

TENBY TOWN COUNCIL

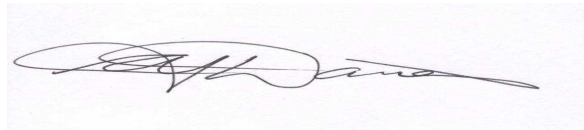
De Valence Pavilion
Upper Frog Street
TENBY

1st May 2015

Dear Councillor

You are hereby summoned to attend the Annual General Meeting of the Tenby Town Council to be held on **Friday, 8th May 2015 at 6.30 p.m.** at the De Valence Pavilion, Upper Frog Street, Tenby to transact the business stated below.

Yours faithfully



Mr. Andrew J. Davies B.Ed; Dip. H.E
Clerk to the Council/ Financial Officer

A G E N D A

1. To sign the Register of Attendance
2. Father opens the Meeting with Prayers
3. To receive Apologies for absence
4. To Elect the Mayor for the year 2015/2016
5. Declaration of Acceptance of Office
6. To Elect the Deputy Mayor for the year 2015/2016
7. To appoint a Sergeant at Arms and Sergeant at Mace
8. To appoint a Mayor's Chaplain

9. To appoint a Mayoress
10. To appoint a Deputy Mayoress
11. Vote of Thanks to Retiring Mayor
12. Response by the Retiring Mayor
13. To confirm the date of Mayor's Sunday
14. Adjournment of Statutory Business
15. The Meeting closes with a Prayer

MAIN The Mayor
HALL: Mace Bearers
Clerk to the Council
Mayor's Chaplain

FOYER: All other Councillors
Assistant Clerk

6.15 p.m. All Councillors and the Assistant Clerk leave the foyer and take their allotted seats in the Parlour and close the door.

6.20 pm The Vice Chairman of Pembrokeshire County Council
The Mayor and Mayoress of Haverfordwest
The Mayor and Mayoress of Narberth
The Mayor and Mayoress of Fishguard
The Mayor and Mayoress of Newport
The Mayor Elect of Milford Haven and Mrs. Joseph
The Deputy Mayor and Mayoress of Pembroke

leave the Hall and take up position outside the Parlour.

The Town Clerk knocks on the door of the Parlour and announces:

“Town Councillors, Ladies and Gentlemen please be upstanding to receive:
The Vice Chairman of Pembrokeshire County Council
The Mayor and Mayoress of Haverfordwest
The Mayor and Mayoress of Narberth
The Mayor and Mayoress of Fishguard
The Mayor and Mayoress of Newport
The Mayor Elect of Milford Haven and Mrs. Joseph
The Deputy Mayor and Mayoress of Pembroke

6.25 p.m. The Party then proceeds to their allotted seats and Town Clerk returns to the Main Hall.

The Mayor, Mace Bearers, Chaplain and Clerk leave the hall and take up position outside the Parlour.

The Town Clerk knocks on the door and announces:

“Town Councillors,
The Vice Chairman of Pembrokeshire County Council
The Mayor and Mayoress of Haverfordwest
The Mayor and Mayoress of Narberth
The Mayor and Mayoress of Fishguard
The Mayor and Mayoress of Newport
The Mayor Elect of Milford Haven and Mrs. Joseph
The Deputy Mayor and Mayoress of Pembroke

Distinguished Guests, Ladies and Gentlemen please be upstanding to receive Mayor of Tenby, Cllr. Mrs. Sue Lane and the Mayoral party.

The Mayoral Party then enters the Parlour and proceeds to their allotted positions. All remain standing until the Mayor informs them to sit.

The Mayor welcomes all guests while the Attendance Register is being signed (passed around the table in an anti-clockwise direction)

The Council Meeting is then in Session

Opening Prayer

Father Michael Fewell is called upon to open proceedings with a prayer.

Apologies for Absence

To receive Apologies for absence

Election of Mayor for the Year 2015/2016

The Mayor asks all Councillors present whether they wish to stand for election as Mayor for the ensuing year. The first Councillor to be asked is sitting on the Mayor's immediate right. All others around the table are then asked in turn in an anti-clockwise direction ending with the Mayor being asked by the councillor on her immediate right if she wishes to stand. Councillor Rapi states that he would wish to be nominated. The Mayor then asks for a proposer and seconder.

Proposer: Councillor Mrs. Sue Lane
Seconder: Councillor Mrs. Tish Rossiter

The Mayor puts the proposition to the meeting.

