



Knaresborough

Town Council

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To: The Town Mayor and Members of Knaresborough Town Council

Dear Councillors

I hereby summon you to the **Annual Meeting of Knaresborough Town Council**, to be held on **Thursday 25th May 2023 at 7.00pm in the Assembly Hall, Knaresborough House, High Street, Knaresborough.**

The Agenda for the Meeting is set out below.

Yours faithfully,

Angela Pulman

Angela Pulman
Clerk of the Council

Any queries with regard to this agenda should be addressed to the Clerk at office@knaresboroughtowncouncil.gov.uk

ANNUAL MEETING OF KNARESBOROUGH TOWN COUNCIL
AGENDA – Thursday 25 May 2023

1. Election of the Town Mayor (Chairman) for the ensuing year (2023/24)
2. To receive apologies for inability to attend the Meeting
3. Welcome by the retiring Town Mayor, report on Mayoral Year 2022/23 and presentation of Awards
4. Outgoing Mayor to invest the Incoming Mayor with the Chain of Office
5. Town Mayor's Declaration of Acceptance of Office and Appointment of Deputy Town Mayor
6. Town Mayor's Communications
7. General Council Business - Appendix B - including appointments to Committees, Working Groups and External Organisations, and Schedule of Meetings for 2023/24 (ca)

Note: Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote at the meetings.

A list of Councillors is available on the Council's website.

A copy of the agenda in larger print is available on request

Please contact the Clerk's office during office hours (Monday–Thursday 9am–12.30pm) if you have any queries or need further information on this agenda

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so, should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

Emergency Procedures for Meetings – Fire

Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are requested to familiarise themselves with these procedures and the location of fire exits, throughout the building.

ANNUAL MEETING OF THE KNARESBOROUGH TOWN COUNCIL
ORDER OF PROCEEDINGS

(The retiring Mayor will preside over the meeting until the new Mayor has signed the Declaration of Office)

1. To elect the Town Mayor for the ensuing year (2023/24)

- 1.1** The Town Mayor (**Cllr Kathryn Davies**) will ask for nominations for the election of The Mayor for the ensuing year.

Cllr Shan Oakes will propose the following:

Propose: "that **Cllr Hannah Gostlow** be the Mayor for the ensuing year 2023/24

(Cllr Shan Oakes to give a short introduction and reasons for proposing Cllr Hannah Gostlow as the new mayor)

and **Cllr Andy Bell** will second the proposal

Vote on the motion above - declare **Cllr Hannah Gostlow** is Town Mayor for the year.

2. To receive apologies for inability to attend the meeting.

3. Welcome by the retiring Town Mayor Cllr Kathryn Davies who will give a short précis of the mayor's year in office and present awards.

4. Outgoing Mayor Invest Incoming Mayor, **Cllr Hannah Gostlow** with the Chain of Office

(The new Mayor will preside over the meeting henceforth).

5. Town Mayor's Declaration of Acceptance of Office

5.1 Town Clerk will ask the new Mayor **Cllr Hannah Gostlow** to read out and sign the Declaration of Acceptance of Office.

5.2 Incoming Mayor will give a vote of thanks to:

- i) Outgoing **Mayor**
- ii) **Council** for her appointment

5.3 Announce her Consort **Mr James Monaghan**

Retiring **Mayor, Kathryn Davies**, invests the new Consort with the Chain of Office.

5.4 Appointment of Deputy Town Mayor

The Town Mayor **Cllr Hannah Gostlow** will propose:

“That **Cllr Margy Longhurst** is elected Deputy Town Mayor for the ensuing year”.

Cllr Flood will second:

Vote on the motion above - declare **Cllr Margy Longhurst** is Deputy Town Mayor for the year.

The retiring Deputy Town Mayor **Cllr Mark Flood** will invest **Cllr Margy Longhurst** with the chain of office

The Deputy Town Mayor, **Cllr Margy Longhurst** will reply and announce the name of her Deputy Mayoress **Cllr Helen Westmancoat**

Retiring Deputy Mayoress, **Mrs Kendal Flood**, will invest **Cllr Helen Westmancoat** with the Chain of Office.

6. To receive communications from the Town Mayor including:

Mayor's Chaplain for Civic Year 2023/24: Reverend Garry Hinchcliffe

Mayor's Charities for the Civic Year 2023/24: **To be advised**

Date of Civic Service: **To be advised**

7. General Council Business

Cllr Matt Walker will propose the following:

Propose: “That the items referred to in **Appendix B** to the Order of Proceedings and the action taken thereon be noted”.

Cllr Kit Lacey will second the Proposal

Vote on the motion above

At the conclusion of the meeting - Members of the Council and guests are asked to process through to the Committee Room to be received by the Mayoral Party.

Appendix B

Item 7 - General Council Business

- a) The creation, abolition or alteration of committees and their Terms of Reference - *(see Item 7 on Order of Proceedings)*.
- b) Appointment of members of any committees - *(see Item 7 Order of Proceedings)*
- c) Appointment of members to serve on outside bodies - *(see Item 7 Order of Proceedings)*.
- d) The consideration of the Chairman's/Mayor's allowance (if any) - *(agreed by the Town Council at its meeting held 28 November 2022 - Minute 22/051 refers)*.
- e) The checking of the inventory and Asset Register of Council property together with appropriate insurance arrangements – *(checked at town council meeting Monday 15th May 2023)*.
- f) The receipt of reports from previous representatives on outside bodies - *(the Town Council receives and considers such reports at its meetings throughout the year)*.
- g) The fixing of dates of Council meetings *(see Schedule of Council meetings for 2023/24).*
- h) Review and adopt Standing Orders and Financial Regs *(checked and adopted at town council meeting on Monday 15th May 2023)*
- i) To note all other Council Policies and Procedures reviewed on a rolling basis throughout the year.