



# A Guide to the Office of Mayor

2019-2020



**Mid & East  
Antrim**  
Borough Council

Mid and East Antrim Borough covers an area of 400 square miles including the towns of Ballymena, Carrickfergus and Larne. Mid and East Antrim borough council prides itself as a multi award winning council across a wide range of service areas. With fantastic tourism attractions, the economically active area is ideally situated on strategic transport routes, and represents 135,000 people.

### Contact the Mayor's Office

All invitations to the Mayor should be sent to the Mayor's Office and confirmed in writing. Please contact the office for any protocol advice or further guidance.



Mayor of Mid and East Antrim Borough Council

[twitter.com/Mayor\\_MEA](https://twitter.com/Mayor_MEA)

#### Mayor's Office

Chief Executive's Department  
1–29 Bridge Street, The Braid  
Ballymena, BT43 5EJ

T: 028 2563 3398

E: [Mayors.Office@midandeantrim.gov.uk](mailto:Mayors.Office@midandeantrim.gov.uk)

# The Mayor of Mid and East Antrim, Councillor Maureen Morrow

Cllr Morrow welcomes the opportunity to be Mayor of Mid and East Antrim. She served as Mayor of Larne in 2013/14 before Mid and East Antrim Borough Council was formed.

Maureen is married with four children and three grandchildren. Her interests include working with and supporting people through church, community groups, schools and youth organisations.

Cllr Morrow is keen to create a sense of unity between Ballymena, Carrickfergus and Larne. From business support to IT

training, charity fundraising to grant funding applications, Cllr Morrow has an ambition to help local businesses and community groups grow and prosper.

Cllr Morrow continues to support the work of Larne Food Bank and 'Larne Jingle' with the NI Children Hospice. She has also chosen to support the Community Rescue Service – Central District in her term as Mayor.



Mayor  
Cllr Maureen Morrow

# The Deputy Mayor, Councillor Beth Adger MBE

Cllr Adger has lived in Ballymena with her husband Tommy for over 50 years. She was a foster parent for over 20 years before going into politics under the encouragement of her husband Tommy and Alderman Tommy Nicholl MBE.

She has been a Councillor for 18 years. Her ambition is to help young people get back into employment while ensuring they have access to in work support. She is also keen to raise awareness of the support services available across the borough, particularly in relation to the misuse of drugs.

Beth enjoys spending time with her nine children, 19 grandchildren and five great grandchildren. In her term as Deputy Mayor, Beth would like to raise an awareness of the incurable, life-threatening condition Cystic Fibrosis and the TinyLife charity, with the Adger family being affected by both.



Deputy Mayor  
Cllr Beth Adger MBE

# A Guide to the Mayor's Office

## Invitations to the Mayor

The Mayor welcomes invitations to attend events across the borough or to host groups. Her diary is very full so we advise issuing invitations as early as possible.

The Mayor's Office produces a form (Request for Attendance of Mayor) which gives more information. A copy of this form can be obtained from the Mayor's Office or can be downloaded from the Mayor's page on our website [www.midandeantrim.gov.uk/council/mayor/mayoral-duties](http://www.midandeantrim.gov.uk/council/mayor/mayoral-duties).

Should the Mayor not be available for an engagement, her PA will try to arrange for the Deputy Mayor to attend in her place or, alternatively, the Chair or Vice Chair of the relevant Committee who will carry out all Mayoral duties on the Mayor's behalf.

The Mayor's position is an apolitical one. She will seek to avoid official duties where her presence could be considered divisive to good community relations.

## Some protocol guidance

It is normal protocol that the Mayor be invited to speak first when speeches are to be given.

The correct title for the Mayor for formal invitations and introductions is The Worshipful the Mayor of Mid and East Antrim, Councillor Maureen Morrow. In a more informal situation, the correct form for introductions is The Mayor of Mid and East Antrim, Councillor Maureen Morrow.

After initial introductions the Mayor should be addressed as Madam Mayor.

In any formal seating arrangements, the Mayor should be seated on the immediate right of the host or person presiding. This protocol only varies if a member of the Royal Family or the Queen's Representative is present (such as the Lord Lieutenant of County Antrim, Mr David McCorkell), in which case the Mayor should be seated on the left of the host.



## Recognition and Celebration

Mid and East Antrim Borough Council provides recognition to citizens of the Borough for special achievements, endeavours and community service. Visitors may also be hosted at a Mayor's Reception.

The Mayor will also provide a card and gift to the following:

- Anyone approaching their 100th birthday (or subsequent birthday thereafter).
- Anyone celebrating their 60th Wedding Anniversary.

Please contact the Mayor's Office if you would like to arrange any of the above. To arrange a congratulatory message from the Queen for special birthdays and wedding anniversaries, visit: [www.nidirect.gov.uk/congratulatory-messages](http://www.nidirect.gov.uk/congratulatory-messages)

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## Duties and Responsibilities of the Mayor

- Presiding over Council meetings and, in the case of equality of votes, she has a second or casting vote
- Promoting and raising awareness of the Council's main objectives and priority issues
- Encouraging and supporting all aspects of life in Mid and East Antrim by attending civic and public events
- Receiving distinguished visitors to the Borough
- Acting as host on behalf of the Council and the citizens of Mid and East Antrim at civic functions
- Promoting Mid and East Antrim Borough as a tourism destination
- Acting as a spokesperson to the local, national and international media
- Providing an appropriate response on behalf of Mid and East Antrim at times of local, national and international catastrophe
- Promoting Mid and East Antrim as a place of excellence in which to live and to do business
- Supporting and encouraging charitable and other appeals as appropriate

# The Mayor's Charity of the Year

The Mayor of Mid and East Antrim, Cllr Maureen Morrow, has chosen to support the work of the Community Rescue Service (CRS) – Central District for her term.

The CRS is a search and rescue organisation operated by volunteers from communities across Northern Ireland. They are also the only accredited Lowland Rescue team in Northern Ireland who are capable of searching every environment from operations in and around water to land and ground.

The CRS team are fully committed to the cause providing a professional service to bringing loved ones home. Serious or life-threatening situations can happen to anyone at any time with volunteers responding to over 400 incidents region wide in 2018

alone. They deal with the most vulnerable people in society and as a charity, CRS relies on the public's support to keep this service operational.

Cllr Morrow wants to support the work of this fantastic charity and asks that the people of Mid and East Antrim also show their support throughout 2019 and beyond.





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