

**History of Policy Changes**

Date	Version	Author	Origin of change e.g. change in legislation	Changed by

This policy applies to Weston-super-Mare Town Council.

Date policy adopted	18 <sup>th</sup> August 2025
Approved by	Finance and General Purposes Committee (18.08.25)
Review cycle	Bi -Annually
Review date	August 2027

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## 1. Overview

Weston-super-Mare Town Council always strives to be open and transparent. This applies across all our meetings, services and activities.

The right to record, film and to broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014. The “Openness of Local Government Bodies Regulations 2014” became active legislation in August 2014. This is in addition to the rights of the press and public to attend such meetings.

This policy sets out the protocol for the filming or recording of Weston-super-Mare Town Council public meetings.

Meetings or parts of meetings from which the press and public are excluded, may not be filmed or recorded (Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 ss100 and 102). The right of the council to exclude the press and public from parts of Council or Committee meetings for contractual and staff confidentially reasons remain unaffected.

This policy should be read in conjunction with and an awareness of:

- a. Press Policy
- b. Public Participation at Meetings Policy
- c. GDPR Data Protection Policy
- d. Standing Orders

## 2. Scope

Members of the public have the right to record, film, and broadcast meetings of Weston-super-Mare Town Council, including its committees and sub-committees.

This right includes the ability to:

- a. Film, photograph, or make an audio recording of a meeting.
- b. Use any other methods that enable persons present to see or hear proceedings as they take place or at a later time.

- c. Report on or comment about the proceedings in writing during or after the meeting, or to provide an oral report or commentary after the meeting has concluded.
- d. Use any form of communication, including the internet, to publish, post or otherwise share the results of their reporting activities during or after the meeting.

These rights are subject to the following conditions:

- 1. Recording or reporting must not disrupt the meeting or breach any lawful exclusion, such as when confidential or exempt information is being discussed, or in instances of disorderly conduct.
- 2. Individuals present at a meeting are not permitted to provide a live oral commentary or report on the proceedings while the meeting is in session.

**Note - Weston-super-Mare Town Council accepts no liability for the actions of individuals making recordings at meetings, including any identification of members of the public or subsequent publication of those recordings.**

**Official minutes of the meeting remain the statutory and legally binding record of Council decisions.**

### **3.Procedures and Guidelines**

Attendees will be asked to notify the CEO/Town Clerk or Chair before the meeting begins if they intend to record or photograph, to minimise disruption.

At the start of each meeting, the Chair will read a standard notice outlining procedures and will ask if anyone present intends to record or photograph, so this can be announced for public awareness.

If the Council chooses to record a meeting, the Chair will announce this at the start to inform those present.

Council recordings will be deleted once the minutes have been approved and signed, unless there is a specific reason to retain the recording. Any decision to retain will be

formally noted and reviewed at the following meeting, at which point the recording will be deleted.

The Council may photograph, film, record, or broadcast its meetings and will manage such material in line with its retention and GDPR policies. If the Council opts to routinely record all meetings, this policy will apply in full.

Key points to read and understand:

**Public Recording Permitted:** Members of the public may film or record meetings they are allowed to attend, provided it is non-disruptive and remains respectful.

**Movement Kept To A Minimum:** Individuals will be provided with an area to sit and/or stand to record and must avoid disrupting proceedings.

**Public Participation Period:** May not form part of the formal meeting. Those recording should seek their own legal advice on recording this part.

**Confidential Sessions:** No recording is permitted when the press and public are excluded due to confidential matters.

**No Right to Interrupt:** Individuals recording cannot interrupt, ask questions, or request repetition for the purpose of their recording.

**Disruption:** The Chair may stop or suspend recording at their discretion if it disrupts the meeting or breaches guidelines.

**Consent and Data Protection:** Attendees are deemed to have consented to recording, but recorders must respect data protection laws.

**Note - No filming of under-18s or vulnerable adults without written consent from a parent, guardian, or carer.**

**Large Equipment or Special Requirements:** Those with larger recording devices or special needs should contact the CEO/Town Clerk in advance to arrange accommodation.

**Use of Lighting/Flash:** Permitted if it does not disturb others; may be restricted for health or disruption reasons.

**Responsibility for Equipment:** Recording devices must not be left unattended. The owner is responsible at all times.

**Legal Compliance:** All recordings must comply with the law and Weston-super-Mare Town Council Policies highlighted at the beginning of this policy.

**Note - Editing that misrepresents or disrespects proceedings is prohibited. Any breach will result in the Council requesting content be removed and the necessary authorities contacted and legal procedures implemented.**

**Council Liability:** The Council holds no liability for third-party recordings or publications unless officially released by the Council.

## **4. Policy Review**

The working of this policy will be reviewed by Weston-super-Mare Town Council bi - annually. As well as examining the specific review data, the policy statement will be checked for continuing relevance against any changed statutory requirements.



WESTON-SUPER-MARE TOWN COUNCIL

# Public Participation at Meetings Policy

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## 1. Overview

This policy aims to give practical information about the public attending meetings of the council and how to obtain relevant meeting documents such as Agendas, Minutes and Reports. This policy is designed to help the public know when they can attend meetings and what documents and information are available to them. We want to ensure the council is transparent and accountable to the community of Weston-super-Mare.

This policy should be read in conjunction with and an awareness of:

- a. Press Policy
- b. Recording and Filming Meetings Policy
- c. GDPR Data Protection Policy
- d. Standing Orders

## 2. Attending Meetings

Town Councillors make all significant decisions in Council and Committee meetings which are open to the public to attend. Details of all meetings of Weston super- Mare Town Council can be found on [this section of the website](#).

As long as you live or work in Weston, you may have your say at Town Council meetings, which take place in the Council Chamber at the Town Hall, Walliscote Grove Road, Weston-super-Mare BS23 1UJ and also Committee meetings of the Council, which take place at in the Council Chamber at the Town Council offices, 32 Waterloo Street, BS23 1LN.

The rules require a meeting to be closed to the public in two circumstances:

1. If the presence of the public is likely to result in the council breaching a legal obligation to third parties about the keeping of confidential information.
2. A lawful power is used to exclude the public in order to maintain orderly conduct or prevent misbehaviour at a meeting.

The descriptions of exempt information are set out in the Schedule 12A to the [Local Government Act 1972](#). These are as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
  - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person.
  - b. to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### **Speaking at Meetings**

If you wish to speak at a meeting please notify us of the subject matter before 5pm on the last working day before the day of the meeting (e.g. for a Monday meeting this means the Friday before).

Before the commencement of the meeting, the Chair will invite members of the public to address the Council under the public participation section. This allows a total of 15 minutes for members of the public to speak, present a petition or ask a question. The time will be split depending on how many people wish to speak, which in some cases isn't long, so you have to be very clear on your leading point and deliver that first.

All decisions are made by Councillors only and members of the public cannot take part in Council or Committee debate, nor in voting on issues.

Read the following documents to understand more about our Committee system and our Councillors participation in them:

[Calendar of Meetings 2025-26](#)

[Committee Membership 2025 – APPROVED June 2025](#)

[Committee Structure – Approved June 2025](#)

[Committee Terms of Reference – Approved June 2025](#)

Normally all significant decisions, for example those involving expenditure above £7,500, are made during a Council or committee meeting which is open to the public. Sometimes, for reasons such as urgency or a delicate negotiation a significant decision cannot be made during a meeting and needs to be delegated to an officer in consultation with the Chair and Vice Chair of the Committee or other specific councillors. Details of significant Delegated Decisions are available to [download here](#).

### 3. Agendas, Minutes and Reports

WSMTC Agendas are normally publicised 7 days in advance of the meeting and you can find them, along with all committee meeting minutes and reports, by clicking on the relevant Committee on the above linked page. The minimum statutory requirement to publicise and issue the Agenda summons is:

#### Legal Requirements Under the Local Government Act 1972

##### 1. Three clear days' notice

- **Schedule 12, Paragraph 10**, of the Local Government Act 1972 mandates that a **public notice** of the *time, place, and agenda* for a **full council meeting** must be given **at least three clear days** in advance.
- “Clear days” exclude: the day the notice is issued, the day of the meeting, Sundays, bank holidays, or days of public thanksgiving or mourning.
- This notice must be **fixed** typically on a notice board—and the **summons**, signed by the Proper Officer, must include the agenda and

be sent to each councillor by an appropriate method (e.g. post or email, if consented)

Where an item is added to the agenda within the legal requirement the meeting is scheduled to take place, a revised agenda and reports will be published as soon as the item is added to the agenda. In some circumstances, the whole or part of a report may not be available for public inspection because it contains either confidential or exempt information. In this case, the report will say 'Confidential – Members only' and state that it contains confidential information or set out the description of the exempt information.

#### **4. Policy Review**

The working of this policy will be reviewed by Weston-super-Mare Town Council bi - annually. As well as examining the specific review data, the policy statement will be checked for continuing relevance against any changed statutory requirements.



## **Finance and General Purposes Committee – 18<sup>th</sup> August 2025**

### **Policy Review – Civic Handbook**

### **Report from the Democratic Services Manager**

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#### **1. Purpose and Background of Report**

In line with the council's objective to comply with good governance practices to continually review its policies, the Civic Handbook is due for review.

The policy was initially considered by F&GP at its meeting on the 14<sup>TH</sup> April, where the comments were received with regards to the handbook being too lengthy and outdated and the following areas should be reviewed:

- the handbook be updated more in line with the Equalities Act, using more non-specific gender references
- the use of the term Mayoress
- the section of choosing a chaplain, should ensure it is reflective of all faiths
- consideration should be given to best practice with regard to the clothing section to be more up to date with modern times
- the council's climate commitments should be encouraged within the transport section
- the move to Waterloo Street and the history of the building should be included in the summary.

The attached policy was then reviewed considering the comments and Members are therefore requested to approve.

#### **NACO**

It is worth noting that the policy has been reviewed based on the National Association of Civic Officers (NACO) Civic Handbooks, a best practice guide of with the Council is a members of and taking guidance from with regard to all civic protocol.

