



Wallingford Town Council
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030AMEET BA

25th April 2017

To: All Members of Council

Dear Councillor,

I HEREBY GIVE NOTICE that the **ANNUAL MEETING** of the **WALLINGFORD TOWN COUNCIL** will be held at the Town Hall, Wallingford, on **MONDAY 8th May 2017** at 7.30pm.

All Members of the Town Council are hereby requested to attend for the transaction of business as set out on the Agenda below.

Notes for guidance and procedure are attached.

Yours sincerely,

The Town Clerk.

A G E N D A

**BEFORE THE FORMAL BUSINESS OF THE AGENDA IS TRANSACTED,
PRAYERS WILL BE SAID BY THE MAYOR'S CHAPLAIN,
THE REVEREND DAVID RICE.**

APOLOGIES

1. Apologies for absence will be received. Councillor Beatty.

ELECTION OF THE MAYOR

2. (a) Motion to be Proposed by Councillor **Lloyd**, Seconded by Councillor **Goddard** **THAT** Councillor **Michael Kidley** be and is hereby elected Mayor of Wallingford for the ensuing Municipal Year.

(b) The Council will vote on the Motion.

(c) The Town Clerk will then go to the new Mayor and escort him and the retiring Mayor to the Committee Room where the retiring Mayor and the Town Clerk will invest the new Mayor with his Robes and Insignia of Office. They will be followed by the retiring Mayor's Chaplain and the retiring Mayor's Cadet.

(d) The new Mayor will return to the Main Hall and then **make and subscribe a Declaration of Acceptance of Office.**
3. **THE NEW MAYOR WILL THEN ADDRESS THE MEETING.**

VOTE OF THANKS TO THE RETIRING MAYOR

4. The following Motion will be Proposed by Councillor **Dolton** and Seconded by Councillor **Kidley** **THAT** a vote of thanks be accorded to the Retiring Mayor, Councillor **Roslyn Lester**

THAT this Council tender to Councillor Roslyn Lester its sincere appreciation of the splendid service which she has rendered as Mayor of Wallingford during the past year and do assure her that by her never failing courtesy, thoughtfulness and care for the good of others and constant attention to the duties of the office, she has very ably maintained the traditions of her predecessors in office and has gained the esteem and appreciation of her fellow members of Council and all the residents of Wallingford.

The Council will vote on the Motion.

5. **THE RETIRING MAYOR WILL REPLY.**

THE MAYOR'S CONSORT.

6. The Town Clerk will escort the Mayor's Consort to the front of the Chamber to receive their Badge of Office.

APPOINTMENT OF DEPUTY MAYOR.

7. The Mayor will announce the appointment of the Deputy Mayor for the ensuing Municipal year. The Town Clerk will escort the Deputy Mayor and Consort to the front of the Chamber to receive their Badges of Office.

APPOINTMENT OF MAYOR’S CHAPLAIN.

8. The Mayor will announce the appointment of her Chaplain for the ensuing year and present him/her with their badge of office.

APPOINTMENT OF THE MAYOR’S CADET

9. The Mayor will announce the appointment of the Mayor’s Cadet for the ensuing year. The Town Clerk will escort the Mayor’s Cadet to the front of the Chamber to receive his/her badge of office.

APPOINTMENT OF HONORARY ALDERMAN EMERITUS

10. The following motion will be Proposed by Councillor **Upcraft**, Seconded by Councillor **Norton** **THAT** Mrs Elizabeth Atkins, MBE, be appointed Alderman Emeritus to the Town of Wallingford in recognition of her years of service to the Town.

The Council will vote on the Motion.

The Town Clerk will carry the Alderman’s Robe to Mrs Atkins assist her to don it.

THE HONORARY ALDERMAN EMERITUS WILL REPLY

11. Alderman Emeritus Elizabeth Atkins, MBE to reply.

APPOINTMENT OF BRIDGE CHAMBERLAIN

10. To appoint the Bridge Chamberlain. The retiring Bridge Chamberlain is Councillor **Rosslyn Lester**.

The following motion will be Proposed by Councillor **Cripps** and Seconded by Councillor **Davidson** **THAT** the Mayor, Councillor **Michael Kidley**, be appointed Bridge Chamberlain for the ensuing Municipal Year.

The Council will vote on the Motion.

APPOINTMENT OF BRIDGEMEN.

