

Dronfield Town Council

Clerk to the Council:
Mr Andrew Tristram



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9th May 2017

To: **All Members of Dronfield Town Council**

Dear Councillor,

You are summoned to attend the Annual Meeting of Dronfield Town Council to be held at 7.30 pm on **Monday, 15th May 2017 at Gosforth Lodge, Cliffe Park Dronfield** for the purpose of transacting the following business.

Yours sincerely,



Andrew Tristram
Town Clerk

AGENDA

1. **Election of Town Mayor**
 - 1.1 Appointment of Town Mayor.
 - 1.2 New Mayor moves to Chair's seat.
 - 1.3 New Mayor invested with the Chain of Office.
 - 1.4 Retiring Mayor will vacate the Chairman's Seat
 - 1.5 The Mayor makes declaration of Acceptance of Office.

ALL MEMBERS TO STAND

"I, _____ having been elected to the Office of Town Mayor and Chairman of Dronfield Town Council hereby declare that I take this 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 Town Council's Code as to the conduct which is expected of members of Dronfield Town Council"

- 1.6 The Mayor will then sign the Declaration.
- 1.7 The Mayor will address the Council upon his/her appointment.
- 1.8 Vote of thanks to the retiring Mayor.
- 1.9 The retiring Mayor will reply.

Quality Service from a Quality Council



2. **Election of Deputy Town Mayor**
To elect the Deputy Town Mayor for the ensuing year.
3. **Apologies for Absence**
To receive any apologies for absence
4. **Leader and Deputy Leader of the Council**
To appoint
 - 4.1 The Leader of the Council.
 - 4.2 The Deputy Leader of the Council.
5. **Representatives on Outside Bodies** (Appendix 1)
To consider the schedule and, where necessary, appoint representatives to Outside Bodies
6. **Cycle of Meetings** (Appendix 2)
To consider details of meetings for the civic year 2017/2018.

Following this meeting, the Annual Town Meeting will be held to conduct business in accordance with the published agenda.