

TENBY TOWN COUNCIL

De Valence Pavilion
Upper Frog Street
TENBY

15th May 2017

Dear Councillor

You are hereby summoned to attend the Annual General Meeting of the Tenby Town Council to be held on **Friday, 19th May 2017 at 6.00 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. Canon Andrew Grace opens the Meeting with Prayers
3. To receive Apologies for absence
4. To Elect the Mayor for the year 2017/2018
5. Declaration of Acceptance of Office
6. To Elect the Deputy Mayor for the year 2017/2018
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. Vote of Thanks to Retiring Mayor
11. Response by the Retiring Mayor
12. To confirm the date of Mayor's Sunday
13. Adjournment of Statutory Business
14. Father Fewell closes with a Prayer

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

FOYER: All other Councillors
Assistant Clerk

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

5.50 p.m. The Mayor and Mayoress of Haverfordwest
The Mayor and Mayoress of Pembroke
The Mayor and Consort of Narberth
The Mayor of St. Davids
The Mayor of Milford Haven and Cllr. W. D. Elliott
The Mayor and Consort of Pembroke Dock
The Mayor and Consort of Fishguard and Goodwick
The Deputy Mayor and Mayoress of Neyland

leave the Hall and take up position outside the Parlour.

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

“Town Councillors, Ladies and Gentlemen please be upstanding to receive:

The Mayor and Mayoress of Haverfordwest
The Mayor and Mayoress of Pembroke
The Mayor and Consort of Narberth
The Mayor of St. Davids
The Mayor of Milford Haven and Cllr. W. D. Elliott
The Mayor and Consort of Pembroke Dock
The Mayor and Consort of Fishguard and Goodwick
The Deputy Mayor and Mayoress of Neyland

The Party then proceeds to their allotted seats and Town Crier returns to the Main Hall.

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

The Town Crier knocks on the door and announces:

Town Councillors

The Mayor and Mayoress of Haverfordwest
The Mayor and Mayoress of Pembroke
The Mayor and Consort of Narberth
The Mayor of St. Davids
The Mayor of Milford Haven and Cllr. W. D. Elliott
The Mayor and Consort of Pembroke Dock
The Mayor and Consort of Fishguard and Goodwick
The Deputy Mayor and Mayoress of Neyland

Distinguished Guests, Ladies and Gentlemen please be upstanding to receive Mayor of Tenby, Cllr. Laurence Blackhall 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

Rev Canon Andrew Grace is called upon to open proceedings with a prayer.

Apologies for Absence

To receive Apologies for absence

Election of Mayor for the Year 2017/2018

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 Mrs Lane states that she would wish to be nominated. The Mayor then asks for a proposer and seconder.

Proposer: Councillor Mrs. Tish Rossiter
Seconder: Councillor Mike Evans

The Mayor puts the proposition to the meeting.

Cllr. Mrs. Lane then makes her Declaration of Acceptance of Office followed by the swearing of the Oath.

The Clerk stands and asks Cllr. Mrs. Lane 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 her Party".

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

..... 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 Crier knocks on the door and announces:

“Town Councillors,
The Mayor and Mayoress of Haverfordwest
The Mayor and Mayoress of Pembroke
The Mayor and Consort of Narberth
The Mayor of St. Davids
The Mayor of Milford Haven and Cllr. W. D. Elliott
The Mayor and Consort of Pembroke Dock
The Mayor and Consort of Fishguard and Goodwick
The Deputy Mayor and Mayoress of Neyland

Distinguished Guests, Ladies and Gentlemen please be upstanding to receive the Mayor of Tenby, Councillor Mrs Sue Lane

The Mayor and her 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 her hat and thanks Council for electing her

Election of Deputy Mayor

The Mayor proposes: **Councillor Mrs Christine Brown**
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 - Mrs Denise Cousins
Town Crier - Mr. Jim Cornwell

Proposed: Councillor Mrs. Christine Brown
Seconded: Councillor Ben James

Appointments by the Mayor

Chaplain

The Mayor appoints Father Michael Fewell as Mayor’s Chaplain

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

Mayoress

The Mayor appoints Ms Charley Reohorn as Mayoress.

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

Vote of Thanks to Retiring Mayor

Proposed: Councillor Trevor Hallett
Seconded: Councillor Paul Rapi

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 John Griffiths
Seconded: Councillor Mrs Maureen Ward

“That all statutory business be adjourned until the next Meeting of Council which will be held at the De Valence Pavilion on Tuesday, 23rd May 2017 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 her 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 her 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 Mrs Sue Lane and her party.”

Toastmaster: The Town Crier

TOAST LIST

Grace	Father Fewell
The Loyal Toast	The Town Crier
The Mayor and Town of Tenby	Cllr. Mike Evans
Response	The Mayor

To the Guests

Response

Cllr. Mrs Sarah Williams

Mrs. Kerri Durham