor making as set out in paragraph 6.1.5 of the report.

Mayor's Sunday

j) That on Mayor's Sunday Members will meet at the Priory and lead the Mayor in to the church and the Mayor would lead them out, (instead of the parade which would now take place on the Saturday). That in addition other Lancashire Mayors be invited to attend.

k) That a multi faith ecumenical service be introduced led by the Priory with support from representatives from other faiths in the district invited to take part and participate, with the traditional theme of asking for spiritual guidance for the Mayor and Council in the forthcoming year.

Mayor's At Home

l) That an additional Mayor At Home be held in the Mayor's Ward.

Mayoral Selection

m) That in future a Councillor should not be offered a second term of office until all other

Councillors had been offered an opportunity to be Mayor. After an all out election, a list in order of seniority should be calculated, with all those who have not previously been Mayor taking precedence.

n) That the Deputy Mayor should no longer be chosen by the Mayor, but should be the Councillor who is next in line for the Mayoralty and should succeed in becoming Mayor the following year.

6.2 Other Annual Events

The Task Group considered other civic events that took place throughout the year. Each event was reviewed in terms of what took place and whether there was any room for improvement based on the vision for Civic events.

6.2.1 Remembrance Sunday

The Task Group were of the view that Remembrance Sunday was a very important event for the community and for the Council. Members were advised that whilst there were services of remembrance taking place across the district, Lancaster City Council formally attended three services at Lancaster, Morecambe and Carnforth. Whilst the Mayor and the Deputy Mayor attended the first two respectively it was felt that it would be fitting if there could be a Civic presence at Carnforth and it was suggested that the Mother/ Father of the Council should attend.

6.2.2 Freeman's Court

The Task Group considered Freeman's Court. A description of this historic office is set out in Appendix E. The Task Group believe that becoming a Freeman is an important tradition that should be continued, however the majority of the Task Group would support a number of revisions being made to the current criteria. In particular the admission of women as Freeman and the extension of the geographical boundary to include the area of the district. The Task Group also believe that there is a strong synergy between the principles of the Freeman's pledge and the issues as set out in the government's Respect agenda. The Task Group consider that the oath taken by Freeman supports the Respect agenda and would suggest that in advertising for Freeman each year, the principles of the Respect agenda are used and that it would be possible for the oath to be amended to include the following principles.

- Promoting respect, leading by example.
- Promoting respect in the community.
- Showing tolerance, acceptance, and common decency to those around us – our family, friends and peers, People who are older or younger, people from different walks of life or who follow different cultures or religions.
- Being considerate of the consequences of our behaviour to others.
- Reporting unacceptable behaviour.

Whilst it might be possible to include this event as part of Annual Council, the Task Group believe there may be merit in continuing it as rejuvenated separate event. It is recommended that the Citizenship Panel should consider this issue and the detailed wording of the oath in light of this suggested inclusion. It should be noted that changes to the rules surrounding Freeman would require amendments to the Lancashire Act, 1984.

6.2.3 Overseas Student's Reception

The Overseas Student's Reception provides a good opportunity for the Council to welcome overseas students to the district. The Task Group were aware of the importance of students to the City both in terms of representing a large number of residents in the district and the economic incentives that they bring to the area. The Task Group felt that the current reception should be amended and extended to be an invite to all first year students, with a drink on arrival and the

possibility of a bar to purchase further drinks. It is suggested that this event would be an excellent opportunity for sponsorship from a local brewery or/and nightclub, which could hold a night for students following the reception. The event should include stalls and representatives from Council departments and it is suggested that students should be given the opportunity to sign up for a free Town Hall tour at a later date and the possibility of discounts from local attractions should be explored.

6.2.4 Reception for Parish Councils

The Task Group support the continuation of this event but believe it should be run in conjunction with the Lancashire Association of Town and Parish Councils (LAPTC), with information and representatives from all Council departments, County Councillors and MP's

6.2.5 Visiting Civic Heads of Lancashire

Each year each local authority in the area invites the Mayors from the other Lancashire local authorities to visit their district for lunch and a tour. There are 12 such visits each year. Across the county there is a cost to these events, however potentially they could provide benefits for the authorities involved. The Task Group propose that in order to reduce costs Lancaster City Council should begin discussions with the other Lancashire authorities aimed at reducing these events, so that visits to each authority take place every other year, reducing the number to 6 visits per year. This would mean that greater planning could go in to each event and a budgetary saving would be achieved. The Task Group would also like to see further work undertaken to broaden out the scope of such visits. For instance when the Prime Minister makes an official visit to a country, other Ministers accompany them to hold discussions with their counterparts. It is suggested that through the Lancashire Chief Executives Meetings work could be undertaken to enable a programme to be developed to disseminate best practice and innovation.

Additionally the Task Group supported the Mayor having a display board to display information obtained from visiting other Lancashire Councils.

6.2.6 Citizenship Awards

In pursuit of Citizenship and the Respect agenda the Task Group would support the establishment of annual citizenship awards to be presented by the Mayor at Annual Council or a special ceremony. It is suggested that the awards should be given for those individuals or groups who go out of their way to help others and their community. Similar award schemes are in operation at Lancashire County Council, Bridgend County Borough Council, London Borough of Brent and Dublin City Council. The Task Group would suggest that that there should be two types of award:

The Mayor's Award: For those individuals or groups who go out of their way to help others and their community.

The Mayor's Special Award: For those individuals who have made an outstanding contribution to help others and their community beyond that which is expected of citizens.

It is suggested that nominations would take place in conjunction with the local media, with the decision to award made by the Mayor and Citizenship Panel and certificates would be presented at a special reception at the Town Hall.

6.2.7 Festivals and Events

The Task Group would support the integration of the Civic and Festivals and Events programme. The Task group believe that it is important that Civic events should be seen as festivals and events for the entire district and that when a festival or event takes place in the district the Mayor should be present.

Recommendation 4

Remembrance Sunday

a) That the Mother/Father of the Council attend the Carnforth Remembrance Service.

Freeman's Court

b) That the criteria for Freeman be amended to include the admission of women as Freeman and the extension of the geographical boundary to include the whole area of the district.

c) That the Freeman's oath be revised to include the following elements of the Respect agenda:

- Promoting respect, leading by example.
- Promoting respect in the community.
- Showing tolerance, acceptance, and common decency to those around us – our family, friends and peers, [eople who are older or younger, people from different walks of life or who follow different cultures or religions.
- Being considerate of the consequences of our behaviour to others.
- Reporting unacceptable behaviour.

Overseas Students Reception

d) That the reception be extended to be an invite to all first year students, with a drink on arrival and the possibility of a bar to purchase further drinks.

e) That sponsorship for the event be investigated.

f) That the event include stalls and representatives from Council departments and the opportunity to sign up for a free Town Hall tour at a later date and the possibility of discounts from local attractions be explored.

Reception For Parish Councils

g) That this event be run in conjunction with the Lancashire Association of Town and Parish Councils (LAPTC), with information and representatives from all Council departments, County Councillors and MP's

Visit By Civic Heads Of Lancashire

h) That Lancaster City Council begin discussions with the other Lancashire authorities aimed at reducing these events, so that visits to each authority take place every other year, reducing the number to 6 visits per year.

i) That further work be undertaken to broaden out the scope of such visits through the Lancashire Chief Executives Meetings to enable a programme to be developed to disseminate best practice and innovation between authorities.

j) That a display board be provided for the Mayor to display information obtained from visiting other Lancashire Councils.

