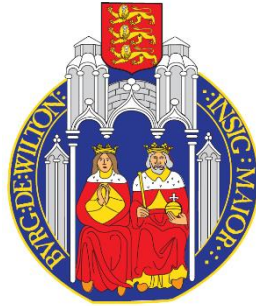


WILTON TOWN COUNCIL

Ancient Capital of Wessex



Town Clerk

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WILTON TOWN COUNCIL

Mayor Making Procedure Policy

Adopted on 5th July 2022

Minute reference 121/22

Review date July 2024

**Procedural notes for the Mayor's Ceremony of the Wilton Town Council, to be held in the Council Chamber, Kingsbury Square, Wilton,
on Tuesday May 2022 at 7.00pm.**

Wilton Town Council will nominate and elect the Mayor and Deputy Mayor at the Annual Meeting of Wilton Town Council to be held on the first Tuesday in May or, in an election year, within 14 days of Cllrs taking office following an election.

The Mayor and Deputy Mayor will sign their Declaration of Acceptance of Office at the Annual Town Council Meeting.

The vote of thanks to Mayor stepping down at the Annual Town Council Meeting will be given at the meeting on that date.

The Mayor's Ceremony will take place on the Tuesday following the Annual Town Council meeting.

6.45 for
6.55pm

1. **Councillors, Town Clerk and Mace Bearer** to in the Mayor's Parlour. Cllrs to take seats except Mayor and Deputy.

6.55pm

2. The **Town Clerk** will call on the **assembled guests and members of the public** to stand.

7.00pm

3. **His Worship the Mayor**, will process into the Council Chamber, preceded by the **Mace Bearer**, and accompanied by the **Town Clerk**.

Followed by the **Deputy Mayor**

The **Mace Bearer** will turn to the right at the bottom end of the Council Table, and process to the Mayoral Dais on the right hand side of the central Council Table, place the Mace on the top Council Table, and take up his position at the right hand side of the Mace Table.

The **Mayor** and **Deputy Mayor** will turn to the left at the bottom end of the Council table, and process to the Mayoral Dais.

The **Town Clerk** will follow the Mace Bearer take their place to the left of the **Mayor**.

His Worship The Mayor will take the Mayoral Chair.

The **Town Clerk** will stand to the **Mayor's** left.

The **Deputy Mayor** will take the place on the right of The Mayor.

4. The **Mayor** will declare the **Mayor Making** open.
5. The **Town Clerk** will request the **Councillors, invited guests and members of the public** to sit.
6. The **Mayor** will give an address.
7. The **Mayor** will give an **Address of Acceptance of Office**.
8. The **Mayor** will invest his **consort**, or announce other arrangements.
9. The **Mayor** will introduce the **Deputy Mayor**.
10. The **Deputy Mayor** will give an **Address of Acceptance of Office**.
11. The **Mayor** will appoint his **Chaplain**, if wished.
12. The **Chaplain**, if appointed, will respond.

END OF THE MAYOR MAKING CEREMONY

At the conclusion of the Council Meeting, the **Mace Bearer** will form up at the head of the Council table, and escort the **Mayor** and **Town Clerk** from the Council Chamber. The Councillors will follow and process from the Council Chamber into the Mayor's Parlour, with the Senior Councillors leading the way.

The **Mayor** will host a **Town Council Reception** for invited guests.