

# TENBY TOWN COUNCIL

De Valence Pavilion  
Upper Frog Street  
TENBY

29<sup>th</sup> April 2016

Dear Councillor

You are hereby summoned to attend the Annual General Meeting of the Tenby Town Council to be held on **Friday, 6<sup>th</sup> May 2016 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

## **AGENDA**

1. To sign the Register of Attendance
2. Father Fewell opens the Meeting with Prayers
3. To receive Apologies for absence
4. To Elect the Mayor for the year 2016/2017
5. Declaration of Acceptance of Office
6. To Elect the Deputy Mayor for the year 2016/2017
7. To appoint a Sergeant at Arms, Sergeant at Mace and Town Crier
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

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**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 Chairman of Pembrokeshire County Council and guest  
The Mayor of Haverfordwest and Consort  
The Mayor and Mayoress of Newport  
The Mayor and Mayoress of Milford Haven  
The Mayor Elect of Narberth and Consort  
The Mayor and Mayoress Elect of Fishguard  
The Mayor Elect of St. Davids  
The Deputy Mayor and Mayoress Elect 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 Chairman of Pembrokeshire County Council and guest  
The Mayor of Haverfordwest and Consort  
The Mayor and Mayoress of Newport  
The Mayor and Mayoress of Milford Haven  
The Mayor Elect of Narberth and Consort  
The Mayor and Mayoress Elect of Fishguard  
The Mayor Elect of St. Davids  
The Deputy Mayor and Mayoress Elect 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 Chairman of Pembrokeshire County Council and guest  
The Mayor of Haverfordwest and Consort  
The Mayor and Mayoress of Newport  
The Mayor and Mayoress of Milford Haven  
The Mayor Elect of Narberth and Consort  
The Mayor and Mayoress Elect of Fishguard  
The Mayor Elect of St. Davids  
The Deputy Mayor and Mayoress Elect of Pembroke

Distinguished Guests, Ladies and Gentlemen please be upstanding to receive Mayor of Tenby, Cllr. Paul Rapi 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 Micheal Fewell is called upon to open proceedings with a prayer.

**Apologies for Absence**

To receive Apologies for absence

**Election of Mayor for the Year 2016/2017**

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 his immediate right if he wishes to stand. Councillor Blackhall states that he would wish to be nominated. The Mayor then asks for a proposer and seconder.

**Proposer: Councillor Mrs. Christine Brown**  
**Secunder: Councillor Mike Evans**

The Mayor puts the proposition to the meeting.

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

The Clerk then stands and asks Cllr. Blackhall 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 Rapi**  
**Councillor Blackhall**  
**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 Chairman of Pembrokeshire County Council and guest  
The Mayor of Haverfordwest and Consort  
The Mayor and Mayoress of Newport  
The Mayor and Mayoress of Milford Haven  
The Mayor Elect of Narberth and Consort  
The Mayor and Mayoress Elect of Fishguard  
The Mayor Elect of St. Davids  
The Deputy Mayor and Mayoress Elect of Pembroke  
Distinguished Guests, Ladies and Gentlemen please be upstanding to receive the Mayor of  
Tenby, Councillor Laurence Blackhall

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 Mrs Caroline Thomas**

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 and Town Crier**

Sergeant at Arms            -            Mr John Morgan  
Sergeant at Mace            -            Mr Ernie Vokes  
Town Crier                    -            Mr. Teifion Powell

**Proposed:            Councillor Dr.Peter Easy**  
**Seconded:           Councillor Will Rossiter**

### **Appointments by the Mayor**

#### **Chaplain**

The Mayor appoints Canon Andrew Grace as Mayor’s Chaplain

Canon Grace stands to receive his Scroll and then returns to his seat

#### **Mayoress**

The Mayor appoints Ms Samantha Skyrme as Mayoress.

Ms Skyrme stands to receive her Chain of Office and Scroll and then returns to her seat.

#### **Deputy Mayoress**

The Mayor appoints Miss Sian Waters to serve as Deputy Mayoress.

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

**Vote of Thanks to Retiring Mayor**

**Proposed: Councillor Mrs. Tish Rossiter**  
**Seconded: Councillor Mrs. Kerri Durham**

**Response by Retiring Mayor**

**Date and Time of Civic Service**

The Mayor will give details of the date and time of the Civic Service to take place on Sunday 25<sup>th</sup> September 2016 at 10 am at St Mary's Church.

**Adjournment of Statutory Business**

**Proposed: Councillor Ben James**  
**Seconded: Councillor Paul Rapi**

“That all statutory business be adjourned until the next Meeting of Council which will be held at the De Valence Pavilion on Tuesday, 10th May 2016 at 7.30 p.m.”

The proposition is then put to the vote.

Canon Andrew Grace 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, The Town Crier will announce:

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

**Toastmaster: The Town Crier**

**TOAST LIST**

**Grace**

**Rev. Robert Blackhall**

**The Loyal Toast**

**The Town Clerk**

**The Mayor and Town of Tenby**

**Response**

**To the Guests**

**Response**

**Mrs. Ruth Webb**

**The Mayor**

**Cllr. Mrs. Sue Lane**

**Mrs. Clare Smith**