

TODMORDEN TOWN COUNCIL

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Date	04 May 2022
SUBJECT	Mayor's Day Running Order

Purpose of Report and Appendices

1. To remind Cllrs of the running order for the Mayor's Day as set out in Appendix 1 and Appendix 2. In particular:
 - a. To draw attention to the 10:45 arrival time in the Council Chamber (see Appendix 1).
2. To inform those Cllrs who will propose the Mayor and Deputy Mayor at the Annual meeting on 11 May, that they are requested to say a few words as part of the Mayor Making Ceremony in the Council Chamber on 14th May (see Appendix 1 Item 4 *Cllr AA tbc* and Item 15 *Cllr DD tbc*).
3. To confirm which Cllr will deliver the vote of thanks to the retiring Mayor (see Appendix 1 Item 8 *Cllr CC tbc*). The Liberal Democrat group have been asked to identify a potential candidate.
4. To draw the attention of Cllr Pat Taylor and Cllr Liz Thorpe to the outline "script" contained in Appendix 1 and advise them that the words set out are intended as a guide to help structure the day and can be adapted as they see fit.
5. To remind Cllr Taylor and Cllr Thorpe to prepare their speeches for the day.
6. To invite comment/questions from Cllrs as to the content of Appendix 1 and Appendix 2.



TODMORDEN TOWN COUNCIL

**MAYOR'S DAY
SATURDAY 14TH MAY 2022**

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MAYOR MAKING CEREMONY, COUNCIL CHAMBER

1045 – MAYORAL PARTIES AND COUNCILLORS CONVENE IN THE COUNCIL CHAMBER

- Councillors to take their usual seats in the Chamber
- Consorts (Paul Thorpe and David Taylor) take seats on the top deck (see seating Plan 1)
- Liz go direct to Parlour and put on Mayoral Robe
- Pat go direct to Parlour and put on Mayoral Chain
- Naomi go to Parlour and put on Robe
- Mace will be placed in the chamber
- Deputy Mayor's chain in box will be placed on the Mayor's Desk
- Past mayor's medals will be placed on Mayor's Desk

1100 - GUEST PARTIES ARRIVE FOR 1115 START

- VIP Guests will arrive and will be directed to reserved seats within the Chamber (in the Dock if all will fit – if not reserved seats to be located within the Chamber)
 - Mayor and Mayoress of Burnley
 - Mayor and Mayoress of Calderdale
 - Mayor of Hebden Royd
 - Chair and Consort Saddleworth Parish Council
- Two rows of 11 seats to be set up in public area of the Chamber. To be labelled priority seating for those who need most. Standing room at rear of seats.

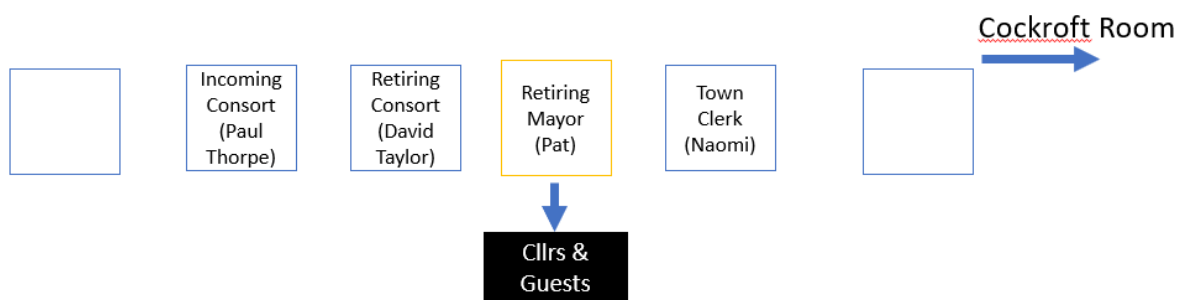
1115 – CEREMONY BEGINS

Once all guests are in the Chamber, NP will notify Naomi and the ceremony will begin.

