



**John Wright  
Town Clerk**

**Lyme Regis Town Council**

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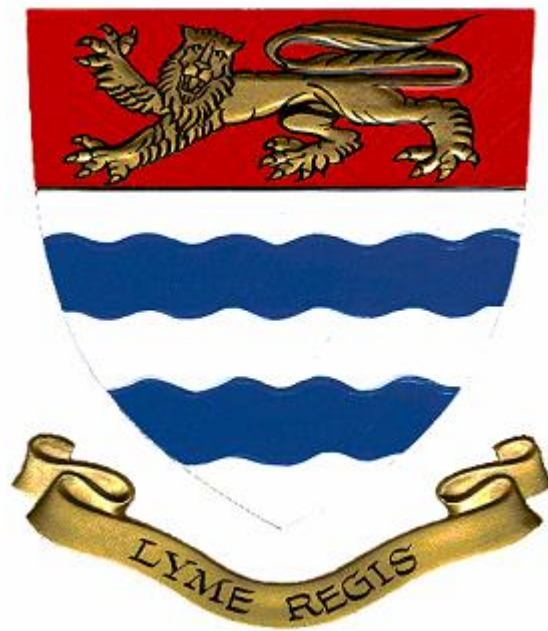
Notice is given of the **Mayor-Making Ceremony** of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 25 May 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
20.05.2022

**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 25 May 2022**

**AT 7.00pm**

## PROGRAMME

1. The sergeant of mace will announce “honoured guests, councillors, ladies and gentlemen, please be upstanding for the deputy mayor, Cllr John Broom.
2. All stand.
3. The deputy mayor will proceed to his seat on the dais at 7pm, preceded by the mace bearers and followed by the town clerk. The deputy mayor will take his seat and then all guests will take their seats.
4. The deputy 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 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 Reverend Chris Martin.
7. The deputy mayor advises the gathering to take their seats.
8. The deputy 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 Cheryl Reynolds will propose Cllr Michaela Ellis for election and Cllr Tara Webb will second the nomination.
11. The deputy mayor will ask if there are any other nominations.
12. There being no other nominations, the deputy mayor will request the member nominated to retire from the meeting.
13. The deputy mayor will put the name to the meeting and councillors vote with the usual show of hands.
14. The deputy mayor will declare the result of the election.
15. Cllr Cheryl Reynolds and Cllr Tara Webb will proceed to the mayor’s parlour to inform the mayor-elect of her election.
16. Cllr Cheryl Reynolds and Cllr Tara Webb return to the chamber with the mayor-elect.
17. The chairman, Cllr John Broom will ask the mayor-elect to signify her willingness to accept the office of mayor.
18. The mayor-elect will reply in the affirmative.
19. The chairman, Cllr John Broom 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 Cheryl Reynolds and Cllr Tara Webb, 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 her husband Alan will serve as mayor's consort for the ensuing year.
27. Cllr Richard Doney will invest the mayor's consort with his 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 she proposes to nominate Cllr Cheryl Reynolds for the ensuing year.
29. Cllr Tara Webb 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. Cllr David Ruffle will invest the deputy mayor's consort, Alan Reynolds, with the badge of office and a presentation will be made.
36. The mayor will give notice of her intention to attend a civic service at St Michael's Parish Church on Sunday 5 June 2022 at 11am and invites the council, townspeople and organisations to attend.
37. Cllr David Sarson will propose that the meeting will be adjourned until 7pm on 1 June 2022 with the agenda to follow, seconded by Cllr Rob Smith.

Drinks will be served for toasts.

## TOAST LIST

The Queen	The Mayor
The Mayor Response	Cllr Cheryl Reynolds The Mayor
The Town Council Response	Kelsey Ellis Cllr Richard Doney
Break to replenish drinks	
The Officers and Staff Response	Cllr Gill Stammers The town clerk
The Town of Lyme Regis Response	Rob James Anita Williams

**Following the ceremony, the mayor Cllr Michaela Ellis and mayor's consort Alan Ellis, invite you to join them at the Woodmead Halls for refreshments.**