

**SUMMONS TO ATTEND  
THE ANNUAL MEETING**

to be held on

**MONDAY 11 MAY 2009 AT 11.30AM**

in

**THE LARGE HALL, TOWN HALL,  
MARKET PLACE,  
HENLEY-ON-THAMES**

Town Clerk/Chief Executive  
6 May 2009

Councillor Mrs J Bland  
Councillor T B Buckett MBE  
Councillor Mrs G M Dodds  
Councillor A J Elliott  
Councillor A J Follett  
Councillor C W Gibson  
Councillor Miss L M Hillier  
Councillor Mrs E Hodgkin  
Councillor Mrs R Myer  
Councillor D R Nimmo-Smith  
Councillor C I Pye  
Councillor Miss L H Pye  
Councillor S R Smith  
Councillor Dr P J Skolar  
Councillor Dr B G Wood  
Councillor Mrs J Wood

**AGENDA**

1. **ELECTION OF MAYOR 2009 - 2010**

- (a) Processional Party headed by the Mace bearer, Retiring Mayor Councillor G M Dodds, retiring Deputy Mayor Councillor E Hodgkin, Town Clerk and Mayor's Chaplain enters wearing robes and civic regalia.
- (b) Prayers – The Reverend Canon Martyn Griffiths will open the proceedings with prayers
- (c) Retiring Mayor calls for nominations
- (d) Nomination moved by Councillor
- (e) Nomination seconded by Councillor
- (f) Retiring Mayor declares result of election (which must be put to the vote even if only one nomination)

2. **DECLARATION OF ACCEPTANCE OF OFFICE**

- (a) The newly elected Mayor will make and sign a Declaration of Acceptance
- (b) The Town Clerk will sign as witness
- (c) Robing Party then retires from the Main Hall in the following order:-
  - Mace Bearer
  - Retiring Mayor
  - Town Clerk
  - New Mayor
  - Mayor's Chaplain
- (d) On returning the New Mayor will take the Chair, the Retiring Mayor will invest the New Mayor with the Chain of Office and give a vote of thanks for his/her election

3. **VOTE OF THANKS TO THE RETIRING MAYOR**

- (a) Moved by Councillor
- (b) Seconded by Councillor

4. **MAYOR'S RELIEF AND CONVALESCENT FUND**

- (a) The Retiring Mayor will respond to the Council's expression of thanks
- (b) The Council will receive and adopt the report on the Mayor's Relief and Convalescent Fund (attached)
- (c) The Retiring Mayor will present cheques to the Mayor's Charities
  - Chiltern Centre for Disabled Children
  - Citizens Advice Bureau
  - Headway Thames Valley
- (e) The Retiring Mayor's escort will invest the New Mayor's escort with the Badge of Office for Mayor's Escort

5. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence previously tendered to the Town Clerk

6. **APPOINTMENT OF DEPUTY MAYOR**

- (a) Nomination moved by Councillor
- (b) Nomination seconded by Councillor
- (c) Mayor declares result of appointment (which must be put to the vote even if only one nomination)
- (d) Deputy Mayor invested with his/her chain of office by the Mayor
- (e) Newly elected Mayor's Escort to invest the partner of the Deputy Mayor with the Badge of office for Deputy Mayor's Escort

7. **ELECTION OF STANDING COMMITTEES**

To appoint Standing Committees for the year 2009 - 2010 and the Membership thereof. (attached)

8. **OUTSIDE BODIES**

To appoint representatives to Outside Bodies for the year 2009 – 2010 (attached)

9. **DATES OF MEETINGS**

To approve the Calendar of Meeting for the ensuing Municipal Year 2009 – 2010 (attached)

Mr M W Kennedy  
Town Clerk/Chief Executive

6 May 2009