All the words given below are intended as a guide and may be adapted by those giving them.

1. **NAOMI:** “ Please be upstanding to welcome the Mayor of Todmorden Cllr Patricia Taylor”

Mayor Elect (Liz) stays in Parlour. Retiring Mayor (Pat) enters the Chamber from the Parlour (Chained but not robed) and makes way to top deck, central seat, followed by TC. They take their places on the top deck as below



2. **PAT:** “It is now time to formally introduce the new Town Mayor and First Citizen of Todmorden for the year 2022 to 2023. I am delighted to confirm that as proposed by **Cllr AA** and seconded by **Cllr BB** that our new Town Mayor will be Cllr Elizabeth Thorpe. Can I please see those in favour?”

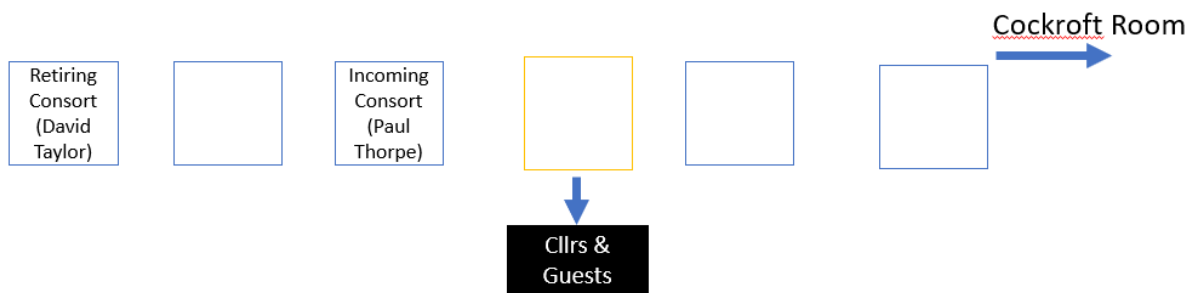
All Councillors raise hands.

3. **PAT:** “Thank you. I call upon Cllr AA, as the proposer, to introduce our new Town Mayor, Cllr Elizabeth Thorpe”
4. **Cllr AA (tbc):** Gives brief introduction to Cllr Thorpe
5. **PAT:** “Thank you Cllr AA for those highly complimentary words. I will now retire to the Parlour and return with our new Town Mayor”
6. **Cllr CC:** “If I may Cllr Taylor. Before you leave us, I would like to offer a vote of thanks to you as our Retiring Mayor”
7. **PAT:** “I would be honoured”
8. **Cllr CC:** Gives brief vote of thanks to Cllr Taylor

9. **PAT:** *“Thank you Cllr CC. I will now retire and return with our new Town Mayor”*

Pat and Naomi leave the platform and go to the Parlour where Pat gives the chain to Liz who puts it on.

CONSORTS: **On the platform the Retiring Consort, David Taylor, removes his chain and places it on the shoulders of the new Consort, Paul Thorpe. David and Paul then move seats as set out below**

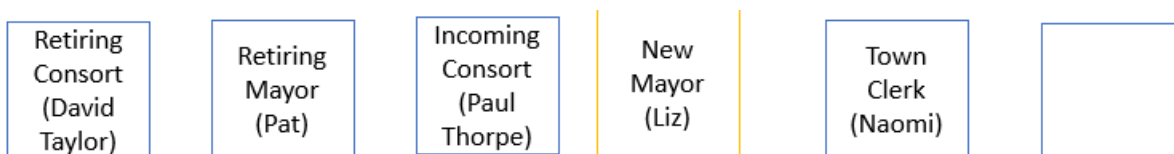


All wait until the Town Clerk calls from the Parlour.

Once the Consorts have exchanged chains and Liz has put on the Mayoral Chain. Naomi makes announcement from the Parlour door.

