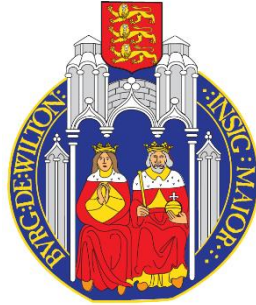


WILTON TOWN COUNCIL

Ancient Capital of Wessex



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WILTON TOWN COUNCIL

Mayor Making Procedure Policy

Adopted on 5th July 2022

Minute reference 121/22

Reviewed March 2024

Readopted 2nd April 2024

Review date March 2028

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 202.. 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 Councillors taking office following an election.

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

The vote of thanks to the Mayor stepping down at the Annual Meeting of Wilton Town Council will be given that meeting, by the Councillor nominating the Mayor the previous year.

The Mayor Making Ceremony will take place on the Tuesday following the Annual Meeting of Wilton Town Council.

6.45 for
6.55pm

1. **Councillors, Town Clerk and Mace Bearer** to meet in the Mayor's Parlour, to gown up.

Councillors to take seats around the large central Council Table in the Wilton Town Council Chamber, except the newly elected Mayor and Deputy Mayor.

6.55pm

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

7.00pm

3. **Their 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 central Council Table, and process towards the Mayoral Dais passing the right hand side of the central Council Table, place the Mace on the top 'Mace' Table, and take up their position standing at the right hand side of the Mace Table.

The **Mayor** will **keep to the left** at the **bottom end** of the central Council table, and process **onto the Mayoral Dais**, passing the left hand side of the central Council Table

The **Town Clerk** will follow the Mace Bearer to take their place **on The Mayoral Dais**, and stand to the Mayor's left.

The **Deputy Mayor** will keep to the left at the bottom end of the central Council table, and process onto the Mayoral Dais, passing the left hand side of the central Council Table to take their place **on The Mayoral Dais**, and stand to the **Mayor's** right.

Their Worship The Mayor will stand before the Mayoral Chair.

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

The **Deputy Mayor** will stand to the **Mayor's** right.

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 their **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 their **Chaplain**, if wished.
12. The **Chaplain**, if appointed, will respond.

END OF THE MAYOR MAKING CEREMONY

At the conclusion of the Annual Meeting of Wilton Town Council Meeting, the **Mace Bearer** will form up at the head of the central Council Table, and escort the **Mayor, Town Clerk and Deputy Mayor** 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 **Wilton Town Council Reception** for invited guests.