

# Cinque Port Town of New Romney



Mrs C. Newcombe  
Town Clerk  
and  
Responsible Financial Officer

Town Clerk's Office  
Town Hall  
New Romney  
Kent TN28 8BT

Tel: New Romney 01797 362348

Ref: CN/3005

6<sup>th</sup> May 2024

Dear Councillor,

**SUMMONS TO ATTEND THE ANNUAL MEETING OF THE TOWN COUNCIL OF NEW ROMNEY, TO BE HELD IN THE COUNCIL CHAMBER, TOWN HALL, NEW ROMNEY ON MONDAY 13<sup>TH</sup> MAY 2024 AT 6.45PM.**

You are hereby summoned to attend the above-mentioned meeting of New Romney Town Council to consider the under-mentioned business.

Yours sincerely,

*C. Newcombe*

Mrs C Newcombe  
Town Clerk and Responsible Financial Officer

Email: [town.clerk@newromney-tc.gov.uk](mailto:town.clerk@newromney-tc.gov.uk)

**PLEASE NOTE:** *The afore-mentioned meeting will commence at 6.45pm.*

**Anyone displaying any symptoms of Covid-19 should NOT attend the meeting.**

## **PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS**

### **1. Who can participate in a New Romney Town Council meeting?**

Members of the Public and Press may attend this Council meeting, except at such times as certain sensitive personal, legal or contractual matters may be considered in private and confidential session, when Members of the Public will be required to leave the meeting.

**ANNUAL MEETING OF NEW ROMNEY TOWN COUNCIL  
MONDAY 13<sup>TH</sup> MAY 2024 AT 6.45PM**

The Town Mayor to welcome civic dignitaries and members of public

**PRAYERS** led by the Mayor's Chaplain

**AGENDA**

- 1. ELECTION OF COUNCIL CHAIRMAN & TOWN MAYOR (Encs\*)**
  - (i) To elect the Chairman of New Romney Town Council and Town Mayor for the ensuing civic year.
  - (ii) Declaration of Acceptance of Office to be signed and read aloud by the newly elected Town Mayor.
  - (iii) Oath of Allegiance and Official Oath to be read aloud by the newly elected Town Mayor.
  - (iv) Newly elected Town Mayor to convey response to election and to confirm official Mayoress / Consort for the 2024-25 civic year.
  
- 2. ELECTION OF COUNCIL VICE-CHAIRMAN & DEPUTY TOWN MAYOR (Encs\*)**
  - (i) To elect the Vice-Chairman of New Romney Town Council and Deputy Mayor for the ensuing civic year.
  - (ii) Declaration of Acceptance of Office to be signed and read aloud by the newly elected Deputy Mayor.
  - (iii) Oath of Allegiance and Official Oath to be read aloud by the newly elected Deputy Mayor.
  - (iv) Newly elected Deputy Mayor to convey response to election.
  
- 3. APOLOGIES**

To receive the apologies of Councillors unable to attend and approve reasons for absence.
  
- 4. DISPENSATION TO PARTICIPATE**

To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.

**5. DECLARATIONS OF INTEREST**

Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on the agenda this evening.

**6. CONFIRMATION OF SERGEANTS-AT-MACE**

Town Clerk to confirm continuation in post of Town Sergeant and Mayor's Sergeant for the ensuing civic year.

**7. CONFIRMATION OF MAYOR'S CHAPLAIN**

Town Mayor to confirm choice for the role of Mayor's Chaplain for the ensuing civic year.

**8. CONFIRMATION OF TOWN COUNCIL STANDING COMMITTEES FOR 2024-25**

**(i)** To approve the composition of the Planning and Environment Committee for 2024-25.

**(ii)** To approve the composition of the Finance & General Purposes Committee for 2024-25.

**(iii)** To approve the composition of the Health & Wellbeing Committee for 2024-25.

**(iv)** To formally note that the composition of the Personnel Committee shall be approved at the first ordinary meeting of the Full Council following the election of Chairmen of the aforementioned Committees, in accordance with the relevant Terms of Reference.

**9. FORMAL RE-CONFIRMATION OF BANK MANDATE SIGNATORIES**

To formally re-confirm bank mandate signatories for 2024-25.

**10. FINANCIAL CHECKS 2024-25**

To appoint two Councillors (non-signatories) to undertake formal monthly financial and procedural checks.

