



3 May 2013

Dear Sir/Madam,

You are summoned to attend the **Annual Meeting** of the Borough Council of Newcastle-under-Lyme to be held in the **Council Chamber, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG** on **Wednesday, 15 May, 2013 at 7.00 pm.**

## B U S I N E S S

**1 Apologies**

**2 MINUTES OF THE LAST MEETING**

**(Pages 1 - 8)**

Held on 24 April 2013, to be signed as a correct record.

**3 Declarations of Interests**

**4 ELECTION OF MAYOR 2013/14**

When the Mayor has declared the result of the election, the incoming Mayor, retiring Mayor and Chief Executive, preceded by the Mace Bearers, will retire to the Mayor's Parlour accompanied by the following:-

- Retiring Mayoress
- Retiring High Constable
- Retiring Chaplain
- Mayoress designate
- High Constable designate
- Chaplain designate

The incoming Mayor will then be robed and invested with the chain of office. The Mayoral party will then return to the Council Chamber in the following order:-

- Mace Bearers
- Mayor
- Mayoress designate
- Chief Executive
- High Constable designate
- Chaplain designate
- Retiring Mayor
- Retiring Mayoress
- Retiring High Constable
- Retiring Chaplain

The Mayor will take the chair and make the declaration of acceptance of office.

**5 APPOINTMENT OF DEPUTY MAYOR 2013/14**

Following the appointment of the Deputy Mayor, he/she will make the declaration of acceptance of office.

**6 MAYORAL APPOINTMENTS**

The Mayor will announce the appointment of his:-

Mayoress  
High Constable  
Chaplain  
Mace Bearers

**7 Mayoral Address**

**8 VOTE OF THANKS TO THE RETIRING MAYOR AND MAYORESS**

In appreciation of their services during the past year, the retiring Mayor and Mayoress will be presented with their badges.

**9 Response of the Retiring Mayor and Summary of the Mayoral Year (Pages 9 - 10)**

**10 Mayor's Announcements**

**11 LONG SERVICE AWARD**

The Mayor will present a long service badge to Councillor Ann Heames in recognition of her 21 years service to the council and the people of Newcastle.

**12 APPOINTMENT OF CABINET AND DEPUTY LEADER**

The Leader will report the appointment of his Cabinet and Deputy Leader for 2013/14.

**13 APPOINTMENT OF COMMITTEES, CHAIRS AND VICE-CHAIRS 2013/14**

Report to follow.

**14 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2013/14**

Report to follow.

**15 URGENT BUSINESS**

Any business which is urgent in the opinion of the Mayor, in accordance with procedure rule 7.

Yours faithfully



Chief Executive

## **NOTICE FOR COUNCILLORS**

### **1. Fire/Bomb Alerts**

In the event of the fire alarm sounding, leave the building immediately, following the fire exit signs. Do not stop to collect personal belongings, do not use the lifts.

Fire exits are to be found either side of the rear of the Council Chamber and at the rear of the Public Gallery.

On exiting the building Members, Officers and the Public must assemble at the front of the former Hubanks store opposite to the Civic Offices. DO NOT re-enter the building until advised to by the Controlling Officer.

### **2. Attendance Record**

Please sign the Attendance Record sheet, which will be circulating around the Council Chamber. Please ensure that the sheet is signed before leaving the meeting.

### **3. Mobile Phones**

Please switch off all mobile phones before entering the Council Chamber.

### **4. Tea/Coffee**

Refreshments will be available at the conclusion of the meeting, or in the event of a break occurring, during that break.

### **5. Notice of Motion**

A Notice of Motion other than those listed in Standing Order 19 must reach the Chief Executive ten clear days before the relevant Meeting of the Council. Further information on Notices of Motion can be found in Section 5, Standing Order 20 of the Constitution of the Council.

