

## **SPECIAL COUNCIL MEETING 3 NOVEMBER 2015**

### **CEREMONY FOR PREFERMENT OF HIGH STEWARD AND CONFERMENT OF HONORARY ALDERMEN**

Arrival at Town Hall between 5.00 and 5.30pm.

Councillors and Honorary Aldermen to robe in North Committee Room and Liberal Democrat Group Room. They will then proceed to the Grand Jury Room to assemble in advance of procession to Moot Hall. Tea and coffee will be available in the Grand Jury Room.

Sir Bob Russell's guests to be seated in reserved seating in public seating area and Sir Bob Russell to proceed to join Councillors and Honorary Aldermen in the Grand Jury Room.

Former Councillors Hunt and Kimberley and their guests to take their seats in the Moot Hall.

Councillors and Honorary Aldermen, together with Sir Bob Russell, will process into the Moot Hall behind the mace at 6.00 pm and take their seats.

The meeting to be opened with a prayer from Honorary Alderman Spyvee.

The Mayor to call for the motion to prefer Sir Bob Russell as High Steward. It will be proposed, seconded and supported and then put to the vote.

On being declared carried, the High Steward will receive the badge of office from the Town Serjeant. The Mayor will offer congratulations and present the High Steward with a copy of the transcript of the resolution. The High Steward will then be invited to respond.

The Mayor will declare the meeting closed and then process out following the mace. Former Councillors Hunt and Kimberley join the procession out of the Moot Hall to the Grand Jury Room.

Councillors and Honorary Aldermen to remain in place.

There will be short break (no more than a few minutes) before the Special Meeting for the appointment of Honorary Aldermen commences.

The Mayor and Deputy Mayor and former Councillors Hunt and Kimberley will process into the Moot Hall behind the mace and take their seats on the dais.

The Mayor will then open the meeting and call for the motion to confer former Councillors Hunt and Kimberley as Honorary Aldermen to be proposed. Councillors and Honorary Aldermen may speak on the motion. The proposal will then be put to the vote.

On the Motion being declared carried, robes will be received from the Town Serjeant. The Mayor will offer her congratulations and present a transcript of the resolution. Guests may wish to take the opportunity to take photos at the next stage of the meeting.

The Mayor will then invite Honorary Aldermen Hunt and Kimberley to respond to Council.

The Mayor will declare the meeting closed and the National Anthem will be played. Following the conclusion of the National Anthem, all Councillors and Honorary Aldermen will process out of the Moot Hall.