Citizenship Awards

k) That an award scheme be set up consisting of:

The Mayor's Award -for those individuals or groups who go out of their way to help others and their community.

and

The Mayor's Special Award - for those individuals who have made an outstanding contribution to help others and their community beyond that which is expected of citizens.

l) That nominations be made in conjunction with the local media, with the decision to award made by the Mayor and Citizenship Panel with certificates presented at a special reception at the Town Hall.

Other Recommendations

m) That where the Mayor is already committed to an event the Deputy Mayor and Deputy Mayoress be permitted to attend functions allowing greater access to the Civic elements of the Council.

n) That the Festivals and events and Civic programmes be amalgamated in to one programme.

6.3 Publicity

The Task Group sent a number of questionnaires out to local groups and Parish Councils and feedback indicated that increased publicity of the Civic Programme would be welcomed. Members invited the Communications Manager to one of its meetings to discuss how publicity could be improved upon. The Task Group were pleased to see the developments with regard to the civic and ceremonial pages on the Council website, which are now some of the best in the country. The Task Group look forward to their continued future development and congratulate the officers concerned.

The Chairman and Democratic Support Officer held meetings with the editors of The Visitor and Guardian to request their thoughts on how the profile of civic events could be raised.

The newspapers were particularly interested in the suggestion of Citizenship Awards with the Editor of the Visitor offering to run the awards through the paper. An offer to include a monthly mayoral calendar was also made by the Visitor, which the Task Group supported.

One Parish Councillor who gave evidence to the Group suggested it would be useful if the Mayor's Office sent details of civic events that could then be displayed on Parish Council notice boards. The Task Group also felt these should be displayed on Town Hall notice boards and in political group rooms. Each political group could also be encouraged to have a Councillor to rally support to attend civic functions including Mayor's Sunday, fund raising events and other civic events.

The Task Group also requested that consideration be given to advertising civic events on the Council's lampposts display boards if this is considered to be cost effective.

The Task Group were aware of the volume of very positive publicity which the Mayor attracts for the Council and local organisations. It is unusual not to find at least one picture or article each week in the local newspapers and on most weeks four or five. This is not only very positive in showing an active and supportive Council but also gives the opportunity for the Mayor to use their coverage to further promote corporate initiatives as well as the Respect and citizenship agendas.

Recommendation 5

Publicity

- a) That posters be distributed to Parish Councils for display on Parish notice boards detailing information on Civic events.
- b) That the possibility of using the Citizen in addition to the Guardian or Visitor, for publication of Mayoral events' details, be investigated in light of its circulation.
- c) That officers be congratulated on the development of the civic and ceremonial pages of the website and that the future development of the site be welcomed, including clearer linking to the Council Homepage.
- d) That Officers considering using the Council owned lamppost posters to advertise Civic events.
- e) That Mayoral engagements be advertised on the Town Hall notice boards and in Group Rooms as well as being sent to Group Administrators.
- f) That the Citizenship Awards be run in conjunction with 'The Visitor' newspaper.
- g) That offer from 'The Visitor' to include a monthly calendar of Civic events be welcomed.
- h) That each political party be encouraged to have a Civic Champion to encourage support for civic events.

6.4 Civic and Citizenship Panel

The Task Group felt that an important function of the mayoralty is to promote citizenship and the Respect agenda within the district, particularly within schools. To assist the Mayor in this task, it is suggested that a group should be established to help promote citizenship by visiting schools and clubs in the district. This group would also assist in the development of Local Democracy Week, run the Citizenship awards and assist in organising civic events as well as developing the Civic role.

With the centenary of Lancaster Town Hall only three years away, the Citizenship Panel could also help develop plans for the celebrations in 2009.

Recommendation 6

That a Civic and Citizenship Panel made up of interested Councillors, Honorary appointments, dignitaries and community representatives be established by the Council to support the Mayorality in undertake the following: -

- Promote citizenship through organising visits to schools, clubs etc.
- Assist with the organisation of Local Democracy Week.
- Assist with the preparations for the centenary celebrations in 2009.
- Run the Citizenship awards.
- Promote the Mayors Charity and assist the Mayor with fund raising events.
- Assist in the organisation of Mayor Making and Civic events
- Assist with the developing the Civic role.

6.5 Honorary Mother/Father of the Council

In recent years, Councillor Janet Horner was often referred to as the 'Mother of the Council' in view of her holding the position of the Councillor with the longest period of unbroken service.

The tradition was based on the practice of the House of Commons where the MP with the longest unbroken service is appointed. It is currently held by Rt Hon Alan Williams MP and his predecessors include; Tam Dalyell, Sir Edward Heath and Sir James Callaghan.

Duties of the Father of the House include:

- Move or speak on motions of a ceremonial nature.
- Debates where historical precedents are required as evidence.
- Debates where an historical perspective maybe required.
- If the House agrees a resolution to present a congratulatory address, they may well be made part of the group appointed to 'wait upon' the person concerned.

Additionally the Father of the House has presided over the election of the Speaker and since 1945, the Father of the House has generally been a member of the Select Committee on Privileges, the equivalent to the Standards Committee.

The Task Group felt that the title of 'Mother/ Father of the Council' should be confirmed as an honorary position. This position would see the Councillor with the longest unbroken service become the Mother or Father of Lancaster City Council with duties attached to the position such as proposing toasts, being present at all civic and ceremonial occasions etc. This post would be held by the Councillor until the post became vacant when it would be re-appointed at the next Council meeting.

Recommendation 7

- a) That an honorary post of Mother/Father of the Council be created, with a suitable badge of office.
- b) That the post be held by the Councillor with the longest unbroken service with Lancaster City Council.
- c) That the Mother/Father of the Council be appointed at the first meeting of Council following the post becoming vacant.
- d) That the Mother/Father of the Council have the following duties :
 - To be present at civic and ceremonial occasions.
 - To move motions of a civic and ceremonial nature.
 - To provide evidence for the Council when historical information is required.
 - To contribute to debates when a historical perspective may be required.
 - To propose votes of thanks as appropriate.
 - To make the loyal toast and other toasts as appropriate.
 - To be a member of the Citizenship Panel
 - To be present if the Council agrees to present a congratulatory address or receive a dignitary.
 - To attend the Carnforth Remembrance Day Service

6.6 Other Recommendations

6.6.1 Member Awareness

Members of the Task Group suggested that it would be beneficial for the Ceremonial and Members' Officer to give a presentation as part of the Member induction process following election to remind Councillors of the history of civic events and the Mayoralty and its contribution towards the objectives of the Council in line with the agreed vision.

6.6.2 Procurement

The Task Group felt that it was important that Civic events and the Mayoralty should provide value for money and at the same time promote the local economy, showcase local products and businesses wherever possible. Therefore Officers should continue to consider the use of local businesses for instance local florists for floral displays at Annual Council, local breweries where beer is served as opposed to internal provision or traditional procurement.

