

**TO ALL COUNCILLORS:
YOU ARE SUMMONED TO ATTEND**
the
ANNUAL STATUTORY & MAYOR MAKING MEETING
to be held at
The Guildhall, Church Street, Harwich
on
Thursday 16th May 2024
at 11.00am

Prayers will be said
Prior to commencement of the meeting

1. The Mayor will invite nominations for Chairman and Mayor for the forthcoming year. **Proposer:** Cllr G Calver
Seconded: Cllr C Powell
2. The Mayor will ask if there are any further nominations. If there are none, she will ask **Councillor Morrison** whether she accepts the Office of Chairman and Mayor for the forthcoming year.
3. **Councillor Morrison** will signify her assent. The Mayor will then formally put the motion to members.
4. **Councillor Morrison** will make her Declaration of Acceptance of Office and chair the rest of the meeting.
5. The newly elected Mayor will invite nominations for Deputy Mayor for the forthcoming year. **Proposer:** Cllr D Chable
Seconded: Cllr D McLeod
6. The Mayor will ask if there are any further nominations. If there are none, she will ask **Councillor Todd** if he accepts the Office of Deputy Mayor.
7. **Councillor Todd** will signify his assent. The Mayor will then formally put the motion to members.
8. **Councillor Todd** will make his Declaration of Acceptance of Office.

Following the Closure of the Annual Statutory & Mayor Making Meeting

- The Assistant Clerk will make an announcement asking all to stand while the Macebearer, Mayor, Deputy Mayor, Crucifer (if present), Mayor's Chaplain and High Steward retire to the Mayor's Parlour.
- The Assistant Clerk will guide guests, followed by the Mayoress'/Consort's Party to the Church where they will be seated prior to 11.45am.
- All Members are to remain in the Guildhall until the Mayoral procession is ready to leave.

The Mayoress'/Consort's Party is next to leave the Guildhall.

The Mayoress'/Consort's Party will consist of the Mayoress/Consort, Members' partners or guests, the High Steward's partner and the partners of any dignitaries who attend.

The Mayoress'/Consort's party will process to the Church in pairs.

On arrival at the Church, the Church Wardens will be responsible for guiding the party to their designated seats.

- Partners of dignitaries to be seated in the front row.
- Partners to be seated in the row behind the Councillors with the Mayoress/Consort occupying the aisle seat.

The Civic Procession will then process to the Church.

The following, if present, may be part of the civic procession and will process in the following order:

- Crucifer
- Mayor's Chaplain
- Macebearer
- Mayor
- Deputy Mayor
- High Steward and Town Clerk
- Harwich Town Councillors in pairs
- Other dignitaries
- Chairman of the District Council
- Queen's Representative

At the Church

- Councillors will be seated in the first pews with the Town Clerk seated in the aisle seat of the first pew.

After the Church Service

At the end of the service, the church wardens will lead the council out of church, starting with the Macebearer, Mayor, Deputy Mayor, High Steward and Clerk, followed by the remaining councillors and dignitaries.

The Mayoress'/Consort's party is next to leave followed by the remaining guests.

Everyone is to make their way to the Guildhall. Councillors are to enter the Guildhall and remove their robes and then join the Mayoress'/Consort's party and other guests outside to await the kitchel throwing. The Mayor and Mayoress/Consort, Deputy Mayor and High Steward will remain robed and make their way into the Chamber.

The Town Crier will make his 'cry' and the kitchel throwing will commence.

Following the kitchel throwing, the crowds will disburse, and invited guests will make their way to the Chamber to be welcomed by the new Mayor and Mayoress/Consort.