



John Wright
Town Clerk

Lyme Regis Town Council
Town Council Offices
St. Michael's Business Centre
Church Street,
Lyme Regis,
DT7 3DB

Tel: 01297 445175

email: john.wright@lymeregistowncouncil.gov.uk

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 20 May 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
15.05.26

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 20 May 2026

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.
4. The mayor will call 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 Fi Budden.
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 David Holland will propose Cllr Philip Evans MBE for re-election and Cllr Adrian Wood will second the nomination.
11. Cllr Matthew Denney will divest the mayor of his chain of office and hand it to the town clerk.
12. Cllr Sean Larcombe will divest the mayoress of her chain of office and hand it to the town clerk.
13. The town clerk will divest the deputy mayor of her chain of office, and a bouquet of flowers will be presented.
14. The town clerk will divest the deputy mayor’s consort of his badge of office, and a bottle of wine will be presented.
15. Preceded by the sergeant of mace, the mayor will retire to the mayor’s parlour where he will disrobe.
16. The sergeant of mace will return to the council chamber.
17. Cllr Stuart Cockerell will propose that Cllr Michaela Ellis will act as chairman of the election proceedings, seconded by Cllr Graham Turner.
18. Cllr Michaela Ellis proceeds to the mayor’s seat on the dais.
19. The chairman will ask if there are any other nominations for the office of mayor.
20. There being no other nominations, the chairman will put the name to the meeting and councillors vote with the usual show of hands.
21. The chairman will declare the result of the election.

22. Cllr David Holland and Cllr Adrian Wood will proceed to the mayor's parlour to inform the mayor-elect of his re-election.
23. Cllr David Holland and Cllr Adrian Wood return to the chamber with the mayor-elect, unrobed.
24. The chairman will ask the mayor-elect to signify his willingness to accept the office of mayor.
25. The mayor-elect will reply in the affirmative.
26. The chairman will ask the mayor-elect to make the Declaration of Acceptance of Office and undertaking to observe the council's Code of Conduct.
27. The re-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.
28. The chairman will ask the re-elected mayor to withdraw to the mayor's parlour for the purpose of robing, together with Cllr David Holland and Cllr Adrian Wood, the mace bearers and town clerk.
29. On the return of the civic party, the sergeant of mace will ask all to be upstanding.
30. 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.
31. The mayor advises the gathering to take their seats.
32. The mayor will be formally installed by the town clerk and invested with the chain of office.
33. The mayor will be presented with the keys to the Guildhall by the town clerk.
34. The mayor will give notice that his wife, Jackie Evans will serve as mayoress for the ensuing year.
35. Cllr Gill Stammers will invest the mayoress with her chain of office and a bouquet of flowers will be presented.
36. The mayor will call for nominations for the office of deputy mayor for the ensuing year. Cllr Gail Caddy will propose Cllr Adrian Wood for election and Cllr Caroline Aldridge will second the nomination.
37. The mayor will ask if there are any other nominations for the office of deputy mayor.
38. There being no other nominations, the mayor will put the name Adrian Wood to the meeting and councillors vote with the usual show of hands.
39. The mayor will then announce the election of deputy mayor for the ensuing year.

40. The mayor will ask whether the nominee is willing to accept the office of deputy mayor.
41. The deputy mayor-elect will reply in the affirmative.
42. The town clerk will invest the deputy mayor with the chains of office, and a bottle of wine will be presented.
43. The deputy mayor will give notice that Debbie Wood will serve as deputy mayoress for the ensuing year.
44. Cllr Adrian Wood will invest the deputy mayoress, Debbie Wood, with the chains of office and a bouquet of flowers will be presented.
45. The mayor will give notice of the appointment of the Rev Fi Budden as the mayor's chaplain.
46. The mayor will give notice that his chosen charity for the ensuing year will be Lyme Regis Parkinsons' Support Group.
47. The mayor will give notice of his intention to attend a civic service at St Michael's Parish Church on Sunday 21 June at 11am and invites the council, townspeople and organisations to attend (invitation attached).

The sergeant of mace will ask for a short break in the proceedings to allow for drinks to be served for toasts.

TOAST LIST



The King	The Mayor
The Mayor Response	Geoff Baker The Mayor
The Town Council Response	John Enticott Cllr Dave Holland

Break to replenish drinks.

The Officers and Staff Response	Cllr Matthew Denney The Town Clerk
The Town of Lyme Regis Response	Adrian Wood Rev Fi Budden

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 mace will ask for all to be upstanding, and the civic party will line up to shake hands as guests exit.



THE MAYOR OF LYME REGIS, CLLR PHILIP
EVANS MBE INVITES YOU TO JOIN HIM FOR
THE ANNUAL

C I V I C
S E R V I C E

SUNDAY, JUNE 21
11AM



ST. MICHAEL'S PARISH CHURCH
CHURCH STREET
LYME REGIS
DT7 3DB