

Town Sergeant

Proposed Terms of reference for consideration by Council on Monday 28 September 2026

Name: Bryan Jones

Date appointed 29th June 2026 Council minute 905.

Appointment to be reconfirmed each May at the Annual Council meeting

Duties

- To accompany the Town Mayor to civic engagements and functions at the Mayor's invitation.
- To chauffeur the mayor to all functions where the mayor and associated parties require the services of an attendant/driver
- To share responsibility for the safety of the mayoral insignia and robes whilst at events and assist the mayor in all aspects of civic function dressing at civic and ceremonial occasions as required.
- To uphold a professional reputation at all times to protect the dignity and image of Broadstairs and St Peter's Town Council

Notes

- The Town Sergeant is not obliged to attend any function but may do so if convenient to him.
- No salary applicable to this post.
- Expenditure incurred whilst carrying out the responsibilities of the Town Sergeant will be reimbursed from the Town Mayor's account. All claims to be supported by receipts submitted to the Town Clerk.
- The Town Sergeant to use his own vehicle to chauffeur the Mayor. Vehicle to be insured for business purposes.
- Mileage to be reimbursed at 55p per mile.
- The Town Sergeant to be covered by the Town Council's Employer's Liability and Public Liability Insurance when formally engaged by the Town Mayor.
- The Town Sergeant to be formally attired according to the season and occasion.

- Town Sergeant does not represent the Town Council and any views expressed in the line of duty are those of the Town Sergeant only.