



# **CYNGOR TREF CONWY TOWN COUNCIL**

## **MAYORAL INAUGURATION**

**MONDAY 20<sup>th</sup> MAY 2019**  
at  
**6.30pm**

### **PLEASE STAND**

- (a) When the Mayor is announced at the beginning of the Meeting**
- (b) For Prayers**
- (c) For the Induction of the Mayor and Deputy Mayor-Making Ceremonies**
- (d) On the termination of the meeting when the Mayor Leaves**

1. The Mayor Elect  
(Councillor Goronwy Edwards)  
will be seated in his appointed  
place in the Council Chamber

Mayor – Elect

2. The Council Meeting will be opened  
at 6.30pm **precisely** by the arrival  
of the Mayor and the Town Clerk

Mayor and  
Town Clerk

3. Reverend David Parry  
will say Prayers

Mayor's  
Chaplain

4. Apologies

**AGENDA ITEM No 1 – ELECTION OF TOWN MAYOR & CONSTABLE OF  
THE CASTLE**

**To elect a Town Mayor & Constable of the Castle for the ensuing  
Municipal Year and invest him with  
the Robe and Chain of Office  
and to invest his  
Mayoress with her Badge of Office**

5. The Mayor will call for nominations  
for the office of Town Mayor  
The Mayor
6. Councillor Joan Vaughan will propose the  
Election of Councillor Goronwy Edwards  
for the office of Town Mayor and Councillor  
Colette Ryan will second the proposal  
Cllr J Vaughan  
Cllr C Ryan
7. The Mayor will then ask if there are any  
other nominations  
The Mayor
8. The Mayor will put the proposal to the Meeting  
and, upon the motion being carried, will duly  
declare **Councillor Goronwy Edwards** to be  
elected Town Mayor of Conwy  
The Mayor
- All Rise***
9. The Retiring Mayor will congratulate the  
newly-elected Mayor and will invest him with  
**the Robe and Badge of Office**  
The Retiring Mayor  
The Mayor  
*The Retiring Mayor  
will then occupy the  
seat to the right of  
the Mayoral chair  
where the Castle  
Key and Pennant  
are placed*

10. The newly-elected Mayor will then make the Declaration of Acceptance of Office of Town Mayor

New Mayor makes his Declaration

***Please be seated***

11. The Retiring Mayor will refer to the new Mayor's Appointment, by virtue of Royal Warrant, as Constable of the Castle & will present the Key to the Mayor & will suggest he visits the Castle at the conclusion of the meeting to witness the hoisting of the Constable's Pennant

Retiring Mayor to present the Key of the Castle to the new Mayor

12. The Town Clerk will read the Royal Warrant in English

Town Clerk

13. The Mayor will invite Councillor Bill Chapman to read the Royal Warrant in Welsh

Cllr B Chapman

14. The Mayor, holding the Key, will make the Declaration of Acceptance of Office of Constable of the Castle

The Mayor

15. The Mayor will thank the Retiring Mayor for the Key of the Castle and Mayoral Pennant and will then invite the Representative of Cadw to the dais

The Mayor

Representative of Cadw

16. The Mayor will then ask the Representative of Cadw to take into custody the Key and the Pennant and will declare his intention to visit the Castle immediately after the meeting to witness the hoisting of his Pennant.

The Mayor

Representative of Cadw

17. The Newly elected Mayor will return thanks for his election and address the meeting

The Mayor

18. The Mayor will then invest his Mayoress with her Badge of Office

The Mayor & Mayoress

- |   |                            |
|---|----------------------------|
| 19. The Mayor will report the appointment of the Mayor's Cadet for the Municipal Year and invite them to the dais | The Mayor<br>Mayor's Cadet |
| 20. The Mayor will invest the Mayor's Cadet with the Armband of Office  | The Mayor<br>Mayor's Cadet |
| 21. The Town Clerk will report the appointment of the Mayor's Chaplain for the Municipal Year                     | Town Clerk                 |

**AGENDA ITEM No 2 – ELECTION OF DEPUTY TOWN MAYOR**  
To elect a Deputy Town Mayor for the ensuing Municipal Year and invest him with the Robe and Badge of Office

