

**ASHFORD BOROUGH COUNCIL
ANNUAL MEETING 16TH MAY 2013
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 Sims
- (e) Nomination seconded by Councillor Howard
- (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 Mayoress are present in the Council Chamber from the commencement of the Annual Meeting, and in order that the new Mayoress may receive her Chain of Office both the Retiring Mayoress and the new Mayoress 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 his Election

5. **Vote of thanks to the Retiring Mayor and Mayoress**

- (a) Moved by Councillor _____
- (b) Seconded by Councillor _____
- (c) Presentation of Badges by the Mayor to the Retiring Mayor and Mayoress.
- (d) Presentation of a gift by the new Mayoress to the Retiring Mayoress.

6. **Response by the Retiring Mayor**

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

7. **Election and Appointment of Deputy Mayor**

- (a) Mayor calls for nominations.
- (b) Proposed by Councillor _____
- (c) Seconded by Councillor _____
- (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.
- (c) Deputy Mayoress invested with Chain of Office by the Mayor and presented with a floral gift by the Mayoress.

9. **Apologies for Absence**

10. **Declarations of Interest**

11. **Minutes**

To consider the Minutes of the meeting of the Council held on the 18th April 2013.

12. **Announcements**

To receive any announcements from the Mayor.

13. To consider the Minutes of the Selection and Constitutional Review Committee held on the 7th May 2013.

14. To consider the Minutes of the Meeting of the Cabinet held on the 9th May 2013.