

THE MAYOR'S CADET – POLICY

1. Overview

The Mayor's Cadet is selected from any uniformed club or group based in Woodbridge or with members from Woodbridge.

The formal duties of the Mayor's Cadet are to support the Mayor as and when appropriate in his/her Civic duties.

The Mayor's Cadet brings a visible association with local young people who participate in the activities of local uniformed clubs / groups, positive public perception, and a role which is an honour for those selected.

2. Requirements of the Cadet

The Cadet's role is high profile, and he/she will potentially interact with Civic heads during the course of their term. As such, the candidate will need excellent interpersonal skills.

The minimum age for the Mayor's Cadet is 15 years and no older than 18 years at the start of the Civic year. The Cadet will continue their service for the duration of the Mayor's term, which is a year commencing on the day of the Annual Meeting of the Town Council.

The Cadet is expected to:

- Always look smart;
- Keep confidential any matters learned as a result of holding the office;
- Inform the Mayor's Secretary when they are unable to attend any function.

Be available to hold their appointment from the date of the Mayor's inauguration for the Civic year until the inauguration of the incoming Mayor the following year. The outgoing Cadet should, where possible, brief the incoming Cadet on his/her expected duties. It is the responsibility of the Mayor's Secretary to arrange this in liaison with respective organisations.

It is the responsibility of the "Parent" organisation to liaise with the Town Clerk's Office to determine the duties for which the Cadet will be required. A document on the role of the Cadet is available and will be given to the newly appointed Cadet. This document is not exhaustive and may be adjusted as required by the Mayor or Town Clerk's Office.

3. The Cadet's Year

Selection process

Nominations for the Mayor's Cadet will be advertised on the Council's website and via the Council's social media channels. Once all Mayor's Cadet nominations have been received, the Mayor, Deputy Mayor and an Officer of the Council will review them. The Mayor and Deputy Mayor will make the final decision following an informal discussion in person.

Appointment

The Cadet will be officially appointed at the inauguration of the incoming Mayor and presented with their Badge of Office. The appointment of the Mayor's Cadet will be shown as an item on the agenda. The previous year's Cadet will be thanked by the outgoing Mayor for their service and presented with their Badge of Office engraved with their name.

Consent

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

- For their son/daughter to serve as the Mayor of Woodbridge's Cadet for one year;
- For their son/daughter to accompany the Mayor at Civic engagements, within and outside of Woodbridge;

- For their son/daughter to join Civic processions within and outside of Woodbridge;
- For Woodbridge Town Council to take photographs and / or video of their son/daughter whilst in post of Mayor's Cadet;
- For Woodbridge Town Council to have 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.

Insignia

The incoming Cadet is presented with a Badge of Office which must be worn on all Civic occasions.

Duties

The duties of the Cadet include accompanying the Mayor to his/her engagements as and when requested.

The Cadet will be invited to attend Civic engagements within Woodbridge that are hosted by the Mayor. The Mayor shall, when making these invitations, have regard to the Cadet's obligations to education and to his/her parent organisation.

The Cadet will be expected to attend whenever possible all the annual Remembrance Day events and any military events held in Woodbridge. The Cadet will attend the Sunday Remembrance parade and service, and carry and lay their own wreath as part of the commemorations.

Termination

The Cadet's appointment is typically for a single Civic year.

However, if in the Council's opinion the Cadet is failing to fulfil the duties as required, the Council shall in the first instance ask the Cadet's parent organisation to step in and help to resolve the situation. If this fails, the Council can ultimately cease the Cadet's appointment. This decision will be made by the Staffing Committee, and communicated via the parent organisation.

If the Cadet has genuine difficulty in fulfilling his/her duties, which cannot be resolved with the help of the parent organisation and the Council, he/she should request the Council to release him/her.

In either of these circumstances, the Council may, at its discretion, use the selection process above to appoint a new Cadet for the remainder of the Civic year, preferably from the same organisation as the previous cadet in that year.

Approved

Town Council 16.12.25

Review - Term