



HENLEY-ON-THAMES
TOWN COUNCIL

Town Hall
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**YOU ARE HEREBY SUMMONED TO ATTEND
THE ANNUAL MEETING OF HENLEY- ON - THAMES
TOWN COUNCIL**

to be held on

MONDAY 14th MAY 2018 AT 11.30AM

in

**QUEEN ELIZABETH II HALL, TOWN HALL,
MARKET PLACE,
HENLEY-ON-THAMES**

A handwritten signature in black ink, appearing to read 'Janet Wheeler'.

Janet Wheeler
Town Clerk/Chief Officer
2 May 2018

Councillor Sara Abey
Councillor Ken Arlett
Councillor Julian Brookes
Councillor Donna Crook
Councillor David Eggleton
Councillor Sam Evans
Councillor Stefan Gawrysiak
Councillor Will Hamilton
Councillor Miss L M Hillier
Councillor Miss Kellie Hinton
Councillor Glen Lambert
Councillor Miss Sarah Miller
Councillor David Nimmo-Smith
Councillor Ian Reissmann
Councillor Jane Smewing

The Processional Party headed by the Mace Bearer, Retiring Mayor, Councillor Miss Kellie Hinton, retiring Deputy Mayor Councillor Miss Lorraine Hillier, Town Clerk and Mayor's Chaplain enters wearing robes and civic regalia.

The Reverend Duncan Carter will open the proceedings with prayers

AGENDA

1. ELECTION OF MAYOR 2018 – 2019

- (a) Retiring Mayor calls for nominations.
- (b) 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.
- (e) The Retiring Mayor will invest the New Mayor with the Chain of Office.
- (f) The New Mayor will give a vote of thanks for his/her election.

3. VOTE OF THANKS TO THE RETIRING MAYOR

The Mayor will call for a motion that a vote of thanks to the Retiring Mayor be recorded in the Minutes.

4. MAYOR'S RELIEF AND CONVALESCENT FUND

- (a) The Retiring Mayor will respond to the Council's expression of thanks.
- (b) Receive and Adopt the Relief and Convalescent Fund report.
- (c) The Retiring Consort will invest the New Mayoress with the Badge of Office for Mayoress.

5. APOLOGIES FOR ABSENCE

6. APPOINTMENT OF DEPUTY MAYOR

- (a) The Mayor calls for nominations.
- (b) Mayor declares result of election (which must be put to the vote even if only one nomination).
- (c) The Mayor will invest the Deputy Mayor with the Chain of Office.
- (d) The Retiring Deputy Mayoress to invest the Deputy Mayoress with the Badge of Office for Deputy Mayoress.

7. **ELECTION OF STANDING COMMITTEES**
TO APPOINT the Standing Committees for the year 2018 – 2019 and to agree the Membership thereof.

8. **OUTSIDE BODIES**
TO APPOINT representatives to Outside Bodies for the year 2018–2019

LW

2 May 2018