Cllr. Rapi then makes his Declaration of Acceptance of Office followed by the swearing of the Oath.

The Clerk then stands and asks Cllr. Rapi to repeat after him the Declaration of Acceptance of Office. The Mayor then signs the Declaration of Acceptance of Office. This is followed by the Swearing of the Oath again repeated after the Clerk. The Clerk then says: "Please be upstanding for the Mayor and his Party".

Councillor Mrs. Lane
Councillor Rapi
The Mayor's Chaplain
Mace Bearers
Town Clerk

..... then leave the Parlour and proceed to the Clerk's Office for re-robing. Upon completion of the robing and having photographs taken, all leave the Clerk's Office and take up position outside the Parlour.

The Town Clerk knocks on the door and announces:

“Town Councillors,
The Vice Chairman of Pembrokeshire County Council
The Mayor and Mayoress of Haverfordwest
The Mayor and Mayoress of Narberth
The Mayor and Mayoress of Fishguard
The Mayor and Mayoress of Newport
The Mayor Elect of Milford Haven and Mrs. Joseph
The Deputy Mayor and Mayoress of Pembroke

Distinguished Guests, Ladies and Gentlemen please be upstanding to receive the Mayor of Tenby, Councillor Paul Rapi

The Mayor and his Party enter the Chamber and take up their allotted seats.

All remain standing until the Mayor informs all present to sit. The Mayor then stands and removes his hat and thanks Council for electing him

Election of Deputy Mayor

The Mayor proposes: **Councillor Mrs. Sue Lane**
Seconded: **Councillor Laurence Blackhall**

The Mayor then puts the proposition to the vote.

The Deputy Mayor then comes forward to receive her Chain of Office and Scroll.

Appointment of Sergeant at Arms, Sergeant at Mace

Sergeant at Arms - Mr John Morgan
Sergeant at Mace - Mr Ernie Vokes

Proposed: Councillor Mrs. Christine Brown
Seconded: Councillor William Rossiter

Appointments by the Mayor

Chaplain

The Mayor appoints Father Michael Fewell as Mayor’s Chaplain stating:

‘It gives me great pleasure and confidence to appoint Father Michael Fewell as my Chaplain during my year of Office as Mayor.’

Father Fewell stands to receive his Scroll and then returns to his seat

Mayoress

The Mayor appoints Mrs Sarah Rapi as Mayoress.

'It gives me great pleasure and confidence to appoint Mrs Sarah Rapi as Mayoress during my year of Office as Mayor.'

Mrs Rapi stands to receive her Chain of Office and Scroll and then returns to her seat.

Deputy Mayoress

The Mayor appoints Miss Charley Reohorn to serve as Deputy Mayoress.

'It gives me great pleasure and confidence to appoint Miss Charley Reohorn as Deputy Mayoress during my year of Office as Mayor.'

Miss Reohorn stands to receive her Scroll and then returns to her seat.

Vote of Thanks to Retiring Mayor

Proposed: Councillor Mrs. Caroline Thomas
Seconded: Councillor Mike Evans

Response by Retiring Mayor

Date and Time of Civic Service

The Mayor will give details of the date and time of the Civic Service

Adjournment of Statutory Business

Proposed: Councillor Hayden Johns
Seconded: Councillor Trevor Hallett

"That all statutory business be adjourned until the next Meeting of Council which will be held at the De Valence Pavilion on Tuesday, 12th May 2014 at 7.30 p.m."

The proposition is then put to the vote.

Father Fewell will then be asked to say the Closing Prayer.

The Town Clerk

"Town Councillors, Distinguished Guests, Ladies and Gentlemen, will all present please remain in their seats until the Mayor and his party has taken up their positions in the Main Hall to receive their guests."

All guests then proceed to the Reception to be received by the Mayor and his Party.

A seating plan will be on view in the Main Hall of the De Valence Pavilion for guests' information and names of guests will be placed at the appropriate positions at the table.

When all guests are seated, Mr. John Morgan will announce:

“Distinguished Guests, Ladies and Gentlemen, please be upstanding to receive the Mayor of Tenby, Councillor Paul Rapi and his party.”

Toastmaster: The Town Clerk

TOAST LIST

Grace

Father Fewell

The Loyal Toast

The Town Clerk

The Mayor and Town of Tenby

Father Owen McGreal

Response

The Mayor

To the Guests

Cllr. Dr. Peter Easy

Response

Mr. Terry Evans