

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

9th May 2023

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 WEDNESDAY 17TH MAY 2023 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

PLEASE NOTE: *The afore-mentioned meeting will commence at 6.00pm.*

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
WEDNESDAY 17TH MAY 2023 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 2022-23 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 2023-24

(i) To approve the composition of the Planning and Environment Committee for 2023-24.

(ii) To approve the composition of the Finance & General Purposes Committee for 2023-24.

(iii) To approve the composition of the Health and Wellbeing Committee for 2023-24

(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. CO-OPTION OF COUNCILLORS TO NEW ROMNEY TOWN COUNCIL

(i) To consider **FOUR** applications for co-option to New Romney Town Council as Coast Ward Members.

(ii) If applicable, newly co-opted Members to read aloud and sign, in the presence of the Council's Proper Officer, the Declaration of Acceptance of Office, following which they may join the meeting.

10. FORMAL DECLARATION OF GENERAL POWER OF COMPETENCE

To formally declare that New Romney Town Council meets the criteria to hold the 'General Power of Competence' for the period until the next relevant Annual Meeting of the Town Council (ie. the Annual Meeting of the Council which takes place in a year of ordinary elections of parish councillors) – at which time, eligibility to hold GPC must be reviewed (requirements being that at least 11 of 16 Councillors have been duly elected to the Town Council and that the Town Council's Clerk / Proper Officer holds the CiLCA qualification).

11. APPOINTMENT OF ADDITIONAL BANK MANDATE SIGNATORIES

To approve the appointment of three additional bank mandate signatories.

12. FINANCIAL CHECKS 2023-24

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

13. KALC COMMUNITY AWARD

Presentation of the afore-mentioned award by the Town Mayor.

14. 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 Assembly Rooms, Church Approach on Wednesday 14th June 2023 commencing at 6.45 pm.

15. 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 – 9th May 2023



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.

**NEW ROMNEY TOWN COUNCIL
COMPOSITION OF STANDING COMMITTEES FOR 2023-24**

(Details to follow)

END