



St Edmundsbury
BOROUGH COUNCIL

COUNCIL SUMMONS

and

AGENDA

for

ANNUAL MEETING

16TH MAY 2013

[Insert preface]

ST. EDMUNDSBURY BOROUGH COUNCIL

JOY BOWES
Head of Legal and
Democratic Services

West Suffolk House
Western Way
Bury St Edmunds
Suffolk IP33 3YU

8 May 2013

To: All Members of the Council

You are hereby summoned to the Annual Meeting of the Council to be held in the **ATHENAEUM**, Angel Hill, Bury St Edmunds on Thursday, 16 May, 2013 at 11.00 a.m. when it is proposed to transact the business on the attached Agenda, the Council having assembled in accordance with the procedure set out below.



Head of Legal and Democratic Services

ASSEMBLY AND PROCESSIONAL PROCEDURE

ASSEMBLY

Members are requested to assemble at **Moyse's Hall Museum**, Cornhill, Bury St Edmunds **at 10.30 a.m.** Their ladies/gentlemen should take their seats in the Athenaeum by not later than 10.45 a.m. Past Mayors'/Chairmen's Badges may be worn.

ATTENDANCE REGISTER

All Members are requested to sign, before the Meeting, the Attendance Register which will be placed ***in Education Room to the rear of Moyse's Hall Museum.***

PROCESSION FROM MOYSE'S HALL MUSEUM TO ATHENAEUM

At 10.45 a.m. all Members will be requested to start forming into processional order ***in Moyse's Hall Museum***, with a view to the formed procession moving off at approximately 10.50 a.m.

PROCESSION INTO ATHENAEUM

All stand.

At 10.55 a.m. the Members of the Council will enter the Athenaeum in procession, headed by the Sword and Mace Bearers; **they will stand** by their seats until the Sword and Maces have been placed in position and the meeting has been opened with Prayers by the Mayor's Chaplain.

PRAYERS

The Mayor will invite his Chaplain, the Reverend Canon Ian Finn, Rural Dean of Clare and Rector of Haverhill, to open the meeting with prayers.

MAYOR'S COMMUNICATIONS

The Mayor will then invite **all to sit and the public to remain seated for the remainder of the meeting.**

AGENDA

PART I (Ceremonial Business)

1. APOLOGIES FOR ABSENCE

The Mayor will ask the Head of Legal and Democratic Services to announce any apologies for absence.

2. ELECTION OF MAYOR

The retiring Mayor will announce that the next item of business is the election of Mayor for the ensuing year and will call for nominations.

Councillor Mrs P. A. Warby will move,

"That Terence Leonard Buckle, a Councillor of the Borough, be and is hereby elected Mayor for the ensuing year."

Councillor F. J. Warby will second.

The retiring Mayor will ask if there are any other nominations.

The retiring Mayor will then put the motion to the vote and, on its being carried by a show of hands, will declare that Councillor Terence Leonard Buckle is elected Mayor.

King Edward VI Musicians to play whilst:

The retiring Mayor **will rise and stand behind the Deputy Mayor's Chair. All other Members of the Council will rise simultaneously.**

The new Mayor will then move to a position behind the Mayor's Chair.

The Sword Bearer will remove the Chain of Office and Robe from the retiring Mayor and hand the Robe to him. The retiring Mayor will then robe the new Mayor.

The Sword Bearer will next hand the Chain to the retiring Mayor who, with the assistance of the Sword Bearer, will place it on the new Mayor.

The new Mayor will then occupy the Mayor's Chair, and **the retiring Mayor will then occupy the chair vacated by the new Mayor.**

Simultaneously with the robing of the new Mayor, the Chain of Office will be removed from the retiring Mayoress, Mrs Margaret Marks, and placed on the new Mayoress, Mrs Pamela Buckle.

The retiring Mayoress and Mrs Pamela Buckle will then exchange places.

All Members of the Council will now sit.

The new Mayor will then sign the Declaration of Acceptance of Office, and rising, will read the terms thereof before passing it to the Head of Legal and Democratic Services for her signature.

The Mayor will then acknowledge his election.

3. **MAYOR'S COMMUNICATIONS**

(a) **Appointment of Mayor's Chaplain**

The Mayor will announce that he will be appointing as his Chaplain the Reverend Canon Jonathan Alderton-Ford of Christ Church, Moreton Hall, Bury St Edmunds.

(b) **Civic Service**

The Mayor will announce that he has arranged for the Civic Service this year to be held at Christ Church, Moreton Hall, on Sunday 23 June 2013 at 10.30 am.

4. **VOTE OF THANKS TO THE RETIRED MAYOR AND MAYORESS**

Councillor S. R. M. Oliver will move,

"That the Council, in recognising the most able and diligent manner in which the retired Mayor, Councillor Timothy Godfrey Marks, has carried out the duties of Mayor of the Borough during the past year, record its thanks and deep appreciation of his services as Mayor, and the Council further record its appreciation of the gracious work of the retired Mayoress, Mrs Margaret Marks."

Councillor Mrs P. A. Warby will second.

