

**ASHFORD BOROUGH COUNCIL
ANNUAL MEETING 28TH MAY 2015
ORDER OF PROCEEDINGS**

1. Election of Mayor

- (a) The Retiring Mayor enters the Council Chamber wearing robes and Chain and takes the Chair.
- (b) Prayer.
- (c) Retiring Mayor calls for nominations.
- (d) Nomination moved by Councillor Mrs Blanford
- (e) Nomination seconded by Councillor Clokie
- (f) Retiring Mayor declares the result of the election (where one nomination only it must be put to the vote).

2. Declaration of Acceptance of Office by the Mayor

- (a) The Chief Executive will read out the Declaration of Acceptance of Office and the new Mayor signs the Declaration after signifying acceptance.
- (b) The Robing Party then retires from the Council Chamber in the following order:-

Mace Bearer
Retiring Mayor
Chief Executive
New Mayor
Chaplain

NOTE: It is essential that the Retiring Mayoress and the new Mayor's Consort are present in the Council Chamber from the commencement of the Annual Meeting, and in order that the new Mayor's Consort may receive his Chain of Office both the Retiring Mayoress and the new Mayor's Consort should leave the Council Chamber at the rear of the Robing Party. On return, in advance of the return of the newly elected Mayor, they should be escorted along with the retiring Mayor, into the Council Chamber and take their respective seats.

- (c) The Robing Party then returns to the Council Chamber in the following order:-

Mace Bearer
Mayor
Chief Executive
Chaplain

3. Appointment of Mayor's Chaplain

- (a) Prayer.

4. Vote of thanks by the Mayor for her Election

5. Vote of thanks to the Retiring Mayor and Mayoress

- (a) Moved by Councillor Galpin
- (b) Seconded by Councillor Clarkson
- (c) Presentation of Badges by the Mayor to the Retiring Mayor and Mayoress.
- (d) Presentation of a gift by the new Mayor's Consort to the Retiring Mayoress.

6. Response by the Retiring Mayor

- (a) Presentation of floral gift by the Retiring Mayoress to the new Mayor.

7. Election and Appointment of Deputy Mayor

- (a) Mayor calls for nominations.
- (b) Proposed by Councillor Clarkson
- (c) Seconded by Councillor Chilton
- (d) Following election, Mayor declares result of the vote.

8. Declaration of Acceptance of Office by the Deputy Mayor

- (a) The Chief Executive will read out the Declaration of Acceptance of Office and the Deputy Mayor signs Declaration after signifying acceptance.
- (b) Deputy Mayor invested with Chain of Office by the Mayor

9. Apologies for Absence

10. Declarations of Interest

11. Minutes

To consider the Minutes of the meeting of the Council held on the 16th April 2015.

12. Announcements

To receive any announcements from the Mayor.

13. Election of the Leader of the Council for a Four Year Term

- (a) Proposed by Councillor Bell
- (b) Seconded by Councillor Galpin

14. To Note the Names of the Members to be Appointed by the Leader to the Cabinet and the Size of the Cabinet

(a) The Size of the Cabinet

The Leader will advise that the Cabinet will be comprised of the Leader and a set number of Portfolio Holders.

(b) Members of the Cabinet

The Leader will advise of the appointment of Members to the Cabinet and their Portfolio titles.

15. The Deputy Leader of the Council (from those Members appointed to the Cabinet)

The Leader will advise which Member of the Cabinet he has appointed Deputy Leader of the Council.

16. To consider the Minutes of the Selection and Constitutional Review Committee held on the 21st May 2015.

17. Presentation of Service Certificates by the Mayor to Former Members of the Council.

Annual Council Meeting 28th May 2015

Addendum Papers

Agenda Item 16 – To Consider the Minutes of the Meeting of the Selection & Constitutional Review Committee held on 21st May 2015

The Council is requested to consider or note the following issues arising from the Selection & Constitutional Review Committee meeting.

(a) **Minute Number 443 – Background & Principles of Political Balance and Administrative Structure (Appendix B)**

The Council is asked to note the following allocation to a Committee which was left vacant following the Selection & Constitutional Review Committee: -

Licensing and Health & Safety Committee – Cllr Apps.

(b) **Minute Number 443 – Background & Principles of Political Balance and Administrative Structure (Appendix B) Recommendation (xiv)**

Please note that the correct name of Cllr Galpin's Portfolio is "Town Centres Focus & Business Dynamics".

(c) **Minute Number 445 – Representatives on Outside Bodies/Organisations**

Where nominations have been made these are indicated below, but this does not preclude others being made by the Council: -

1. Alzheimer's Society – Ashford & Shepway Branch – _____

2. River Stour (Kent) Internal Drainage Board - Cllr Burgess
N.B. Following discussion at the Selection & Constitutional Review Committee clarification was sought from the River Stour Board over the Council's five appointments which have traditionally been four Elected Councillors and a representative from the National Farmers Union. It was confirmed that, in line with the wishes of the Committee the Council was able to appoint five Elected Members.