



Congleton Town Council

Historic market town

Town Clerk: **BRIAN HOGAN**



4th May 2012

Dear Councillor,

ANNUAL TOWN COUNCIL MEETING – THURSDAY 10TH MAY 2012

You are requested to attend the Annual Meeting of the Town Council, to be held in the Main Hall at Congleton Town Hall on **Thursday, 10th May, 2012 at 7.15 p.m.** You are cordially invited to bring your partner along on this civic occasion and refreshments will be served at the end of the meeting.

Yours sincerely,

TOWN CLERK

AGENDA

1. Apologies for absence.
2. Election of Town Mayor for the ensuing year
3. Vote of Thanks to Retiring Mayor
4. Election of Deputy Town Mayor for the ensuing year
5. Leader and Deputy Leader of the Council

To appoint the Leader and Deputy Leader of the Council for the ensuing year.

6. Council Committees

To appoint Committees/ Working Groups for the municipal year 2012/13:-

- Planning Committee-All Councillors
- Personnel Committee-10 Members
- Finance and Policy Committee-10 Members



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- Community, Environment & Services Committee-10 Members
- Congleton Town Hall-10 Members
- Strategy Working Group-All Councillors

7. Chairmen and Vice-Chairmen of Committees

To appoint Chairmen and Vice- Chairmen for the ensuing year.

8. Appointment of Other Offices

To appoint the following:-

- i) Town Crier (1)
- ii) Curator and Assistant Curator of Town Treasures (1+1)
- iii) Lead Members on Quality (3)
- iv) Macebearer (1 + 1 Deputy)

9. Appointment of Representatives to Outside Bodies

To appoint the requisite number of Members to serve thereon, namely:-

- i) Congleton Museum Trust (1 + reserve)
- ii) Local Police Committee (1 + reserve)
- iii) Public Transport Liaison Committee (1 + reserve)
- iv) Congleton Partnership Executive Group (2)
 - v) Hilary Avenue Allotment Association (1)
- vi) Selection Panel (5)
- vii) Congleton Area LAP (1 + reserve)
- viii) Astbury Mere Trust (1)
- ix) Neighbourhood Planning Group (3)
- x) Chalc (1)

10. Appointment of Town Mayor's Chaplain

To receive from the Town Mayor, the appointment of Mayor's Chaplain.

11. Civic Sunday Parade and Service

To receive details from the Town Mayor.

12. Calendar of Public Meetings 2012-2013

To receive and approve the Calendar of Public Meetings for 2012-2013.

A NOTE OF PROCEEDINGS IS ENCLOSED

CONGLETON TOWN COUNCIL

PUBLIC MEETINGS 2012-2013

Members of the public are cordially invited to all Meetings of the Council and its Committees. Meetings commence at 7.00 p.m. unless otherwise stated and are held in the Town Hall, High Street, Congleton.

<u>MONTH</u>	<u>DATE</u>	<u>MEETING</u>
May 2012	Thursday 24th May (7.00pm)	Planning
	Thursday 31st May (7.00pm)	Finance and Policy
	Thursday 31st May (7.45pm)	Special Council
June 2012	Thursday 7th June (7.00pm)	Community Environment and Services
	Thursday 14 th June (7.00pm)	Planning
	Thursday 21st June (7.00pm)	Council
	Thursday 28th June (7.00pm)	Planning
	Thursday 28th June (7.45pm)	Town Hall
July 2012	Thursday 19 th July (7.00pm)	Planning
August 2012	Thursday 23rd August (7.00pm)	Planning
	Thursday 23rd August (7.45pm)	Council (if required)
	Thursday 30th August (7.00pm)	Community Environment and Services
	Thursday 30 th August (7.45pm)	Finance & Policy
September 2012	Thursday 6th September (7.00pm)	Planning
	Thursday 20th September (7.00pm)	Council
	Thursday 27th September (7.00pm)	Planning
	Thursday 27th September (7.45pm)	Town Hall
October 2012	Thursday 4th October (7.00pm)	Community Environment and Services
	Thursday 18th October (7.00pm)	Planning
	Thursday 18th October (7.45pm)	Finance & Policy
November 2012	Thursday 1st November (7.00pm)	Council
	Thursday 8th November (7.00pm)	Planning
	Thursday 8th November (7.45pm)	Town Hall
	Thursday 15th November (7.00pm)	Community Environment and Services
	Thursday 29 th November (7.00pm)	Planning
Thursday 29 th November (7.45pm)	Finance & Policy	