The Mayor will then put the motion to the vote and, on its being carried by a show of hands the Mayor will then present Councillor Timothy Godfrey Marks with his past Mayor's Badge. Councillor Marks will then acknowledge his year in office.

5. **ELECTION OF DEPUTY MAYOR AND MAYORESS**

Having announced this item as the next business, the Mayor will call for nominations.

Councillor S. R. M. Oliver will move,

“That Councillor Timothy Godfrey Marks be and is hereby elected Deputy Mayor for the ensuing year.”

Councillor Mrs P. A. Warby will second.

The Mayor will then ask for any other nominations.

The Mayor will then put the motion to the vote and, on its being carried by a show of hands, the retiring Deputy Mayor will rise and stand behind the Deputy Mayor's chair, and the new Deputy Mayor, **Councillor Timothy Godfrey Marks, will join him. All other Members of the Council will also rise simultaneously.**

King Edward VI Musicians to play whilst:

The Sword Bearer will remove the Chain of Office and Robe from the outgoing Deputy Mayor (**who will move to the vacant chair**), and the Mayor will then robe the new Deputy Mayor and, with the assistance of the Sword Bearer, invest him with the Chain of Office. **Simultaneously**, the new Deputy Mayoress, Mrs Margaret Marks, will be invested with her Badge of Office.

All Members of the Council will then sit.

The new Deputy Mayor will then sign the Declaration of Acceptance of Office and pass it to the Head of Legal and Democratic Services for her signature.

The Deputy Mayor will then formally acknowledge his election.

6. **VOTE OF THANKS TO RETIRED DEPUTY MAYOR AND DEPUTY MAYORESS**

Councillor P. S. Farmer will move,

“That the Council record its sincere and deep appreciation of the services of Councillor Christopher James Evan Spicer, as Deputy Mayor of the Borough, and of the help and support given by the Deputy Mayoress, Mrs Joanna Spicer.”

Councillor P. A. Stevens will second.

The Mayor will then put the motion to the vote and, upon its being carried by a show of hands, will invite the retired Deputy Mayor **to reply and acknowledge the Vote of Thanks.**

ADJOURNMENT

The Mayor will then announce the conclusion of the ceremonial business of the Council and an adjournment for the following presentations and civic reception before reconvening in the ATHENAEUM at 1pm for the procedural business in Part II of the Agenda.

PRESENTATIONS

All Members of the Council will stand.

The Mayor will announce presentations to Mrs Buckle, Mrs Marks and Mrs Spicer.

CIVIC RECEPTION

The Mayor will invite the public and all Members of the Council to the civic reception in the Athenaeum.

PROCESSION FROM MEETING

The Sword Bearer will announce the procession from the meeting and ask members of the public to stand.

All Members of the Council will remain standing in their places whilst the Sword and Mace Bearers take up the Sword and Maces. As soon as the Sword and Mace Bearers are ready, the Council, preceded by these Officers, will leave the floor, commencing from the head of the table on each side.

PART II (Procedural Business)

In the Athenaeum, Bury St Edmunds following an adjournment, at 1pm

7. APPOINTMENT OF CABINET MEMBERS

Having regard to the provisions of the Constitution, the Mayor will invite Councillor J. H. M. Griffiths, the Leader of the Council, to announce:-

- (a) up to nine Members whom he will be appointing to form the Cabinet;
- (b) the name of a Member of the Cabinet to act as Deputy Leader; and
- (c) the Portfolios, and which Members of the Cabinet will be Portfolio Holders.

(Note: In accordance with the provisions of the Constitution, the appointment of Members to the Cabinet announced in this way will take immediate effect. Otherwise, the Leader will give written notice to the Head of Legal and Democratic Services (as the proper officer) of the Members of the Cabinet as soon as practicable after the Annual Meeting. Such appointments made in that way will take effect two working days after the receipt of such notice by the Head of Legal and Democratic Services.)

8. REVIEW OF POLITICAL BALANCE AND RE-APPOINTMENT TO POLITICALLY BALANCED BODIES

- (a) The Council will need to formally approve the formula for the allocation of seats to the political groups on those Committees which are required by law to be politically balanced, namely:

- (a) Development Control;
- (b) Licensing and Regulatory;
- (c) Joint Officer Appointments;
- (d) Overview and Scrutiny;
- (e) Performance and Audit Scrutiny; and
- (f) Staffing Appeals.

- (b) The Council is invited to re-appoint to the Democratic Renewal Working Party, Mayoral Advisory Committee and Treasury Management Sub-Committee in accordance with the political balance of the Council.

Report **E1** attached.

9. **APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF:**

- (a) Overview and Scrutiny Committee; and**
- (b) Performance and Audit Scrutiny Committee.**

In accordance with the Constitution the Council will appoint the Chairmen and Vice-Chairmen of the Overview and Scrutiny and the Performance and Audit Scrutiny Committees.

10. **SCHEDULE OF REFERRALS FROM CABINET**

Schedule attached as Report **E2**.

11. **SCHEDULE OF MEETINGS: 2013/2014**

The Council is invited to approve the Schedule of Meetings (**Paper E3 attached**).

The Mayor will then announce the conclusion of the Annual Meeting of the Council.