



CYNGOR TREF CONWY TOWN COUNCIL

MAYORAL INAUGURATION ANNUAL MEETING

MONDAY 3rd AUGUST 2020
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 Emma Leighton-Jones)
will be seated in her 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 her with
the Robe and Chain of Office
and to invest her
Mayoress with her Badge of Office**

5. The Mayor will call for nominations
for the office of Town Mayor The Mayor
6. Councillor Pat Hart will propose the
Election of Councillor Emma Leighton-Jones
for the office of Town Mayor and Councillor
Helen Roberts will second the proposal Cllr P Hart
Cllr H Roberts
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 Emma Leighton-Jones** to be
elected Town Mayor of Conwy The Mayor

All Rise

9. The Retiring Mayor will congratulate the newly elected Mayor and will invest her 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 her Declaration

Please be seated

The Mayor

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.

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 John Rooney to read the Royal Warrant in Welsh

Cllr J Rooney

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 return thanks for her election and address the meeting

The Mayor

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

The Mayor & Mayoress

17. 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 her with the
Robe and Badge of Office**

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| 18. The Mayor will call for nominations for the appointment of Deputy Town Mayor | The Mayor |
| 19. Councillor John Rooney will propose the appointment of Councillor Colette Ryan as Deputy Town Mayor and Councillor Terry James will second the proposal | Cllr J Rooney

Cllr T James |
| 20. The Mayor will then ask if there are any other nominations | The Mayor |
| 21. The Mayor will then put the proposal to the meeting and, upon the motion being carried, will duly declare Councillor Colette Ryan to be appointed Deputy Town Mayor for the ensuing Municipal Year and will invite her to the dais. | The Mayor

New Deputy Mayor will proceed to the dais, accompanied by her Proposer |
| <i>All Rise</i> | The Mayor |
| 22. The Deputy Town Mayor will then make her Declaration of Acceptance of Office | Deputy Mayor |
| <i>Please be seated</i> | The Mayor |
| 23. The Deputy Town Mayor will express thanks and will afterwards take her seat on the dais | Deputy Mayor |
| 24. The Mayor will then call the Deputy Town Mayor's Consort to the dais and invest him with his Badge of Office | The Mayor
Deputy Town
Mayor's Consort |

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

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| 25. The Mayor will propose a Vote of Thanks to the Retiring Mayor (Councillor Goronwy Edwards) and his Mayoress (Mrs Eryl Edwards) | The Mayor |
| 26. The Mayor will call upon Councillor Gary Willetts to second the Vote of Thanks | Cllr G Willetts |
| 27. The Mayor will make a presentation of Past Mayor's Badge to the Retiring Mayor and a gift to the Retiring Mayoress | The Mayor
Retiring Mayor
Retiring Mayoress |
| 28. The Retiring Mayor will give a brief speech | Retiring Mayor |
| 29. The Retiring Mayor will thank his Cadet | Retiring Mayor |

AGENDA ITEM No 4
The Mayor's Announcements

30.

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

31. Approval of Payments.

To approve invoices received for payment:

- a) Viking – Office Stationery - £110.75 plus VAT;
- b) Zurich Municipal – Guildhall Extended Insurance Cover – 424.87 plus VAT;
- c) Opus Energy – St Mary Clock Electric – 61.10 plus VAT;
- d) Snowdonia Nurseries – Gift Voucher for Retiring Mayors Consort - £75.00;
- e) Cash – Petty Cash for Postage & Sundries - £190.56;
- f) Trilo-bytes – Server & Cloud Storage 01.05.20-30.07.20 - £84.00;
- g) Viking – PPE Equipment - £290.92 plus VAT;
- h) DELWEDD – SSL Certificate - £47.99 plus VAT.

Proposed by Cllr H Roberts
Seconded by Cllr P Hart

32. List of Cheques.
To approve list of cheques no. 447 (to be tabled)

Proposed by Cllr H Roberts
Seconded by Cllr P Hart

AGENDA ITEM No 5

33. **Representation on Outside Bodies**

To appoint and approve representation on Outside Bodies for the Municipal Year 2020-21 as tabled:

Proposed by Cllr P Hart
Seconded by Cllr G Willetts

AGENDA ITEM No 6

34. **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 G Willetts
Seconded by Cllr P Hart

AGENDA ITEM No 7

35. **Well-Being Plan 2020-21**

To approve the Conwy Town Council Well-Being Plan for the Municipal Year 2020/21 as tabled

Proposed by Cllr G Edwards
Seconded by Cllr C Ryan

Natasha Flint
Town Clerk & Responsible Financial Officer