



# Lutterworth Town Council

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**Carol Mobbs**

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11<sup>th</sup> May 2022.

Dear Councillors,

You are hereby **Summoned** to attend the Annual Meeting of Lutterworth Town Council on Tuesday 17th May 2022 at Lutterworth Town Hall.

The event will commence at **6:30pm** to allow for group and individual photographs, with the Annual Town Council Meeting itself commencing at 7:30pm. The Events and Media Officer has asked for new photographs to allow her to update the Town Council Members Board.

**Members are reminded that apologies for absence for all council meetings should be reported to the Town Clerk to ensure that they are correctly recorded.**

The purpose of the meeting is: -

**22/1. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.**

**22/2. ELECTION OF TOWN MAYOR FOR 2022-23.**

THE CHAIRMAN will ASK THE CLERK FOR CONFIRMATION OF THE NOMINATIONS FOR TOWN MAYOR.

Councillor R Nunn has nominated Cllr B Zilberts and Cllr G Robinson has seconded the nomination for Town Mayor.

In the event of there being only one nomination, ballot slips will be issued for councillors to indicate their acceptance or rejection of the nomination. In the event of more than one nomination, the Clerk will issue ballot slips stating the names of the nominees and a secret ballot will commence, with the nominee receiving the highest number of votes elected as Mayor.

The current Mayor will announce the result of the vote, and the following declaration will be made:

"I declare that \_\_\_\_\_ has been duly elected as Town Mayor of Lutterworth for 2022-23".

[Cllr Richard Nunn](#) and \_\_\_\_\_ stand and the Chain of Office will be presented to newly elected Town Mayor by the Retiring Mayor.

The retiring Town Mayor has returned the consorts chain and he will present it to the newly elected Town Mayor's consort.

Flowers presented to the retiring consort for 2021-22 in thanks for her service by the Events Officer.

[Cllr Richard Nunn](#) and the newly elected Town Mayor will change places.

Newly elected Mayor will present past Town Mayor's badge to Cllr [Richard Nunn](#).

**22/3. DECLARATION OF ACCEPTANCE**

Town Clerk will call on the newly elected Mayor to make his Declaration of Acceptance of Office. (Declaration of Acceptance of Office form to be presented at the meeting).

**22/4. VOTE OF THANKS TO THE RETIRING TOWN MAYOR.**

Newly elected Town Mayor will call upon Cllr [Tony Hiron](#) to give the vote of thanks to the retiring Town Mayor.

**22/5. RESPONSE BY RETIRING TOWN MAYOR.**

After the response, the retiring Town Mayor will move to sit amongst the councillors.

**22/6. APPOINTMENT OF DEPUTY TOWN MAYOR FOR 2022-23.**

**THE CHAIRMAN TO ASK THE CLERK FOR CONFIRMATION OF NOMINATIONS FOR TOWN DEPUTY MAYOR.**

Cllr R Nunn has nominated Cllr P Beadle for the position of Deputy Town Mayor and it has been seconded by Cllr Tony Hiron and Cllr D Gair.

Cllr G Robinson has nominated Cllr D Jones for Deputy Town Mayor and it has been seconded by Cllr S Hill.

In the event of there being only one nomination, ballot slips will be issued for councillors to indicate their acceptance or rejection of the nomination. In the event of more than one nomination, the Clerk will issue ballot slips stating the names of the nominees and a secret ballot will commence, with the nominee receiving the highest number of votes elected as Deputy Mayor.

The New Town Mayor will announce the result of the vote, and the following declaration will be made:

"I declare that \_\_\_\_\_ has been duly elected as Town Deputy Mayor of Lutterworth for 2022-23".

Newly Elected Deputy Town Mayor will step forward and will be presented with the Deputy Town Mayor's Badge of Office by the new Mayor.

Newly elected Deputy Town Mayor will take his place next to the Town Mayor.

**22/7. DECLARATION OF ACCEPTANCE.**

Newly Elected Town Mayor will call upon Newly Elected Deputy Mayor to come forward and make his Declaration of Acceptance of Office.

(Declaration of Acceptance of Office to be presented at the meeting).

**22/8. TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.**

**22/9. TO RECEIVE THE TOWN MAYOR'S ANNOUNCEMENT.**

**22/10. TO DETERMINE THE DATES OF COUNCIL MEETINGS FOR 2022-23.**

**22/11. APPOINTMENT OF MEMBERS.**

1. Administration, Finance & Development Committee (10 members)
2. East Lutterworth Committee (5 members)

3. **Events Committee (8 members)**
4. **Grant Panel (5 members)**
5. **Open Spaces Committee (10 members)**
6. **Planning & Highways Committee (8 members)**
7. **Staffing Committee (9 members)**
8. **Lutterworth Museum Management Team (4 members)**  
4-year term to May 2023 – Cllrs Coleman, Hirons, Gair and Nunn.
9. **Magna Park Liaison Group**  
Mayor, Deputy Mayor (Reserve) Chairman of Planning & Highways (2<sup>nd</sup> Reserve).
10. **Boundary Commission Working Party (5 Members)**
11. **Healthcare Working Party (7 Members)**
12. **Neighbourhood Plan Working Party (6 members)**
13. **S106 Funding Working Party (6 Members to include all District Councillors)**
14. **Semi Natural Green Space Work Party (5 Members)**
15. **Tourism Work Group (5 members)**
16. **Pavilion Working Party (3 Members)**
17. **Town Estate Trustees (3 representatives) (4yr term)**  
Present representatives: Cllr R Coleman, Cllr Bill Zilberts & Mike Perks.
18. **Town Hall Trustees (2 representatives) (2yr term)**  
Present representatives: David Jones
19. **Leicestershire and Rutland Association of Local Councils – Voting Member**  
Present representation - Tony Hirons to September 2022.
20. **Lutterworth Town Band**  
Honorary President – Town Mayor.
21. **Lutterworth & District Twinning Association**  
Town Mayor (as honorary president)

**22/12. TO RE-ADOPT THE POWER OF COMPETENCE FOR 2022-23.**

The Council are asked to re-adopt the General Power of Competence.

Newly elected Town Mayor will declare that the following agenda items 22/13 to 22/17 will be deferred until the next Town Council meeting on 14<sup>th</sup> June 2022.

**22/13. TERMS OF REFERENCE.**

The Council are asked to review and adopt the Terms of Reference for the Committees.

**22/14. TO APPROVE THE RISK ASSESSMENTS**

The Council re asked to review and adopt the Risk Assessments.

**22/15. TO APPROVE THE ASSET REGISTER.**

The Council are asked to review and adopt the Asset Register.

**22/16. TO APPROVE THE FINANCIAL REGULATIONS.**

The Council are asked to review and adopt the Financial Regulations.

**22/17. TO APPROVE THE CODE OF CONDUCT.**

The Council are asked to review and adopt the Code of Conduct.

**22/18. NEXT MEETING**

The date of the next meeting will be Tuesday 14<sup>th</sup> June 2022 at 7pm.



**Carol Mobbs**

Town Clerk

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