

**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 _____
- (e) Nomination seconded by Councillor _____
- (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 _____
- (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 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 _____
- (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 Mayor's Consort.

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 _____
- (b) Seconded by Councillor _____

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.