

Our ref: C.3.1/LRF  
Your ref: PU/IW/JES

Ian Willett  
Policy Unit  
Epping Forest District Council  
Civic Offices  
High Street  
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Essex CM16 4BZ

Rec 6/9/05



**LOUGHTON**  
TOWN COUNCIL

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Town Clerk: Louise R Fuller

1<sup>st</sup> September 2005

E-mail: [louise.fuller@loughton-tc.gov.uk](mailto:louise.fuller@loughton-tc.gov.uk)

Dear Ian

**Local Protocol for Order of Precedence at Events in Loughton**

You will recall we had some correspondence with John Scott and yourself about this a while ago. In an exchange of letters we reached an agreement which covered Remembrance Sunday, and said that further work was required on a local protocol for other events.

The town council has now drawn up a draft (which incorporates the above agreement) and I would be pleased if the district council would agree to this. I enclose a copy for your information.

I will wait to hear from you.

Yours sincerely

A handwritten signature in black ink that reads "Louise".

Louise R Fuller  
Town Clerk

Draft Protocol for arrangements between the Town Mayor of Loughton ("Town Mayor") and the Chairman of Epping Forest District Council ("Chairman") as to engagements and precedence.

1. The Chairman (or Vice Chairman when acting in his stead, but not senior councillors acting as representative) has precedence, except as follows

- a) at the War Memorial (or Civilian War Memorial), when the following will apply:
  - (i) The Chairman has precedence, when personally present, where the service has been designated the Epping Forest District Council Civic War Memorial Service for that year.
  - (ii) If the Chairman is not personally present, then the Town Mayor has precedence.

b) At an event or function organised by the Town Council in Loughton where the Chairman is a guest

c) At an event in Loughton organised by a third party where the Town Council has been a sponsor or co-adjutor.

2. In any speech at an event covered in (a) – (c) above, the Town Mayor will pay respect to the Chairman. At any other event in Loughton where the Chairman and Town Mayor are both present, the Chairman will pay respect similarly, to the Town Mayor.

3. The Chairman will endeavour through his/her secretary to inform the Town Council office when s/he accepts an engagement in Loughton. Before acceptance s/he will consider whether the event is purely local, in which Epping Forest District Council is uninvolved, and if so will remind the organisers it might be more appropriate to invite the Town Mayor.

4. The Town Mayor will inform the Chairman if s/he is invited to officiate at an event with district-wide significance, or within District Council responsibilities, and will inform the organiser of the appropriateness of inviting the Chairman.

5. References to the Town Mayor include the Deputy Town Mayor when acting in the Town Mayor's place.

Date: 18 October 2005

Our ref: PU/IW/VMC

Your ref: C.3.1/LRF

c.c. Cw Sandler  
Cw Mr Hayh  
P. Leager

Ms Louise R Fuller  
Town Clerk  
Loughton Town Council  
1 Buckingham Court  
Rectory Lane  
Loughton  
Essex IG10 2QZ

Ian Willett 01992 564243  
Email: iwillett@eppingforestdc.gov.uk

Dear Ms Fuller

**Protocol**

Thank you for your letter dated 1 September 2005. I am sorry for the delay in replying.

In regard to the protocol on other events which you enclose, the Council has no objection to any of the provisions contained in the protocol other than in relation to paragraphs 3 and 4. I can see nothing but difficulty in trying to define what are "purely local" events and events which are of "district-wide significance". I also read in to paragraph 3 that in certain circumstances the District Council Chairman would have to decline invitations to attend events in Loughton and to refer organisers to the Town Mayor. This seems to be a process which is problematical and does not recognise that whatever the event an organiser may want the Chairman of the District Council to attend. I do not think any Chairman of the Council would wish to be in a position of refusing invitations of this sort other than on the grounds of non-availability.

I would ask the Town Council to reconsider paragraphs 3 and 4 from the point of view of whether they are really necessary and whether there have really been problems of this sort over the lifetime of our two Councils that warrant this step.

If the Town Council wishes to pursue the protocol as currently drafted, I will place the matter before the District Council at a convenient meeting.

Yours sincerely



Ian Willett  
Head of Research and Democratic Services

Re 3/1/06.

Our ref: C.3.1/LRF  
Your ref: PU/IW/VMC



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Ian Willett  
Research and Democratic Services  
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28<sup>th</sup> December 2005

e-mail: [louise.fuller@loughton-tc.gov.uk](mailto:louise.fuller@loughton-tc.gov.uk)

Dear Ian

### Protocol for Order of Precedence

Thank you for your letter. Apologies for the delay in replying; I needed to get an appropriate meeting to discuss it.

