



Mayor's Cadet Policy

Introduction

Felixstowe Town Council is committed to fostering strong relationships with local youth organisations and recognising the contributions of young people to the community. The appointment of a Mayor's Cadet will provide an opportunity for a local cadet to support the Mayor in their civic duties while representing their respective cadet force.

Appointment and Term

- The Mayor's Cadet will be appointed annually, coinciding with the Mayor's term of office.
- The appointment will be offered on a rotational basis to cadet forces in Felixstowe.

Role and Responsibilities

- The Mayor's Cadet will accompany the Mayor at designated civic events, such as:
 - Civic Services
 - Remembrance Events
 - Other formal engagements as agreed in advance
- The cadet may be asked to assist with ceremonial duties, such as assisting with wreath-laying.
- Participation will be subject to the cadet's availability and operational commitments of their cadet force.

Welfare and Safeguarding

- Whilst the Town Council has a duty of care, the responsibility for the welfare and safeguarding of the Mayor's Cadet remains entirely with the cadet's respective organisation.
- The cadet force will ensure appropriate safeguarding measures, including providing a responsible adult (either a staff member or the cadet's parent/guardian) at events where required.
- The Town Council will not assume responsibility for risk assessments, safeguarding, or any logistical requirements related to the Mayor's Cadet.

Administration and Coordination

- The Town Council will liaise with the commanding officer, or other relevant representatives from the cadet force, to arrange the Mayor's Cadet's attendance at civic events.
- All bookings and requests for the Mayor's Cadet will be coordinated through the cadet's commanding officer.
- If a cadet is unavailable for an event, the cadet force may nominate an alternative representative at their discretion.

Uniform and Conduct

- The Mayor's Cadet will wear their full cadet uniform when attending events, in accordance with their organisation's dress code.
- The cadet is expected to uphold the highest standards of behaviour and professionalism while representing their organisation and the Mayor's office.

Review and Future Participation

- The policy will be reviewed annually to ensure its effectiveness and inclusivity for other cadet forces who may wish to participate.
- Feedback will be sought from both the Town Council and the participating cadet force to assess the success of the initiative and make any necessary adjustments.

The appointment of a Mayor's Cadet provides an opportunity for young people to engage in civic life while supporting the Mayor in their duties. This policy ensures a structured, safe, and mutually beneficial arrangement between Felixstowe Town Council and participating cadet forces.

Policy Approved: Civic & Community Committee April 2026
Review Body: Civic & Community Committee
Review Period: Annually
Next Review: C&C (April 2027)