**11. KALC COMMUNITY AWARD**

Presentation of the afore-mentioned award by the Town Mayor, if available.

## **12. CONFIRMATION OF NEXT ORDINARY MEETING OF THE TOWN COUNCIL**

The Town Mayor/Chairman to confirm that the next Ordinary Meeting of the Town Council shall be held in the Council Chamber on Monday 10<sup>th</sup> June commencing at 6.45 pm.

## **13. CLOSE OF MEETING**

The Town Mayor/Chairman to formally close the Meeting.

NB: While the Town Mayor retires to disrobe and make his/her way to the Reception Venue, invited guests, Councillors and members of public will receive a presentation from the guest speaker.

Town Clerk and Responsible Financial Officer – 6<sup>th</sup> May 2024



**NEW ROMNEY TOWN COUNCIL**

**DECLARATION OF ACCEPTANCE OF OFFICE**

I, Councillor ....., having been elected to the office of Town Mayor and Chairman of New Romney Town Council, declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of Members of New Romney Town Council.

Signed ..... Date:

This Undertaking was made and signed before me :

Signed ..... Date:

Proper Officer of the Council

**NEW ROMNEY TOWN COUNCIL**

**TOWN MAYOR**

**OATH OF ALLEGIANCE**

I, Councillor ....., swear that I will be faithful and bear true allegiance to His Majesty King Charles the Third, His Heirs and successors according to law. So help me God.

**OFFICIAL OATH**

I, Councillor ..... do swear that I will well and truly serve His Majesty King Charles the Third in the office of Town Mayor. So help me God.



**NEW ROMNEY TOWN COUNCIL**

**DECLARATION OF ACCEPTANCE OF OFFICE**

I, Councillor ....., having been elected to the office of Deputy Town Mayor and Vice Chairman of New Romney Town Council, declare that I take that office upon myself and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of Members of New Romney Town Council.

Signed ..... Date:

This Undertaking was made and signed before me :

Signed ..... Date:

Proper Officer of the Council

**NEW ROMNEY TOWN COUNCIL**

**DEPUTY TOWN MAYOR**

**OATH OF ALLEGIANCE**

I, Councillor ..... do swear that I will be faithful and bear true allegiance to His Majesty King Charles the third, His Heirs and successors according to law. So help me God.

**OFFICIAL OATH**

I, Councillor ..... do swear that I will well and truly serve His Majesty King Charles the Third in the office of Deputy Town Mayor. So help me God.

## AGENDA ITEM 8

### NEW ROMNEY TOWN COUNCIL COMPOSITION OF STANDING COMMITTEES FOR 2024-25

#### **FINANCE & GENERAL PURPOSES COMMITTEE**

Councillor John Rivers  
Councillor Peter Coe  
Councillor Paul Thomas  
Councillor Kirsten Terry  
Councillor Jane Hiscock  
Councillor John Davies  
Councillor Paul Carey  
Councillor Rev Cn Sheila McLachlan

#### **Reserve Member:**

None

#### **PLANNING & ENVIRONMENT COMMITTEE**

Councillor John Rivers  
Councillor Peter Coe  
Councillor Kirsten Terry  
Councillor John Davies  
Councillor Sarah O'Hare  
Councillor Paul Carey  
Councillor Rev Cn Sheila McLachlan  
Councillor Leonard Phillips

#### **Reserve Member:**

None

#### **HEALTH & WELLBEING COMMITTEE**

Councillor John Rivers  
Councillor Peter Coe  
Councillor Jane Hiscock  
Councillor John Davies  
Councillor Rev Cn Sheila McLachlan  
Councillor Leonard Phillips

#### **Reserve Member:**

None

#### **To Be Confirmed at First Ordinary Meeting of New Romney Town Council**

#### **PERSONNEL COMMITTEE**

**(Max 5 Members inc Council Chairman and F&GP Chairman once elected)**

Councillor John Rivers  
Councillor Peter Coe  
Councillor Paul Thomas  
Councillor Jane Hiscock  
Councillor John Davies  
Councillor Paul Carey  
Councillor Rev Cn Sheila McLachlan

#### **Reserve Member:**

None

### **CURRENT BANK MANDATE SIGNATORIES**

Councillor John Rivers

Councillor Peter Coe

Councillor Paul Thomas

Councillor Jane Hiscock

Councillor Kirsten Terry

Councillor Rev Cn Sheila McLachlan

**END**