#### **2. Options for Council**

2.1 Approve the Civic Handbook

2.2 Approve Civic Handbook with amendments (not withstanding requirements of NACO).

2.2 Continue with the current Civic Handbook in place



### **3. Reason for Recommendation**

3.1 To annually review the Civic Handbook inline with the latest civic protocols and national guidance (NACO).

### **4. Expected Benefits**

4.1. To work in line with the civic protocols and national guidance

4.2. To maintain the civic traditions of the town's Mayoralty (5.6) of the Council's Strategy.

### **5. Implications**

#### **5.1. Legal**

N/A

#### **5.2. Risks**

5.2.1 Out of date guidance.

5.2.2 Inconsistent approach.

5.2.3 Lack of clarity on the role of the Mayoralty.

5.2.4 Upholding the mayoralty with dignity.

#### **5.3. Financial Implications**

N/A

#### **5.4. Timescales**

5.4.1 If approved this would be reviewed annually.

#### **5.5. Stakeholders**

5.5.1 The Mayor

5.5.2 The Mayoral team

5.5.3 Officers

5.5.4 Councillors

5.5.5 Members of the public.

#### **5.6. Contractors**

National Association of Civic Officers (NACO)



**5.7. Crime & Disorder (councils have a legal duty to consider impact)**

N/A

**5.8. Biodiversity (councils have a legal duty to consider impact)**

N/A

**5.9. Privacy Impact (consider Privacy Impact assessment)**

N/A

**5.10. Equality & Diversity (councils have a legal duty to consider impact)**

5.10.1 This policy has been written taking into account inclusion and accessibility for all.

**6. Appendices**

Appendix 1 – Civic Handbook

**7. Members are recommended to:**

1. Approve the updated Civic Handbook for use with immediate effect.

**Samantha Bishop**  
**Democratic Services Manager**  
**7<sup>th</sup> August 2025**





WESTON-SUPER-MARE TOWN COUNCIL

# Civic Handbook

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Origin of change e.g. change in legislation</b>	<b>Changed by</b>

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# Introduction

Congratulations on your nomination as the Mayor Elect & your subsequent election as the Mayor of Weston-super-Mare. The Town Mayoralty is a position which gives the opportunity to promote and uphold the special character of Weston-super-Mare. It is important that you are as well prepared as possible for the ensuing year. We will do everything possible to support you in your term of office and make it a most enjoyable and a very memorable positive experience.

This Handbook has been produced to provide information and guidance in your new role. It is set out in 4 sections;

- 1. The Mayoral Candidate and preparing for the role**
- 2. The Office of Mayor**
- 3. Chairing meetings**
- 4. History of the Council and Mayoralty**

The Handbook is a working document that can be referred to during your preparation for the role of Mayor and also throughout your term of office.

## Section 1 - Preparing for the role of Mayor

It is important that as a Councillor you are fully prepared for the personal effect the Mayoralty may have on your family, friends and political career. After all you did not come on to the Council for the main purpose of being Mayor.

The role of a modern Mayor can be regarded as;

- A symbol of authority
- A symbol of an open society
- An expression of social cohesion.

### Initial Considerations

You may want to use the points listed below to consider how they can have a positive impact on the aspects of Mayoral life. It will help to dispel some of the concerns that you may have, by considering these points, in advance of your election as Mayor.

1. Consideration of how much time will need to be committed to the role.
2. The effect of becoming Mayor on your:
  - a. Yourself
  - b. Mayoral partner
  - c. Family and friends
  - d. Career or job
  - e. Political career
  - f. Personal and religious beliefs
  - g. Non-Council interests
  - h. Relationship with other Councillors
  - i. Relationship with your Parishioners

### Initial actions for the Mayor

These actions should be completed before your election at the Annual Council meeting. The Civic Office will provide guidance and information to assist you. Addressing these matters early will help ensure the smooth running of your term in office.

1. **Select a Mayoress/Consort or Mayor's Consort.**
2. **Complete a thorough induction process.**
3. **Appoint a Chaplain and Deputy Chaplain, if desired.**

This should be considered before becoming Mayor Elect, allowing time to speak with your proposed Chaplain and Deputy Chaplain about the role's commitments and their willingness to undertake them.

It is customary for the Mayor to announce their Chaplain for the year ahead at the Annual Meeting of the Council. The Chaplain will assume responsibility for offering prayers at meetings of the Council, Civic Service, Remembrance Sunday and such like. The Chaplain will offer spiritual guidance to the Mayor as and when required and will assist in organising the Civic and Carol Services.

Upon your election, the Civic Office will issue letters offering roles for your term of office and inviting acceptance. The Civic Office will also provide role-holders with dates of events they will be expected to attend.

**Before and shortly after your election as Mayor Elect, you should:**

1. **Appoint a Mayor's Cadet** (if desired). This can be done on a rotational basis, or you may choose a specific cadet force if you have a personal connection or alignment with it.
2. **Consider adopting a school** for the duration of your term.
3. **Provide a biography** to the Mayor's Office. Guidance on possible content can be found on page 11.
4. **Decide whether to adopt a theme for your year** that supports or promotes an aspect of the Town Council Strategy. After your election as Mayor Elect in March, discuss with the Civic Office how activities throughout the year can be planned to promote this theme.
5. **Advise the Mayor's Office of the following:**
  - Important dates when you will be unavailable (e.g. holidays, medical appointments, personal anniversaries, North Somerset Council or other public commitments).
  - Any pre-existing medical conditions or disabilities that may affect your ability to carry out the role (shared at your discretion).
  - Dietary requirements (e.g. vegan, vegetarian, ethnic considerations, food allergies, intolerances) so the Civic Office can advise event organisers of any special requirements. The Protocol Form sent to organisers prior to the Mayor's attendance will cover these matters.
6. **Provide the Civic Office with a personal address list** for invitations to Civic events and Mayoral Christmas cards. This should be planned in advance to ensure timely distribution and may differ between events.
7. **Select a charity or charities** to support during your term.  
These administrative matters will greatly assist with the smooth running of your Mayoral year.

**In addition, you may wish to reflect on questions that will help shape the culture and style of your Mayoralty:**

- Who are you?
- What kind of Mayor do you want to be?
- What is your Council like?
- How does the role work in practice?

**Planning:**

- What do you want to achieve during your Mayoralty?
- How can you realise everything you want to do during your Mayoralty?

**Vision:**

- What changes do you want to see when you have finished?
- What can you achieve?
- How do you set ambitious and realistic objectives?

**Support:**

- Where do you need help?
- Who can help you?

**Position:**

- How can you make sure that everyone from the council supports you?
- Where does the modern Mayor fit in the community?

**Further reading**

Civic and Ceremonial: A Handbook, History and Guide for Mayors, Councillors and Officers by *Paul Millward*

More than a Chain: How to be a twenty-first century Mayor, Lord Mayor or Council Chair by *Duncan Bhaskaran Brown*

## Section 2 - The Office of Mayor

The two distinct parts to the Office of Mayor are; Civic and Constitutional.

**Civic** - The Mayor is the First Citizen of the Town.

**Constitutional** - The Mayor is Chair of Weston-super-Mare Town Council.

It is important that the Mayor fully understands the role and the duties they will undertake during their year in office. The Deputy Mayor's role is that of a substitute, not an additional civic representative, and is therefore to deputise for the Mayor when the Mayor is unable to fulfil their duties, as requested.

### **Mayoress/Consort or Consort or Escort**

There is no legal obligation to appoint a Mayoress, Consort, or Escort. However, the role can significantly contribute to the success of the Mayoralty by providing support throughout the year. The considerations outlined in the following points apply equally to partners.

The Mayor and Deputy Mayor must conduct themselves appropriately at all times and avoid any actions that could bring the Council into disrepute.

### **They should not:**

- Attend any function or event that supports an organisation or individual whose objectives are contrary to law and/or Council policy.
- Solicit engagements, visits, or otherwise seek favours by virtue of their office.

## **1. Roles and responsibilities of the Mayor**

### **The role of the Mayor is to:**

1. **Chair meetings of the Council** and ensure that its business is conducted in an orderly and proper manner, in accordance with statutory obligations and the Council's Constitution.
2. **Preside as the ceremonial head of the Council** at civic functions and social occasions.
3. **Act as signatory** to the Council's official seal on documents on behalf of the Council.
4. **Host events** and receive and welcome members of the Royal Family, dignitaries, and visitors.
5. **Attend functions** as a representative of the Council.
6. **Make speeches**, most often expressions of thanks or welcome. If required to speak on the work of the Council, remarks should be factual and align with the strategic aims of the Council.



7. **Promote, raise the profile, and gain publicity** for projects and events that benefit the citizens of the Town - predominantly by attending events (by invitation) to attract publicity for the cause.
8. **Encourage citizenship** and participation in the life of the Town.
9. **Celebrate success** both within the Council and across the Town.

### **Responsibilities**

Specific matters relating to the role of the Mayor are included in the Civic Protocol (see Appendix 1; to be developed by the Civic Officer).

### **Key Points**

1. The Mayor and Deputy Mayor are elected Members of the Council and are legally Town Councillors.
2. The Mayor and Deputy Mayor have no additional powers beyond those of a Councillor.
3. The Mayor will normally hold office from the Mayor Making Ceremony for one municipal year.
4. The Mayor will preside over Full Council meetings.
5. The Mayor will meet with the Town Clerk and Leader prior to Full Council meetings.
6. The Mayor must observe the strictest neutrality and impartiality at all times.
7. The Mayor may designate a Mayoress, Consort, or Consorts as appropriate.
8. Irrespective of gender, the Mayor will be known as the Mayor of Weston-super-Mare, addressed as “Mr. Mayor” and have their name preceded by “Councillor.”
9. The Mayor shall be regarded as the First Citizen of the Town.

### **Election**

The Town Mayor is elected each year, for a term of one municipal year, by Town Councillors. Confirmation of the **Mayor Elect** by the full Council takes place at the Town Council meeting in March, allowing the incoming Mayor to prepare for formal election at the Mayor Making in May. The Deputy Mayor is also confirmed in March and formally elected to office in May.

### **Nature of the Role**

For the mayoral year, the role is strictly non-political and representative of every section of the community, with a focus on cultivating a positive image of the Town and enhancing the well-being of its citizens. The Council Leader is responsible for the political leadership of the Council.

The Mayor’s role is largely ceremonial. As First Citizen, the Mayor acts as the voice of the Town:

- **In times of celebration** – greeting members of the Royal Family, dignitaries, and distinguished guests.
- **In times of sorrow or crisis** – speaking on behalf of the Town during natural or man-made disasters and major incidents.

The Mayor also lays the wreath on behalf of the Town at the War Memorial on Remembrance Sunday.

## **2. Mayoress/Consort or Consort**

### **The Role of the Mayoress/Consort**

The Mayoress/Consort will not normally attend functions in their own right without the presence of the Mayor. They will wear the appropriate pendant or Chains of Office<sup>1</sup>.

The Mayoress/Consort may take on certain responsibilities during the year, such as administering the Mayoral engagements and calendar. The Civic Officer is always available to provide guidance on protocol for these activities.