11. To appoint two Bridgemen for the ensuing Municipal year. The retiring Bridgemen are Ex Councillor Hayton and Councillor Cripps

The following motion will be Proposed by Councillor **Titchener** and Seconded by Councillor **Holland** **THAT** Councillors **Dolton and Lester** be appointed Bridgemen for the ensuing Municipal Year.

The Council will vote on the Motion.

APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES AND OUTSIDE BODIES

17. The appointment of Members of the Council to Committees, Sub-Committees and Outside Bodies will be made at the Council Meeting to be held on Monday 15th May 2017 in the Town Hall.

CEREMONY OF THE LOVING CUP

At the conclusion of the formal business the Mayor will invite the **Freemen (RAF & The Rifles), the High Steward, Alderman Emeritus, the Mayor's Chaplain, Members of the Town Council and The Town Clerk** to join her in this ancient tradition (see appendix B).

Distribution:

Wing Commander Marty Lock, A Coy 7 The Rifles
Mr Mike Marr, The Rifles
The Deputy Lieutenant, Mr Michael MacFadyen
The High Steward, Mr Ken Lester
Lord and Lady Bradshaw
Alderman Emeritus Elect
Sir Colin and Lady Shirley Imray
The Mayor's Chaplain, The Reverend David Rice.
All Town Councillors,
The Chairman of OCC,
The Chairman of SODC,
County and District Councillors for Wallingford
Justices of the Peace
The Retiring Mayor's Cadet,
Mayor's Cadet 2017/2018,
The Sergeant-at- Mace, Mr Dave Turner
The Events Manager, Mrs Suzanne Symons
The Town Clerk, Paula Lopez
For Information: Wallingford Police Station, Press, Radio,
Television

APPENDIX A

ANNUAL MEETING OF WALLINGFORD TOWN COUNCIL

MONDAY 8TH MAY 2017

NOTES FOR THE GUIDANCE OF FREEMEN, MEMBERS AND OFFICIALS

1. Members and Officials will assemble in the Committee Room by 7.20pm. **(Robes will be available from the top floor from 7pm). (Hats and gloves are not required).**
2. The Freeman, the High Steward, Alderman Emeritus, Members and Officials Partners should go directly to the Main Hall. They will be shown to their seats. The front row of the public seats may be reserved for the Mayor's family and guests and Freeman.
3. At 7.30pm Members will process from the Committee Room to the Main Hall.

4. The Order of Procession will be as follows:-

Councillors **Lloyd and Goddard**

Other Councillors in pairs as they choose.

Councillor **Kidley** to be the last of the Councillors.

The Sergeant-at-Mace.

The Mayor of Wallingford, **Councillor Rosslyn**

The Town Clerk and The Mayor's Chaplain, The Reverend David Rice.

The Mayor's Cadet

5. **Seating his year will be allocated therefore please let the office know if you cannot attend.**

Procedure to be followed by the Sergeant-at-Mace.

6. See Appendix C.

Election of the New Mayor.

7. The procedure will be as set out in the Agenda.

Ceremony of the Loving Cup.

8. At the conclusion of the formal business of the Agenda, the Ceremony of The Loving Cup will take place (see appendix B).

9. The Mayor will invite **the Freeman, the High Steward, the Aldermen Emeritus, the Mayor's Chaplain, the Town Clerk and Members of the Town Council** to drink with her from The Loving Cup. The Loving Cup will be passed round by the Sergeant-at-Mace in a clockwise direction from the Town Clerk to the Mayor, the Mayor's Chaplain, the Freeman, the High Steward, Alderman Emeritus, Councillors. By custom each drinker except the Mayor will protect the back of he or she who drank before by standing back to back. After toasting the person to their immediate right and left The Loving Cup is handed to the Sergeant-at-Mace to be wiped before being passed on.
10. After the Ceremony of The Loving Cup, all those taking part in the Ceremony preceded by the Sergeant-at-Mace will withdraw to the Committee Room before rejoining the public. The Mayor will then take wine with all those present.
11. The retiring Mayor will toast the new Mayor.
12. The new Mayor will reply and toast The Town.
13. The Mace will remain positioned on the council table, guarded by the Sergeant-at-Mace at all times. The Clerk will advise the Sergeant-at-Mace when to replace the Mace in the display cabinet.
14. Members are requested to remain in their robes until the Mayor has disrobed. All robes should then be returned to the top floor.