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|--|---|
| 22. The Mayor will call for nominations for the appointment of Deputy Town Mayor   | The Mayor   |
| 23. Councillor Shari Barber-Bailey will propose the appointment of Councillor Emma Leighton-Jones as Deputy Town Mayor and Councillor Gary Willetts will second the proposal   | Cllr S Barber-Bailey<br>Cllr G Willetts   |
| 24. The Mayor will then ask if there are any other nominations   | The Mayor   |
| 25. The Mayor will then put the proposal to the meeting and, upon the motion being carried, will duly declare Councillor Emma Leighton-Jones to be appointed Deputy Town Mayor for the ensuing Municipal Year and will invite her to the dais. | The Mayor<br>New Deputy Mayor will proceed to the dais, accompanied by her Proposer |

**All Rise**

- |   |  |
|---|--|
| 26. The Deputy Town Mayor will be robed by the Mayor and she will then make her Declaration of Acceptance of Office | The Mayor<br>Deputy Mayor<br>Town Clerk      |
| <b><i>Please be seated</i></b>  |  |
| 27. The Deputy Town Mayor will express thanks and will afterwards take her seat on the dais                         | Deputy Mayor                                 |
| 28. The Mayor will then call the Deputy Town Mayor's Mayoress to the dais and invest her with her Badge of Office   | The Mayor<br>Deputy Town<br>Mayor's Mayoress |

**AGENDA ITEM No 3**  
**Vote of Thanks and Presentation**  
**to the Retiring Mayor and Retiring Mayor's Consort**

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|--|---|
| 29. The Mayor will propose a Vote of Thanks to the Retiring Mayor (Councillor Samantha Cotton) and her Consort (Mr F Thompson) | The Mayor                                       |
| 30. The Mayor will call upon Deputy Mayor Councillor Emma Leighton-Jones to second the Vote of Thanks                          | Deputy Mayor                                    |
| 31. The Mayor will make a presentation of Past Mayor's Badge to the Retiring Mayor and a gift to the Retiring Consort          | The Mayor<br>Retiring Mayor<br>Retiring Consort |
| 32. The Retiring Mayor will give a brief speech  | Retiring Mayor                                  |
| 33. The Retiring Mayor will present her Cadet with a gift  | Retiring Mayor<br>Retiring Mayor's Cadet        |

**AGENDA ITEM No 4**

34. **The Mayor's Announcements**

To receive such communications and to deal with such urgent business as the Mayor may desire to lay before the Council.

**AGENDA ITEM No 5**

35. **Appointment of Committees**

To appoint and approve membership of the Council's various Committees for the Municipal Year 2019-20 as tabled:

Proposed by Cllr Gary Willetts  
Seconded by Cllr Martin Craven

**AGENDA ITEM No 6**

36. **Representation on Outside Bodies**

To appoint and approve representation on Outside Bodies for the Municipal Year 2019-20 as tabled:

Proposed by Cllr Vicky Macdonald  
Seconded by Cllr Shari Barber-Bailey

**AGENDA ITEM No 7**

37. **Town Mayor's Allowance & Deputy Mayor's Allowance**

To fix the amount of the Mayor's Allowance in pursuance of Section 34 (5) of the Local Government Act 1972:

Proposed by Cllr Gary Willetts  
Seconded by Cllr Helen Roberts

## **AGENDA ITEM No 8**

### **38. Well-Being Plan 2019-20**

To approve the Conwy Town Council Well-Being Plan for the Municipal Year 2019/20 as tabled

Proposed by Cllr Gary Willetts  
Seconded by Cllr Helen Roberts

## **CONWY TOWN COUNCIL** **Ceremony of installation of Constable of the Castle**

1. At the conclusion of the Meeting in the Guildhall, the Civic party will proceed to the Castle to witness the hoisting of the Constable's Pennant.
2. All guests are invited to join the Civic party
3. When the Pennant has been hoisted the Retiring Mayor (as outgoing Constable) will congratulate the new Constable on the appointment
4. The new Constable will reply
5. The Civic party will leave the Castle & return to the Guildhall
6. Guests will make their way to Midland

Natasha Flint  
Town Clerk & Responsible Financial Officer