

**THE RIGHT WORSHIPFUL THE MAYOR AND ALL MEMBERS OF HEREFORD CITY COUNCIL**

You are hereby summoned to attend the ANNUAL MEETING of HEREFORD CITY COUNCIL to be held in the Council Chamber, Town Hall, Hereford on MONDAY 20 MAY 2013 at 6.00 pm at which the business set out below is proposed to be transacted.

Steve Kerry  
Town Clerk

**HEREFORD CITY COUNCIL**

**ANNUAL MEETING OF THE HEREFORD CITY COUNCIL  
AND MAYORAL INSTALLATION**

**The Council Chamber, Town Hall, Hereford  
Monday 20 May 2013 at 6.00 pm**

**The Mayor, Councillor Brian Wilcox will call upon his Chaplain, Reverend Tony Hodder, to say prayers**

**AGENDA**

- 1. The Mayor, will call upon Members of the City Council to elect one of their number to serve as Mayor during the coming Municipal Year.**

The Mayor will call upon a proposer for the Mayor-elect and a Member to second the proposition.

The nominated Member be elected Mayor, and Chairman of the Council.

The Mayor will ask for any other nominations.

The vote will be taken after which the Mayor will declare the result.

- 2. The newly elected Mayor will make their Declaration of Acceptance of Office before the Town Clerk as required by law.**

The retiring Mayor will invest the newly elected Mayor with the Chain and Badge of Office.

The newly elected Mayor will take their place in the Mayoral Chair.

**3. The Mayor will present the retiring Mayor with their Past Mayor's Badge.**

The incoming Mayor's Mayoress will receive her Badge from the retiring Mayoress.

The incoming Mayor's Mayoress will present the retiring Mayoress with a Past Mayoress's brooch.

**4. The newly elected Mayor will return thanks to the Members of the City Council and the assembled company**

**5. To receive apologies for absence from Members of the City Council**

**6. The Mayor will call upon Members of the City Council to elect one of their number to serve as Deputy Mayor during the coming Municipal Year.**

The Mayor will call upon a proposer for the Deputy Mayor-elect and a member to second the proposition.

The nominated member be elected Deputy Mayor, and Vice Chairman of the Council.

The Mayor will ask for any other nominations.

The vote will be taken after which the Mayor will declare the result.

**7. The Deputy Mayor will make their Declaration of Acceptance of Office before the Town Clerk as required by law.**

The retiring Mayor will then change places with the incoming Deputy Mayor who will be invested with their Badge of Office by the Mayor.

The Deputy Mayor will address the City Council and the assembled company

**9. A Member of the City Council will express the thanks of the City Council to the Retiring Mayor and Mayoress for their services during the 2012-2013 Municipal Year**

**10. The Retiring Mayor, will address the City Council and the assembled company**

**11. The Mayor will announce the appointment of their Chaplain and appointed charities for the Municipal Year 2013-14.**

**12. The Mayor will declare the meeting closed and will invite the assembled company to dine with them in the Assembly Hall**