APPENDIX B

THE TRADITIONAL LOVING CUP CEREMONY

The following notes are issued for the guidance of those attending the Annual Mayor Making Ceremony.

After the Mayor-Making Ceremony Members of the Council, the Freeman, together with the High Steward, Alderman Emeritus and the Mayor's Chaplain will form a large circle in the following order:-

The Mayor, Mayor's Chaplain, Freeman (Army, RAF), High Steward, followed by Councillors roughly in length of service precedence and the Alderman Emeritus. All face centre. The Sergeant-at-Mace passes The Loving Cup, charged with a Liqueur to the Town Clerk.

The Town Clerk and the Mayor then face each other. At the same time the persons on each side of them turn their backs on the Mayor and Town Clerk.

The Town Clerk then bows to and toasts the Mayor and the Mayor similarly bows to and toasts the Town Clerk.

The Mayor turns left about to face the Mayor's Chaplain who has turned to face the Mayor. The Town Clerk turns his back to the Mayor and the last person turns to face centre circle.

The Mayor then bows to and toasts the Mayor's Chaplain who reciprocates the gesture, The Loving Cup being wiped with a napkin by the Sergeant at Mace after each person.

After each pair of toasts the Ceremony is repeated with the backs of each person being protected by the backs of the next in line.

The last toast will be by the Town Clerk to the Mayor, thus completing the circle.

The Ceremony is said to be a Medieval Custom based on the need to protect a friends back from stabbing whilst his attention is distracted by less mundane considerations.

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The Mayor's Cadet will give a rose to each of the Councillors

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APPENDIX C

ANNUAL MEETING – PROCEDURE TO BE FOLLOWED BY THE SERGEANT-AT-MACE.

1. Collect Mace from cabinet and stand by the Mayor in the Committee Room.
2. After Councillors have left, precede the Mayor, Town Clerk and the Mayor's Chaplain from the Committee Room into the Main Chamber.
3. Halt at the doorway and announce **"Be upstanding for the Worshipful the Mayor of Wallingford, Councillor Lynda Atkins."**
4. Proceed to the Mayor's table, wait for the Mayor, Town Clerk and Mayor's Chaplain to take up their position, bow to the Mayor and place the Mace in the Stand.
5. Move to rest position and sit.
6. After the resolution to elect the new Mayor move to the table, bow to the Mayor and collect the Mace. Take up position facing the Committee Room door. On word from the Town Clerk move forward into the Committee Room. (Sergeant-at-Mace, new Mayor, Town Clerk, retiring Mayor and Reverend David Rice). The Mayor's Cadet.
7. After the new Mayor is invested precede him/her in to the Main Chamber. Halt at the doorway and announce **"Be upstanding for the Worshipful the Mayor of Wallingford, Councillor Ros Lester"**. (Sergeant-at-Mace, new Mayor, Town Clerk, retiring Mayor The Reverend David Rice and the retiring Mayor's Cadet)
8. Pause and allow the outgoing Mayor, the new Mayor and the Town Clerk to take up their positions standing. The retiring Mayor's Chaplain and retiring Mayor's Cadet to take a seat to the side of the Main Chamber. Offer the Mace in both hands to the retiring Mayor who will stand immediately to the side of the platform, bow and wait for the retiring Mayor to touch.
9. Proceed to the Mayor's table and stand in front of the new Mayor and repeat procedure. After the new Mayor has touched the Mace place it on the Mace stand.
10. Proceed to rest position and sit.

During the Ceremony of The Loving Cup the Sergeant-at-Mace will proceed on the inside /outside (depending on space) of the circle and commencing with the Town Clerk carry and offer the cup to each drinker. Wipe the lip of the cup with the serviette provided after each drinker has completed his/her part of the ceremony (i.e. 2 toasts per drinker).
11. At the end of The Loving Cup Ceremony, place The Loving Cup back on the table, take up the Mace and precede the Mayor and those taking part in the Ceremony into the Committee Room.
12. After the Mayor and party have returned (informally) to the Main Chamber you should replace the Mace on the stand in the Main Chamber and remain by it.
13. Call for the toast by the retiring Mayor to the new Mayor in the Main Chamber when instructed by the Town Clerk.

14. Call for silence for the new Mayor to reply.

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At the end of the Ceremonies, as determined by the Town Clerk, replace the Mace in the cabinet.

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