



ABINGDON-ON-THAMES TOWN COUNCIL

Council Summons and Agenda for Mayor-Making and the Annual Meeting of the Council

Monday 15 May 2023

7pm

St. Helens Church

To All Members of the Council

Dear Sir/Madam

You are hereby summoned to attend the Annual Meeting and Mayor-Making of the Council of the Town of Abingdon-on-Thames, to be held on **Monday 15 May 2023 at 7pm** for the transaction of the business stated below.

Councillors are requested to arrive at the Church by 6.30pm. At 6.45pm Councillors will be requested to proceed to the Vestry by the South Aisle. Councillors will robe in the Vestry and then proceed independently to their seats at the front of the Church.

Any queries on the agenda should also be directed to democratic@abingdon.gov.uk.

Yours faithfully

Paula Lopez

Paula Lopez
Town Clerk (interim)

Abingdon Town Council - Our Vision

To develop an inclusive community so that Abingdon is the place where everyone wants to live and where the wellbeing of residents is prioritised. In developing this community the town will be one which is environmentally sustainable, vibrant, resilient and safe.

Our key objectives

- 1 To respond effectively and speedily to the climate emergency.
- 2 To develop a resilient, sustainable town which will provide a home for residents now and in the future.
- 3 To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.
- 4 To work with community partners to support those who are vulnerable and in need and to create opportunities to increase social inclusivity.

PROCEDURAL NOTE

Under the Local Government Act 1972 the council must hold an 'Annual Meeting' in May each year. By convention, the town council styles this meeting as its 'Annual Meeting and Mayor-Making'. The first business of the meeting - and the only business which the council must by law transact - is the election of the Chair of the council, which in a town may be styled the Town Mayor.

It is because of the above legal requirement that the town council has a preliminary meeting, which is part of the 2022-23 council year and which is chaired by the Mayor in post and includes the items pertinent to the end of that year.

The new council year, 2023-24, then commences with the formal Annual Meeting, which starts with the election of the Mayor and then proceeds to further business in relation to this new council year.

1. PRELIMINARY MEETING

At 7pm Members of the public will be requested to stand, if possible, as the Mayoral Party process into the meeting. Abingdon Concert Band will provide musical accompaniment to the Mayoral Party.

Seats are only reserved for invited guests and members of the public who are directly participating in the meeting, e.g. through a presentation.

A. **Prayers**

Opening prayers will be said.

B. **Mayor's Announcements including Mayor's Awards**

The Mayor, Cllr Andy Foulsham, will make his announcements:

(i) **Biodiversity Awards.**

In 2022, the Town Council held a biodiversity competition which invited schools and colleges in Abingdon to let us know how they were actively promoting biodiversity. The following awards are being presented this evening:

Winner:	Cothill House School
Second place:	John Mason School
Joint third place:	Rush Common and Fitzharrys Schools

(ii) **The Mayor's Awards for services to the community**

Each year since 1996 the Mayor has presented awards to those who have given outstanding service to the community of Abingdon-on-Thames. This year the Mayor will present awards as follows:

Hilary Beale	Coordinating and managing Abingdon Food Bank and services to Girlguiding in Abingdon
John Killick	Support for green projects
Paul Shipman	Services to Scouting in Abingdon
ATOM Festival	Promoting interest and education in science.

(iii) **Certificates for Mayor's cadets**

To award certificates to the outgoing Mayor's cadets:

(i)	Sea Cadets: Able Cadet Nathan Fairchild
(ii)	Girl Guides: Ranger Elise Macey
(iii)	Army Cadet: Cadet Serjeant Niamh Cowan

(iv) **The Mayor's charities**

Funds raised for his charities and presentation of the cheque to these charities.

The Mayor raised a total of £4,000 for the nominated charities, the Archway Project and Yellow Submarine.

(v) **Mayor's Chaplain**

The Mayor will present flowers of thanks to the Mayor's Chaplain, Revd Kath Cooke.

2. FORMAL ANNUAL MEETING

In accordance with the Local Government Act 1972 the first business of the Annual Meeting is the election of the Mayor and this marks the start of the new Council year.

1. Election of Mayor

To receive nominations for the position of Mayor for the civic year 2023-24 and to elect the Mayor.

The Mayor will then:

- (i) Receive the Mayoral robes and chain of office.
- (ii) Make and sign the Statutory Declaration of Office.
- (iii) Make a short speech and announce their Escort for the year.
- (iv) The Mayor's Escort will receive the Mayor's Escort badge.

2. Election of Deputy Mayor

To receive nominations for the position of Deputy Mayor for the civic year 2023-24 and to elect the Deputy Mayor.

The Deputy Mayor will then:

- (i) Receive their badge of office.
- (ii) Make and sign the Statutory Declaration of Office.
- (iii) Make a short speech and announce their Escort for the year.

3. Vote of thanks to the retiring Mayor

A vote of thanks will be made to the retiring Mayor, Cllr Andy Foulsham. The retiring Mayor will receive a Past Mayor's badge from the incoming Mayor.

4. Announcements by the Mayor

The Mayor will announce:

- (a) the Mayor's Chaplain for 2023/24

(b) the Mayor's Cadets for 2023/24

- (i) Army Cadet: Cadet Corporal Megan Brooks
- (ii) Air Cadet: Flight Sergeant Andrew Forbes-Forsyth
- (iii) Girl guides: Ruby Moore
- (iv) Scouts: Timothy Cole

(c) the Mayor's Charities for 2023/24.

5. **Apologies**

To receive any apologies for absence.

6. **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.

7. **Governance**

To review and adopt the following governance documents:

- i. [Standing orders](#)
- ii. [Terms of reference and scheme of delegation](#)
- iii. [Code of conduct](#)

8. **General Power of Competence**

The freedom of the General Power of Competence is available to local councils that meet two criteria for eligibility, Localism Act 2011 s1 – s8, sets out in a statutory instrument known as the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* that came into force in April 2012.

Council is asked to resolve that it meets the following criteria:

- (i) the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
- (ii) the clerk to the parish council holds the Certificate in Local Council Administration.

9. **Membership of council committees**

To appoint members of the existing committees for 2023/24. A report will be circulated at the meeting.

10. **Representation on outside bodies**

To agree town council representation on outside bodies for 2023/24. A report will be circulated at the meeting.

11. **Closing Prayers**

Closing prayers will be said by the Mayor's Chaplain.

12. **The National Anthem**

Abingdon Concert Band will play the National Anthem and all those present are encouraged to stand, if possible and sing:

*God save our gracious King,
Long live our noble King,
God save the King!
Send him victorious,
Happy and glorious,
Long to reign over us,
God save the King*

Members of the public are requested to remain standing, if possible, as the Mayor and Councillors process out of the meeting.

The Mayor and their party will stop at the entrance to the south aisle to greet councillors and guests.

All those present are invited to remain after the ceremony to greet the Mayor and share a drink and a light buffet with the Mayor and councillors.