



Dear Sir/Madam,

By direction of the Mayor (Councillor Trevor Hambleton) you are summoned to attend a ***SPECIAL MEETING OF THE BOROUGH COUNCIL*** of Newcastle-under-Lyme to be held in the ***COUNCIL CHAMBER, CIVIC OFFICES, MERRIAL STREET, NEWCASTLE*** on ***WEDNESDAY, 14th SEPTEMBER 2011*** at 8.00pm or at the conclusion of the ordinary Council meeting (being a Special Meeting of the Council convened in pursuance of Section 249(5) of the Local Government Act 1972) for the purpose of passing the following resolution:-

That the Council being desirous of expressing its admiration and appreciation of the long and distinguished record of service to the residents of this Borough by Sir James Hawley KCVO JP TD DL, Her Majesty's Lord Lieutenant of and within the County of Stafford and Lady Hawley DL and as a mark of esteem confer upon them the honorary **FREEDOM OF THE BOROUGH**

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.