**CAUSEWAY COAST AND GLENS BOROUGH COUNCIL**

**Mayoral Duties**

**Invitations to the Mayor**

In view of the Mayor’s busy schedule, it is vital that invitations are sent to their office well in advance of the date of the engagement. As many engagements are accepted many months in advance it is best to plan ahead. The Mayor is unlikely to be able to accept an invitation with less than 7 days’ notice.

Your request to the Mayor to attend your event should preferably be in writing, with full background details, such as what the Mayor will be expected to do, what other dignitaries have been invited, how long the event is intended to last and who will meet the Mayor on arrival.

The Mayor’s Office produces a form *(Request for Attendance of Mayor)* which aims to cover the above subjects.  A copy of this form can be obtained from the Mayor’s Office or can be downloaded from the Council’s website [www.causewaycoastandglens.gov.uk](http://www.causewaycoastandglens.gov.uk)

**Mayor’s Receptions**

Causeway Coast and Glens Borough Council provide civic recognition to citizens of the Borough on: achievements; special community service; special endeavours; special visitors are also recognised.  This is normally carried out through a Mayor’s Reception and presentation of a corporate gift.  To request a Mayor’s reception please contact the Mayor’s Office.

**Mayor’s Gifts**

**100th Birthday**  
The Mayor will provide any resident of the Borough who is approaching their 100th Birthday and subsequent birthday thereafter with a special birthday card and gift.  If you wish to apply on behalf of someone, please contact the Mayor’s Office.

**Diamond Wedding Anniversary**  
The Mayor will provide any residents of the Borough who are approaching their 60th Wedding Anniversary with a special congratulatory card and a gift.  If you wish to apply on behalf of a couple, please contact the Mayor’s Office.

**Congratulatory Messages from the Queen**  
You can get a congratulatory message from The Queen on special birthdays and certain wedding anniversaries. The procedures for this application for Northern Ireland residents can be found on the NI Direct website: <http://www.nidirect.gov.uk/congratulatory-messages>

**Contact Information**

The Mayor’s Office provides comprehensive, specialist administrative support services to the Mayor and Deputy Mayor. All invitations to the Mayor should be forwarded to the Mayor’s Office and will be confirmed in writing/by email. You may also wish to contact the office for appropriate advice and guidance by any of the following means:

The Mayor’s Office  
Causeway Coast and Glens Borough Council  
Civic Headquarters  
66 Portstewart Road  
Coleraine  
BT52 1EY

Email: [mayorsoffice@causewaycoastandglens.gov.uk](mailto:mayorsoffice@causewaycoastandglens.gov.uk)

Tel: 028 7034 7007 / 028 7034 7010