6.6.3 Town Crier

During their investigation the Task Group received certain strength of feeling that the Council should appoint an honorary Town Crier. The Task Group felt that this should be through a competition open to any resident of the district and judged by the Mayor. Since the Task Group received this evidence it is their understanding at a recent event in the City Centre, the services of the Town Crier from Kendal were obtained and his presence created public interest, including an expression of interest from a prominent local businessman. It is believed that there may be support from the Chamber of Trade and Commerce for this proposal and if this is the case, the Task Group would suggest that there may be scope for possible external funding.

6.6.4 Other recommendations

During the work of the Task Group a number of other suggestions were made, which the Task Group would support, these include a hand over meeting between the outgoing and incoming Mayors to aid continuity and that where possible fundraising by Council staff and the Mayor should be co-ordinated to help prevent duplication. Additionally the Task Group support the on going cataloguing of civic insignia and would support further consideration being given to its display and storage.

Recommendation 8

Member Awareness

a) That the Ceremonial and Members' Officer give a presentation as part of the Member induction process to remind Councillors of the history of civic events and the Mayoralty and its contribution towards the objectives of the Council in line with the agreed vision.

Procurement

b) That consideration be given to the use of local suppliers local florists for instance floral displays at Annual Council and local breweries where beer is served as opposed to internal provision or traditional procurement.

Town Crier

c) That the Council re-establish the office of Town Crier and recruit to this post through a public competition.

Other recommendations

- d) That the introduction of a 'handing over' meeting between the outgoing Mayor and the new Mayor be supported.
- e) That the Mayor's charity be linked in with and supported by the Council's charity programme.
- f) That all items of civic insignia be catalogued and further investigation take place of how these could be displayed and stored.

6.8 Twinning

The District is currently twinned with 5 towns in Europe – Perpignan in France, Rendsburg in Germany, Aalborg in Denmark, Lublin in Poland and Vaxjo in Sweden. The Task Group considered a request to twin with a town in China but felt that this would not be appropriate given the distance and practicalities of exchange visits and encouraged the Council not to do so.

It was felt that instead civic links with local Chinese communities should be strengthened especially in light of the cockling disaster.

It was also thought that there was further scope for local businesses and organisations to benefit greatly from forging links with their counterparts in our twinned towns. Friendships could be forged, visits undertaken and knowledge shared with this undertaking.

Recommendation 9

Twining

- a) That the Council encourage local organisations such as the Brownies, Scouts, sports groups etc to be in contact with their twinned town counterpart.
- b) That the Council strengthen links with the local Chinese community.
- c) That a link be included on the Council's website to the websites of the district's twinned towns.
- d) That further business links be encouraged with Lancaster's Twin towns.

6.9 Charity Funding

During its work the Task group became aware of a number of charities, bequests and endowments that the Council has over the years become responsible for. Whilst some of these were being put to their correct use such as the William Smith Festival, Williamson Park and the War Memorial Fund, others are not being used and are collecting interest. The Task Group requested Officers to investigate these charitable funds and consider:

- How they could be better used for their original purpose
- A reduction in the number and work involved in administering charities.

An audit was carried out of all charities, bequests and endowments that the Council has responsibility for details of which are set out in Appendix F.

Currently there is a total of approximately £50, 000 of charitable funds, which are accruing interest and not being used.

In order to bring this money back in to public use it is proposed to consolidate the charities to form the following five charities to be managed by the Lancaster City Council with the income by a Committee of trustees appointed by the Council, supported by Democratic Services and used for the following purposes:

**William Briggs and Sarah Ann Albright Trust
(Approximately £3052)**

- To purchase/ restore pictures, works of art and objects of local interest at Town Hall, Museum or Art Gallery.

**Enid Smith Trust
(Approximately £5100)**

- Promotion and encouragement of moral and intellectual training of children.

The Task Group believe that this Charity is ideally placed to further the aims and objective of increasing and promoting Citizenship with regard to young people in the district.

**Pyper, Dean, Aitken and Seward Schools Prize and Exhibitions Fund
(Approximately £14,800)**

- Provision of secondary school exhibitions and maintenance allowances.
- Prizes for musical knowledge, Botany, religious knowledge or Geology.
- Musical education of boys and girls within the district.

**Isabella Simpson and Mrs Green Charity
(Approximately £16,300)**

- Support to Widows, Spinsters and the poor.

There are several charities and charitable funds that the City Council has relating to current and former education establishments for safekeeping. It is recommended that this money (or the charity if preferred) is transferred to the relevant Board of Governors for use as prize money for the school.

Skerton Community High School

There is approximately £1,320 of money relating to the former Skerton Girls and Boys Schools (now the Skerton Community High School).

Lancaster and Morecambe College

There is approximately £3530 of money relating to Lancaster and Morecambe College and its preceding institutions.

Lancaster Girls Grammar School

There is approximately £62 of money relating to the Lancaster Girls Grammar School.

Bowerham County School

There is approximately £122 of money relating to Bowerham County School.

Our Lady's Catholic School

There is approximately £86 of money relating to Our Lady's Catholic School.

Additionally, there is a sum of approximately £1,200, known as the Jane Gardner bequest for assisting those in the district with Tuberculosis. It is proposed that this is consolidated with the James Bond and Henry Welch Charity (managed by Democratic Services), which has similar aims and objectives

It should be noted that in order to make the changes as set out above there will need to be discussions with various parties including joint trustees and boards of governors. All changes would require agreement and approval by the Charity Commission. This work will involve officer time and therefore it is recommended that allocations be placed in the Democratic Services Business Plans for 2007/08.

Recommendation 10

- a) That the amendments, transfers, proposed objectives and consolidations of charitable funds as set out above be agreed, subject to the required approvals being obtained.
- b) That officers be authorised to begin discussions with the Charity Commission, boards of governors and joint trustees.
- c) That this work be included within the Democratic Services Business Plan 2007/08.
- d) That the County Council be requested to consider the transfer of the Bertha Taylor and Agnes Holmes Charitable funds to the relevant Board of Governors for use as prize money for the school.

