

Draft minutes of meetingCivic and Ceremonial Working Group – 17/02/2026 - 10 am

Present: Aggie, Alison, Bill, Jackson, Richard, Sonja

Absent: Carol, Estelle, Phil Owen

Local Funerals

Mayor/Deputy Mayor/Town Clerk to attend without chains for funerals of elected members, local Senedd Members and MPs. Mayor and Town Clerk will use their judgement which funerals to attend.

When an elected member, local Senedd Member, MP dies in service, the relevant flag will fly at half-mast on TIC flagpoles, e.g. Town Flag, Welsh Flag, Union Jack.

Flags

Flags will be at half-mast on the day of a relevant funeral.

For national funerals WTC will follow the National Protocol.

Richard advised that there is a website that advises on flag protocol.

TIC Flagpole - it was agreed that we will display the Union Jack, the St. David's and the Welsh Flag all year round, Celtic Nations flag will be replaced by the Welshpool Town Flag, the Pride Flag will be displayed in June.

The Town Flag is always displayed.

Annual Meeting and Mayoral Election

Richard advised that the Annual Meeting must be held in May, where the Mayoral Election happens.

The protocol of the ceremony for the transfer of the mayoral office and chain was decided on as follows:

1. All to stand
2. Transfer of the chain from outgoing mayor/deputy to the new mayor/deputy. If the same person is re-elected, then there is no transfer of the chain.
3. The new mayor/deputy reads the declaration.
4. All to clap to welcome the new mayor/deputy.

The same courtesy is to be afforded to the election of Chairs and Vice Chairs of Committees.

Welshpool Civic Service

It was decided at the meeting that the 'Mayor Service' is being renamed to 'Welshpool Civic Service', which is the 31 May 2026 this year.

It was agreed that WTC will invite all neighbouring parish representatives, the Lord Lieutenant, the High Sheriff, Senedd Members & MP to attend the service.

The mayor will wear their robes, chain. The mayor's consort will wear their chain for the civic service. There will be no ceremony for the transfer of the chain.

On the Sunday after the Mayoral Election, the WTC team and the mayor will meet near the Inglenook Café. There will be a procession from there to the ceremonial service at St. Mary's church or other venue (other churches, other meeting space) of the new mayor's choosing. During the short procession the mayor will walk behind the group. In front of the church the group will part, and the mayor will walk through to the front of the church. Members will hold rods of office in right hand.

After the ceremony the procession walks back to the Inglenook and then disperses to the Town Hall where the community awards ceremony will be held.

The mayor decides on the party that is held afterwards. Everyone from the Welshpool community is invited to the event.

It was agreed that anyone that is thinking of becoming mayor/deputy mayor needs to advise their plans for their ceremony 1 month ahead of the Mayoral Election.

Civic Robes

It was agreed that the Mayor & Deputy Mayor will wear their robes and chain at the Welshpool Civic Service and Remembrance Sunday. At other meetings and public appearances, they will just wear their chains.

It was agreed that the decision to wear the Town Clerk Robes of Office, rests with the Town Clerk.

[REDACTED]

[REDACTED]

[REDACTED]

Remembrance Services 2026

Remembrance Sunday is on 8 November 2026

Armistice Day is on Thursday 11 November 2026 and it was agreed that schools will be invited to attend in the Memorial Garden.

Flag Bearer

It was decided that there will be a flag bearer for the Welshpool Civic Service on 31/05/2026 and Remembrance Sunday 08/11/2026.

Mace Bearer

It was agreed that there will be a Mace Bearer at the Welshpool Civic Service on 31 May 2026.

The Mace Bearer will be voted for at the annual meeting in May.

We have 2 maces and only require one for official proceedings. It was suggested that this will be discussed at the next council meeting.

Information from Google AI: A mace in a town hall is a ceremonial item, typically made of silver or gilt, that symbolizes the authority of the mayor or council. It is carried before the mayor during official proceedings and represents the monarch's authority in the borough. The mace is used at civic functions, council meetings, and other ceremonial events, signifying the mayor's role as the first citizen of the borough and the representative of the Crown.

Council Photographs

It was agreed that the Town Clerk will take a photo of the new council at the first meeting after any election.

The photos have been taken by a professional photographer in the past. It was discussed that we could take the individual council member photos ourselves in front of a suitable background location to save the photographer costs. No final decision was made on this.

Chamber

The need for new microphones was discussed.

Uncomfortable seating was also mentioned, as well as current seating not being suitable for people with disabilities.

ACTIONS (pending Full Council adoption of protocol and flag flying policy and other policy concerning deaths of sovereign)

- WTC to invite all neighbouring parish representatives, the Lord Lieutenant, the High Sheriff and the Senedd Member to attend the Welshpool Civic Service on 31/05/2026
- Send email to all councillors to alert them that anyone that is thinking of becoming mayor/deputy mayor needs to advise their plans for their ceremony 1 month ahead of the Mayoral Election to the Town Clerk
- [REDACTED]
- [REDACTED]
- Contact schools in advance to invite them to Armistice Day event in the Memorial Garden on Thursday 11 November 2026

- Contact flag bearer in advance for the Welshpool Civic Service on 31/05/2026 and Remembrance Sunday 08/11/2026
- Put on agenda for annual meeting in May: Vote for the Mace Bearer
- Discussion regarding maces
- Look into cost effective solutions to replace the microphones in the council chamber in the town hall. - budget secured for 26/27
- Look into solutions regarding uncomfortable seating in Town hall chamber and how to make seating suitable/accessible for people with disabilities. - to explore