

Agenda item 8

For decision – update to Civic Protocol
 Author: Peter Wheelhouse, Town Clerk

Summary (incl. recommendations)

This chapter forms part of the Frome Town Council constitution and is due for review. The recommendation is to approve the update to the Civic Protocol.

Background

The policy has been updated to reflect the separation of the role of Mayor and Chair as per standing orders if the two roles are elected separately as they have been since 2025.

In addition the list of annual events has been updated to include the well dressing, Carnival events and the Christmas light switch on. Otherwise no other changes are proposed.

[The amended policy can be read on the website here at Appendix 8.1](#)

Recommendation

Approve the update to the Civic Protocol

Other options considered	None
Key considerations for the Council	To be confident that the chapters of the constitution are up to date and fit for purpose.
Consultation and feedback	None
Links to Council Plan and Medium-Term Financial Plan	All aims of the Council Plan.
Financial and Risk Implications	Having up to date policies and procedures minimises any implications.
Legal / HR Implications	There would be legal implications without robust procedures being in place.
Equalities Implications	None
Community Safety Implications	None
Climate Change and Sustainability Implications	None
Health and Safety Implications	None
Constitutional Requirements	This chapter forms part of the constitution
Background Papers	None
Report Sign-Off	Peter Wheelhouse, Town Clerk 03/06/26