As previously stated, these roles are not recognised by law. If the Mayor chooses to appoint a Mayoress/Consort, the role may be undertaken by a spouse, partner, friend, or relative of any gender. The role is given precedence alongside the Mayor and typically includes:

1. Providing personal support to the Mayor.
2. Accompanying the Mayor on engagements.
3. Observing civic protocol.

When carrying out their roles, the Mayoress/Consort, Deputy Mayoress/Consort, Consort, or Escort should remember the public nature of their position in supporting the Mayor. Their behaviour and manner must be appropriate at all times and must not bring the Council into disrepute. Advice and guidance are available from the Civic Office.

If the Mayoress/Consort is unable to escort the Mayor to an engagement, the Mayor may either:

- Attend alone, or
- Choose another person to act as escort.

If another escort is chosen, they must not wear the Chain of Office. The Civic Officer should be given advance notice of the person attending so they can inform the individual or organisation hosting the event.

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<sup>1</sup> The Civic Office will provide advice on correct wearing.

### 3. Deputy Mayor

#### Duties and Responsibilities

1. **Deputise for the Mayor** when the Mayor is unable to fulfil the duties of the post, at the request of the Mayor.
2. **Support the Mayor** at annual civic events and other events hosted by the Council, as requested by the Mayor.
3. **Carry out the duties** of the post fairly and without discrimination, in line with the aims and objectives of the Council.

### 4. Induction and Training

If you have served a term as Deputy Mayor prior to your Mayoral election, you will already have begun the induction process with the Civic Office and been issued with this Handbook. If you have been elected directly to the office of Mayor, your induction process will begin imminently.

It is recommended that the Mayor attends Civic Heads training, ideally prior to taking office. Where possible, this will be arranged during the previous year while serving as Deputy Mayor. If this is not possible - such as in cases where you have not served as Deputy Mayor - it will be provided at the earliest opportunity during your Mayoralty.

Civic Heads training is arranged by the Democratic Services Manager, who is responsible for the provision of civic development. Detailed arrangements will be made on your behalf by the Civic Office.

Other training may also be required, such as:

- Chairing meetings
- Dealing with the media
- Public speaking

Please discuss any development needs you may have with the Civic Officer.

### 5. Precedence

The legal position of the Mayor in relation to precedence is set out in Section 3(4) of the Local Government Act 1972, which states:

“The Chair of a District Council shall have precedence in the District but not so as prejudicially to affect His Majesty’s royal prerogative.”

If both the Mayor and Deputy Mayor are present at an engagement, the Mayor takes precedence and should wear the Chain of Office. Unless the civic event<sup>2</sup> is arranged by Weston-super-Mare Town Council, the Mayor and Deputy Mayor should not both be present in civic insignia.

The Lord Lieutenant of Somerset, the High Sheriff of Somerset, or the Chair of North Somerset Council - when attending a function or event in an official capacity representing Somerset or North Somerset - take precedence over the Mayor.

A Town Mayor does not have precedence over the Chair of the District Council or the Chair of the County Council. This means that, provided a Member of the Royal Family is not present and attended by the Lord Lieutenant, Deputy Lieutenant, or High Sheriff in their official capacity, the Chair of the District Council will take precedence.

However, at functions hosted by the Town Mayor within the boundaries of the Town Council, to which the Chair of the District Council is invited, it is customary for the Chair of the District Council to relinquish precedence in favour of the Town Mayor. This is also usually the case at other local civic events organised by the Town Council.

This custom is specifically observed at the Remembrance Sunday Service held at the War Memorial in Grove Park.

## **6. Mayor's Engagements**

The Mayor will have use of a laptop during their term of office. The Outlook calendar is linked to the Civic Officer, who will electronically notify the Mayor of any invitations to attend an event or function. The Civic Officer will maintain the Mayor's diary of official engagements on the Outlook calendar.

Once an invitation is accepted, the Civic Office will send briefing and protocol forms to the event organiser, electronically wherever possible. The *Mayor's Briefing Form* (see Appendix 2) is completed by the event organiser after the Mayor accepts the invitation. This form provides all necessary information for the Mayor's attendance.

The Civic Officer will meet with the Mayor at an agreed frequency - determined by the Mayor - to discuss engagements, speeches, transport arrangements, events, and other related matters.

### **Key Points for Managing Civic Engagements**

1. All invitations to engagements, whether received verbally or in writing, should be referred to the Civic Office.
2. The Mayor should not receive any official mail at their home address.

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<sup>2</sup> A civic event is defined by the Town Council Civic Matters Consultative Group as "an event or function organised by Weston-super-Mare Town Council and hosted by the Mayor." This definition excludes events such as charity fundraising functions.

3. The Mayor is expected to send personal notes of thanks for engagements attended. Official stationery is provided for this purpose.
4. The Mayor should not normally accept engagements outside Weston-super-Mare unless they are civic in nature. *(See Appendix 3 – Engagement Scoring Form to assist in evaluating invitations.)*
5. The Chains of Office should only be worn when undertaking official duties. The rules for wearing the Chains of Office and guidance on their security can be found in the Civic Protocol (see Appendix 1).
6. The Chains of Office may not be worn at an engagement outside Weston-super-Mare without the express permission of the Chair of that Parish, Town, or District.
7. If the Mayor cannot attend an engagement, they may request that the Deputy Mayor or the Leader of the Town Council attend on their behalf.
8. The Civic Officer will provide a list of all official engagements at each Full Town Council meeting.

## **7. Biography**

There are occasions when outside organisations request information about the Mayor, for example, to assist those hosting the Mayor, preparing speeches, or briefing officials.

The Mayor is therefore asked to provide a biography to the Civic Office. This may include:

- Birthplace and schooling
- Employment history
- Community involvement
- Council elected member roles
- Committee roles to date
- Other roles (e.g. governorships)
- Personal interests
- Personal details

## **8. Clothing**

It is advisable to consider the clothing you will require as Mayor and to invest in these items. The Chair's Allowance includes a sum for purchasing clothing for the Mayoral year, if not already available in your wardrobe.

For the Mayor, this may include:

- Lounge suits or dinner suits
- Day and evening dresses, suits, and jackets (for female Mayors)

On some occasions - such as civic functions - it may be considered appropriate for a female Mayor or Mayoress/Consort to wear headgear.

It has become increasingly acceptable for Mayors to adopt a less formal, business-style appearance, for example, without a tie. While the choice of attire is at the Mayor's

discretion, it is important to remember that organisers and attendees will have certain expectations about the Mayor's presentation. Some invitations will specify a dress code (e.g. *Charity Ball, Church Service, Legal Service*).

The *Mayor's Briefing Form* - completed by the event organiser - usually specifies the attire expected for both the Mayor and Mayoress/Consort.

In line with the Town Council's environmental commitment, the Mayor's calendar and briefing forms are fully electronic.

### **Practical Considerations When Purchasing Clothing**

- The Chains of Office will be worn for many engagements. These are pinned or supported by a fabric loop on the shoulders, so shoulder pads may provide additional comfort and style.
- This is particularly relevant when selecting evening wear that is "off the shoulder" in style.
- A female Mayor should also consider the use of jewellery, as certain pieces may clash or interfere with the Chains of Office.

### **Wardrobe Suggestions**

<b>Smart/Casual</b>
<b>Formal</b>
<b>Cocktail Attire</b>

Overcoats are recommended for inclement weather. They additionally provide cover and security for when wearing the chains of office to events.

## **9. Chains of Office, Badges and Robes**

### **Occasions when the Chains of Office are normally worn:**

- Full Town Council meetings
- Weston-super-Mare Town Council civic events
- Mayor's Charity Ball
- Functions and engagements to which the Mayor has been invited, unless the organiser has specifically requested they **not** be worn
- Civic events in other towns, where appropriate and permitted

## **10. Mayor's Robes**

Robes are worn at civic events, including:

- Mayor Making
- Civic Church Service
- Armistice Day Service
- Remembrance Sunday Service
- Town Christmas Lights Switch-On
- Mayor's Charity Ball Reception

When the Mayor is wearing robes, the Mace and Mace Bearer will also be in attendance.

## **11. Protocols whilst wearing robes and hats**

- When acknowledging salutes
- When the National Anthem is being played
- In the presence of a member of the Royal Family

Further guidance can be found in the Civic section of the Weston Town Council Protocol for the Mayor & Deputy Mayor.

## **12. The Civic Calendar**

These are key events the Mayor is expected to attend, though they do not represent the full calendar of engagements.

### **May**

- Annual Council Meeting and Mayor Making Ceremony

### **June**

- Armed Forces Day

### **July**

- Annual Civic Church Service

### **November**

- Armistice Day Short Service
- Remembrance Sunday Service
- Town Christmas Lights Switch-On

### **December**

- Mayor's Annual Carol Service

### **March / April**

- Mayor's Charity Ball
- High Sheriff of Somerset Legal Service
- Annual Town Council Meeting

## **Additional Engagements**

### **Visit to Hildesheim**

Arranged by the Civic Office following an official invitation from the Lord Mayor of Hildesheim. Traditionally, the civic budget covers the cost of transport to and from the airport and the airfare for the Mayor and Mayoress/Consort only, or alternatively, the airfare may be funded from the Chair's Allowance.

### **Mayor's Receptions**

The Mayor may wish to include receptions as part of their civic events calendar during their year of Office, which will normally be held in the Chamber at 32, Waterloo Street, the Museum or Blakehay Theatre.

## **13. Other considerations**

### **Policy & Finance Committee Resolution – 20 February 2017**

At the Policy & Finance Committee meeting held at Grove House on Monday 20 February 2017, it was **RESOLVED** that the recommendations of both the Civic Consultation Group and the Events Working Party be approved, as follows:

1. The main role of the Mayor is to act as First Citizen and to promote the Town.
2. The civic expectation is that the Mayor need only preside at or attend - rather than organise - fundraising events. The Mayor may, however, choose to raise funds for charitable causes if they so wish.
3. The priority of the Civic Officer and other staff will not be to attend or organise fundraising events, except for the Mayor's Charity Ball.
4. From 2017, the practice of sending Service of Remembrance invitations to other Councils' Mayors and Chairs will cease, with the exception of the Chair of North Somerset Council.
5. It is recognised that the Mayor may host receptions during their term, and that these should be proportionate throughout the year.

## **14. Civic Support Staff**

The Mayor's Office is staffed by the Civic Officer and the PA to the CEO/Town Clerk, who works a 37-hour week - 18.5 hours dedicated to civic work and 18.5 hours dedicated to PA duties for the CEO/Town Clerk - plus additional overtime where required.