10. **Naomi:** *“Please be upstanding for Cllr Elizabeth Thorpe, Mayor of Todmorden”*

Liz enters the chamber in Robes and Chain. Followed by Pat and Naomi. All make way to Top Deck positions as set out below.



11. **Liz:** *“Please all be seated”*

12. **Liz:** *“I have prepared a speech, but before I make it, I would like my first act as Town Mayor to be the presentation of the Past Mayor’s Jewels to Cllr Patricia Taylor and her Consort David Taylor. Can I ask you both to come forward and receive your medals”*

Liz picks up the medals which will be on the desk.

Pat and David step forward to receive this in their hand. They then take their seats.

13. Liz: Gives Mayoral speech.

14. Liz: It is now time to introduce the Deputy Mayor for the ensuing year. I am delighted to announce that as proposed by **Cllr DD** (tbc) and seconded by **Cllr EE** (tbc) the Deputy Mayor will be Cllr Tony Greenwood. Please can I ask **Cllr DD** to say a few words of introduction to the new Deputy Mayor.

15. Cllr DD (tbc): Gives brief introduction to Cllr Greenwood, Deputy Mayor.

16. LIZ: Thank you Cllr DD. Cllr Greenwood, please come forward.

Tony leaves position in the Chamber and ascends to the top deck.

Liz places Deputy Chain on Tony's shoulders.

Tony takes seat on top deck as below.



17. LIZ: "That concludes our ceremony. I would like to thank you all for attending and I now invite you to join me in the Ballroom for the Reception and Lunch.

Please could the guests at the back make their way upstairs using the stairs where you entered the building. Honoured Guests and Councillors please follow me this way (indicates door to Cockroft Room).

All exit.

Once all clear. Officers to remove Mace from the Chamber and place it on the top table in the Ballroom in front of the Mayor's seat.

Officer's to clear top deck of any items left (Deputy Mayor's Chain box)

Exit for Top Deck and Dignitaries →



Mace

Incoming Deputy Mayor (Tony)

DOCK DIGNITARY SEATING

Councillor Seating

PARLOUR
Retiring Mayor (Pat)
Mayor Elect (Liz)
Town Clerk (Naomi)

Limited priority seating for guests

Standing Room for guests

← Exit for Public & Cllrs

* Outgoing Deputy Mayor (DS) will be absent this year

SEATING PLAN 1



TODMORDEN TOWN COUNCIL

MAYOR'S DAY**SATURDAY 14TH MAY 2022****BALLROOM****FRIDAY 13TH MAY**

1730-1930	<ul style="list-style-type: none"> • Caterers set up • Flowers – collect from Riggs at 1630 and bring to the Town Hall to set up • Position place cards • Position table numbers and seating charts
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SATURDAY 14TH MAY

0830	<ul style="list-style-type: none"> • Town Council staff arrive
0900 ONWARDS	<ul style="list-style-type: none"> • Door Supervisor arrives • Caterers arrive • Musicians arrive
1115-1200	<ul style="list-style-type: none"> • Ceremony in Chamber
12 noon	<ul style="list-style-type: none"> • Drinks reception starts • Musicians start to play
1230	<ul style="list-style-type: none"> • Town Clerk asks top table guests to line up on the stairs to the right of the stage. Ready for introduction • Town Clerk asks musicians pause playing • Town Clerk asks guests to take their seats • Town Clerk introduces top table and they enter as their name is called. (Todmorden Mayor and Consort, Mayor and Mayoress of Calderdale, Mayor of Hebden Royd, Mayor and Mayoress of Burnley, Chair of Saddleworth parish Council and guest) • Town Clerk announces the buffet is open and advises order of tables to go for buffet – top table first
1240 – 1400	<ul style="list-style-type: none"> • Musicians Play
1400	<ul style="list-style-type: none"> • Mayor's Closing Remarks
1445	<ul style="list-style-type: none"> • Bar Closes
1500	<ul style="list-style-type: none"> • Ends