

# Annual Council



*St Edmundsbury*  
BOROUGH COUNCIL

<b>Title:</b>	<b>Agenda</b>
<b>Date:</b>	<b>Tuesday 19 May 2015</b>
<b>Time:</b>	<b>1.00 pm (Procession from the Guildhall at 12.30 pm)</b>
<b>Venue:</b>	<b>The Apex Charter Square Bury St Edmunds</b>
<b>Membership:</b>	<p><b>All Councillors</b></p> <p>You are hereby summoned to attend the Annual Meeting of Council to transact the business on the agenda set out below.</p>  <p><b>Ian Gallin Chief Executive 11 May 2015</b></p>
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
<b>Committee administrator:</b>	<p><b>Fiona Osman</b> Democratic Services Manager <b>Tel:</b> 01284 757105 <b>Email:</b> <a href="mailto:fiona.osman@westsuffolk.gov.uk">fiona.osman@westsuffolk.gov.uk</a></p>

## **ASSEMBLY AND PROCESSIONAL PROCEDURE**

### **ASSEMBLY**

Members are requested to assemble at **The Guildhall**, Guildhall Street, Bury St Edmunds **at 12.30 pm**. Their ladies/gentlemen should take their seats in the Apex by not later than 12.45 pm. Past Mayors'/Chairmen's Badges may be worn.

### **PROCESSION FROM THE GUILDHALL TO THE APEX**

At 12.40 pm, all Members will be requested to start forming into processional order **in the Guildhall**, with a view to the formed procession moving off at approximately 12.45 pm.

### **PROCESSION INTO THE APEX**

All stand.

At 12.55 p.m. the Mayor and Members of the Council will enter the Apex 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 Matthew Vernon, Sub-Dean of St Edmundsbury Cathedral, to open the meeting with prayers.

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 Service Manager (Legal) 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 S Stamp will move,**

"That Patrick Chung, a Councillor of the Borough, be and is hereby elected Mayor for the ensuing year."

**Councillor J Griffiths 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 Patrick Chung is elected Mayor.

Musicians from King Edward VI School to play whilst:

The retiring Mayor **will rise. All other Members of the Council will rise simultaneously.**

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

The Mayor's Officer will remove the Chain of Office and Robe from the retiring Mayor and hand the Robe to him, whilst the Sword Bearer will remove the Chain of Office and Robe from the outgoing Deputy Mayor. The retiring Mayor and Mayor's Officer will then robe the new Mayor.

The Mayor's Officer will next hand the Chain to the retiring Mayor who, with the assistance of the Mayor's Officer, 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 Diane Everitt, and placed on the new Mayoress, Mrs Anna Chung.

The retiring Mayoress and Mrs Anna Chung 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 Service Manager (Legal) 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 «New\_Chaplain», Sub-Dean of St Edmundsbury Cathedral.

**(b) Civic Service**

The Mayor will announce that he has arranged for the Civic Service this year to be held at «New\_Chaplains\_Church», on Sunday 19 July 2015 at 3.30 pm.

**4. Vote of Thanks to the Retired Mayor and Mayoress  
Councillor J Griffiths will move,**

"That the Council, in recognising the most able and diligent manner in which the retired Mayor, Councillor Robert Dale Everitt, 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 Diane Everitt."

**Councillor C Springett 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 Robert Dale Everitt with his past Mayor's Badge. Robert Dale Everitt 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.

*(Due to the timing of the Borough Council elections on 7 May 2015 and the date in which this agenda is statutorily required to be published, the principal nomination for the election of Deputy Mayor for 2015/2016, together with the proposer and seconder of the motion **WILL FOLLOW.**)*

Upon the nomination being proposed and seconded, 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 musicians from King Edward VI School will play whilst the Mayor's Officer and the Mayor robe the new Deputy Mayor and, with the assistance of the Mayor's Officer, invest the new Deputy Mayor with the Chain of Office. **Simultaneously**, the new Deputy Consort, will be invested with the 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 Service Manager (Legal) for her signature.

**The new Deputy Mayor will then formally acknowledge his/her election.**

**6. Vote of Thanks to Retired Deputy Mayor and Deputy Mayoress**

**Councillor Mrs S Stamp will move,**

"That the Council record its sincere and deep appreciation of the services of Councillor Patrick Chung, as Deputy Mayor of the Borough, and of the help and support given by the Deputy Mayoress, Mrs Anna Chung."

**Councillor J Griffiths 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 APEX at 3.00 pm for the procedural business in Part II of the Agenda.***

### **PRESENTATIONS**

The Mayor will announce presentations to Mrs Chung, Mrs Everitt and the Deputy Consort.

### **CIVIC RECEPTION**

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

### **PROCESSION FROM MEETING**

**The Mayor's Officer 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 Apex, Bury St Edmunds following an adjournment, at 3.00 pm.***

**7. Election of Leader of the Council**

The Mayor will call for nominations for the election of Leader of the Council, and this item of business will be determined by the normal voting process.

The term of office of the Leader of the Council will expire at the next post election annual meeting of the Council unless determined before then in accordance with the provisions of the Constitution.

**8. Appointment of Cabinet Members**

Having regard to the provisions of the Constitution, the Mayor will invite the newly appointed Leader of the Council to announce:

- (a) up to nine Members whom s/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 Service Manager (Legal) (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 Service Manager (Legal).)***

**9. Review of Political Balance and 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:
  - (i) Development Control;
  - (ii) Licensing and Regulatory;
  - (iii) Overview and Scrutiny;
  - (iv) Performance and Audit Scrutiny;
  - (iv) Joint Officer Appointments;
  - (v) Joint Officer Appeals;
  - (vi) Mayoral Advisory; and
  - (vii) Treasury Management.

- (b) The Council is invited to appoint to the West Suffolk Joint Standards Committee which is not required to be politically balanced.
- (c) The Council is invited to approve the formula for the allocation of seats on the Democratic Renewal Working Party in accordance with the political balance of the Council.

Report **COU/SE/15/017 TO FOLLOW.**

**10. 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.

**11. Representation on Outside Bodies**

Report **COU/SE/15/018 TO FOLLOW.**

**12. Temporary Appointment to Vacancies on Parish Councils**

Report **COU/SE/15/019 TO FOLLOW.**

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

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