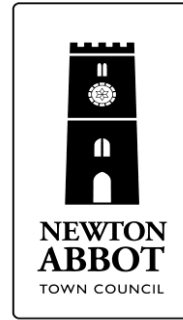


**TO: ALL MEMBERS
OF THE COUNCIL**



MY Ref: PAR\CWLM

Date: 8th May 2024

Dear Councillor,

You are hereby summoned under the Local Government Act 1972, Schedule 12, Section 10, to attend the **ANNUAL MEETING OF THE TOWN COUNCIL** to be held at Newton's Place, Wolborough Street, Newton Abbot on **WEDNESDAY, 15TH MAY 2024 AT 6.00 P.M.** to transact the business specified in the Agenda set out below.

Yours sincerely

Town Clerk

A G E N D A

MAYORAL ANNOUNCEMENTS & MAYOR'S CHARITY

Prior to the commencement of the meeting, The Mayor, Councillor David Corney-Walker, will make some announcements.

1. ELECTION OF TOWN MAYOR FOR 2024/25

Mayor to invite nominations for the election of the Mayor of Newton Abbot Town Council for 2024/25.

Chain of Office to be transferred to the new Mayor.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Clerk to invite the new Mayor to read and sign the declaration of acceptance of office. The new Mayor to make any appropriate announcements, to include Mayor's Mayoress and Charity.

3. APOLOGIES FOR ABSENCE

To receive apologies and approve reasons for absence. Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered

also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

4. INTERESTS TO BE DECLARED

In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting.

**5. APPOINTMENT OF DEPUTY MAYOR 2024/25
(Mayor Elect 2025/26)**

The Mayor to call for nominations for and to declare the appointment of the Deputy Mayor for 2024/25.

Chain of office to be placed on the Deputy Mayor.

6. DECLARATION OF ACCEPTANCE OF OFFICE

The Town Clerk to invite the Deputy Mayor to read and sign the declaration of acceptance of office.

7. CONSTITUTION OF COMMITTEES

To approve the constitution of the Committees and Sub-Committees of the Council
(previously circulated). **APPENDIX A**

8. PROCEEDINGS OF THE COMMITTEES OF THE COUNCIL

To approve that the existing Chairperson and Vice-Chairperson of the parent Committee will be responsible for any necessary decisions arising from the business of its Committee, Sub-Committees and Working Parties until such time as the respective Chairperson and Vice-Chairperson, as appropriate, are elected and appointed at their first meeting.

9. APPOINTMENT OF COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

To approve and consider as necessary the filling of vacancies on the Representatives on Outside Bodies appointed by the Council. **APPENDIX B**

10. TO APPROVE SIGNATURES FOR CHEQUES

To approve the following to be the authorised signatories for cheques on behalf of the Council - Mayor, Deputy Mayor, Chairperson Finance & Audit and Vice-Chairperson Finance & Audit Committee.

Any two of the Members nominated plus Town Clerk and/or RFO/Office Administrator (N.B. This resolution is required for Bank Mandate purposes).

15. **CONCLUSION OF THE MEETING**

The Mayor to close the Meeting.

N.B. At the conclusion of the Meeting, the Mayor invites you to enjoy the available refreshments.