The Civic Officer is responsible for ensuring the smooth running of the Mayoralty. This role requires flexibility, and the Civic Officer will make arrangements to meet the Mayor's wishes and the requirements of the role.

The Civic Officer's work is managed and supported by the Democratic Services Manager, who will assist and advise the Mayor in the Civic Officer's absence.



In addition to the Civic team, the CEO/Town Clerk is also available, when necessary, to assist and advise the Mayor.

To maintain a professional relationship between the Civic Officer and the Mayoralty, the following forms of address are always used:

Mayor – “Mr. Mayor”

Mayoress/Consort – “Mayoress” or “Consort”

Deputy Mayor – “Deputy Mayor”

Deputy Mayoress/Consort – “Deputy Mayoress” or “Deputy Consort”

## 15. Civic Budget

The civic budget is agreed annually by the Town Council in January. When preparing the budget, consideration should be given to the cost of any one-off events (e.g. national celebrations or jubilees). The **2025/26 civic budget**, excluding recharge items, is shown in *Table 1*.

The civic budget is managed by the **Civic Officer** and monitored by the **Policy and Finance Committee** to ensure appropriate and timely spending throughout the year. A significant proportion of the budget relates to **recharge costs**, which cover the use of premises, staff, and facilities in delivering the Mayoralty.

**Table 1**

<b>Civic Budget Item</b>	<b>Amount</b>
Catering	£3000
Civic Insignia	£4000
Chair's Allowance	£4751
Miscellaneous	£1000
Printing	£500
Hildesheim	£4000
Civic Events	£5800
Travel	£3000
<b>Total</b>	<b>£26,051</b>

## 16. Chair's Allowance

The Mayor may use the Chair's Allowance to pay for certain gifts, presentations, or donations. More formal presentations - such as Town crest plaques presented to visiting organisations or dignitaries - are provided by the Civic Office. Examples are shown in *Table 2*. This list is indicative rather than exhaustive and should be used as a guide.

The legal reference to the Chair's Allowance is contained in the *Local Government Act 1972*, which gives the Town Council the authority to make this award. The Mayor

receives a Chair's Allowance for their term of office; for **2025/26**, this is **£4,751**, paid in four equal instalments.

The allowance must be paid via the PAYE system in compliance with HMRC regulations. Mayors are advised to declare the allowance as income, but any taxation implications are a matter for the individual and HMRC.

**Table 2**

<b>Chair's Allowance</b>	<b>Civic Budget</b>
Personal bouquets of flowers e.g. 100 <sup>th</sup> Birthday Party	Mileage & car parking charges incurred when using own vehicle. (Please note that this does not include personal or ward business).
Raffle tickets at events	Business Cards
Church Service collections	Catering at Civic events and receptions
Prizes for raffles to support chosen charities	Mayor's Christmas Cards
Clothing for civic events	Mayoral stationery
Charity event costs	Mayor's Wreath for Remembrance Sunday Service
Purchase of drinks for self & others while at events	Mayors portrait photograph at end of term in office.
Donations to organisations visited during term of office	Plaques, Mayors Awards, presentation items at formal visits to Town Council

## 17. Transport

### Transport Options

Under the Civic Support Budget, the Council provides three optional modes of transport to enable the Mayor to attend functions:

#### 1. Chauffeured Car

- Arranged by the Civic Officer upon the Mayor's request.
- All costs are paid from the **Travel** heading of the Civic Support Budget.

#### 2. Taxi

- The Council holds an account with **Sinclairs Taxis**.
- Bookings are normally made by the Civic Office when finalising arrangements for an event.
- In exceptional cases outside office hours, the Mayor may arrange a taxi by calling **07854 346292**.
- When booking, clearly state that it is **for the Mayor** and should be charged to the "MAYOR 1" account.
- The Civic Officer checks the monthly account.
- Taxis must only be used for **official engagements**.
  - *An official engagement is one arranged by the Town Council, or for which an official invitation and details have been received by the Civic Office.*

### 3. Mayor's Private Vehicle

- The Mayor may choose to use their own vehicle to attend an event.
- Mileage can be claimed monthly at the agreed Council mileage rate.
- All claims must be submitted on the official **Mileage Claim Form** (see *Appendix 4*).

**Note:** All modes of transport are funded from the **Travel** heading of the Civic Support Budget.

### Environmental Commitment

In line with the Council's commitment to environmental responsibility, car sharing will be considered - via the engagement scoring matrix - when attending events outside the area. Where practical, car sharing and public transport will be used.

## 18. Speeches

### Speeches

The Mayor's Office does not write speeches for the Mayor. However, the Civic Officer can provide assistance when necessary, such as research or background information.

At many engagements, the Town Mayor will be invited to say "a few words." This may range from proposing a toast to delivering a full speech. Event organisers may send anything from a full draft speech to brief notes with key points of thanks. This information is intended to help in preparing your remarks, not to replace your own words.

The Civic Officer will normally advise the Mayor in advance if they will be expected to speak, although this may not always be possible. There will be occasions when you are asked to speak with little or no notice.

### Practical Tips

- Keep a short speech in mind - or in your pocket - for unexpected speaking requests.
- A small card with generic bullet points ("The Magic Minute") can serve as a prompt to ensure essential thanks, acknowledgements, and key messages are included.

### Events Requiring a Formal Speech

The following civic occasions typically require the Mayor to prepare and deliver a formal speech:

- Acceptance speech on appointment
- Celebration Dinner speech
- End of term speech at Mayor Making
- Mayor's Receptions
- Mayor's Award Ceremonies

## 19. Weston-super-Mare Town Council Strategy 2020-2030

The Mayor can contribute to the delivery of the Council Strategic Plan, maintaining a non-party role.

This can be done by:

- Considering the types of event that would promote the priorities
- When planning civic events, consider using locations that would support the Council aims
- Advocating the priorities when making speeches, when appropriate
- Engaging with organisations during your term of office that can support these strategic aims. Further information can be found in appendix 1.

## 20. Gifts and Hospitality

### Gifts and Hospitality

During their year in office, the Mayor may receive gifts. These may be:

- **Personal** – such as flowers or hospitality
- **Ceremonial** – accepted on behalf of the Council

Further guidance can be found in **Section 39 of the Civic Protocol**.

### Declaration of Gifts and Hospitality

For transparency, all gifts and hospitality should be declared. The **Hospitality Book** is maintained by the Town Clerk's PA at 32 Waterloo Street. Advice on receiving and giving gifts is available from the **Civic Office** and the **Town Clerk**.

### Town Clerk's Guidance

- Gifts or hospitality valued at **over £25** offered to staff should **generally be declined**.
- If you exceptionally wish to accept anything above this value, inform the **Town Clerk** (or, in their absence, the **Deputy Town Clerk**).
- For items below £25, please use your judgment, but remember - we are a body that raises and spends public money and must maintain high standards of probity so the public can be confident we are not improperly influenced in our actions.

### Recording Requirements

- All gifts and hospitality - other than items of trivial value (e.g. office calendars) - must be recorded in the Hospitality Book, whether **accepted or declined**.
- Please complete the entry in person rather than sending an email.
- If a gift is given to the Mayor's charity or donated for hampers, there is no element of personal gain.
- If in doubt, contact the **Town Clerk** or the **Responsible Financial Officer (RFO)** for guidance.

## 21. Mayoral Awards

During their year in office, the Mayor has the honour of recognising citizens of Weston-super-Mare who have made significant contributions to the Town. The Mayor will determine which awards are presented at the end of their term, as well as the format of the Award Ceremony.

### **Mayor's Awards**

The Mayor's Award was first proposed in 1997 by Charter Trustee Mayor, Councillor Mrs Valerie McGann. She suggested introducing an award that could be presented to local people, organisations, and/or schools in recognition of their achievements in the Town of Weston-super-Mare.

The Award is presented annually, either to a single recipient or to multiple recipients, at a ceremony incorporated into the Mayor Making Ceremony or the Annual Town Meeting. The presentation is made by the outgoing Mayor at the end of their term of office.

This Award helps ensure that contributions to the Town do not go unrecognised, particularly given the restrictions of the Borough Shield, which may be presented to only one person or organisation each year. Throughout their term, the Town Mayor meets many individuals and groups, from which they can identify suitable recipients.

The Mayor's Award is given to those who make an outstanding contribution through inspirational and dedicated work to the local community, significantly enhancing the quality of life for others. The Award formally acknowledges the positive difference made by those who live or work in the Town.

The number of recipients each year is determined by the Mayor. Recipients' names are also recorded on the Town Mayor's Roll of Honour Board at 32 Waterloo Street.

### **Borough Shield**

The Borough Shield is awarded annually to a recipient selected by the Mayor for their charitable work within the Town.

The recipient (individual or organisation) holds the large shield for one year.

A small engraved Town Crest shield is then presented as a permanent memento of the Award.

## 22. Charities

Supporting a charity is **not** a responsibility of the Mayoralty. It is entirely the Mayor's decision whether to select a charity (or charities) to support during their term of office.

The demands in time and resources placed on both the Town Mayor and Council Officers must be balanced carefully. Priority should always be given to:

- The business of the Council
- Civic engagements and events
- Representing the Council and the Town as First Citizen, particularly in times of celebration or sorrow

These duties should not be underestimated or given second place to charity fundraising. Civic staff will not be able to undertake charity work in its entirety due to the demands of their role.

### **Alternative Ways to Support Good Causes**

Even without formal fundraising, the Mayor can still benefit voluntary organisations, good causes, and charities by **raising their profile** through appearances, speeches, and publicity. This aligns with some of the objectives in the Town Council Strategy.

### **Organising Fundraising Events**

If fundraising is chosen, the Mayor should consider the additional assistance that may be required to organise events.

### **Policy & Finance Committee resolution:**

The priority of the Civic Officer and other staff will not be to attend or organise fundraising events, except the Mayor's Charity Ball.

### **Charity Information**

Details of the Mayor's chosen charity(ies) will be included on:

- Event briefing forms
- The Mayor's Charity information sheet
- The Mayor's page on the Council website

These details should include a description of the organisation, its main activities, and how donations can be made.

### **Finance and Donations**

If the Mayor supports a charity:

- All monies raised will be paid into the **Mayor's Charity Account**, managed by the Finance Office.
- Donations may be received throughout the year, at events or directly into the Mayor's Office.
- The Mayor decides the final apportionment of funds between charities.

When selecting charities, it is advisable to contact them to establish what assistance they can offer - such as administration, volunteers, publicity, or fundraising equipment.

