

TENBY TOWN COUNCIL

De Valence Pavilion
Upper Frog Street
TENBY

5th May 2023

Dear Councillor

You are hereby summoned to attend the Annual General Meeting of the Tenby Town Council to be held on **Friday, 12th May 2023 at 6.00 p.m.** at the De Valence Pavilion, Upper Frog Street, Tenby to transact the business stated below.

This meeting will be held 'in person' at the De Valence Pavilion but access will be provided for members wishing to join remotely from another location.

Members of the public wishing to access remotely are asked to contact the Town Clerk for details 24 hours prior to the meeting.

Yours faithfully



Mr. Andrew J. Davies B.Ed (Hons); Dip. H.E, CiLCA
Clerk to the Council/ Financial Officer

AGENDA

1. To sign the Register of Attendance
2. Rev. Adrian Davies opens the Meeting with Prayers
3. To receive Apologies for absence
4. To confirm the election of the Mayor for the year 2023-24
5. Declaration of Acceptance of Office

6. To confirm the election of the Deputy Mayor for the year 2023-24
7. To appoint a Sergeant at Arms and Sergeant at Mace
8. To appoint a Mayor's Chaplain
9. To appoint a Mayoress
10. Vote of Thanks to the Mayor
11. Response by the Retiring Mayor
12. Adjournment of Statutory Business
13. Rev Davies closes with a Prayer

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

FOYER: All other Councillors
Deputy Clerk

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

6.05 pm The Mayor and Mayoress of Haverfordwest
The Mayor and Mayoress of Pembroke
The Mayor and Mayoress of Narberth
The Mayor of Fishguard and Goodwick and their guest
The Mayor Elect and Deputy Mayor of Milford Haven
The Deputy Mayor and Deputy Mayoress of St. David's
The Deputy Mayor Elect of Pembroke Dock and Consort

leave the Hall and take up position outside the Parlour.

The Clerk 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 Mayoress of Narberth
The Mayor of Fishguard and Goodwick and their guest
The Mayor Elect and Deputy Mayor of Milford Haven
The Deputy Mayor and Deputy Mayoress of St. David's
The Deputy Mayor Elect of Pembroke Dock and Consort

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

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

The Clerk knocks on the door and announces:

"Town Councillors,
The Mayor and Mayoress of Haverfordwest
The Mayor and Mayoress of Pembroke
The Mayor and Mayoress of Narberth
The Mayor of Fishguard and Goodwick and their guest
The Mayor Elect and Deputy Mayor of Milford Haven
The Deputy Mayor and Deputy Mayoress of St. David's
The Deputy Mayor Elect of Pembroke Dock and Consort

Distinguished Guests, Ladies and Gentlemen please be upstanding to receive Mayor of Tenby, Cllr. Mrs Samantha Skyrme-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. Adrian Davies is called upon to open proceedings with a prayer.

Apologies for Absence

To receive Apologies for absence

Confirmation of election of Mayor for the Year 2023-24

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 Dai Morgan states that he would wish to be nominated. The Mayor then asks for a proposer and seconder.

Proposer: Councillor Whitehurst
Secunder: Councillor Dale

The Mayor puts the proposition to the meeting.

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

The Clerk then stands and asks Cllr. Morgan 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 Morgan
Councillor Mrs. Skyrme-Blackhall
The Mayor's Chaplain
Mace Bearers
Town Clerk

..... then leave the Parlour and proceed to the Clerk's Office. After having photographs taken, all leave the Clerk's Office and take up position outside the Parlour.

The Clerk knocks on the door and announces:

"Town Councillors,
The Mayor and Mayoress of Haverfordwest
The Mayor and Mayoress of Pembroke
The Mayor and Mayoress of Narberth
The Mayor of Fishguard and Goodwick and their guest
The Mayor Elect and Deputy Mayor of Milford Haven
The Deputy Mayor and Deputy Mayoress of St. David's
The Deputy Mayor Elect of Pembroke Dock and Consort

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

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

Confirmation of the election of the Deputy Mayor

The Mayor proposes: **Councillor Dale**
Seconded: **Councillor Mrs Skyrme-Blackhall**

The Mayor then puts the proposition to the vote.

Appointment of Sergeant at Arms, Sergeant at Mace

Sergeant at Arms - Rev. John Morgan
Sergeant at Mace - Mrs. Denise Cousins

Proposed: Councillor Blackhall
Seconded: Councillor Ms Lewis

Appointments by the Mayor

Chaplain

The Mayor appoints Rev Adrian Davies as Mayor's Chaplain.

Mayoress

The Mayor appoints Melanie Lewis to be his Mayoress. Melanie stands to receive her Chain of Office and then returns to her seat.

Vote of Thanks to the Retiring Mayor

Proposed: Councillor Dale
Seconded: Councillor Hallett

Response by the Retiring Mayor

Adjournment of Statutory Business

Proposed: Councillor Ms. Crockford
Seconded: Councillor Criddle

“That all statutory business be adjourned until the next Meeting of Council which will be held at the De Valence Pavilion on Tuesday, 16th May 2023 at 7.30 p.m.”

The proposition is then put to the vote.

Rev Adrian Davies 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 Main Hall 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 Clerk will announce:

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

Toastmaster: The Town Clerk

TOAST LIST

Grace	Rev. Adrian Davies
The Loyal Toast	The Town Clerk
The Mayor and Town of Tenby	Mr. Jeff Ellis
Response	The Mayor
To the Guests	Cllr. Charles Dale
Response	Mr. David Jones