



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with  
LLANBLETHIAN TOWN COUNCIL  
CYNGOR TREF  
Y BONTFAEN (Bwrdeistref Hynafol) gyda  
LLANFLEIDDAN

Dated this 10<sup>th</sup> of May 2023

*Dear Member of Cowbridge with Llanblethian Town Council,*

You are summoned to attend the Annual Statutory Meeting of the Town Council on Tuesday the 16<sup>th</sup> of May 2023, 6.30pm, at the Cowbridge Town Hall Council Chamber or remotely by Microsoft Teams.

If you are unable to attend, you must inform the Town Clerk, prior to the meeting of the reason for your non-attendance.

Yours faithfully,

*C Kennedy*

Cathy Kennedy  
Town Clerk

*Members of the Press and Public are welcome to attend the meeting in person or remotely. For remote joining instructions email [townclerk@cowbridge-tc.gov.uk](mailto:townclerk@cowbridge-tc.gov.uk). Please note the meeting will be recorded and may be published on the Town Council website. The press and the public have no statutory right to take photographs or to use any means which would enable any person not present at a meeting to see or hear the meeting. Permission to record meetings in this way requires the specific approval of the Council.*

## **AGENDA**

1. Welcome to all attendees.
2. To install the Mayor for the ensuing year.
3. To appoint the Deputy Mayor for the ensuing year.
4. To adjourn the Meeting until 7pm, Wednesday the 17<sup>th</sup> of May 2023.

**COWBRIDGE (ANCIENT BOROUGH) WITH  
LLANBLETHIAN TOWN  
COUNCIL**

**MAYOR MAKING CEREMONY  
PROGRAMME**

**HELD  
IN THE TOWN COUNCIL CHAMBER AND BY**

**MICROSOFT TEAMS  
ON TUESDAY 16<sup>th</sup> MAY**

**AT  
7.30PM**

## **(Mayor Making Ceremony) Tuesday the 16<sup>th</sup> of May 2023**

1. All Members will assemble and robe in the Robing Room and proceed to the Council Chamber in procession at 7.28pm.
2. Distinguished guests will take their seats at 7.15pm.
3. The Macebearers, followed by the retiring Mayor, John Andrew accompanied by the retiring Mayoress Anna Andrew, and the Town Clerk will take their places at 7.30pm.
4. The retiring Mayor, John Andrew will welcome all those present.
5. The retiring Mayor, John Andrew will call upon Councillor Cecilia Hannigan-Davies to propose the Mayor Elect, Councillor Malcolm Wilson as Mayor for the ensuing year.
6. The retiring Mayor, John Andrew will call upon Councillor Ian Watkins to second the proposition.
7. The Town Clerk will call upon the Mayor Elect, Councillor Malcolm Wilson to sign his Declaration of Acceptance of Office. *T/Clerk: "I call upon the Mayor Elect, Councillor Malcolm Wilson to sign his Declaration of Acceptance of Office".*
8. Once the declaration has been signed, Town Clerk will say: - "The Mayor will now leave the Chamber, please rise".
9. The Macebearers, retiring Mayor and Mayoress, Town Clerk, New Mayor and Mayoress, retire to the Mayor's Parlour. *(Those remaining in the chamber will be seated during the change of robes.)*
10. *The Retiring Mayor and Mayoress return to the Chamber and take the seats vacated by the new Mayor and Mayoress.*
11. The Town Clerk will knock the Parlour door.

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\*\*\*\*\*Please Rise \*\*\*\*\*

12. The Macebearers, New Mayor and Mayoress, and Town Clerk return to the Chamber. When returned:
13. *T/Clerk*: "Please be seated".
14. *Town Clerk will then turn around to face the Mayor WITH THE DECLARATION OF ACCEPTANCE OF OFFICE REGISTER.*
15. *T/Clerk*: "I call upon the Mayor to make the customary "Affirmation of Allegiance".
16. "Repeat after me". " I, Malcom Wilson do solemnly, sincerely and truly declare and affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law.
17. Town Clerk will ask the Mayor to sign his declaration.
18. The Mayor, Councillor Malcolm Wilson will return thanks for his election and announce Ruth Chapman as his choice of Mayoress for the ensuing year who will be entitled to wear that chain of office.
19. The Mayor, Councillor Malcolm Wilson will propose a Vote of Thanks for the retiring Mayor, John Andrew.
20. *The Mayor Councillor Malcolm Wilson will make a presentation of a Past Mayor's Badge to the retiring Mayor, John Andrew and Presentation to the retiring Mayoress Anna Andrew.*
21. The retiring Mayor, John Andrew, will reply to the Vote of Thanks.
22. The Mayor Councillor Malcolm Wilson will call upon Councillor David Breen to propose Councillor Heather Weddell for the role of Deputy Mayor, during the ensuing year.
23. The Mayor Councillor Malcolm Wilson will call upon Councillor Peter Carter to second the proposition.
24. The Mayor Councillor Malcolm Wilson will confirm the appointment of Councillor Heather Weddell as Deputy Mayor and Beth Barton as Deputy Mayor Consort.

25. The Mayor, Councillor Malcolm Wilson will then invest the Mayoress Ruth Chapman with her chain of office.
26. The Mayor, Councillor Malcolm Wilson, will adjourn the meeting until *Wednesday the 17<sup>th</sup> of May 2023 at 7.00pm*, and invite those assembled to join him and the Mayoress for light refreshments in the Main Hall after photographs have been taken.
27. *T/Clerk*: "Will all guests please remain in the Chamber whilst Official Photographs are taken in the Mayor's Parlour."
28. Macebearers, Mayor, Mayoress and Town Clerk, followed by the Councillors will leave the Chamber for official photographs in the Mayor's Parlour.
29. Councillors will return to the Chamber.
30. The Distinguished Guests will leave the Chamber for official photographs in the Mayor's Parlour.
31. Distinguished Guests return to Chamber and take their seats.
32. The Mayor, Mayoress and Macebearers will adjourn to the main hall to prepare to welcome guests.
33. *T/Clerk*: "The Mayor is now ready to receive guests in the Main Hall. Please would you kindly leave the Chamber via the Cell Corridor".