

CEREMONY FOR THE APPOINTMENT OF HONORARY ALDERMEN, SPECIAL COUNCIL MEETING, 15 SEPTEMBER 2021

1. Former Councillors Arnold, Elliott and Higgins, Councillors and Honorary Aldermen to arrive at Charter Hall from 5.00pm. Former Councillors, Councillors and Honorary Aldermen may park without charge in the Leisure World car park and drinks will be provided without charge from the Leisure World café.
2. Robing for Councillors and Honorary Aldermen will take place at the rear of Charter Hall.
3. Councillors and Honorary Aldermen will take their seats by 5.55 pm. A seating plan will be available in Charter Hall and Council officers will be present to help with seating.
4. Seating will be available towards the rear of Charter Hall for personal guests of the former Councillors as well as members of the public.
5. The Mayor will process in to Charter Hall with the Deputy Mayor, Chief Executive and former Councillors Arnold, Elliott and Higgins.
6. Former Councillors Arnold, Elliott and Higgins will be seated in front of the stage facing Honorary Aldermen and Councillors.
7. The meeting will be opened with a prayer by the Mayor's Chaplain. At the appropriate point on the agenda the Mayor will invite the Leader of the Council to move the motion for the appointment of former Councillors Arnold, Elliott and Higgins as Honorary Aldermen. Councillors and Honorary Aldermen will be invited to speak on the Motion. The motion will then be put to the vote.
8. On the Motion being approved, robes will be received from the Town Serjeant in turn by Honorary Aldermen Arnold, Elliott and Higgins. The Mayor will then present the transcripts of the resolution in turn to Honorary Aldermen Arnold, Elliott and Higgins.
9. Guests may wish to take the opportunity to take photographs at this stage of the meeting.
10. The Mayor will return to his seat and invite Honorary Aldermen Arnold, Elliott and Higgins to respond to the Council in turn.
11. The Mayor will declare the meeting closed and process out of Charter Hall following the mace, followed by Honorary Aldermen Arnold, Elliott and Higgins. Councillors and Honorary Aldermen will then leave Charter Hall (ie not in procession).
12. Please note that the meeting will be live streamed on the Council's You Tube channel and will be available to watch afterwards.

[\(202\) ColchesterCBC - YouTube](#)

NOTE – Being an Honorary Office of the Council the new Honorary Aldermen do not sign the declaration book nor make any declaration or oath.