December 2012	Thursday 6 th December (7.00pm)	Council
January 2013	Thursday 3rd January (7.00pm)	Planning
	Thursday 3rd January (7.45pm)	Finance and Policy
	Thursday 10th January (7.00pm)	Council
	Thursday 24th January (7.00pm)	Planning
February 2013	Thursday 7th February (7.00pm)	Community Environment and Services
	Thursday 21st February (7.00pm)	Planning
	Thursday 21st February (7.45pm)	Finance & Policy
March 2013	Thursday 7th March (7.00pm)	Council
	Thursday 14th March (7.00pm)	Planning
	Thursday 14th March (7.45pm)	Town Hall
	Thursday 21st March (7.00pm)	Community Environment and Services
	Thursday 28th March (7.00pm)	Finance & Policy
April 2013	Thursday 4th April (7.00pm)	Planning
	Thursday 18th April (7.00pm)	Council
	Thursday 25th April (7.00pm)	Informal Meeting
May 2013	Thursday 2nd May (7.00pm)	<i>Annual Town Meeting (This is not a meeting of the Council, but one convened for the Town's electorate)</i>
	Thursday 9th May (7.00pm)	Annual Council

1. Meetings of Personnel Committee and Strategy Working Group will be convened as business dictates.
2. Additional meetings of the Congleton Town Hall Committee will be convened as and when required

CONGLETON TOWN COUNCIL

ANNUAL COUNCIL MEETING

THURSDAY 10TH MAY 2012

NOTE OF PROCEEDINGS

At 7.15 p.m. the Town Mayor will call upon on his Chaplain to say prayers and then the meeting will be formally opened.

1. The Town Clerk will then submit apologies for absence.
2. The Town Mayor will then call for nominees for the election of Town Mayor for the ensuing year.

Councillor Brown will propose the name of
Councillor Sally Ann Holland
Councillor Edwards will second the proposal.

Other members of the Council wishing to support the proposal will then do so.

The Town Mayor, having asked if there are any further nominations, will then ask the Council to vote on the motion.

After the vote has been taken, the retiring Mayor and new Mayor will retire for change of robing and Chain of Office and, having returned to the meeting, the new Town Mayor will take the Chair and will then read and sign the statutory declaration of acceptance of Office and return thanks for her election.

The Town Mayor will then invest her Consort, with the Chain of Office.

3. Councillor Edwards will then propose a vote of thanks to the retiring Town Mayor.
Councillor Hayes will second the proposal.

Other members of the Council and Youth Committee Members wishing to support the proposal will then do so, following which the Town Mayor will then call upon the Council to vote.

The Town Mayor will then present to the retired Town Mayor the former Town Mayor's Medallion.

The retired Town Mayor will then respond and make appropriate presentations.

The retired Town Mayor will present Mrs. Eleanor Patricia Martin with the former Town Mayor's Medallion on behalf of the late Councillor David Martin.
The retired Town Mayor will present the retiring Mayor's Cadet, Aynsley Heathcote with a medallion.

The Town Mayor will give details of the Town Mayor's Cadet Scheme. She will then appoint the next Town Mayor's Cadet, Thomas Hayes, and present him with the badge of office.

4. The Town Mayor will then call for nominations for the election of Deputy Town Mayor for the ensuing year.

Councillor Parker will propose the name of
Councillor George P. Hayes

Councillor Murphy will second the proposal.

Other members wishing to support the proposal will then do so.

The Town Mayor, having asked if there are any further nominations, will then ask the Council to vote on the motion.

After the vote has been taken the Deputy Town Mayor will then read and sign the statutory declaration of Acceptance of Office and return thanks for his election.

The Town Mayor will then present to the Deputy Town Mayor the Chain of Office.

5. The Town Mayor will then call for nominations for the appointment of Leader and Deputy Leader of the Council for the ensuing year.

Councillor Barker will propose the names of
Councillors Edwards and Brown
Councillor Murphy will second the motion.

The Town Mayor, having asked if there are any further nominations, will then ask the Council to vote on the motion.

