



John Wright
Town Clerk

Lyme Regis Town Council

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Notice is given of the **Mayor-Making Ceremony** of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 12 June 2024 commencing at 7pm when the following business is proposed to be transacted:

A handwritten signature in black ink, appearing to read 'John Wright'.

John Wright
Town Clerk
07.06.2024

AGENDA

1. To formally install a chairman of the council (Town Mayor) as per attached programme
2. To formally install a vice-chairman of the council (Deputy Town Mayor) as per attached programme

Lyme Regis Town Council



MAYOR-MAKING CEREMONY

TO BE HELD IN

THE GUILDHALL, LYME REGIS

ON

WEDNESDAY 12 JUNE 2024

AT 7.00pm

PROGRAMME

1. The sergeant of mace will announce "honoured guests, councillors, ladies and gentlemen, please be upstanding for the mayor, Cllr David Sarson.
2. All stand.
3. The mayor will proceed to his seat on the dais at 7pm, preceded by the mace bearers and followed by the town clerk.
4. The mayor then calls upon the sergeant of mace to open the court of hustings.
5. The sergeant of mace responds "Oyez! Oyez! Oyez! All persons having business at this court of hustings held before the mayor, councillors and ratepayers of Lyme Regis draw near and give your attendance."
6. All remain standing. A prayer will be offered by the mayor's chaplain, the Revd Canon Sarah Godfrey.
7. The mayor advises the gathering to take their seats and will make a short speech.
8. The mayor asks the town clerk if there are any apologies.
9. The town clerk will announce any apologies.
10. The mayor will call for nominations for the office of mayor for the ensuing year. Cllr Gill Stammers will propose Cllr David Ruffle for election and Cllr Graham Turner will second the nomination.
11. The mayor will ask if there are any other nominations.
12. There being no other nominations, the mayor will request the member nominated to retire from the meeting.
13. The mayor will put the name to the meeting and councillors vote with the usual show of hands.
14. The mayor will declare the result of the election.
15. Cllr Gail Caddy will divest the mayor of his chain of office and hand it to the town clerk and a bottle of wine will be presented.
16. Cllr Claire Prichard will divest the mayoress of her chain of office and hand it to the town clerk and a bouquet of flowers will be presented.
17. The town clerk will divest the deputy mayor of his chain of office and a bottle of wine will be presented.
18. The town clerk will divest the deputy mayoress of her badge of office and a bouquet of flowers will be presented.
19. The proposing councillors, Cllr Gill Stammers and Cllr Graham Turner will proceed to the mayor's parlour to inform the mayor-elect of his election.

20. Cllr Gill Stammers and Cllr Graham Turner return to the chamber with the mayor-elect.
21. The chairman, David Sarson will ask the mayor-elect to signify his willingness to accept the office of mayor.
22. The mayor-elect will reply in the affirmative.
23. The chairman, David Sarson will ask the mayor-elect to make the Declaration of Acceptance of Office and undertaking to observe the council's Code of Conduct.
24. The newly-elected mayor will read and sign the Declaration of Acceptance of Office and undertaking to observe the Code of Conduct, which will be witnessed by the proposing councillors.
25. The chairman will ask the newly-elected mayor to withdraw to the mayor's parlour for the purpose of robing, together with Cllr Gill Stammers and Cllr Graham Turner, the mace bearers and town clerk.
26. The sergeant of mace will ask all to be upstanding.
27. The civic party returns to the chamber in the following order: mace bearers, mayor, town clerk, proposing councillors. The chairman will vacate the chair, which will be taken by the mayor who will ask all to be seated.
28. The mayor will be formally installed by the town clerk and invested with the chain of office and a gift will be given.
29. The mayor will be presented with the keys to the Guildhall by the retiring mayor, David Sarson.
30. The mayor will give notice that Dolores Hollywood-Plant will serve as mayoress for the ensuing year.
31. Cllr John Trevena will invest the mayoress with her chain of office and a bouquet of flowers will be presented.
32. The mayor will call for nominations for the office of deputy mayor for the ensuing year and Cllr Cheryl Reynolds will propose Cllr Philip Evans for election.
33. Cllr Michaela Ellis will second the nomination.
34. There being no other nominations, the mayor will put the name to the meeting and councillors vote with the usual show of hands.
35. The mayor will ask Cllr Philip Evans if he is willing to accept the office of deputy mayor.
36. The deputy mayor-elect will reply in the affirmative.
37. The mayor will then announce the election of Cllr Philip Evans as deputy mayor for the ensuing year.
38. The town clerk will invest the deputy mayor with the chain of office and a bottle of wine will be presented.

39. The deputy mayor will give notice that Jackie Evans will serve as deputy mayoress for the ensuing year.
40. The mayor will invest the deputy mayoress, Jackie Evans with the badge of office and a bouquet of flowers will be presented.
41. The mayor will give notice of the appointment of the Revd Canon Sarah Godfrey as the mayor's chaplain.
42. The mayor will give notice that his chosen charities for the ensuing year will be Axminster and Lyme Cancer Support and Lyme Regis Foodbank.
43. The mayor will give notice of his intention to attend a civic service at St Michael's Parish Church, on Sunday 23 June 2024 at 11am and invites the council and organisations to attend.

The sergeant of the mace will ask for a short break in the proceedings to allow for drinks to be served for toasts. She will then start the introductions for the toasts and will continue to introduce each speaker.

TOAST LIST

The King

The Mayor

The Mayor
Response

Cllr Gill Stammers
The Mayor

The Town Council
Response

Nigel Ball
Cllr Caroline Aldridge

Break to replenish drinks.

The Officers and Staff
Response

Cllr Michaela Ellis
The town clerk

The Town of Lyme Regis
Response

Cllr Cheryl Reynolds
AJ Hutchings

Following the ceremony, the mayor Cllr David Ruffle and mayoress Dolores Hollywood-Plant, invite you to join them at Lyme Regis Football Club for refreshments.

The sergeant of the mace will ask for all to be upstanding and the civic party will line up to shake hands as people exit.