### Receiving Donations at Events

- Donations offered during engagements can be accepted at the time.
- For larger donations, the Mayor may wish to invite the donor to 32 Waterloo Street for a formal presentation.
- If requested, the Civic Officer will arrange for a letter of thanks and receipt to be sent to the donor. Alternatively, the Mayor may send a personal letter or note of thanks.

The total amount raised will be presented to the chosen charity(ies) at the end of the Mayoralty.

## 23. Charity Ball

The Charity Ball can raise funds either for the Mayor's chosen charity or for other worthy local organisations, charities, and voluntary groups. The decision on who will benefit from the proceeds rests with the Mayor. In recent years, the Ball has solely supported the Mayor's chosen charity.

If local organisations are to benefit from the Ball's proceeds:

- A media release will be issued after the event inviting organisations to apply for grants.
- The Civic Officer and Finance Team will advise the Mayor on relevant considerations, such as:
  - Previous recipients of funding
  - Organisations that have already received grants via the Grants and Governance Sub-Committee

If the Mayor wishes to **formally present the grants**, the Civic Officer will arrange both a presentation event and a media release.

## Section 3 - Chairing Meetings

### 24. Town Council Meetings

The Mayor also serves as Chair of Weston Town Council and presides over the bi-monthly **Full Town Council meetings**, held in:

- January
- March
- May (*Annual General Meeting & Mayor Making Ceremony*)
- July
- September
- November

#### Preparation for Meetings

Before each Full Town Council meeting, the Mayor will meet with the **Town Clerk** and **Democratic Services Manager** to:

- Review the agenda
- Discuss the Mayor's announcements

The Civic Office will also provide details of the number of Mayoral engagements to date for inclusion in the meeting.

#### Guidance for Chairing Meetings

The **Weston-super-Mare Town Council Standing Orders** provide detailed guidance for the Chair when presiding over meetings. These rules can be complex, so it is advisable to familiarise yourself with them before taking the Chair.

A Chair who demonstrates a working knowledge of these procedures - and remains calm and in control - will inspire confidence and demonstrate effective leadership. The **Town Clerk** will always be present to provide advice during meetings.

#### Key Areas to Understand

To chair effectively, the Mayor should be familiar with:

- Public participation
- Chairship of the meeting
- Managing the agenda
- Rules of debate
- The role of the Town Clerk and Proper Officer
- Quorum for Council meetings
- Voting procedures and the use of a casting vote

A copy of the Standing Orders can be found in **Appendix 5** or online at: <https://wsm-tc.gov.uk/your-council/policies/#34-34-policies-p4>



## **25. Annual Town Meeting**

The Town Council is also required to arrange an Annual Town Meeting each year, where the Mayor will chair the meeting.

## **26. Civic Consultation Group Matters Sub Committee**

During your year as Mayor you will also chair the Civic Matters Sub Committee meetings. These are held at 32, Waterloo Street approximately 3 times a year. The Group reports to the Finance and General Purposes Committee.

Group members consist of the Mayor & Deputy Mayor, Council Leader, Political Group Leaders, Town Clerk, Democratic Services Manager and the Civic Officer. The Group exists to deal with new civic matters that arise throughout the year and to review how civic events are both managed and resourced.

## Section 4 - History of the Council and Mayoralty

### 27. Development of the Town & Councils

**1348** Records show Weston-super-Mare, as a settlement in the west on the hill above the sea, although it could be at least 800 years old, and been here when William the Conqueror commissioned the Domesday Book in 1066. Over the centuries the village would have been ruled by a Lord of the Manor and the Rector. Most people however think of it as a Victorian seaside town which grew as a result of the railways. There were no Mayors or Councillors in those days.

<b>1842</b>	A Town Council voted into office, using the Town Hall when it was opened in 1859.
<b>1894</b>	Town Council became an Urban District Council and took on many more powers.
<b>1937</b>	Weston-super-Mare granted a Charter and became a Borough Council.
<b>1974</b>	Avon and Woodspring Councils were created Town Charter Trustees formed
<b>1996</b>	North Somerset Council replaced them both, as a unitary authority. Weston-super-Mare now has two local councils. North Somerset Council which is neither a Town Council and does not have Borough status, and therefore has a Chair. Weston-super-Mare Town Council, which, in law is a Parish Council, has a Mayor who also serves as Chair
<b>2000</b>	Weston-super-Mare Town Council formed

### 28. History of the Mayoralty

In 1937, the King granted Weston-super-Mare a Charter and established a Borough Council. The Council Chair became the Mayor and civic head of the town's elected representatives. Local philanthropist and businessman Henry Butt was the first Mayor and received the Charter.

The Local Government Acts of 1972 and 2000 defined who can become a Mayor. Since 1937, Weston-super-Mare has had three distinct types of Mayors:

- 1937–1973/74: Mayor of the Borough of Weston-super-Mare
- 1974–1999/2000: Charter Trustee Mayor
- 2000/2001 – present: Weston Town Council Mayor

## **Coat of Arms**

The Borough's original Arms were officially granted in 1928, with the crest and supporters added in 1937. The current Arms were officially granted on 15 January 1960 to the Borough of Weston-super-Mare. Since 2000, the Arms have been used by Weston-super-Mare Town Council.

A full explanation of the Coat of Arms can be found in Appendix 6

## **Mayoral Robes**

The Mayor and Deputy Mayor traditionally wear red robes on ceremonial occasions. The blue robes, worn by Town Councillors, were presented to the Council by Councillor Brenner in 1953 and 2002.

Historically, Aldermen wore burgundy robes. Following the abolition of the Alderman role in 1974, the burgundy robes are now worn by serving Town Councillors who are Past Mayors.

## **29. Civic Insignia**

To ensure the preservation of Weston-super-Mare's historic civic items, the use of the Town Council's Civic Insignia must always follow correct **storage, security, and insurance procedures**. Where necessary, specialist advice should be sought.

### **Chains of Office**

Weston-super-Mare has had three Chains of Office. The current chain, introduced in **1960**, displays the Town's coat of arms and the names of all preceding Town Mayors.

### **Mayor's Chain**

- Gold with an enamelled Badge of Office pendant.
- Chain: 9 ct gold, 18½ oz, hallmarked Birmingham 1960.
- Badge of Office: 3½ oz, hallmarked Birmingham 1959.
- Links engraved with the names of previous Mayors.
- Presented in 1960 to coincide with the grant of the new Borough Arms.
- Carried in a protective case.

### **Mayoress/Consort's Chain**

- Gold, 3½ oz, hallmarked Birmingham 1960.
- Badge of Office: 2 oz, hallmarked Birmingham 1963.
- Manufactured by Deakin & Francis.
- Links engraved with the names of previous Mayoresses/Consorts.

## The Mace

### Symbolism and Origins

The Mace is one of the oldest forms of civic insignia and represents the Mayor's authority.

- Originally a weapon of war, evolving from wood to metal by the 12th century.
- Later used by Royal bodyguards, often engraved with the Royal Arms.
- Over time, its role changed from weapon to ceremonial symbol of authority.
- In formal processions, the Mayor is preceded by the Mace, carried by the Mace Bearer.
- Like the Mace in Parliament, it symbolises the Crown, and the Crown represents the Law.

### The Weston-super-Mare Mace

- Length: 3 ft 1 in
- Weight: 103 oz
- Material: Silver with enamelled Arms of Weston-super-Mare
- Maker: Messrs Walker & Hall Ltd, Sheffield & London
- Supplier: The House of Dossor, 73 High Street, Weston-super-Mare
- Presented by Councillor Leonard Guy on **28 June 1937** to commemorate the granting of Borough status.

### Design Details

- **Top:** Maltese Cross and Orb, part of the Imperial State Crown, with alternating Maltese Crosses and Fleurs-de-Lys at the base.
- **Vase:** Displays the former Arms of Weston-super-Mare, surmounted by a King George VI five-shilling coin commemorating his Coronation.
- **Base of Vase:** Decorated with imbricated fish scales and four finely modelled seahorses.
- **Shaft:** Features meandering lines enclosing seaweed, chased in low relief.
- **Knop:** Bold design with double heraldic roses and fish scales, bordered by shell friezes and rope mouldings.
- Presented with a mahogany stand and engraved silver plate.

### The Mayor's Parlour

The Mayor's formal office is located at the Council's head office, **32 Waterloo Street**, within the Civic Suite on the first floor of the oldest part of this Grade II listed building.

#### The Civic Suite includes:

- The Mayor's Parlour (office)
- The CEO/Town Clerk's formal office
- The Staircase Gallery, displaying portraits of all past Mayors

The rooms are furnished with historic furniture, paintings, and artefacts - many linked to the Town's twinning with Hildesheim - reflecting the Council's heritage. They are used for hosting guests and holding formal meetings.

**Note:** To maintain their formal and historic character, these rooms must remain free of personal items at all times.

### **Mayor's Parlour History**

The Arthur and Winter families were of Lords of the Manor of Weston-super-Mare.

<b>Date</b>	<b>Event</b>
<b>1696</b>	Ownership passed to the Pigotts of Brockley
<b>1780</b>	Painting of Grove House shows 17th century house with a tiled roof. The 18th century Grove House was used as a holiday cottage for the Manorial family.
<b>1790</b>	The family's second son, the Rev Wadham Pigott, curate-in-charge of Weston-super-Mare, made Grove House his home.
<b>1805</b>	improvements included the building of new garden walls.
<b>1815</b>	Wadham's niece, Ann Provis, moved to The Grove, married John Hugh Smyth of Ashton Court and established a Smyth-Pigott line.
<b>1823</b>	Wadham died and Ann and John occupy Grove House. Their ten children necessitated an extension to the house, in 1835 at the back, 1840s towards the east.
<b>1824</b>	Parish Church of St John Baptist built which replaced a much older (13th century) smaller Church. The adjacent 17 <sup>th</sup> century Glebe House served as the Rectory until 1889.
<b>1853</b>	John died. His son John Hugh Wadham Smyth-Pigott inherited the estate.
<b>1893</b>	The House moves into public ownership and the grounds converted a public park. Covenant stipulated that both should remain in use for the sole benefit of Weston-super-Mare residents. became the town's first Free Library until 1900. It has also been a cafe, a private dwelling and the official residence of the Town Clerk.
<b>1941</b>	House damaged by incendiary bombs
<b>1952</b>	The shell of the House that remained was demolished by the Borough Council
<b>1958</b>	A bungalow was added to what remained of the 1884 nursery (built by Hans Fowler Price) and occupied by the Parks Superintendent.
<b>1974</b>	Woodspring District Council converted the whole building into the Mayor's Parlour and Council Chamber for Weston-super-Mare Charter Trustees.

