

BLYTH TOWN COUNCIL

Governance Committee

Tuesday 7 October 2025

Decision Report – Mayoral Cadet Policy

Recommendation

It is RECOMMENDED for Governance Committee to consider and recommend to Council that this policy be adopted.

Ward

Not ward specific.

Risk Management

No budget exists in 2025/26, although savings are available with the Governance Committee.

The Mayor's Cadet will encourage positive ambition amongst young people and provide personal development opportunities when in the role. Their presence at civic events symbolises respect for tradition and support for Cadet Forces and the Armed Forces Covenant.

Crime Prevention

No implications.

Objective

To recognise the civic heritage of the Council.



MAYORAL CADET POLICY

Version	2
Author	E Mullen, E Brown
Date approved	

1. Introduction

1.1 Overview

A Mayoral Cadet is a young, uniformed person (e.g., Army, Air, Sea Cadets, Fire Cadets, Scouts, Guides, etc.) who will assist the Mayor of Blyth in civic engagements throughout the Mayoral Year.

The Mayor's Cadet promotes youth involvement in civic life, offering an opportunity to experience local community events and leadership in action. The Mayor's Cadet will encourage positive ambition amongst young people and provide personal development opportunities when in the role. Their presence at civic events symbolises respect for tradition and support for Cadet Forces and the Armed Forces Covenant.

1.2 Pool of Participation

The Council will invite local uniformed youth organisations in Blyth to nominate cadets. Nominations may rotate annually.

1.3 Safeguarding

All Council staff who interact with the Cadet—such as the Mayor, Deputy Mayor, Town Clerk, Deputy Town Clerk and Democratic Services Officer—will undergo DBS checks and adhere to the Council's Child and Vulnerable Adult Protection policies.

1.4 Welfare

Upon appointment, contact details of the Cadet's parent/guardian will be obtained in case of emergency. The Mayor's Cadet will only be attending to engagements in the town of Blyth; anything outside of the Town that may arise will be at the discretion of the Cadet's parent/guardian, communicated through their respective uniformed organisation.

2. Requirements of the Cadet

2.1 Interpersonal Excellence

Cadets must demonstrate outstanding interpersonal and communication skills, as the role is high-profile.

2.2 Age Range & Term

Applicants must be aged 15–18 as of May 1 in the year they serve. The term runs from the Mayor-Making at the Annual Meeting of the Council until the next Mayor-Making.

2.3 Conduct Expectations

- Maintain a clean, smart appearance.
- Keep confidential any sensitive information learned during duties.
- Notify the Democratic Services Officer promptly if unable to attend any event.

3. The Cadet's Term of Service

3.1 Selection Procedure

- Each February from 2026, the Democratic Services Officer will invite eligible uniformed organisations in Blyth to nominate one candidate to be considered for the role.
- Nominations are reviewed and final appointment is made by the Mayor, Deputy Mayor, Town Clerk and Deputy Town Clerk.

3.2 Appointment Ceremony

- The Cadet is officially appointed at the Mayor-Making Ceremony during the Annual Council Meeting.
- The outgoing Cadet will be thanked and presented with a certificate and badge as a personal memento of their service.

3.3 Term of Appointment

- The Cadet will be appointed during the Annual Council Meeting which takes place in the month of May.
- The Cadet's term of office will run for a 12-month term for the period of the Civic Year. This is typically from May to May of the following year.

3.4 Badge of Office

- The Mayor will present the Mayoral Cadet with:
- An official cloth brassard embroidered with the Mayoral Cadet badge, to be worn at all civic functions and returned at the end of their term of office.

The brassard will be formally presented during the Mayor-Making Ceremony and must be worn with pride at all official engagements where the Cadet is representing Blyth Town Council.

4. Duties & Engagements

4.1 Core Responsibilities

- Accompany the Mayor at civic events as requested.
- Carry the Mayor's wreath at Remembrance Sunday.
- Perform readings or assist dignitaries when needed.
- Be confident in interacting with a wide range of people, including dignitaries and members of the community.

4.2 Expected Civic Calendar Involvement

Cadets are expected at:

- Mayor-Making at the Annual Meeting of the Council
- Armistice Day and Remembrance Sunday ceremonies

- Blyth Town Carnival
- Other key commemorative days (historic anniversaries, royal events)
- Duties of the Mayor's Cadet will be at the discretion of the Democratic Services Officer when accompanying the Mayor at engagements.

4.3 Optional Engagements

It is the responsibility of the "Parent" Cadet Force to liaise with the Mayor's Office to determine any optional or additional engagements or duties for which the cadet will be required.

Guidance Notes on the role of the Cadet have been written and should be given to the newly appointed Cadet. This document is not exhaustive and may be adjusted as required by the Mayor or Mayor's Office.

The Cadet will only attend civic engagements within the Town when the Mayor, or Deputy Mayor, is present. The Mayor may specifically request their attendance or accompany them to engagements as appropriate.

4.4 Procession Protocol

During parades, the Cadet will walk immediately after the Mayor but before Councillors.

4.5 Travel Responsibilities

Parents/guardians are responsible for the Cadet's transportation to and from civic events.

5. The Role of the Mayor

The Mayor of Blyth plays a key leadership and ceremonial role in the Mayoral Cadet scheme, supporting both the selection process and the Cadet's engagement throughout their term.

5.1 Selection and Appointment

The Mayor participates in the shortlisting and selection of the Mayoral Cadet alongside the Deputy Mayor, Town Clerk and Deputy Town Clerk.

The Mayor formally appoints the selected Cadet at the Annual Mayor-Making Ceremony.

5.2 Mentorship and Representation

The Mayor acts as a mentor and civic figurehead to the Cadet throughout the term.

At civic events, the Mayor introduces and supports the Cadet in carrying out their duties, ensuring they are actively included and recognised.

At the conclusion of the Cadet's term, the Mayor thanks the outgoing Cadet at the Mayor-Making, presenting a certificate of appreciation and recognising their contribution to civic life.

6. Consent

Following the successful appointment, the parent/guardian will need to complete a consent form, granting permission for the following:

- For their child to serve as the Mayor of Blyth's Cadet for one year,
- For their child to accompany the Mayor of Blyth at Civic engagements, within the town of Blyth,
- For their child to join Civic processions within the town of Blyth,
- For Blyth Town Council to take photographs and / or video of their Cadet.
- For Blyth Town Council full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for publicity. This might include (but is not limited to), the right to use them printed and online, social media, and press releases.

7. Handover & Continuity

The outgoing Cadet will be invited to meet the incoming Cadet, with a representative of their respective "Parent" Cadet Force organisations, and the Democratic Services Officer to provide a brief on their expected role.

The Democratic Services Officer will provide written Guidance Notes to the incoming Cadet outlining duties and expectations, and a calendar of events they would be expected to attend.

8. Policy Review

This policy will be reviewed periodically—typically every three years—by the Town Clerk, Democratic Services Officer, and Mayor to ensure relevance and alignment with Blyth's evolving civic needs.