

## SHROPSHIRE ASSOCIATION OF LOCAL COUNCILS

**Buckingham Palace Garden Party – 5 June 2018****POLICY AND GUIDANCE ON INVITATIONS  
TO THE BUCKINGHAM PALACE GARDEN PARTY**

The Shropshire Association of Local Councils is entitled to nominate 4 people to attend the Summer Garden Party at Buckingham Palace (Chairmen/Town Mayors, with accompanying guests). Therefore, two individual Chairmen or Town Mayors shall be chosen and he/she will be invited to take a guest. Guidelines from NALC state 'Invitations are in recognition of **PAST** service as Chairmen of Parish Councils and Town Mayors in England and it is therefore appropriate that outgoing members, rather than those newly elected, should be invited to attend.'

Once nominated for the invitation, it is expected that the individual shall be responsible for making the necessary travel arrangements and incurring any costs associated with attending the Garden Party.

The Lord Chamberlain's Office is responsible for sending out the invitations and has asked that a number of items be highlighted:

**Local Councils are invited to nominate individuals for inclusion on the invitation list by completing and returning the application form, to be received by SALC no later than 12 noon on Tuesday 30<sup>th</sup> January 2018.**

After this deadline, the Association shall consider all valid applications using the following criteria:

- The person nominated will be an 'out-going' Parish or Town Council Chairman or Mayor (not newly elected)
- Is a resident of the ceremonial county of Shropshire
- Has not attended a Garden Party previously
- The person nominated must be a British or European Union citizen, although their guest may be of another nationality. However, the person nominated and accompanying, must be resident in the United Kingdom.

Details of the successful nominations will be detailed on both the SALC website and the Information Bulletin.

The nomination form is appended.

**GUIDANCE NOTES****1. WHO MAY MAKE A NOMINATION**

Any Parish or Town Council in membership of the Shropshire Association of Local Councils may make a nomination by completing a

nomination form below and forwarding it to: The County Secretary,  
SALC, Shirehall, Abbey Foregate, Shrewsbury, Shropshire, SY2 6ND.

## **2. CLOSING DATE FOR NOMINATIONS**

The closing date is 12 noon on 30<sup>th</sup> January 2018.

## **3. NOMINATIONS**

It is not possible to enter into details on the merits of any particular nomination and its progress.

## **4. WHO CAN BE NOMINATED**

- Any past Chairman/Town Mayor
- Is a resident of the ceremonial county of Shropshire

## **5. SELECTION PROCESS**

Successful nominees will be drawn at random by SALC from a pool of all valid nominations received.

## **6. ENQUIRIES**

Any enquiries: please contact the SALC office on 01743 252744 or email [alc@shropshire.gov.uk](mailto:alc@shropshire.gov.uk).

SHROPSHIRE ASSOCIATION OF LOCAL COUNCILS

INVITATIONS TO THE BUCKINGHAM PALACE GARDEN PARTY

5 June 2018

**Parish Council Details**

Name	
Position	
Council	
Address	
Email	
Tel No	

**Nomination**

Name	
Position	
Address	
Email	
Tel No	

Signed: ..... Date: .....

**Once complete, please return this form to SALC at the address below, to be received by SALC no later than 12 noon on Tuesday 30th January 2018.**

The County Secretary, SALC, Shirehall, Abbey Foregate, Shrewsbury,  
Shropshire, SY2 6ND

Or email [alc@shropshire.gov.uk](mailto:alc@shropshire.gov.uk)