



Dear Councillor,

I hereby invite you to attend the Annual Meeting for the Town Council to be held in the Council Chamber, The Custom House, on Wednesday 17th May 2023 at 7pm for the purpose of transacting the following business.

You must complete a “Declaration of Acceptance of Office” form before taking part in this or any other Council/Committee meeting. Forms will be available on the night from 6pm. This applies to new and returning Members.

Yours sincerely,

Laura Fidler

Town Clerk & Responsible Finance Officer

RAMSGATE TOWN COUNCIL **AGENDA**

Meeting: Full Council

Venue: The Council Chamber, The Custom House, Harbour Parade, Ramsgate, CT11 8LP

Membership: All Councillors

Date: 17th May 2023 at 7pm

1. **APOLOGIES**

To receive and approve apologies for absence from Members of the Council.

2. **DECLARATIONS OF INTEREST**

To receive declarations of interest in respect of items on the agenda. Councillors are reminded to declare any dispensations granted.

3. **THE ROLE OF THE CHAIR & MAYOR**

To receive a report from Miss L Fidler, Town Clerk & RFO, regarding the appointment of a Mayor in addition to the Chair, and consider how to proceed with these appointments for the ensuring term of office (four years).

Note: Members are asked to be aware of Standing Order 8 Voting on Appointments:

a When voting on appointments, all nominations will be received. Councillors will be asked to vote on each candidate that has been nominated and seconded, in the

order of nominations received. Where there are two nominations only, the candidate with the most votes will be elected. Where there are more than two nominations, the candidate with the most votes will be elected unless no candidate receives an absolute majority of those voting, then the candidate receiving the lowest number of votes will be removed and voting repeated. (Addition 29.06.22 Minute 138/22)

- b Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. The process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.*

4. ELECTION OF CHAIR FOR 2023/24

To elect a Chair for 2023/24 Council year. The Chair will then read out and sign a Declaration of Acceptance of Office and take the chair.

5. ELECTION OF VICE CHAIR FOR 2023/24

To elect a Vice Chair for 2023/24 Council year. The Vice Chair will then read out and sign a Declaration of Acceptance of Office.

6. ELECTION OF MAYOR FOR 2023/24 (if this appointment is required)

To elect the Mayor for 2023/24. The newly elected Mayor will then:

- (i) Adjourn to the office to receive the Mayor's Chain & Badge. In a year when the current Mayor is re-elected they will stay in the Council Chamber (no un-chaining/re-chaining).
- (ii) Read and sign the declaration of acceptance of office and Oath of Office.
- (iii) Appoint their chaplain (faith leader)
- (iv) Appoint their Escort/Mayoress (Town Sergeant to put the Mayoress/Consort's badge on, if the Mayor's partner is present)
- (v) Give thanks to the previous Mayor and Escort, and present a past-Mayor's badge and past Escorts Badge.

7. ELECTION OF THE DEPUTY MAYOR FOR 2023/24

To elect the Deputy Mayor for 2023/24. The Deputy Mayor will then read out and sign a Declaration of Acceptance of Office and receive the badge of office from the Town Sergeant.

8. ELECTION OF COMMITTEE CHAIRS & VICE CHAIRS

To appoint the following Committee Chairs:

- (i) The Chair & Vice Chair of the Finance & General Purposes Committee
- (ii) The Chair & Vice Chair of the Town Promotion Committee.
- (iii) The Chair & Vice Chair of the Planning & Infrastructure Committee.
- (iv) The Chair & Vice Chair of the Radford House Committee.

NB. The Terms of Reference for the Committees will then be reviewed by the Chairs and Vice Chairs and brought to the Council meeting on the 31st May for approval.

9. MINUTES

Approve the minutes of the Ordinary meeting of the Council held 26th April 2023 (minutes 059/23 to 067/23) as a true record. Only questions of record may be considered.

10. POLICIES & PROCEDURES

- (i) To approved the Standing Orders of the Council.
- (ii) To approve the Financial Regulations of the Council.

- (iii) To approve the Kent Model Code of Conduct for Members.
Please be aware that a Parish Council version of a new Code of Conduct is currently being considered by the Kent Secretaries Group and will be brought forward for adoption when confirmed.

NB. All other documents for annual review as stipulated in the Standing Orders will be put forward for consideration at the Council meeting on the 31st May.

11. CALENDAR OF MEETINGS

To approve the schedule of meetings for the ensuing Council year.

12. DATE & TIME OF NEXT MEETING

Wednesday 31st May 2022 at 7pm (Ordinary Meeting). This meeting will primarily address outstanding matters as detailed in Standing Order 5.

At the conclusion of the meeting the members are cordially invited to stay for refreshments and a toast to the ensuing Council year.