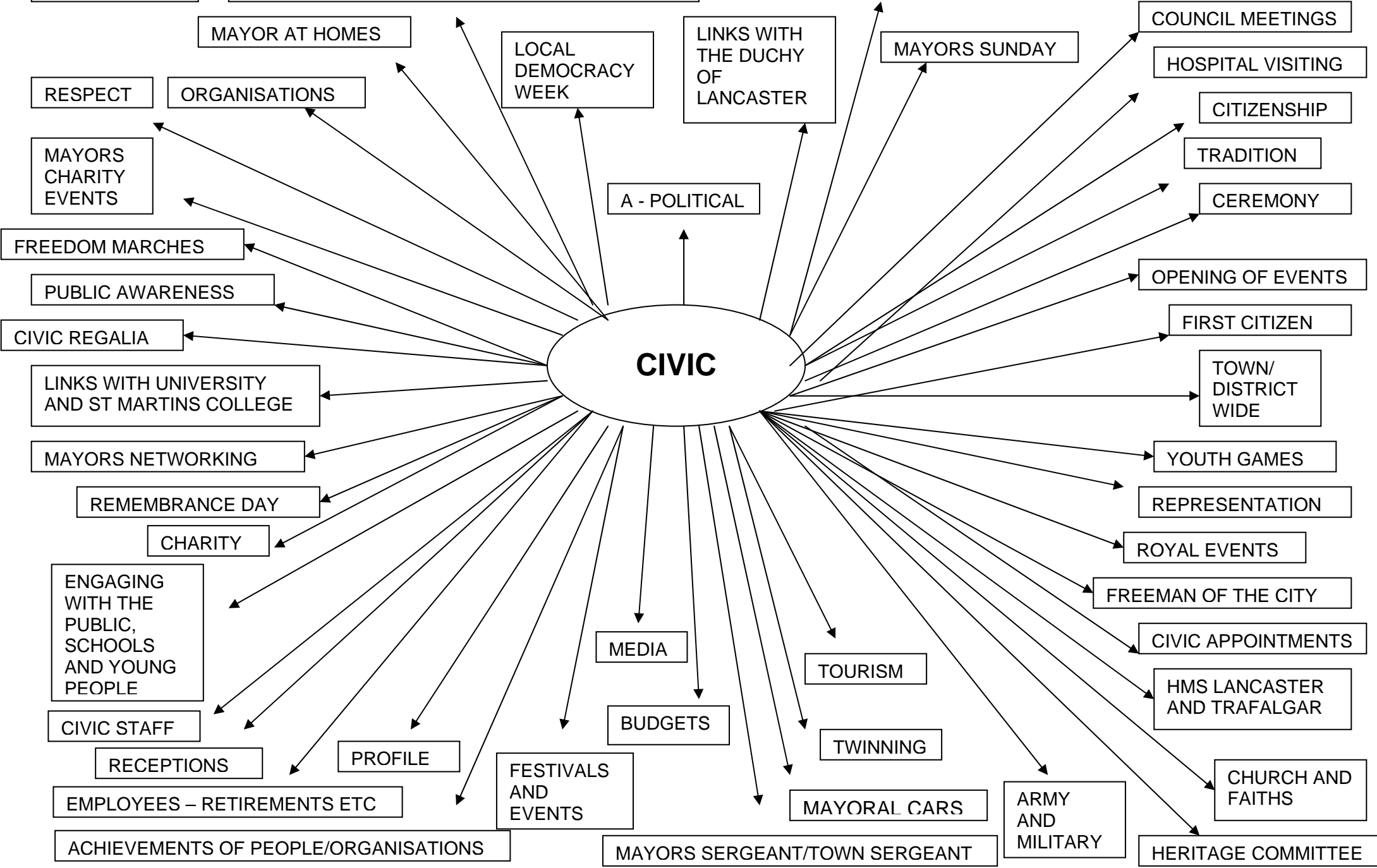
(7) Conclusion

In conclusion, it is our view that the recommendations as set out in this report will compliment, revise and rejuvenate the current civic programme. We believe that the Civic programme is important to the Council and most importantly the community which we serve. However over the years this has become disconnected from the work of the Council, despite real and strong connections existing. We believe this is an opportunity to reconnect these elements and use the civic programme and mayoralty to help meet corporate objectives and to address the issues of citizenship and the Respect agenda.

Appendix A

ANNUAL COUNCIL – INVOLVEMENT OF SCHOOLS

PROMOTING THE CITY EVENTS – INTERNAL AND EXTERNAL



<p>1. What do you understand by the word "Civic"?</p>	<ul style="list-style-type: none"> • I don't think anyone understands the word Civic at Lancaster District. It is a term relating to a single identity for a District, duty associated with a District and a sense of pride. Whilst such things have been common place in my last authorities, I have to say that the period since 1974 appears to have done very little to create any sense of Civic holisticness in this area. Very sad, but true. Roll on Unitary Authorities. • Civic has many meanings. I would think it was more appropriate for the task group to define it and then ask questions. However, the context of the Task Group is surely civic as the ceremonial and mayoral side of the council as opposed to representative and decision making side. • To me the word 'civic' (in the context of civic events) has mostly negative connotations: <ul style="list-style-type: none"> * old-fashionedness - doing things as they've always been done * dressing up in silly clothes to make some people feel or look more important than other people * pomp and ceremony * religious (Church of England) and militaristic connotations <p>Obviously to some people these will all be positive things rather than negative, but I just have a personal aversion to such things, and I'm sure I'm not the only one who feels like that. My hunch is that younger people might be more likely to feel like me, but perhaps the CTG will be able to test that theory.</p> • I think Civic means functions that are carried out by the Mayor or 1st Citizen which carry a ceremonial content ie <ol style="list-style-type: none"> 1 meeting visiting dignitaries. 2 attending functions where residents require the presence of someone in authority. 3 opening ceremonies. 4 representing our district at official occasions in other authorities. 5 being a figurehead that is respected. • "Civic" and the related Mayoralty represents for me a bundle of related aspects of the Council. It is above and
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outside of the cut and thrust of party politics. It is a long link with the past - going back to the days of John O' Gaunt - and we have a duty to maintain this historical continuity. It symbolises and gives voice to the image of the Council received by citizens - exemplifying our corporate body in a pleasing and reverent and respectful way. It allows citizens of all political opinions and of none to subscribe to the ideals of an elected representative Body. It regularly brings to life the theory of the council - for children, for senior citizens and for everyone in between. It allows us to "match" and synchronise our corporate body with other such bodies in the community - eg the University, or the Health Authority, or other local authorities, or all the other organisations and entities that a part of the tapestry of local governance. It gives a unique public identity to the Council.

- I tend to think of "Civic" as something formal and ceremonial although I agree that this isn't true!
- of the people or public
- of or belonging to the population [owned by the whole of the citizen body in trust for future generations i.e. not for sale]
- Is it to do with citizenship and how to be civil, or how not to be criminal or political. To be honest I don't know if there is a definitive answer.
- formal ceremonial duties of the council, plus administrative duties, i.e mayor making.
- Relating to pride in the place you love and the Council's responsibility for this
- I guess I think it means public/community and, in council terms, non political
- the word civic to me means something about citizenship I suppose.

- I would associate the word CIVIC, as belonging to a City, or Town of which involves the Citizens of that place. The Civic Centre is an area which contains municipal buildings, and offices, which I would say are there for the benefit of those citizens.
- "of citizens or citizenship" In this context I take it to differentiate between the role that the Mayor has as first citizen of the District and the City Councils responsibilities for community leadership and service provision.

