



## **STRATFORD-UPON-AVON TOWN COUNCIL**

### **ROLE OF THE BEADLE**

1. The Beadle is appointed by the Town Council of Stratford-upon-Avon.
2. The Beadle is the Mayor's Officer and will attend the Mayor on all formal civic occasions as defined in the Civic Ceremonial & Procedure approved by the Town Council. The Beadle will ensure that whenever he/she is in attendance, the Mayor's dignity is observed and that matters of form and protocol are correctly followed.
3. When in attendance and when appropriate, the Beadle shall announce to the Mayor the names and titles of all persons attending at receptions and shall call for silence and announce any speech that the Mayor wishes to make, or any other person whom the Mayor shall approve of speaking.
4. The Beadle will be in attendance at all ordinary meetings of the Town Council and any functions approved by the Town Council. The Beadle will announce the start and closure of ordinary meetings of the Town Council and receptions. Any requests for the attendance of the Beadle at a function or occasion other than those defined in the Civic Ceremonial & Procedure approved by the Town Council shall be put to the Town Council for consideration.
5. The Beadle shall appear for Town Council sanctioned projects or services approved or affiliated to the Town Council. Any request falling outside these criteria must be referred to the Town Clerk and where necessary, the Civic Heritage and Events Committee.
6. The remuneration and reimbursement of costs to the Beadle will be as approved by the Town Clerk.
7. The normal duties of the Beadle shall be as shown on the Duties undertaken by The Beadle document, but this does not preclude the

Beadle's attendance at other civic functions, or events as approved by the Town Council.

**Uniform Responsibilities:**

The care of the Beadle's official uniform which is provided and includes:

- Red coat
- Red waistcoat
- White Jabot
- Black breeches
- White stockings
- Black patent shoes with silver buckles
- Black tricorne hat
- White Gloves (black when appropriate)
- Ceremonial staff