



**John Wright
Town Clerk**

Lyme Regis Town Council

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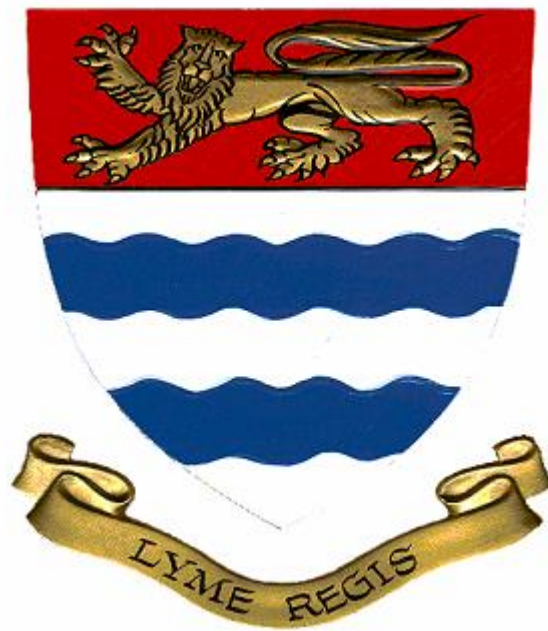
Notice is given of the **Mayor-Making Ceremony** of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 24 May 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
18.05.2023

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 24 May 2023

AT 7.00pm

PROGRAMME

1. The sergeant of mace will announce "honoured guests, councillors, ladies and gentlemen, please be upstanding for the mayor, Cllr Michaela Ellis.
2. All stand.
3. The mayor will proceed to her seat on the dais at 7pm, preceded by the mace bearers and followed by the town clerk. The mayor will take her seat and then all guests will take their seats.
4. The mayor stands and asks all present to be upstanding, she 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 Rev Chris Martin.
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 Gill Stammers will propose Cllr David Sarson 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 Richard Doney will divest the mayor of her chain of office and hand it to the town clerk and a bouquet of flowers will be presented.
16. Cllr David Ruffle will divest the mayor's consort of his badge of office and hand it to the town clerk and a bottle of wine will be presented.
17. The town clerk will divest the deputy mayor of her chain of office and a bouquet of flowers will be presented.
18. The town clerk will receive the badge of office for the deputy mayor's consort and a bottle of wine 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, Cllr Michaela Ellis 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, 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.
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 chairman, Cllr Michaela Ellis and mayor Cllr David Sarson will retire to the mayor's parlour for the purpose of robing, together with Cllr Gill Stammers, Cllr Graham Turner, the town clerk and macebearers.
27. The sergeant of mace will ask all to be upstanding.
28. The civic party returns to the chamber in the following order: mace bearers, mayor, town clerk, proposing councillors and the chairman (retiring mayor). The chairman will vacate the chair, which will be taken by the mayor.
29. The mayor will be formally installed by the town clerk and invested with the chain of office.
30. The mayor will be presented with the keys to the Guildhall by the retiring mayor, Cllr Michaela Ellis.
31. The mayor will give notice that his wife Erica Sarson will serve as mayoress for the ensuing year.
32. Cllr Graham Turner will invest the mayoress with her chain of office and a bouquet of flowers will be presented.
33. The mayor will call for nominations for the office of deputy mayor for the ensuing year and intimate that he proposes to nominate Cllr Philip May.
34. Cllr Rob Smith will second the nomination.
35. There being no other nominations, the mayor will put the name to the meeting and councillors vote with the usual show of hands.

36. The mayor will ask whether the nominee is willing to accept the office of deputy mayor.
37. The deputy mayor-elect will reply in the affirmative.
38. The mayor will then announce the election of Cllr Philip May as deputy mayor for the ensuing year.
39. The town clerk will invest the deputy mayor with the chain of office and a bottle of wine will be presented.
40. The mayor will invest the deputy mayoress, Cllr Caroline Aldridge with the badge of office and a bouquet of flowers will be presented.
41. The mayor will give notice of the appointment of the Rev Chris Martin as the mayor's chaplain.
42. The mayor will give notice of his intention to attend a civic service at St Michael's Parish Church later in the year, on a date to be confirmed, and invites the council, townspeople and organisations to attend.
43. Cllr Caroline Aldridge will propose that the meeting will be adjourned until 7pm on 31 May 2023 with the agenda to follow, seconded by Cllr Cheryl Reynolds.

Drinks will be served for toasts.

TOAST LIST

The King	The Mayor
The Mayor Response	Cllr Philip May The Mayor
The Town Council Response	Nigel Ball Cllr Belinda Bawden
Break to replenish drinks	
The Officers and Staff Response	Cllr Gill Stammers The town clerk
The Town of Lyme Regis Response	Cllr Brian Larcombe MBE Philip Evans MBE

Following the ceremony, the mayor Cllr David Sarson and mayoress Erica Sarson, invite you to join them at Lyme Regis Football Club for refreshments.