	<ul style="list-style-type: none"> • Some function associated with the Council. • my understanding of "civic" is that it is a ceremonial event at which the mayor attends in a formal capacity • 'Civic' as public/citizen ceremonial activity - a duty for the Mayor/Deputy Mayor as the City's primary citizen(s) to publicly undertake and meet their roles and responsibilities, supported by the elected representatives, where appropriate. It is for the conduct of ceremonial duties only.
<p>2. Which Civic/Mayoral event do you support during the Municipal Year?</p>	<ul style="list-style-type: none"> • Mayor Making. • I attend the remembrance events and mayor making but not usually the mayoral lunch (2005 was a not to be repeated exception). Remembrance is I think important and reasonable well done. I don't think mayor making adds much to the life of the town. We overload it with ceremony that we carry out badly (criticism of some members for their attachment to outdated ritual not of officers for the organisation which is carried out well. The mayoral lunch is way over the top. There is absolutely no need for a three course sit down lunch. There is certainly no need at all to offer port or brandy (in the middle of a working day for heavens sake). • The only civic event that I regularly attend is Holocaust Memorial Day, because I feel strongly about the theme and I like the way it is organised, with a solemn bit (vigil and speeches) followed by a life-affirming, diverse community get-together. I have also attended the welcome for overseas students which is pretty good, though maybe it would be even better if it involved more activities such as tours of the town hall or entertainments. <p>I attend a lot more community events than Council-organised civic events. I think I would be more supportive of the mayoralty if the mayor were elected on merit rather than seniority (perhaps it could be someone outside the Council who has contributed a lot to community life? Maybe they could be elected by the community rather than just rubber-stamped by councillors?) - and if they didn't get driven around in a posh car!</p> <p>On the positive side, it's good that a lot of mayoral events raise money for charity, and bring people together to celebrate their contribution to community life.</p> <ul style="list-style-type: none"> • Mayor Making, Mayor's Sunday and Remembrance Sunday • I seek to attend all the big Mayoral events - the Mayor Making, the Remembrance Service, the charitable coffee mornings, Fairs, Cheese and Wine evenings etc. I hope that Mayoralty can go from strength to strength.

- I always go to the mayor-making although I don't wear robes. I usually try to go to Cllr funerals and I do wear robes there if that is what the dead person would have wanted.
- Mayor making, Remembrance Sunday, Youth Games, when applicable. Fund raising events when possible.
- Mayor making and Remembrance Sunday.
- Well not many really most of the require spending hours in little groups with a glass of wine or whatever muttering all sorts of nothings, I do attend the Mayor making on behalf of the constituents who elect me ,and would wish me to represent them ,at such an occasion, although personally I don't attend the luncheon afterwards, more wine and muttering I'm afraid. I tend to support the chosen charity but discreetly. I wait with baited breath to see the Civic programme based on the Vision for the future.
- Mayor Making and dinner afterwards (although I do feel that the dinner is something we could look at reducing or getting rid of), I try to get to the mayor in the community events afterwards to show support. I also try to attend the annual mayoral church service and budget meeting.
- Mayor's charity functions, Mayor Making, Mayor's Service, at homes.
- Usually the bowling night, the tea with the mayor and others we can donate to.
- In IS we don't support any Civic or Mayoral events that I can think of.
- I have been to most of the Mayors events.
- Each year Mayor making, Mayors Sunday, Freeman of the City, Overseas Students evening and Remembrance Sunday. Others occasionally such as new Uni. chancellor, new constable of the castle, royal visits, Aldermen funerals.
- The Mayoral Lunch.
- I attend very little - Annual Council (every other year only) and Remembrance Sunday when I am available.

QUESTIONS – CIVIC TASK GROUP

1. What do you consider to be the advantages of the current Civic Programme ?

- Tried and tested over the years and therefore easy to carry out.
- Celebrates the success and traditions of the district.
- Promotes the area, supports local charities and organisations.
- Public engagement.
- Mayor's at Home – although for a limited audience.
- Civic head – seen to engage with young people.
- Community Leadership and historic Lancaster.
- Reinforces Mayor as first citizen
- This district has safeguarded much of it's heritage and local traditions.

2. What do you consider to be the disadvantages of the current Civic Programme ?

- Has been going on for too long without change.
- Reception for Parish Councillors poorly attended.
- Mayors Sunday not well attended.
- Overseas students reception – but did improved last year.
- No consistency year to year – links are forged then lost when the new Mayor begins.
- No fresh ideas.
- Spend a lot of time doing because it is traditional and not many people have an interest.
- Mayor making is deteriorating – less and less Councillors and public attend.
- Annual Council dinner is the worst aspect.
- The presence of the local press has reduced. Needs to be modernised.
- Does not correspond to the Council's Corporate Plan.
- Mayors of the County meeting up 12 times a year – what is the benefit – it is inappropriate.
- Not enough local media coverage
- Some of the civic spaces such as Ashton hall do not lend themselves well to community events i.e. too big...dusty...unwelcoming.

3. What are your views on having a Mayor for the District ?

- Essential to have a Mayor – tradition.
- Think the Mayor should not Chair Council meetings.
- There should be a Civic figurehead. The Mayor should Chair Council but requires training.
- Gives Lancaster a sense of place and community – people associate the Mayor.
- Historic city – fits to have a Mayor.
- First Citizen.
- Should not Chair Council meetings.
- Most senior and most respected position on the authority.
- Civic post well regarded by many in the community, and is also a way of networking with other outside bodies and local authorities. The position of Mayor is one which deserves our full support and protection.

4. How many Civic Events do you attend and which ones ?

- All
- Most
- Not many
- Mayor Making but not the lunch, Remembrance Sunday and Armistice Day.
- Many – Remembrance Sunday, Armistice Day, Mayor Making etc

- As many as possible.

5. If you do attend Civic events, why do you do so ?

- All
- In bred in me to go – was told it was very important to go.
- Mayor Making but not the lunch, Remembrance Sunday and Armistice Day.
- To become more involved in the community within which my family and I live.

6. There is a view that ALL Councillors and Senior Officers should attend formal events such as Mayors' Sunday ? What are your views on this ?

- Agree
- Yes. Each political party should have a Civic Champion who would encourage all other Members to attend. Councillors who receive special responsibility allowance ie Chairman, leaders etc represent Council so should attend. This should be replicated with Officers – seniority.
- Cannot enforce this.
- It should left to the discretion of members which events they feel they should attend and not mandated by Council. I would object to Councillors being obliged to attend Mayors' Sunday on both personal and spiritual grounds.

7. How do you think we can improve the current Civic Programme ?

- Freeman's Court – move to Annual Council
- Outgoing Councillors after an election – present with a badge at Annual Council.
- P.R. – use 'Your District Matters' more.
- Link in with Festivals and Events Programme.
- Make Annual Council less inclusive – don't just invite the usual people, invite the public.
- Involve the community.
- Request feedback on events.
- 2007 – 2009 will be Town Hall and Williamson Park Centenary Years – set up an organising committee to co-ordinate celebrations for both.
- Ensure the resources in place for events are correct – the right people on the day.
- Go into the community and engage with the public young people especially.
- Move away from the traditional ceremonies.
- Needs to tie in with the Corporate Plan.
- Freemen – change to women and men and include the whole District not just historic boundaries. The oath that is used should be modernised – suggest the respect agenda could be used to do this.
- Make the program more relevant to today's society. Update it to reflect what is actually of importance to people locally and to visitors.

8. What are your suggestions for the future ?

- Overseas student reception – sponsored by a brewery? Drink on arrival then the bar would be open to purchase drinks. Tour of the Town Hall – sign up on the night and be sent an invitation for a later date.
- Annual Council – again sponsored by a local brewery. Introduce a buffet allowing the Mayor to network.
- Contact St Martins College for assistance setting up a website/links for twinning.
- Strengthen links with local Chinese community.
- Twinning – how do we deal with invitations to celebrate our twinned town's key dates?
- Consider how requests to the Mayor are dealt with.
- The Mayor's Charity should be supported in the charities programme of the Council.
- Replace the Annual Council dinner.
- The 12 meetings that take place each year of the Counties Mayors should be reduced – rotate these with other authorities so these meeting take place perhaps just 4 time a year.

