

# Mayors Cadet Policy

## 2025-2026



## Policy Overview

<b>POLICY NAME</b>	Mayor's Cadet Policy 2025-2026
<b>ORGANISATION</b>	Camborne Town Council
<b>PREPARED BY</b>	Alicia Jouvenaar - Events and Widening Participation Manager
<b>CHECKED BY</b>	Rose Haylett-Hitchens – Acting Assistant Clerk
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## 1 Introduction

**1.1** The term cadet is often used to refer to those training in the military or emergency services, but any uniformed young person that is a member of a club/group can be considered as the Mayor's Cadet.

**1.2** Camborne Town Council wishes to appoint two Mayor's cadets each municipal year, one to represent military services, one to represent emergency or other services. The formal duties of the Mayor's Cadets are to attend to the Mayor as and when appropriate in their civic duties.

**1.3** This policy should be read in conjunction with the Cadet's Guidance Notes.

**1.4** Any member of Camborne Town Council and staff who are likely to interact with Cadets will be DBS checked. This includes but is not limited to:

- The Mayor
- The Deputy Mayor
- The Town Clerk

- Head of Community and Culture
- Events and Widening Participation Manager
- Communications and Engagement Manager

**1.5** Any member of Camborne Town Council who are likely to interact with the Cadet must read and abide by the Council's Safeguarding Policy. This includes but is not limited to:

- The Mayor
- The Deputy Mayor
- The Town Clerk
- Head of Community and Culture
- Events and Widening Participation Manager
- Communications and Engagement Manager

## 2 Requirements of the Cadets

**2.1** The Cadets role are to support the Mayor in their Civic Duties, and they will interact with other dignitaries during the course of their term.

**2.2** The Cadets will be over the age of 13 and under the age of 18 on the 1st of May in the year they take up the appointment. The Cadets will continue their service for the length of the Mayor's term, which is a year commencing on the day of the Mayor Making Ceremony.

**2.3** The Cadets are expected to:

- Be clean and smart at all times
- Keep confidential any matters learned as a result of the exercise of the office
- Inform the Head of Community & Culture when their are unable to attend any function

**2.4** The Cadets will be available to hold their appointment from the date of the Mayor Making at the Annual Council Meeting until the Annual Council Meeting of the following year.

**2.5** It is the responsibility of the 'Parent' Cadet Force to liaise with the Mayor's Office to determine the duties for which the cadet will be required. Guidance Notes (Appendix A) 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.

## 3 The Cadet's Year

### Selection

**3.1** The Town Council will contact the organisations that would like to be included to nominate suitable young people to become the Mayor's Cadet.

**3.2** Once all potential Cadet nominations have been received, the Mayor, Deputy Mayor and Town Clerk will review them. The Deputy Mayor/incoming Mayor will make the final decision.

## **Appointment**

**3.3** The Cadets will be officially appointed at the Mayor Making Ceremony during the Annual Council Meeting. The appointment of the Cadets will be shown as an item on the agenda.

**3.4** The previous year's Cadets will be thanked for their service, and will be presented with a certificate and a badge.

## **Consent**

**3.5** Following the successful appointment, the parent/guardian will need to complete a consent form (Appendix B), granting permission for the following:

- For the young person to serve as the Mayor of Camborne's Cadet for one year.
- For the young person to accompany the Mayor of Camborne at Civic engagements, within and outside of the Parish of Camborne.
- For Camborne Town Council to take photographs and/or video of the young person whilst they are in post of Cadet.
- For Camborne Town Council to have full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations for 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.

Any communication with the Cadets regarding attendance at events, invitation and marketing materials must be carried out through the office, and be made directly with the parent/guardian of the Cadet, or their 'Parent' Cadet Force.

## **Duties**

**3.6** The duties of the Cadets include accompanying the Mayor to their engagements as and when requested.

**3.7** The Cadets will be invited to attend civic engagements within the Town that are hosted by the Mayor. The Mayor can request through the office that the Cadet attends specific events if they so wish.

Annual Civic Events that the Cadets will be expected to attend include:

- Mayor Making
- Remembrance Service
- Trevithick Day Civic Event

The Cadets may be invited to attend the following events

- Camborne Christmas Lights Switch On
- Other Town Council Events
- Civic Services held by other Town Mayors in the surrounding areas.

At the appointment of the Cadets, the Mayor and Town Clerk will discuss the role to set expectations.

In parades, the Cadets will process after the Mayor but before Councillors.

Parents/Guardians will be responsible for transportation of their Cadet to and from Civic Events.

### **Badge**

The Town Mayor's Cadet will be presented with a special Badge at the Annual Council meeting and will be expected to wear the Badge on official duties during his/her term of office.

### **Presentation of Town Mayor's Cadet Certificate**

At the end of the Cadets term of office the Cadet will be presented with a Certificate at the Annual Council Meeting.