

TENBY TOWN COUNCIL



ANNUAL GENERAL MEETING

3rd May 2019

TENBY TOWN COUNCIL

De Valence Pavilion
Upper Frog Street
TENBY

29th April 2019

Dear Councillor

You are hereby summoned to attend the Annual General Meeting of the Tenby Town Council to be held on **Friday, 3rd May 2019 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 CiLCA
Clerk to the Council/ Financial Officer

A G E N D A

Prior to the start of the meeting, prayers will be said by the Sergeant at Arms John Morgan.

1. To sign the Register of Attendance
2. To receive Apologies for absence
3. To Elect the Mayor for the year 2019/2020
4. Declaration of Acceptance of Office
5. To Elect the Deputy Mayor for the year 2019/2020
6. To appoint a Sergeant at Arms, Sergeant at Mace and Town Crier

7. Vote of Thanks to Retiring Mayor
8. Response by the Retiring Mayor
9. Adjournment of Statutory Business
10. The meeting closes with a Prayer

MAIN The Mayor
HALL: Mace Bearers
Clerk to the Council

FOYER: All other Councillors

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

5.55 pm The Chairman of Pembrokeshire County Council
The Mayor and Consort of Haverfordwest
The Mayor and Consort of Pembroke
The Mayor and Mayoress of Narberth
The Mayor of St David's
The Mayor of Neyland
The Mayor of Fishguard and Goodwick and Consort
The Mayor and Mayoress Elect of Milford Haven
The Deputy Mayor and Mayoress of Pembroke Dock

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 Chairman of Pembrokeshire County Council
The Mayor and Consort of Haverfordwest
The Mayor and Consort of Pembroke
The Mayor and Mayoress of Narberth
The Mayor of St David's
The Mayor of Neyland
The Mayor of Fishguard and Goodwick and Consort
The Mayor and Mayoress Elect of Milford Haven
The Deputy Mayor and Mayoress of Pembroke Dock

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

6.00 pm

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

The Town Crier knocks on the door and announces:

“Town Councillors,
The Chairman of Pembrokeshire County Council
The Mayor and Consort of Haverfordwest
The Mayor and Consort of Pembroke
The Mayor and Mayoress of Narberth
The Mayor of St David's
The Mayor of Neyland
The Mayor of Fishguard and Goodwick and Consort
The Mayor and Mayoress Elect of Milford Haven
The Deputy Mayor and Mayoress of Pembroke Dock
Distinguished guests

Ladies and Gentlemen please be upstanding to receive the 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.

Opening Prayer

In the absence of the Mayor’s Chaplain Sergeant at Arms, Mr. John Morgan will be called upon to open proceedings with a prayer.

The Council Meeting is then in Session

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

Apologies for Absence

To receive Apologies for absence

Election of Mayor for the Year 2019/2020

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

Proposer: Councillor Mrs. Christine Brown
Seconder: Councillor Mrs. Sam Skyrme-Blackhall

The Mayor puts the proposition to the meeting.

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

The Clerk then stands and asks Cllr. Brown 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 Brown
Councillor Mrs. Lane
Miss Sian Waters
Mrs Sarah Brown
Mace Bearers
Town Clerk
Town Crier

Then leave the Parlour and proceed to the Clerk's Office for 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 Chairman of Pembrokeshire County Council
The Mayor and Consort of Haverfordwest
The Mayor and Consort of Pembroke
The Mayor and Mayoress of Narberth
The Mayor of St David's
The Mayor of Neyland
The Mayor of Fishguard and Goodwick and Consort
The Mayor and Mayoress Elect of Milford Haven
The Deputy Mayor and Mayoress of Pembroke Dock
Distinguished Guests,
Ladies and Gentlemen please be upstanding to receive the Mayor of Tenby, Councillor Tony Brown

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 Christine Brown**
Seconded: **Councillor Paul Rapi**

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 Trevor Hallett
Seconded: Councillor Mrs Tracey Evans

Vote of Thanks to Retiring Mayor

Proposed: Councillor Laurence Blackhall
Seconded: Councillor Mrs Tish Rossiter

Response by Retiring Mayor

Adjournment of Statutory Business

Proposed: Councillor Mrs Tracey Evans
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 7th May 2019 at 7.30 p.m.”

The proposition is then put to the vote.

Sergeant at Arms Mr. John Morgan will then be asked to say the Closing Prayer.

The Town Crier

“Town Councillors, Distinguished Guests, Ladies and Gentlemen, will all present please remain in their seats until the Mayor and his party have 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 on 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 Tony Brown and his party.”

Toastmaster: The Town Crier

TOAST LIST

Grace	Sergeant at Arms Mr. John Morgan
The Loyal Toast	The Town Crier
The Mayor and Town of Tenby	Mr. David Morgan
Response	The Mayor
To the Guests	Cllr. Samantha Skyrme-Blackhall
Response	Mr. Jon Mills