<b>2000</b>	Owned by North Somerset Council and occupied, on its inception, by the new Weston-super-Mare Town Council.
<b>2024</b>	<b>32 Waterloo Street</b> formerly The Mercury offices was purchased by Weston-super-Mare Town Council and becomes their new office and Mayor's Parlour.



## Finance and General Purposes 18<sup>th</sup> August 2025

### Old Town Quarry Branding

### Report from the Senior Development Officer

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#### 1. Purpose and Background of Report

As part of the Old Town Quarry Community Ownership Funded project, under Work Package 7, funding was allocated to South West Heritage Trust for the creation of an interpretation scheme for the Old Town Quarry. As one part of their programme delivery, they were asked to create several branding options for the Quarry in line with the community engagement survey that was carried out.

The questions in the survey were provided with several choices. Below, we have provided the two highest responses for each question:

- Q1 - Which style or feel do you believe best represents the Old Town Quarry? (Please select your top two choices)
  - 90 responses - Nature and environment – Focusing on the Old Town Quarry's unique ecology, landscape, and wildlife garden
  - 42 responses - Heritage and history – Emphasising the Old Town Quarry's historical significance and traditional character
- Q2 - Which colour scheme do you feel would best represent the Old Town Quarry? (Please select your top two choices)
  - 99 Responses - Heritage and natural (earth tones, greens, blues, browns) – Reflecting the Old Town Quarry's natural setting and historical character
  - 86 Response - Stone-inspired (limestone whites, greys, with accent colours) – Connecting to the Old Town Quarry's geological identity
- Q3 - What elements should be prominent in the Old Town Quarry's visual identity? (Select all that apply)
  - 97 responses - Site name – the chosen name of the Old Town Quarry to be included
  - 79 responses - Geological/natural elements – Incorporating stone textures, plant life, or landscape features
- Q4 - As a project funded by the Community Ownership Fund, the Old Town Quarry branding should reflect the following priorities. (Please rank from 1-6, with 1 being most important)
  - Community Benefit: Communicating that the Old Town Quarry is a space for everyone
  - Local Heritage: Reflecting the Old Town Quarry's historical significance.



WESTON-SUPER-MARE TOWN COUNCIL

- Q5 - What aspects of the Old Town Quarry do you think are most important to communicate through its brand? (Please rank from 1-8, with 1 being most important)
  - Natural environment, geology, and wildlife garden
  - Community gathering space and café
- Q6 - The renovations will include new information boards and interpretive elements across the site. How would you like visitors to feel when they encounter the Old Town Quarry's branding? (Select up to 3)
  - 75 responses - Relaxed and able to enjoy the peaceful environment
  - 59 responses - Appreciative of the geological and natural importance
- There was also an open-ended question which asked "Please share any additional comments, ideas, or suggestions about how the Old Town Quarry should be represented by its brand". There were 28 open ended responses.

Having been provided the full survey summary, South West Heritage Trust have now provided 4 branding options. They have also provided rationale for the designs in line with the community survey.

## 2. Options for Council

1. Choose from the four designs provided, the future brand for the Old Town Quarry, to be implemented immediately within site signage and website requirements
2. Notwithstanding the survey requirements, request the development of one or more of the designs
3. Request a full redesign/alternative option to be produced.

**NB: should option two or three be the preference, an additional resolution would be required:**

To delegate the decision regarding the branding to the Old Town Quarry start and finish group in order to meet deadlines.

## 3. Reason for Recommendation

The new brand is required ahead of further site completion works (website and signage) in order for the site to reopen to the public in September/October 2025.





#### **4. Expected Benefits**

To ensure the chosen brand is aligned with the community feedback following a length community engagement exercise.

#### **5. Implications**

##### **5.1. Legal**

n/a

##### **5.2. Risks**

Not choosing a brand at this stage would put Work Package 7 at risk, and could potentially lead to the site reopening without completion, or not be able to reopen on time.

##### **5.3. Financial Implications**

The Community Ownership Fund is now complete, with expenditure concluded on the 1<sup>st</sup> July 2025. Delaying WP7 could jeopardise this allocation of grand funding.

##### **5.4. Timescales**

The Old Town Quarry is set to reopen September 2025/October 2025.

##### **5.5. Stakeholders**

Town Council

South West Heritage Trust

##### **5.6. Contractors**

N/a

##### **5.7. Crime & Disorder (councils have a legal duty to consider impact)**

n/a

##### **5.8. Biodiversity (councils have a legal duty to consider impact)**

n/a

##### **5.9. Privacy Impact (consider Privacy Impact assessment)**

n/a

##### **5.10. Equality & Diversity (councils have a legal duty to consider impact)**

n/a



## **6. Appendices**

n/a

## **7. Members are recommended to:**

Approve the chosen design for use at the Old Town Quarry

OR

Provided delegated authority to the Old Town Quarry Start and Finish Group to allow further design to be developed within tight deadlines.

**Molly Matthews**

Senior Development Officer

Drafted 7<sup>th</sup> August 2025

## Branding Options for the Old Town Quarry

### Background:

South West Heritage Trust's Design Team have produced four draft branding options for the Old Town Quarry for consideration by Weston-super-Mare Town Council's Finance & General Purposes Committee on Monday 18 August 2025. The Trust requests that the Committee identifies their preferred option and provides feedback on the designs.

The four branding options have been developed from the responses received from the Old Town Quarry Branding Survey undertaken by Weston-super-Mare Town Council. The survey explored the Old Town Quarry community's views on the brand's style and feel, colour palette, visual identity and messaging. Responses were received from 140 community stakeholders. This report outlines how each of the branding options responds to the outcomes of each question asked within the branding survey.

The creation of a brand for the Old Town Quarry is a crucial element in the development of the wider programme of interpretation at this site. The design and delivery of the external sign, wayfinding signage, interpretation boards and associated digital content are all dependent on the site's branding being signed off. The South West Heritage Trust's Design Team will revise the branding as required after receiving feedback from the Weston-super-Mare Town Council's Finance & General Purposes Committee. The South West Heritage Trust have been asked to deliver the programme of interpretation by 31 August 2025. Delays in finalising the design will have implications for whether it is possible for the South West Heritage Trust to meet this deadline.

### Branding Options:

#### Option One:



Option Two:



Option Three:



Option Four:



## **General Principles Common to All Branding Options:**

### **Site Name:**

The site name Old Town Quarry was requested by Weston-super-Mare Town Council.

### **Font:**

The Atkinson Hyperlegible font was chosen because of its readability and accessibility. The font comes in two versions standard (used in branding options one, two and four) and mono (used in branding option three).

### **Logo:**

For each branding option the logo is shown in use in a variety of formats including webpages, posters and internal documents. These have been mocked up using stock images. These stock images are not part of the branding but give a sense of how each logo could be used in practice.

## **Question One: Which style do you believe best represents the Old Town Quarry? (Please select your top two choices.)**

### **Responses:**

- **64% (90 out of 140 respondents) – Nature & Environment**  
Focusing on the Old Town Quarry's unique ecology, landscape and wildlife garden.
- **30% (42 out of 140 respondents) – Heritage & History**  
Emphasising the Old Town Quarry's historical significance and traditional character.
- **28% (40 out of 140 respondents) – Community & Gathering**  
Emphasising the Old Town Quarry as a social space with the café and events.
- **26% (37 out of 140 respondents) – Arts & Culture**  
Highlighting the Old Town Quarry's role as a creative space and cultural venue.
- **15% (21 out of 140 respondents) – Multifaceted & Inclusive**  
Representing the diversity of activities and purposes at the Old Town Quarry.
- **6% (9 out of 140 respondents) – Modern & Contemporary**  
Presenting the Old Town Quarry as a forward-looking, evolving space.
- **5% (8 out of 140 respondents) – Educational & Interpretive**  
Focusing on learning opportunities about geology, history and nature.
- **2% (3 out of 140 respondents) – Other (please specify)**

### **All Branding Options:**

A three-word strapline 'nature . community . culture' has been added across all the branding options to help visitors understand the purpose of the site. The words in the strapline were distilled from the top four responses given to the branding survey question about style and feel (listed above). The 'Heritage & History' and 'Arts & Culture' responses have been combined and captured in the single word 'culture' as a three-word strapline is more satisfying than a four-word one.

### **Branding Option One:**

This option highlights the 'Heritage & History' theme through the use of the red colour in the text, which references the bricks and rusty colours of the iron in the weighbridge and other onsite structures.

### **Branding Option Two:**

This option highlights the 'Nature & Environment' theme through the use of the green colour in the text, which references the grass and trees.

### **Branding Option Three:**

This option highlights the 'Heritage & History' theme through the use of the Atkinson Hyperlegible font in its mono version, which looks as though it was created by a typewriter.

**Branding Option Four:**

This option highlights two other aspects of the 'Nature & Environment' theme through the use of the symbol of a peregrine falcon perched on the Old Town Quarry rockface and the choice of the purple colour for the symbol and the text, which references the deeper tones in the limestone rock.

## **Question Two: Which colour scheme do you feel would best represent the Old Town Quarry? (Please select your top two choices.)**

### **Responses:**

- **71% (99 out of 140 respondents) – Heritage & Natural**  
Earth tones (greens, blues and browns) reflecting the Old Town Quarry's natural setting and historical character.
- **61% (86 out of 140 respondents) – Stone-Inspired**  
Limestone whites and greys with accent colours connecting to the Old Town Quarry's geological identity.
- **15% (21 out of 140 respondents) – Modern & Contemporary**  
Bright colours or pastels conveying energy and creativity.
- **5% (7 out of 140 respondents) – Functional**  
Primary colours providing clear visual communication.
- **3% (4 out of 140 respondents) – Monochrome & Minimalist**  
Black, white and greys creating a clean, timeless aesthetic.
- **2% (3 out of 140 respondents) – Other (please specify)**

### **All Branding Options:**

A palette of eight colours has been used across the four branding options. Six of the colours were drawn from a photograph of the Old Town Quarry taken on a summer's day alongside black and white. The greys and purple are taken from the rock-face, the blue from the sky, the green from the grass and trees and the red from brick. Each branding option emphasises a particular colour or colours from the palette.

### **Branding Option One:**

This option highlights the 'Heritage & History' theme through the use of the red colour in the text, which references the bricks and rusty colours of the iron in the weighbridge and other onsite structures.