We note the points you have made. I think that to try and set down a firm definition of "local" or "district-wide" significance would be difficult, but it would be quite easy to develop an instinct to differentiate between them. The people dealing with invitations must already have this to a considerable extent as they see the type of invitations coming through for events in areas which have been parished for a long time and are used to inviting the local parish chairman/ town mayor to local events, and the district chairman to events with a wider reach. There would be no requirement for a hard and fast rule, just a general willingness to consider the invitations in this light.

Although it would be true to say there have been no major problems between our councils in respect of the provisions of paragraphs 3 and 4 of the draft protocol, I think it is the case that there may have been occasions where the town council has seen reports of the DC chairman at events in Loughton with very local significance and wondered why the town council was not invited as well. I think as the town council is a relatively new organisation it is taking some while for local organisations to realise they have their own town mayor, although we are continually working to raise our profile in the town.

There is no intention of suggesting that the DC chairman declines invitations; the idea is to be inclusive, not exclusive, and this is likely to benefit both councils and the events themselves. Of course we are always pleased to see the DC chairman in Loughton and would not wish him/her to feel unwelcome.

Can I suggest that the protocol could be amended to read

3 On receiving an invitation to officiate at an event in Loughton, the Chairman and/or his/her secretary will consider whether the event is largely a local event significant to Loughton, and if so, will suggest to the organisers that it might be appropriate to invite the Town Mayor.

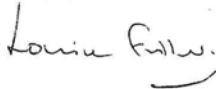
4 Likewise, on receiving an invitation to officiate at an event in Loughton, the Town Mayor will consider whether the event has district-wide significance or is within District

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Council responsibilities, and if so, will suggest to the organisers that it might be appropriate to invite the Chairman.

The tone of the protocol is intended to be in a spirit of cooperation, not conflict, and to respect the rôle of all parties. I hope the suggested amendments are acceptable to you and will wait to hear.

Yours sincerely

A handwritten signature in cursive script that reads "Louise Fuller". The signature is written in dark ink and includes a small flourish at the end.

Louise R Fuller  
Town Clerk

Date: 10 January 2006

Our ref: PU/IW//VMC

Your ref: C.3.1/LRF

Ms Louise R Fuller  
Town Clerk  
Loughton Town Council  
1 Buckingham Court  
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Loughton  
Essex IG10 2QZ

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Dear Ms Fuller

**Protocol for Order of Precedence**

Thank you for your letter dated 28 December 2005.

I have given some thought to the proposals for the Protocol and have come to the view that these arrangements would affect more than Loughton Town Council and perhaps is an approach which should be applied across the District as a whole. With this in mind, I feel obliged now to refer the matter to an appropriate member forum to discuss the general approach to be adopted. I suspect that once I have done this, members of this Council may well wish to meet with representatives of the Town Council to discuss the matter in greater detail.

I will telephone you in a few days time to let you know how we propose to proceed.

Yours sincerely



Ian Willett  
Head of Research and Democratic Services

Date: 26 January 2006  
Our ref: PU/IW/MK  
Your ref: C.3.1/LRF

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Loughton Town Council  
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Loughton  
Essex IG10 2QZ

Ian Willett 01992 564243  
Email: willett@eppingforestdc.gov.uk

Dear Ms Fuller

**Protocol for Order of Precedence**

I refer to my letter dated 10 January 2006.

After having given some thought to how we can pursue the proposals in the Loughton Town Council's draft Protocol on Precedence, I have agreed that I will refer this proposal to a meeting of the Council's constitutional affairs Standing Scrutiny Panel at its meeting in February 2006. I will provide members of the Panel with full details of our correspondence that they may reach a view about how to proceed. I will give them the option of having a meeting with representatives of the Town Council to discuss the matter in greater detail should that be deemed necessary.

Ultimately, there may be a need for a formal adoption of the Protocol by the District Council which may or may not form part of the Local Charter with Parish and Town Councils which is currently under review.

I hope that by referring it to the Standing Scrutiny Panel in the first instance, I will be able to establish whether there is support for the Town Council's proposals or whether areas which require further discussion can be identified before we think about including items in the Charter.

I hope this approach is acceptable to you and I undertake to keep you informed of developments.

Yours sincerely



Ian Willett  
Head of Research and Democratic Services

c.c. **Pat Seager**  
**Councillor R Morgan**  
**Councillor B Sandler (Chairman of Council)**  
**Councillor Mrs A Haigh (Vice-Chairman of Council)**  
**Councillor S Barnes, Portfolio Holder - People First**