6. The Town Mayor will then call for the constitution of the following Council Committees:-

- Planning
- Personnel
- Finance and Policy
- Community, Environment & Services Committee
- Congleton Town Hall
- Strategy Working Group

Councillor Edwards will propose the constitution of the Committees as follows:-

Planning Committee

All Members of the Council

Personnel Committee

Councillors
D Brown
G Hayes
R Brightwell
J. S. Crowther
D Parker
G Williams
A Martin
R Williams
M Hutton
E Wardlaw

Finance and Policy Committee

Councillors
B Edwards
J Parry
G Baxendale
D Brown
R Brightwell
D Fletcher
D Parker
D Murphy
N Price
Co-optee

Community, Environment & Services Committee

Councillors
D Fletcher
G Williams
D Brown
J Parry
D Murphy
D Allen
A Martin
R Williams
J S. Crowther
M Hutton

Congleton Town Hall

Councillors
D Parker
D Allen
L Wardlaw
L Barker
N Price
G Baxendale
J Parry
A Martin
J S Crowther
Co-optee

Strategy Working Group

All Members of the Council

Youth Committee Liaison

Councillors
L Barker
G Hayes
S A Holland
E Wardlaw

NOTE: THE MAYOR, DEPUTY MAYOR AND LEADER OF THE COUNCIL ARE EX-OFFICIO MEMBERS OF ALL COMMITTEES

Councillor Brown will second the proposal.

After asking for any further nominations, the Town Mayor will call upon the Council to vote.

7. The Town Mayor will call for nominations for the appointment of Chairmen and Vice-Chairmen of Committees.

Councillor Edwards will propose that the following Members be appointed:-

Planning	Chairman	-	Councillor L. Barker
	Vice-Chairman	-	Councillor D. A. Parker
Personnel	Chairman	-	Councillor D. T. Brown
	Vice-Chairman	-	Councillor G. P. Hayes (Deputy Mayor)
Finance & Policy	Chairman	-	Councillor B. Edwards
	Vice-Chairman	-	Councillor J. Parry
Community, Environment & Services	Chairman	-	Councillor D. Fletcher
	Vice-Chairman	-	Councillor G. Williams
Congleton Town Hall	Chairman	-	Councillor D. A. Parker
	Vice Chairman	-	Councillor D. Allen
Strategy Working Group	Chairman	-	Councillor B. Edwards
	Vice-Chairman	-	Councillor D. Brown

Councillor Brown will second the proposal and the Council will vote.

8. The Town Mayor will call for nominations for the appointment of Members to Other Offices.

Councillor Edwards will nominate the following:-

- i) Town Crier - Councillor D. A. Parker

- ii) Curator of Town Treasures - Councillor D. A. Parker
Assistant Curator - Councillor D Brown
- iii) Lead Members on Quality - Councillor Mrs D Allen
Councillor B Edwards
Councillor D Brown
- iv) Macebearer - Councillor D. A. Parker
Councillor (Deputy)
Mrs. E. Wardlaw

Councillor Brown will second the proposal.

The Town Mayor will call upon the Council to vote.

9. The Town Mayor will call for nominations for the appointment of Members to Outside bodies.

Councillor Edwards will nominate the following:-

- i) Congleton Museum Trust (1) - Town Mayor, Councillor D Allen
(Reserve: Councillor S A Holland)
- ii) Local Police Committee - Councillor Parry
(Reserve: Councillor Allen)
- iii) Public Transport Liaison Committee (1 plus Reserve) - Councillor L. Barker
(Reserve: Councillor M Hutton)
- iv) Congleton Partnership Executive Group(2) - Councillor R Edwards
Councillor J S Crowther
- v) Hilary Avenue Allotment Association - Councillor G Williams
- vii) Selection Panel for Co-option of a Councillor - Town Mayor
Leader of the Council
Chair of Personnel Comm.
Plus 2 selected members
- viii) Congleton Area LAP - Councillor G Williams
(Reserve: Councillor A. Martin)
- ix) Astbury Mere Trust - Councillor D. Fletcher
- x) Neighbourhood Planning Group - Councillor R Edwards
Councillor L Barker
Councillor M Hutton
- xi) Chalc - Councillor S A Holland

Councillor Brown will second the proposal

The Town Mayor will call upon the Council to vote.

Jeanne Whitehurst Fellowship

Jon Foster will present the Jeanne Whitehurst Fellowship award to Jordan Harding Pointon

10. The Town Mayor will advise the Meeting of the name of the person appointed as Mayor's Chaplain, Paul Withington for the ensuing year and also the arrangements for the Civic Service to be held on Sunday, 13th May, 2012 at St. Peter's Church, Chapel Street, Congleton at 3.00pm.

The Meeting will continue with the Agenda Items.

The Town Mayor will then declare the Meeting closed and will retire to unrobe.
