



Wilton Town Council

Mayor Making Ceremony



The Council Offices
Kingsbury Square
Wilton SP2 0BA



01722 742093



[Email the clerk](#)



[Wilton TC Website](#)

To: All Members of Wilton Town Council

Cllr Blackman	Cllr Boyd	Cllr Crossley	Cllr Forbes
Cllr Harrison	Cllr Hilliard	Cllr Kinsey	Cllr Moore
Cllr Page	Cllr Taylor	Cllr Whillock	

You are summoned to attend the **MAYOR MAKING CEREMONY** of **WILTON TOWN COUNCIL** to be held in the **COUNCIL CHAMBER, COUNCIL OFFICES, KINGSBURY SQUARE, WILTON** on: **TUESDAY 14th May 2024 at 7.00pm**

This meeting is open to the Public and Press

Yours faithfully

Clare Churchill

Town Clerk

8th May 2024

Procedural notes for the Mayor Making Ceremony of the Wilton Town Council, to be held in the Council Chamber, Kingsbury Square, Wilton, on Tuesday 14th May 2024 at 7.00pm.

Wilton Town Council elected Cllr Alan Crossley as Mayor and Cllr Charlotte Blackman as Deputy Mayor at the Annual Meeting of Wilton Town Council held on Tuesday 7th May.

1. **Councillors, Town Clerk and Mace Bearer** in the Mayor's Parlour.
Councillors to take their seats except the Mayor and Deputy.
2. **The Town Clerk will call on the assembled guests and members of the public to stand.**
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.