



Lyme Regis Town Council

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Notice is given of a meeting of the mayor making ceremony of the **Lyme Regis Town Council** to be held at the Guildhall, Bridge Street, Lyme Regis on Wednesday 21 May 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
16.05.25

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 21 May 2025
AT 7.00pm

PROGRAMME

1. The sergeant of mace will announce “honoured guests, councillors, ladies and gentlemen, please be upstanding for the mayor, Cllr Philip Evans MBE.
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. The mayor will take his seat and then all guests will take their seats.
4. The mayor stands and asks all present to be upstanding. He 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 deputy mayor, councillors and ratepayers of Lyme Regis draw near and give your attendance.”
6. All remain standing. A prayer will be offered by the Reverend Virginia Lockett.
7. The mayor advises the gathering to take their seats.
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 Caroline Aldridge will propose Cllr Philip Evans for election and Cllr Michaela Ellis will second the nomination.
11. The mayor will ask if there are any other nominations.
12. There being no other nominations, Cllr Graham Turner will divest the mayor of his chain of office and hand it to the town clerk.
13. The mayor will then retire to the Mayor’s Parlour where he will disrobe.
14. Cllr Gail Caddy will propose that Cllr Michaela Ellis will act as chairman for the election proceedings, seconded by Cllr Adrian Wood.
15. The deputy mayor will proceed to the mayor’s seat. The deputy mayor will put the name to the meeting and councillors vote with the usual show of hands.
16. The deputy mayor will declare the result of the election.
17. Cllr Caroline Aldridge and Cllr Michaela Ellis will proceed to the mayor’s parlour to inform the mayor-elect of his election.
18. Cllr Caroline Aldridge and Cllr Michaela Ellis return to the chamber with the mayor-elect.

17. The chairman, Cllr Michaela Ellis will ask the mayor-elect to signify his willingness to accept the office of mayor.
18. The mayor-elect will reply in the affirmative.
19. The chairman, Cllr Michaela Ellis will ask the mayor-elect to make the Declaration of Acceptance of Office and undertaking to observe the council's Code of Conduct.
20. 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.
21. The chairman will ask the newly-elected mayor to withdraw to the mayor's parlour for the purpose of robing, together with Cllr Caroline Aldridge and Cllr Michaela Ellis, the mace bearers and town clerk.
22. The sergeant of mace will ask all to be upstanding.
23. The civic party returns to the chamber in the following order: mace bearers, mayor, town clerk and proposing councillors. The chairman will vacate the chair, which will be taken by the mayor.
24. The mayor will be formally installed by the town clerk and invested with the chain of office.
25. The mayor will be presented with the keys to the Guildhall.
26. The mayor will give notice that his wife, Jackie Evans, will serve as mayoress for the ensuing year.
27. Cllr Matthew Denney will invest the mayoress with her chain of office and a presentation will be made.
28. The mayor will call for nominations for the office of deputy mayor for the ensuing year and intimate that he proposes to nominate Cllr Michaela Ellis for the ensuing year.
29. Cllr Dave Holland will second the nomination.
30. No other nominations being made, the mayor will put the name to the meeting and councillors vote with the usual show of hands.
31. The mayor will then announce the election of deputy mayor for the ensuing year.
32. The mayor will ask whether the nominee is willing to accept the office of deputy mayor.
33. The deputy mayor-elect will reply in the affirmative.

34. The town clerk will invest the deputy mayor with the chain of office and a presentation will be made.
35. The deputy mayor will give notice that Alan Ellis will serve as deputy mayor's consort for the ensuing year
35. Cllr Adrian Wood will invest the deputy mayor's consort, Alan Ellis, with the badge of office and a presentation will be made.
36. The mayor will give notice of his intention to attend a civic service at St Michael's Parish Church on Sunday 8 June at 11am and invites the council, townspeople and organisations to attend.
37. The mayor will announce the charity he will support for the ensuing year will be the Lyme Regis branch of the Royal British Legion.
38. Cllr Dave Holland will propose the meeting be adjourned until 7pm on Wednesday 28 May, with the agenda to follow, seconded by Cllr Sean Larcombe.

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 Michaela Ellis The Mayor
The Town Council Response	Ian Marshall Cllr Philip May

Break to replenish drinks.

The Officers and Staff Response	Cllr Cheryl Reynolds The Town Clerk
The Town of Lyme Regis Response	Ken Gollop Francesca Evans

Following the ceremony, the mayor Cllr Philip Evans MBE and mayoress Jackie Evans, 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.