### **Branding Option Two:**

This option highlights the 'Nature & Environment' theme through the use of the green colour in the text, which references the grass and trees.

### **Branding Option Three:**

This option highlights the 'Monochrome & Minimalist' theme through the use of exclusively black text.

### **Branding Option Four:**

This option highlights another aspect of the 'Nature & Environment' theme through the use of the purple colour for the symbol and the text, which references the deeper tones in the limestone rock.



### **Question Three: What elements should be prominent in the Old Town Quarry's visual identity? (Select all that apply.)**

#### **Responses:**

- **69% (97 out of 140 respondents) – Site Name**  
The chosen name 'Old Town Quarry' to be included.
- **56% (79 out of 140 respondents) – Geological/Natural Elements**  
Incorporating stone textures, plant life or landscape features.
- **44% (62 out of 140 respondents) – Symbolic Logo**  
A distinctive mark that represents the essence of the Old Town Quarry.
- **35% (49 out of 140 respondents) – Historical References**  
Visual elements that connect to the Old Town Quarry's past.
- **26% (37 out of 140 respondents) – Photographic Imagery**  
Using photographs of the site and activities.
- **24% (34 out of 140 respondents) – Artistic Interpretations**  
Drawings, paintings or stylised representations.
- **4% (5 out of 140 respondents) – Other (please specify)**

#### **All Branding Options:**

All the branding options highlight the site name as this was the element of visual identity preferred by the majority of respondents to this question.

#### **Branding Option One:**

This option highlights the 'Historical References' theme through the use of the red colour in the text, which references the bricks and rusty-colours of the iron in the weighbridge and other onsite structures.

#### **Branding Option Two:**

This option highlights the 'Geological/Natural Elements' theme through the use of the green colour in the text, which references the grass and trees.

#### **Branding Option Three:**

This option pares the design down to the essential element of the site name as the single most important element of the Old Town Quarry's visual identity as identified by 69% of respondents.

#### **Branding Option Four:**

This option features a symbolic logo as requested by 44% of respondents. The symbol is a peregrine falcon perching on the rockface. This was drawn from a photograph taken at the Old Town Quarry.

**Question Four: As a project funded by the Community Ownership Fund, the Old Town Quarry branding should reflect the following priorities. (Please rank from one to six, with one being the most important.)**

**Responses:**

- **83% (4.99 average across 140 respondents) – Community Benefit**  
Communicating that the Old Town Quarry is a space for everyone.
- **71% (4.26 average across 140 respondents) – Local Heritage**  
Reflecting the Old Town Quarry's historical significance.
- **64% (3.86 average across 140 respondents) – Sustainable Future**  
Suggesting that it is a space that will thrive for generations to come.
- **54% (3.23 average across 140 respondents) – Local Identity**  
Connecting to Weston-super-Mare's unique character.
- **51% (3.08 average across 140 respondents) – Wellbeing & Social Value**  
Communicating the health and social benefits of the space.
- **27% (1.59 average across 140 respondents) – Economic Contribution**  
Positioning the Old Town Quarry as contributing to local prosperity.

**All Branding Options:**

All the branding options prioritise accessibility and inclusiveness in response to the branding survey identifying 'Community Benefit: Communicating that the Old Town Quarry is a space for everyone' as the single most important priority. The Atkinson Hyperlegible font was chosen because of its readability. A clean-cut and contemporary approach to the logo design has been taken across the branding options.

**Branding Option One:**

This option highlights the 'Local Heritage' theme through the use of the red colour in the text, which references the bricks and rusty colours of the iron in the weighbridge and other onsite structures.

**Branding Option Two:**

This option references the 'Sustainable Future' theme through the use of the green colour in the text, which can be seen as visual way of representing this idea. Green has connotations of growth and renewal.

**Branding Option Three:**

This option highlights the 'Local Heritage' theme through the use of the Atkinson Hyperlegible font in its mono version, which looks as though it was created by a typewriter.

**Branding Option Four:**

This option highlights the 'Local Identity' theme by focusing on one aspect of Weston-super-Mare's unique character through the use of the symbol of the peregrine perching on the Old Town Quarry rockface.

**Question Five: What aspects of the Old Town Quarry do you think are most important to communicate through its brand. (Please rank from one to eight, with one being the most important.)**

**Responses:**

- 85% (6.82 average across 140 respondents) – Natural environment, geology and wildlife garden
- 73% (5.88 average across 140 respondents) – Community gathering space and cafe
- 70% (5.61 average across 140 respondents) – Historical significance and limestone quarrying heritage
- 66% (5.29 average across 140 respondents) – Arts community and creative activities
- 50% (4.00 average across 140 respondents) – Educational value and learning opportunities
- 46% (3.71 average across 140 respondents) – Accessibility (within the constraints of the site) and inclusivity for all visitors
- 34% (2.79 average across 140 respondents) – Status as an important geological site
- 24% (1.91 average across 140 respondents) – Connection to Weston-super-Mare's development and growth

**All Branding Options:**

A three-word strapline 'nature . community . culture' has been added across all the branding options to help visitors understand the purpose of the site. The words chosen reflect the top four responses given to the branding survey question about what messages are most important to communicate through the Old Town Quarry's brand (listed above). The 'Historical significance and limestone quarrying heritage' and 'Arts community and creative activities' responses have been combined and captured in the single word 'culture' as a three-word strapline is more satisfying than a four-word one.

**Branding Option One:**

This option highlights the 'Historical significance and limestone quarrying heritage' theme through the use of the red colour in the text, which references the bricks and rusty colours of the iron in the weighbridge and other onsite structures.

**Branding Option Two:**

This option highlights the 'Natural environment, geology and wildlife garden' theme through the use of the green colour in the text, which references the grass and trees.

**Branding Option Three:**

This option highlights the 'Historical significance and limestone quarrying heritage' theme through the use of the Atkinson Hyperlegible font in its mono version, which looks as though it was created by a typewriter.

**Branding Option Four:**

This option highlights two other aspects of the 'Natural environment, geology and wildlife garden' and 'Historical significance and limestone quarrying heritage' themes through the use of the symbol of a peregrine falcon perched on the Old Town Quarry rockface and the choice of the purple colour for the symbol and the text, which references the deeper tones in the limestone rock.

**Question Six: The renovations will include new information boards and interpretive elements across the site. How would you like visitors to feel when they encounter the Old Town Quarry's branding? (Select up to three.)**

**Responses:**

- **54% (75 out of 140 respondents) - Relaxed and able to enjoy the peaceful environment**
- **42% (59 out of 140 respondents) – Appreciative of the geological and natural importance**
- **40% (57 out of 140 respondents) – Excited about events and activities happening at the Old Town Quarry**
- **39% (54 out of 140 respondents) – Curious to learn more about the site's history**
- **37% (53 out of 140 respondents) – Welcomed into a community gathering space**
- **36% (51 out of 140 respondents) – Inspired by artistic and creative communities**
- **34% (47 out of 140 respondents) – Connected to Weston's heritage and development**
- **1% (1 out of 140 respondents) – Other (please specify)**

**All Branding Options:**

A clean-cut and contemporary approach to the logo design has been taken across the branding options. This responds to the desire of a majority of respondents to this survey for visitors to feel 'Relaxed and able to enjoy the peaceful environment'. All the branding designs aim to compliment rather than distract from the Old Town Quarry's natural setting.

**Branding Option One:**

This option highlights the 'Curious to learn more about the site's history' theme through the use of the red colour in the text, which references the bricks and rusty colours of the iron in the weighbridge and other onsite structures.

**Branding Option Two:**

This option highlights the 'Appreciative of the geological and natural importance' theme through the use of the green colour in the text, which references the grass and trees.

**Branding Option Three:**

This option highlights the 'Curious to learn more about the site's history' theme through the use of the Atkinson Hyperlegible font in its mono version, which looks as though it was created by a typewriter.

**Branding Option Four:**

This option highlights two other aspects of the 'Appreciative of the geological and natural importance' and 'Curious to learn more about the site's history' themes through

the use of the symbol of a peregrine falcon perched on the Old Town Quarry rockface and the choice of the purple colour for the symbol and the text, which references the deeper tones in the limestone rock.

## **Branding Options for the Old Town Quarry**

South West Heritage Trust's Design Team have produced four draft branding options for the Old Town Quarry for consideration by Weston-super-Mare Town Council's Finance & General Purposes Committee on Monday 18 August 2025. The Trust requests that the Committee identifies their preferred option and provides feedback on the designs.

### **Brand Development:**

The four branding options have been developed from the responses received from the Old Town Quarry Branding Survey undertaken by Weston-super-Mare Town Council. The survey explored the Old Town Quarry community's views on the brand's style and feel, colour palette, visual identity and messaging. Responses were received from 140 community stakeholders.

### **Site Name:**

The site name Old Town Quarry was requested by Weston-super-Mare Town Council. A three-word strapline 'nature . community . culture' has been added to help visitors understand the purpose of the site. The words in the strapline were distilled from the responses given to the branding survey question about style and feel, in which around 65% of respondents felt it was important to focus on nature and environment and around 30% each on heritage and history, community and gathering, and arts and culture.

### **Logo:**

The design of logo highlights the site name as this was the element preferred by the majority of respondents (70%) to the branding survey question about visual identity. Options one to three take a clean-cut and contemporary approach to the logo design. Option four incorporates the symbol of a peregrine falcon perching on the rockface. This was drawn from a photograph taken at the Old Town Quarry. Each branding option logo is shown in use in a variety of formats including webpages, posters and internal documents, mocked-up using stock images.

### **Font:**

The Atkinson Hyperlegible font has been used across the four branding options. This was chosen because of its readability and accessibility. The font comes in two versions standard (used in branding options one, two and four) and mono (used in branding option three).

### **Colour Palette:**

A palette of eight colours has been used across the four branding options. Six of the colours were drawn from a photograph of the Old Town Quarry on a summer's day alongside black and white. The greys and purple are taken from the rock-face, the blue from the sky, the green from the grass and trees and the red from brick. Each branding option emphasises a particular colour or colours from the palette. The choice of colours responds to the results of the branding survey question about colour in which around 70% of respondents preferred heritage and natural colours and around 60% preferred stone-inspired colours.



