



Wilton Town Council

Mayor Making Procedure



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)

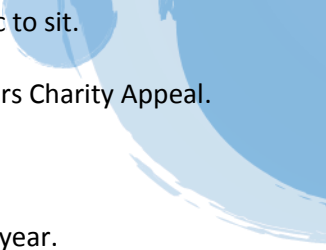


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Procedural notes for the Mayor Making Ceremony of the Wilton Town Council, to be held in the Council Chamber, Kingsbury Square, Wilton, on Tuesday 7th May 2019 at 7.00pm.

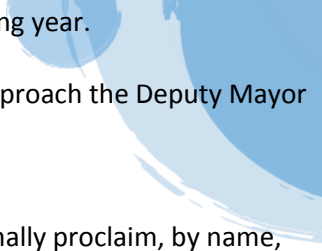
COMMENCEMENT

1. **6.30 for 6.45pm** : Councillors, Town Clerk and Mace Bearer to assemble and robe in the Mayor's Parlour.
2. **6.55pm** : The Town Clerk will call on the assembled guests and members of the public to stand. The Deputy Mayor and Councillors will process into the Council Chamber, and take their respective places at the Council Table, remaining standing. The Deputy Mayor will, for this occasion, sit at the bottom end of the table.
3. **7.00pm** : His Worship the Mayor, Councillor Peter Edge, will process into the Council Chamber, preceded by the Mace Bearer, and accompanied by the Town Clerk.
 - i. 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 Town Clerk will turn to the left at the bottom end of the Council table, and process to the Mayoral Dais.
 - ii. His Worship The Mayor will take the Mayoral Chair.
 - iii. The Town Clerk will stand to the Mayor's left.
4. The Mayor will declare the Mayor Making Meeting of Wilton Town Council open.
5. The Mayor will ask for a minutes silence to mark the passing of former Mayor of Wilton, Marjorie Whitworth.

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6. The Town Clerk will request the Councillors, invited guests and members of the public to sit.
 7. The Mayor will give an address and present cheques to the beneficiaries of The Mayors Charity Appeal.
 8. A Vote of Thanks to the Retiring Mayor will be given by Cllr Philip Matthews.
 9. The Mayor will call for nominations for the Office of Mayor of Wilton for the ensuing year.
 10. Upon election of the Mayor of Wilton for the ensuing year, the Retiring Mayor, Cllr. Peter Edge will pass the Chain of Office to the Town Clerk.
 11. The Town Clerk will request Councillors, invited guests and members of the public to stand.
 12. The Mace Bearer will return to the bottom of the Council Table to form an escort to the Retiring Mayor and the Mayor Elect upon their retirement to the Mayor's Parlour.
 13. The Retiring Mayor, accompanied by the Town Clerk will leave the Mayoral Dais by the right hand stairway. In the course of processing out of the Council Chamber, the Retiring Mayor will invite the Mayor Elect to accompany him in the procession to the Mayor's Parlour.
 14. Councillors, invited guests and members of the public will resume their seats.
 15. In the Mayor's Parlour, the Retiring Mayor and the Mayor Elect will exchange robes.
 16. The Town Clerk will take possession of the Chains of Office of the Mayor and Deputy Mayor.
 17. The Town Clerk will call on the assembled Councillors, invited guests and members of the public to stand and receive the Retiring Mayor and Mayor Elect.
 18. The Retiring Mayor and Mayor Elect, preceded by the Mace Bearer and accompanied by the Town Clerk will process into the Council Chamber, and take their place on the Mayoral Dais.

THE INVESTITURE

19. The Retiring Mayor will invest the Mayor Elect with the Mayoral Chain of Office, and then formally proclaim, by name, the Councillor duly elected as Town Mayor of Wilton for the forthcoming year.
20. The new Mayor will present the Retiring Mayor with the ceremonial medal awarded by the Town Council to all past Mayors.
21. The Retiring Mayor will leave and take his place at the Council Table.
22. The Mayor will invite all those present to sit, and The Town Clerk will present the Mayor with the Declaration of Acceptance of Office as Town Mayor of Wilton for signature.
23. The Mayor will give an Address of Acceptance of Office.
24. The Mayor will invest his consort, or announce other arrangements.

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25. The Mayor will call for nominations for the Office of Deputy Mayor for the forthcoming year.
 26. Upon the election of the Deputy Mayor, the Mace Bearer (without the Mace), will approach the Deputy Mayor Elect, and escort him or her to the Mayor.
 27. The Mayor will invest the Deputy Mayor Elect with the Chain of Office, and then formally proclaim, by name, the Councillor duly elected as Deputy Mayor of Wilton for the forthcoming year.
 28. The Town Clerk will present the Deputy Mayor of Wilton with a Declaration of Acceptance of Office for signature.
 29. The Deputy Mayor, escorted by the Mace Bearers, will then take his or her place on the Dais to the right of the Mayor.
 30. The Deputy Mayor will give an Address of Acceptance of Office.
 31. The Mayor (may) appoint his/her Chaplain.
 32. The Chaplain, if appointed, will respond.

END OF THE MAYOR MAKING CEREMONY

33. At the conclusion of the Mayor Making Ceremony, the Mace Bearer will form up at the head of the Council table, and escort the Mayor, Deputy Mayor and Town Clerk from the Council Chamber. The Councillors will follow and process from the Council Chamber into the Mayor's Parlour.
34. The Mayor will host a Reception for invited guests.