



**ABINGDON-ON-THAMES  
TOWN COUNCIL**

**Council Summons  
& Agenda for the Annual  
Meeting of the Council  
and Mayor Making**

Monday 13<sup>th</sup> May 2019  
At 7pm in the Abbey Hall, the Guildhall,  
Abingdon-on-Thames.

29<sup>th</sup> April 2019 / rev 10<sup>th</sup> May 2019

To: All Members of the Council

Dear Member

You are summoned to attend the Annual Meeting of the Council of the Town of Abingdon-on-Thames and Mayor Making to be held in the Abbey Hall, the Guildhall on Monday 13<sup>th</sup> May 2019 at 7.00 pm, for the transaction of the business stated below.

Robing will take place from 6.30pm. Please aim to be at the Guildhall by 6.45pm at the latest.

Please note a revised version of this agenda will be issued week commencing 6<sup>th</sup> May 2019.

Yours faithfully

*Nigel Warner*

**Nigel Warner**  
Town Clerk/ signed electronically.

## **AGENDA**

1 **Prayers.**

The meeting will open with prayers led by Father Paul Smith

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2 **Apologies**

To receive any apologies for absence.

3 **Declarations of Interest**

To receive any declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Local Code of Conduct.

4 **Mayor's Announcements**

- (a) The Mayor will present her Mayor's Awards for services to the community.
- (b) The Mayor will thank her outgoing Mayor's cadets.
- (c) Mayor's Charities. The Mayor will announce the funds raised during the year for her charities.

5 **Election of Mayor**

To receive nominations for the position of Mayor for the Civic year 2019/20 and to elect the Mayor.

The Mayor will then:

- (i) Make the Statutory Declaration of Office;
- (ii) Make a short speech and announce their Escort for the year.

6 **Election of Deputy Mayor**

To receive nominations for the position of Deputy Mayor for the Civic year 2019/20 and to elect the Deputy Mayor.

The Deputy Mayor will then:

- (i) Make the Statutory Declaration of Office;
- (ii) Make a short speech and announce their Escort for the year.

7 **Vote of Thanks to the retiring Mayor**

A vote of thanks will be proposed to the retiring Mayor.

The retiring Mayor will receive a Past Mayor's badge and will respond to the vote of thanks.

8 **Town Council elections 2<sup>nd</sup> May 2019**

To receive the report of the Town Clerk in relation to the above.

9 **Membership of Council Committees, Sub-Committees and other groups**

Report of Town Clerk to follow.

*By law the committees appointed at the previous Annual Meeting on 9<sup>th</sup> May 2018 stand down at the following (this evening's) Annual Meeting, together with the respective Chairmen and Vice-Chairman. Therefore the Council must now appoint committees for 2019/20, and these committees may then appoint any of their sub-committees and working groups which are required to meet ahead of the next scheduled meetings of the respective committees.*

10 **Adjournment of meeting**

The Mayor to move the motion:

“To adjourn the meeting of the Council to permit meetings to take place of the Council’s Committees to allow them to appoint their chairmen and vice-chairmen. The meetings will be conducted by the Mayor.

- (a) Planning, Highways and Consultations Committee;
- (b) Amenities and Recreation Committee;
- (c) Community Services Committee;
- (d) County Hall Museum Management Committee;
- (e) Guildhall Committee;
- (f) Finance and General Purposes Committee.”

*Note: separate Committee agendas will be circulated for these meetings.*

The Council will then reconvene.

*As with the committees, all committee chairmen and vice-chairmen retire at the Annual Meeting. These positions are ones that the committees must appoint and not the Council. Following the appointment of the committee chairmen at the various committee meetings, the Finance and General Purposes Committee will then be constituted for the year and can then elect a Chairman (also known as Leader of the Council) as well as a Vice-Chairman. With the consent of the committee the Mayor will chair all of these meetings.*

11 **Representation on outside bodies**

Report of Town Clerk to follow.

12 **Calendar of meetings for 2019/20**

To note the calendar of meetings for 2019/20, previously approved by the Town Council, as amended (attached)

13 **Announcements by the Mayor**

The Mayor will announce:

- (a) The appointment of the Mayor's Chaplain.
- (b) Arrangements in relation to the Civic Service.
- (c) The appointment of Mayor's Cadets for 2019/20.
- (d) The Mayor's Charities for 2019/20.
- (c) That all members of the public are invited to join the Council for refreshments following the ceremony.

14 **Closing Prayers**

Led by Father Paul Smith.

15 **The National Anthem**

At the conclusion of the meeting the Mayor and members of the Council will proceed to the Roysse Room.

Members of the public are requested to allow the Mayor, the Mayoral Party and Members of the Abingdon-on-Thames Town Council to process to the Roysse Room before leaving the Abbey Hall.