- j. Respect tradition but try not to make it too stuffy or inaccessible.

9. In your opinion, how could the Council improve citizenship with the community?

- a. Administration Services and Councillors – create a package that could be taken into schools – including a mock election, meeting the Mayor, pupil power game etc.
- b. Introduce Civic Awards.
- c. Introduce a Citizens Charter.
- d. Councillors and Chief Officers need to be more visible in community engagement.
- e. Engage with schools.
- f. Link Community Leadership with the Corporate Plan.
- g. Incorporate the Respect Agenda.
- h. Engage people on matters which are important to them...dirty streets, missed bins, antisocial behaviour.
- i. Plan a civic program around rewarding people who are able to take these issues for the communities benefit.

10. One suggestion was the introduction of a Citizenship Panel, elected by Council to help promote citizenship in the District by visiting schools, clubs etc, judge the Citizenship competition and help organise large events. What are your views on this?

- All agreed with the introduction of a Citizenship Panel, but clear boundaries would need to be established when it was scoped as to what was included in its remit.
- The Panel could co-ordinate the Centenary celebration.

11. What are your feelings on the following suggestion that came out of a recent meeting of the Task Group :

The Mayor Making Ceremony, taking place possibly on a Saturday, with a formal ceremony (with possibly a blessing from all faiths with all the community represented). This would include a report from the outgoing Mayor on achievements in the year, the incoming Mayor would set out their aims for the forthcoming year and citizenship awards would be presented.

This would be followed by an informal buffet allowing the Mayor to network and meet community reps, citizenship award winners, public etc(who would be able to attend - buy a ticket, win etc)

This could be followed by a carnival-like day, with perhaps a procession to a church for a multi faith service, with bands, Dalton Square closed off with stalls, Town Crier competition, fireworks etc.

- All agreed with the above in principle.
- Suggest a parade on Friday night.
- Use Williamson Park, Priory or Ryelands Park instead of Dalton Square to attract more people into a safer place.

QUESTIONS – CIVIC TASK GROUP**1. What are your views on having a Mayor for the District?**

- *Agree that there should be a Mayor for the district*
- *Should continue but make duties/views more widespread*
- *Should be a Mayor for the district*
- *Favour traditional Mayoral role with a senior Councillor representing the community at local events, opening ceremonies etc*
- *Good idea*
- *Neutral – probably inappropriate to a district – as distinct from a town or city.*
- *Traditional therefore keep.*
- *Ambivalent*
- *We want to keep the Mayor*

2. What do you consider to be the advantages of the current Civic Programme?

- a. *Do not know what the Civic Programme is*
- b. *Get to forge lots of links with other communities both here and abroad.*
- c. *Feel the programme is appropriate to keep a high profile and publicise the district.*
- d. *Do not know what the Civic Programme is*
- e. *None*
- f. *Not apparent*
- g. *Support it*

3. What do you consider to be the disadvantages of the current Civic Programme ?

- a. *Do not know what the Civic Programme is*
- b. *Very little impact on rural communities*
- c. *Only certain members of the community get to meet the Mayor over their 12 months in office*
- d. *Lack of publicity – very little is known of what is involved.*
- e. *All rather removed from village communities – its natural/historically city based.*
- f. *Does not involve rural communities*
- g. *Not apparent*
- h. *None*

4. How do you think we can improve the current Civic Programme?

- a. *People need to know about it – it needs to be accessible, in the press, on the website.*
- b. *If the Mayor's Office went the monthly list of engagements to the clerk of the Parish, it would be displayed on notice boards.*
- c. *Events outside the City*
- d. *By publicity*
- e. *Advertise more what is going on*

5. Do you attend any Civic Events?

- a. *Very few*
- b. *Yes*
- c. *Yes*
- d. *Yes – usually represented at Mayoral reception fro Parish Councils*
- e. *Rarely*
- f. *No*
- g. *No*
- h. *Yes*

6. If you do attend Civic events, why do you do so?

- a. *Support the Mayor*
- b. *To try t be more aware of the thoughts of local politicians*
- c. *Through the LAPTC*
- d. *Invited to attend*
- e. *Civic pride – support institution - history*

7. Have you ever invited the Mayor to attend a function and if so why/why not?

- a. *Yes – invited the Mayor to events because she is independent of the Parish and is Leader of the district.*
- b. *Seldom have functions*
- c. *No – didn't know we could*
- d. *Yes – opened our village hall*
- e. *No – Mayor is remote to village community – we tend to invite MP or local notable.*
- f. *As a Parish Council we have no functions for Mayor to attend.*
- g. *No*
- h. *No*

8. Do you use the Council's website and if so for what reason?

- a. *Not much, only for information*
- b. *For planning applications*
- c. *To check on planning*
- d. *Yes – variety of information on local issues*
- e. *Specific information – not to browse*
- f. *No*
- g. *Yes*

9. Do you think your organisation would make use of a dedicated page to the Mayor where you could ask questions of the Mayor, invite the Mayor to attend an event etc.

- a. *Yes – to gain information*
- b. *Maybe*
- c. *Yes*
- d. *Probably not*
- e. *No*
- f. *No*
- g. *No*

10. In your opinion, how could the Council improve citizenship within the community?

- a. *Get into schools and colleges – engage young people*
- b. *Become less urban biased*
- c. *By being more open*
- d. *Maintain distinct identities for both Lancaster and Morecambe promoting the district characteristics of both townships*
- e. *It is only citizens who can improve citizenship. The profile of the Council and its achievements might encourage citizenship ie make citizens aware that ordinary people can do things for the community.*
- f. *Who has decided citizenship needs improving in the community?*
- g. *Teach citizenship in schools, it no longer exists in most homes.*

11. What are your feelings on the following suggestion that came out of a recent meeting of the Task Group :

The Mayor Making Ceremony, taking place possibly on a Saturday, with a formal ceremony (with possibly a blessing from all faiths with all the community

represented). This would include a report from the outgoing Mayor on achievements in the year, the incoming Mayor would set out their aims for the forthcoming year and citizenship awards would be presented.

This would be followed by an informal buffet allowing the Mayor to network and meet community reps, citizenship award winners, public etc(who would be able to attend - buy a ticket, win etc)

This could be followed by a carnival-like day, with perhaps a procession to a church for a multi faith service, with bands, Dalton Square closed off with stalls, Town Crier competition, fireworks etc.

- Agree
- Good idea
- Good idea – but again city based and reservations re parking on a Saturday
- Ceremony idea good but carnival appears a good idea, but would create too many problems and unnecessary expense.
- The office of the Mayor is a secular appointment – live a largely secular society. If Mayor wishes to attend his/her place of worship for a blessing this should be done with some suitable ceremony but leave speeches, awards, fireworks to the Mayor Making ceremony without the religious side.
- Complete and utter rubbish and a waste of money.
- Difficult to see value in it.
- Yes

HISTORY OF FREEMEN

THE FREEDOM OF LANCASTER IS A VERY ANCIENT OFFICE TO WHICH MEMBERS HAVE BEEN ADMITTED - ACCORDING TO RECORDS IN THE POSSESSION OF THE COUNCIL - FOR OVER 300 YEARS.

