

**ASHFORD BOROUGH COUNCIL  
ANNUAL MEETING 30<sup>TH</sup> MAY 2023  
ORDER OF PROCEEDINGS**

**1. Election of Mayor**

- (a) The Retiring Mayor enters the Council Chamber wearing robes and Chain and takes the Chair.
- (b) Presentation of certificates to each of the outgoing Mayor's Cadets
- (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 (even 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  
Retiring Mayor's Cadets  
New Mayor's Cadets follow on from the gallery

**NOTE:** It is essential that the Retiring Mayor's Consort and the New Chaplain are present in the Council Chamber from the commencement of the Annual Meeting, and should leave the Council Chamber at the rear of the Robing Party. On return, in advance of the return of the newly elected Mayor, the Retiring Mayor's Consort and Retiring Chaplain should be escorted along with the Retiring Mayor, into the Council Chamber and take their seats.

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

Mace Bearer  
Mayor  
Chief Executive  
Chaplain  
New Mayor's Cadets  
(Retiring Mayor's Cadets take seats in advance in the gallery)

**3. Appointment of Mayor's Chaplain**

- (a) Prayer.

4. **Vote of thanks by the Mayor for his Election**
  - (a) Deputy Mayoress presented with a gift by the Member Services Manager.
5. **Vote of thanks to the Retiring Mayor and Consort**
  - (a) Moved by **Councillor** \_\_\_\_\_
  - (b) Seconded by **Councillor** \_\_\_\_\_
6. **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.
7. **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 the Declaration after signifying acceptance.
  - (b) Deputy Mayor invested with Chain of Office by the Mayor.
  - (c) Deputy Mayoress/Mayor's Consort invested with Chain of Office and presented with a gift by the Mayor.
8. **Appointment of Mayor's Cadets for 2023/24 with presentation of Badges (on silver platter)**
9. **Apologies for Absence**
10. **Declarations of Interest**
11. **Minutes**

To consider the Minutes of the meeting of the Council held on the 27<sup>th</sup> April 2023.
12. **Announcements**

To receive any further 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 Meeting of the Selection and Constitutional Review Committee held on the 25<sup>th</sup> May 2023.