

The Role of the Chair of the Council

The Chair presides at Council meetings, if present. They have the same status as other Councillors, but have the responsibility of ensuring the Council makes clear decisions, whilst keeping discussions concise, ensuring every Councillor is heard and maintaining order and conduct in meetings. The Chair may also have civic duties and is sometimes seen as the 'figurehead' of the Council.

In the event of an equality of votes in the election of a Chair, the person presiding at the meeting must give a casting vote, in addition to any vote they may have already made.

A Council must elect a Chair to be correctly constituted. The Chair must be elected annually by the Council from among its Councillors. This is the first business transacted at the annual meeting of the Council. The Chair of a Town Council may be called a Mayor (Lowestoft Town Council has resolved that the Chair will also undertake the role of Mayor).

Duties of the Chair include signing the Declaration of Acceptance of Office and the minutes of proceedings of the meetings.

The Chair is entitled to convene an Extraordinary Meeting of the Council at any time, and may convene the Annual Parish Meeting.

The Chair may receive an allowance to defray the expenses of their office.

The Chair of Lowestoft Town Council is responsible for undertaking the Town Clerk's appraisal, alongside the Chair of the Personnel Committee, and must undertake mandatory appraisals training in order to do so. The Chair of the Council may also be expected to liaise with the Clerk on matters relating to personnel.

Currently, the Terms of Reference of the Marina Theatre and Town Hall Project Committees state that the Chair of the Council will be responsible for Chairing these two Committees.