THE QUALIFICATIONS AT ONE TIME FOR ADMISSION AS A FREEMAN WERE THAT APPLICANTS MUST EITHER BE THE SON OF A FREEMAN OR APPRENTICED FOR SEVEN YEARS TO A FREEMAN.

THE BASIC PRIVILEGE WAS THE RIGHT TO PASTURE A LIMITED NUMBER OF BEASTS ON THE LANCASTER MARSH, WHICH WAS THE PROPERTY OF THE CORPORATION OF LANCASTER. IN 1795, THE MARSH WAS ENCLOSED WITH AN EMBANKMENT AND IMPROVED. THE FREEMEN'S RIGHTS OF PASTURAGE OVER THE MARSH WERE THEN EXTINGUISHED AND THE WHOLE OF THE LAND BECAME VESTED IN THE CORPORATION, SUBJECT TO ANY PROFITS FROM RENTALS OF THE MARSH BEING DISTRIBUTED AMONGST THE 80 SENIOR FREEMEN OF THE CITY WHO WERE ENTITLED TO THE RIGHT OF PASTURING BEASTS ON THE MARSH. FURTHER PRIVILEGES ACCORDED TO ANY FREEMAN WERE THE RIGHT TO ENTER THE CITY FREE FROM THE PAYMENT OF TOLLS, AT SUCH TOLL GATES AS WERE IN EXISTENCE, AND ALSO TO BRING GOODS THROUGH THE SAID TOLL GATES TO THE LANCASTER MARKET.

THE OATH OF A FREEMAN, WHICH IS TAKEN UPON ADMISSION TO AN ANNUAL COURT, IN THE FIRST INSTANCE, SWEARS ALLEGIANCE TO THE MONARCH. SUPPORT AND OBEDIENCE TO THE MAYOR AND MAGISTRATES OF THE CITY OF LANCASTER AND THE PAYMENT OF ALL JUST DUES ARE FURTHER REQUIREMENTS. THE OATH IMPOSES CONDITIONS UNDER WHICH FREEMEN ARE REQUIRED TO REPORT TO THE MAYOR OF THE CITY ANY UNLAWFUL ASSEMBLIES OR CONSPIRACIES WITHIN THE CITY AND RENDER AID IN PRESERVING THE PEACE WITHIN THE LIMITS OF THE CITY.

A FREEMAN ALSO UNDERTOOK TO CARRY OUT TWO DUTIES WHICH ARE NOW EXTINCT - ONE REFERRING TO THE COLOURING OF GOODS OF PERSONS WHO WERE NOT FREEMEN, IN ORDER TO SECURE A FREE

PASSAGE FOR SUCH GOODS THROUGH THE TOLL GATES AND THE OTHER REFERRING TO THE ENROLMENT WITH THE CORPORATION OF THE INDENTURES OF APPRENTICESHIP OF ANY APPRENTICE.

IN 1900, THE CORPORATION, DESIRING TO SECURE FULLER POWERS WITH RESPECT TO THE DISPOSAL OF THE MARSH, SECURED PARLIAMENTARY POWERS UNDER WHICH THE FREEMEN'S RIGHTS IN THE MARSH WERE EXTINGUISHED, SUBJECT TO THE PAYMENT BY THE CORPORATION OF £13 PER ANNUM TO THE 80 SENIOR FREEMEN RESIDENT WITHIN THE CITY. THE CONDITIONS FOR THE ADMISSION OF FREEMEN WERE AMENDED AT THIS TIME TO INCLUDE TWO OTHER CLASSES OF APPLICANT TO THOSE PREVIOUSLY MENTIONED, NAMELY A NATIVE OF THE CITY AND A CITIZEN OF THE CITY FOR SEVEN CONSECUTIVE YEARS.

THE RECORDS OF THE COURT, WHICH ARE IN EXISTENCE FROM 1700 ONWARDS, SHOW THAT A CONSIDERABLE NUMBER OF HUSBANDMEN, RESIDING OUTSIDE THE CITY AT THAT TIME, WERE ADMITTED AS FREEMEN OBVIOUSLY TO SECURE FREE PASSAGE THROUGH THE TOLL GATES FOR THEMSELVES AND THEIR GOODS.

THE RIGHTS OF COLLECTING TOLLS ON GOODS COMING INTO THE CITY OF LANCASTER WERE PURCHASED AND PRESENTED TO THE CITY MANY YEARS AGO BY THE LATE LORD ASHTON AND THUS ONE OF THE PRIVILEGES OF THE FREEMEN BECAME EXTINCT.

IN ACCORDANCE WITH THE LONG ESTABLISHED TRADITIONS OF THE CITY, THE CITY COUNCIL HAS PRESERVED THE RIGHT TO ADMIT FREEMEN UNDER THE PROVISIONS OF THE COUNTY OF LANCASHIRE ACT, 1984.

Appendix F: Charitable Funds

Charitable funds held in Lancaster City Council Accounts, where Lancaster City Council is sole trustee, which are not being used.				
Charity	Objective	Capital	Balance (31.3.05)	Proposal
Jane Gardner Bequest (1921) <i>Not registered with Charity Commission</i>	For residents of the City who are suffering from TB.	90	1,249.68	Amalgamate with James Bond and Henry Welch Charity
Albright Legacy (1943) <i>Not registered with Charity Commission</i>	For the purposes of Public Library or Public Museum	450	522.96	Amalgamate with William Briggs to form the William Briggs and Sarah Ann Albright Trust
Enid Smith Child Study Foundation (1934) No. 223403	Promotion and encouragement of moral and intellectual training of children.	600	5,175.62	To be used for Citizenship
William Briggs (1925) No. 223404	Purchase of pictures, works of art and objects of local interest at Town Hall, Museum or Art Gallery	500	2,529.97	Amalgamate with William Briggs to form the William Briggs and Sarah Ann Albright Trust
Unknown Donors (1907) No. 526065	Putting out as apprentice to some useful trade or occupation a deserving child of a poor householder in the ancient township (Poulton, Bare and Torrisholme)	17.57	336.60	Gain agreement of joint trustee and transfer to Governors of Lancaster and Morecambe College as Scholarship fund.
Mathew Pypers Foundation (1914) NO. 526232	Provision of secondary school exhibitions and maintenance allowances	736.84	11,454.91 + £766.60 invested	Pyper, Dean Aitken and Seward Schools Prize and Exhibitions Fund
Dean	Prizes for	430	3,352.22	Pyper, Dean