# Old Town Quarry

nature . community . culture

*“A peaceful oasis of calm where you can sit outside at the cafe away from the bustle of town and enjoy the trees and wildlife”*





# Old Town Quarry

nature . community . culture



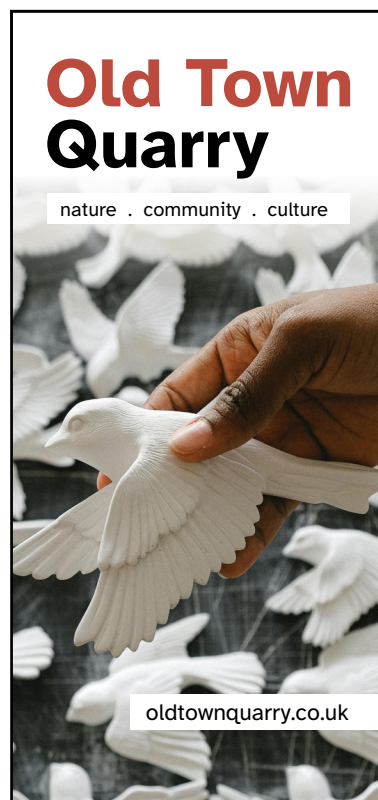
# Old Town Quarry

nature . community . culture



# Old Town Quarry

nature . community . culture



A vertical poster for 'Old Town Quarry'. The background is a large, detailed image of a ceramic sculpture, possibly a vase or a large bowl, with intricate cut-out patterns. The title 'Old Town Quarry' is in the top right corner in red and black. Below the title is a white box with the text 'Artist Open Gallery Exhibition'. In the center, there is a white box with the dates '25 September - 20 December 2025', the text 'FREE ENTRY', and a description: 'A display of some of the county's most innovative contemporary artists'. Below this is the website 'oldtownquarry.co.uk'. At the bottom, there are four logos: 'Weston-super-Mare Town Council', 'South West Heritage Trust', 'North Somerset Council', and 'Funded by UK Government'.





# Old Town Quarry

nature . community . culture

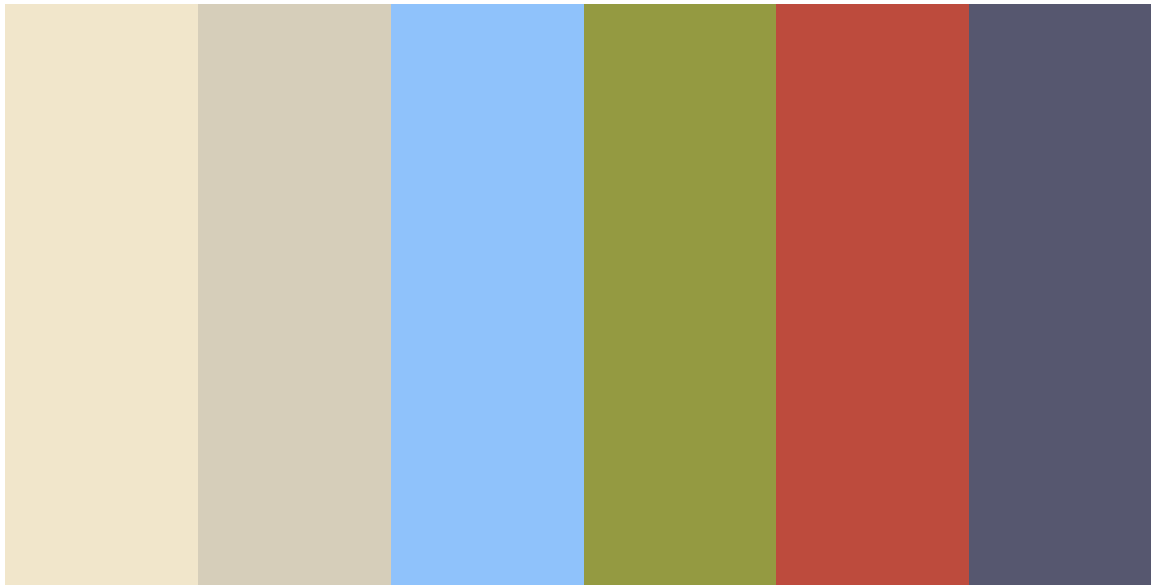
## Typeface option

### 1. Atkinson Hyperlegible

Chosen for its hyper legibility and readability with low vision. This typeface will be used through out the branding style shown in wayfaring and interpretation panels.

## Full colour palette

Picked from images of the quarry site on a summer's day:





# Old Town Quarry

nature . community . culture

*“A peaceful oasis of calm where you can sit outside at the cafe away from the bustle of town and enjoy the trees and wildlife”*





# Old Town Quarry

nature . community . culture



# Old Town Quarry

nature . community . culture



# Old Town Quarry

nature . community . culture



**Old Town Quarry**

Artist Open Gallery Exhibition

25 September - 20 December 2025  
FREE ENTRY

A display of some of the county's  
most innovative contemporary artists

**oldtownquarry.co.uk**

Weston-super-Mare Town Council

SW SOUTH WEST HERITAGE TRUST

North Somerset Council

Funded by UK Government





# Old Town Quarry

nature . community . culture



## Typeface option

### 1. **Atkinson Hyperlegible**

Chosen for its hyper legibility and readability with low vision. This typeface will be used through out the branding style shown in wayfaring and interpretation panels.

## Full colour palette

Picked from images of the quarry site on a summer's day:





# Old Town Quarry

nature . community . culture

*“A peaceful oasis of calm where you can sit outside at the cafe away from the bustle of town and enjoy the trees and wildlife”*





# Old Town Quarry

nature . community . culture



# Old Town Quarry

nature . community . culture



# Old Town Quarry

nature . community . culture

A poster for the Old Town Quarry Artist Open Gallery Exhibition. The background is a large, detailed image of a ceramic sculpture with a lattice-like pattern. The text is arranged in white boxes over the image.





## Old Town Quarry

Artist Open Gallery  
Exhibition

25 Sept - 20 Dec 2025  
FREE ENTRY

A display of some of the  
county's most innovative  
contemporary artists

**oldtownquarry.co.uk**

 Weston-super-Mare  
Town Council **SW**  
SOUTH WEST  
HERITAGE TRUST North  
Somerset  
Council **Funded by  
UK Government**





# Old Town Quarry

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nature . community . culture

## **Typeface option:**

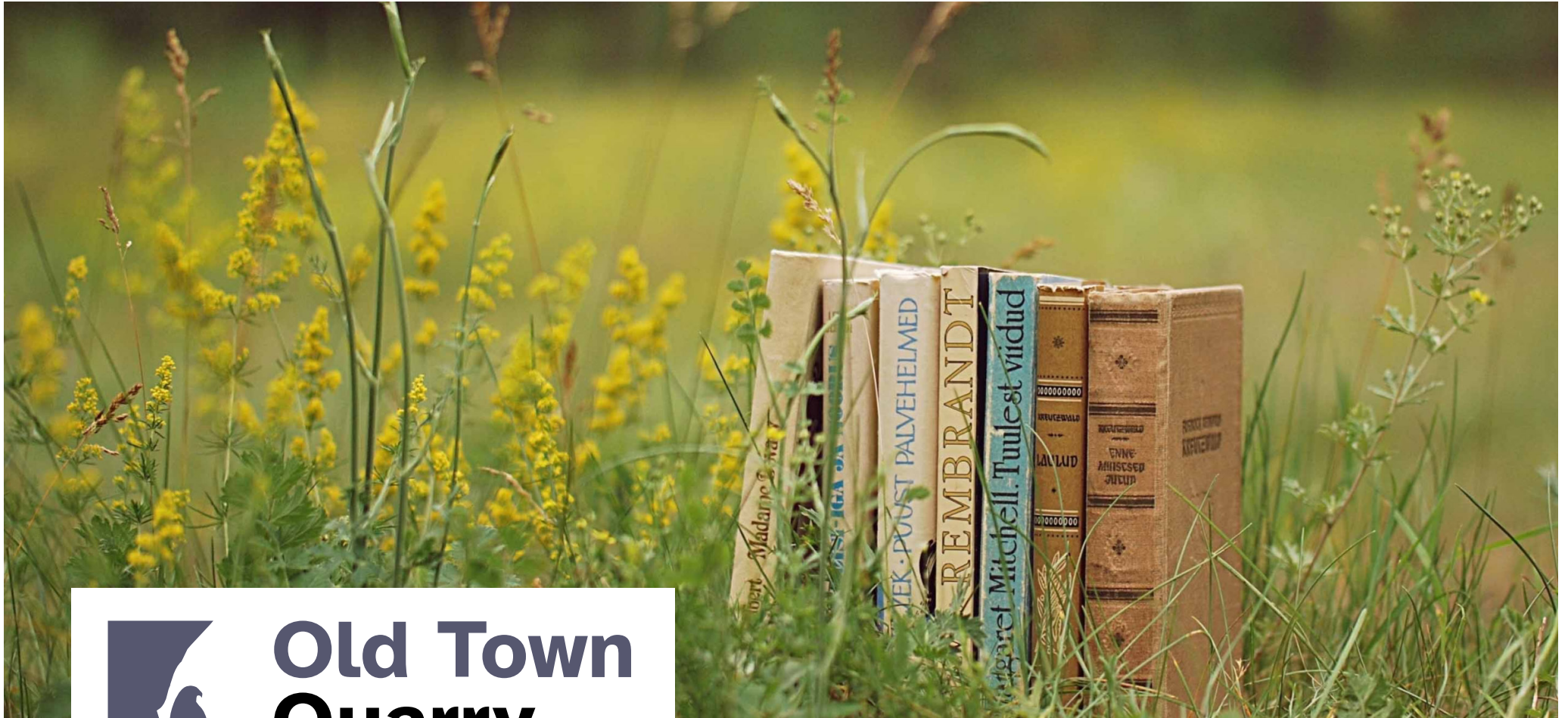
### **2. Atkinson Hyperlegible Mono**

Chosen for its hyper legibility and readability with low vision. This typeface will be used through out the branding style shown in wayfaring and interpretation panels.

### **Full colour palette**

Picked from images of the quarry site on a summer's day:





# Old Town Quarry

nature . community . culture

*“A peaceful oasis of calm where you can sit outside at the cafe away from the bustle of town and enjoy the trees and wildlife”*









**Old Town Quarry**

Artist Open Gallery Exhibition

25 September - 20 December 2025  
FREE ENTRY

A display of some of the county's  
most innovative contemporary artists

**oldtownquarry.co.uk**

Weston-super-Mare Town Council

South West Heritage Trust

North Somerset Council

Funded by UK Government



# Old Town Quarry

nature . community . culture

## Typeface option

### 1. **Atkinson Hyperlegible**

Chosen for its hyper legibility and readability with low vision. This typeface will be used through out the branding style shown in wayfaring and interpretation panels.

## Full colour palette

Picked from images of the quarry site on a summer's day:

