

ANNUAL MEETING

4 May 2011

Dear Councillor

NOTICE is hereby given that the **Annual Meeting** of Chippenham Town Council will take place in the Town Hall, High Street, Chippenham, Wiltshire on **Wednesday 11 May 2011** at which your attendance is requested at **7.00 p.m.**

Yours faithfully

Sue Wilthew
Clerk & Chief Executive

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|-----------------|----------------------|----------------|
| To Councillors: | Mrs DB Allen | Mrs LK André |
| | TC Bate | MC Coates |
| | PR Darby | WJ Douglas |
| | Mrs MM Fallon | Mrs SA Gibson |
| | R Jones | Mrs EA Kennedy |
| | Mrs MF Lloyd | ACG Noblet |
| | Mrs SE Oakes | MAC Packard |
| | BS Patterson | JA Phillips |
| | Mrs NM Phillips | Mrs M Pile |
| | DLB Powell | RHP Purdon |
| | Mrs LS Roberts-Rance | JR Scragg |
| | Mrs ME Stickland | Ms S Veitch |
| | Mrs JM Wood | WA Wood |

(The public will stand as Members process to their seats and remain standing as the Mayor (Councillor Mrs SE Oakes), preceded by the Macebearer and accompanied by both the Clerk & Chief Executive and Town Mayor Elect enter the Hall and take their places.)

AGENDA

PRAYERS – The Mayor’s Chaplain will say a short prayer.

1. ELECTION OF MAYOR 2011/12

(i) Election

A nomination will be proposed of the Town Mayor Elect, Councillor DLB Powell for the Office of Town Mayor 2011/12. The nomination having been proposed and seconded a vote will be taken.

The Mayor will read and sign the Declaration of Acceptance of Office of Mayor. The mover and seconder will be invited to witness the Declaration. The mover and seconder will return to their seats.

(ii) Robing of New Mayor

The Macebearer, Clerk & Chief Executive, retiring Mayor, and the new Mayor will retire to the Mayor’s Parlour for the robing of the new Mayor.

The new Mayor, preceded by the Macebearer and accompanied by the Clerk & Chief Executive and the retiring Mayor will process into the Town Hall.

Councillor DLB Powell in the Chair

(iii) Review

The Mayor will invite the retiring Mayor to make a speech on her year in Office including thanks and presentations.

(iv) Vote Of Thanks To Retiring Town Mayor

A vote of thanks will be proposed to the outgoing Mayor and mementoes of the year in Office will be presented.

(v) Town Mayor’s Announcements and Investiture of Consort(s)

2. APPOINTMENT OF DEPUTY TOWN MAYOR

The Mayor will invite nomination of Councillor JA Phillips for the appointment of Deputy Mayor for the ensuing year.

The nomination having been proposed and seconded a vote will be taken.

On completion of the voting, the Mayor will invite the Deputy Mayor to receive the Chain of Office, make a speech and take a seat at the top table.

3. APOLOGIES FOR ABSENCE

4. DECLARATION OF INTEREST

All Members of the Town Council are reminded to declare any interest they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the Code of Conduct included in current approved Standing Orders.

5. PUBLIC QUESTION TIME

To receive any written or verbal questions from the public.

6. PRESS RELEASE

To consider, if necessary, the issue of a press release arising from the meeting.