Scholarship in Music (1895) No. 526116	musical knowledge and for the musical education of boys and girls within the city.			Aitken and Seward Schools Prize and Exhibitions Fund
Seward Prize <i>Not registered with Charity Commission</i>	Prize for Botany or Geology and Exhibition Award for Biology, Botany and Geology for Students at Storey Institute Technical College or any Secondary School in the City	100	446.60	Pyper, Dean Aitken and Seward Schools Prize and Exhibitions Fund
Alderman E.C Parr – Technical <i>Not registered with Charity Commission</i>	Prizes at the Lancaster and Morecambe Technical College	47.32	31.34	Transfer to Governors of Lancaster and Morecambe College as prize fund.
Alderman E.C Parr – Art <i>Not registered with Charity Commission</i>	Prizes at the Lancaster and Morecambe School of Art	-	11.18	Transfer to Governors of Lancaster and Morecambe College as prize fund.
Alderman E.C Parr – LGGS <i>Not registered with Charity Commission</i>	Prizes at the Lancaster Girls Grammar School	-	-2.01	Transfer to Governors of Lancaster Girls Grammar School
Cambridge Local Committee <i>Not registered with Charity Commission</i>	Prizes at the Lancaster and Morecambe School of Art	40	104.21	Transfer to Governors of Lancaster and Morecambe College as prize fund.
Eleanor Smith Science <i>Not registered with Charity Commission</i>	Science Prizes at the Lancaster Girls Grammar School	25	28.03	Transfer to Governors of Lancaster Girls Grammar School
A.E French Needlework <i>Not registered with Charity Commission</i>	Needlework prize and Exhibition Scholarship at the Lancaster and Morecambe	100	437.54	Transfer to Governors of Lancaster and Morecambe College as prize fund.

	School of Art			
Sir Thomas Storey Memorial A.E French Needlework <i>Not registered with Charity Commission</i>	Prizes at the Lancaster and Morecambe Technical College	100	251.92	Transfer to Governors of Lancaster and Morecambe College as prize fund.
Dr. James Aitken Memorial (1936) No. 526694	Prizes for religious knowledge in secondary schools and assistance to Grammar School Pupils	181.03	1,881.58	Pyper, Dean Aitken and Seward Schools Prize and Exhibitions Fund
Annie E. Helme – LGGS <i>Not registered with Charity Commission</i>	Art Prizes at Lancaster Girls Grammar School	49.75	8.56	Transfer to Governors of Lancaster Girls Grammar School
Annie E. Helme – Skerton Girls (1962) <i>Included in No. 526579</i>	Prizes at Skerton Girls Secondary Modern School	15.29	47.49	Transfer to Skerton Governors as Trustees
J.T Wright Memorial <i>Not registered with Charity Commission</i>	Prizes at Lancaster Girls Grammar School	128.36	25.74	Transfer to Governors of Lancaster Girls Grammar School
Annie A Millray (1963) <i>Included in No. 526579</i>	Prizes at Skerton Girls Secondary Modern School	7.26	18.15	Transfer to Skerton Governors as Trustees
J.T Hayton (1956) No. 526540	Handwriting prize for Students at Cathedral Secondary Modern	14.54	86.24	Transfer to Governors as Trustees: Our Lady's School
Alderman H Price (1959) No. 526542	Prizes at Skerton Boys and Skerton Girls Secondary Modern School	68.46	230.88	Transfer to Skerton Governors as Trustees
Skerton Old Boys (1959) No. 526543	Prizes at Skerton Boys Secondary Modern School	31.09	83.27	Transfer to Skerton Governors as Trustees
Sir Edward Frankland <i>Not registered</i>	Chemistry Prize and exhibition scholarship at	100	471.00	Transfer to Governors of Lancaster and

<i>with Charity Commission</i>	Lancaster and Morecambe Technical College			Morecambe College as prize fund.
J Shuttleworth (1963) <i>Included in No. 526579</i>	Science Prizes or allied subjects at Skerton Boys Secondary Modern School	40	269.98 + £80.30 invested	Transfer to Skerton Governors as Trustees
Skerton School Parents (1963) <i>Included in No. 526579</i>	Prizes at Skerton Boys Secondary Modern School	85.88	143.69	Transfer to Skerton Governors as Trustees
H J Weaver Memorial (1965) <i>Included in No. 526579</i>	Prizes at Skerton Boys Secondary Modern School	68.45	382.40	Transfer to Skerton Governors as Trustees
E. W Soar Memorial <i>Not registered with Charity Commission</i>	Prizes at Skerton Boys Secondary Modern School	10.64	24.53	Transfer to Skerton Governors as Trustees
H J Weaver (National Association of Teachers) (1965) <i>Included in No. 526579</i>	Prizes at Skerton Boys Secondary Modern School	16.37	43.11	Transfer to Skerton Governors as Trustees
I H Storey Memorial <i>Not registered with Charity Commission</i>	Prizes and Exhibition Scholarship for Electrical Engineering at the Lancaster and Morecambe College of further Education	100	389.74	Transfer to Governors of Lancaster and Morecambe College as prize fund.
G R Roberts Foundation (1936) <i>No. 526395</i>	Prizes at Bowerham County School	25.67	122.53	Transfer to Governors of Bowerham School
Charitable funds held in Lancaster City Council Accounts, where Lancaster City Council is joint trustee, which are not being used.				
H L Storey Science Scholarship <i>Not registered with Charity</i>	Science Scholarships at Lancaster and Morecambe Technical	325	1,467.77	Gain agreement of joint trustee and transfer to Governors of Lancaster and

<i>Commission Joint trustees with Kenneth L Storey Esq</i>	College.			Morecambe College as Scholarship fund.
<i>Sir Richard Owen Memorial Not registered with Charity Commission Joint trustees with Lancaster Astronomical and Scientific Association</i>	Prizes at Lancaster and Morecambe Technical College	7.13	36.66	Gain agreement of joint trustee (if in existence) and transfer to Governors of Lancaster and Morecambe College as Scholarship fund.
Charities funds not held in Lancaster City Council Accounts, where Lancaster City Council is sole trustee, which are not being used.				
The Isabella Simpson Charity (1920) No. 223402	the payment of not more than £10 each per annum to spinsters over the age of 35 years who may be in need of help and who have resided in the city for at least 10 years.	?	15, 184.52	Consolidate with 223402, 22340 and 249775 to form the Isabella Simpson and Mrs Green Charity
The Isabella Simpson Charity The Second (1964) No. 223401	The payment of not more than £10 each per annum to spinsters over the age of 35 years who may be in need of help and who have resided in the city for at least 10 years.	?	Included as above	Consolidate with 223402, 22340 and 249775 to form the Isabella Simpson and Mrs Green Charity
Mrs Green's Charity (1896) No. 249775	Annual income to be paid to the mayor and vicar who shall on every Christmas eve out of such income pay to forty widows residing in the borough of Lancaster the	?	£1,138.84	Consolidate with 223402, 22340 and 249775 to form the Isabella Simpson and Mrs Green Charity

	sum of 3/- each and the residue of such income shall be paid and applied to such poor person(s) or for such charitable purposes as they from time to time determine.			
Charitable funds held by Lancashire County Council, for the benefit of the Lancaster City Council area which are not being used.				
Bertha Taylor Prize (1951) No. 526406	Prizes to Boys and Girls for Annual Sports at Morecambe and Heysham, Euston Road County School	?	?	Request County to gain agreement for transfer to Governors of relevant school.
Agnes Holmes Prize Fund (1956) No. 526539	The award of a book prize annually to the value of £1 to the boy or girl that has attained the highest position in English language, Literature and who has produced the best essay of the year at Balmoral Road County School.	?	?	Request County to gain agreement for transfer to Governors of relevant school.