

## AGENDA

### ANNUAL COUNCIL MEETING

Date: Tuesday, 17 May 2016

Time: 7.00 pm

Venue: West Faversham Community Centre, Bysing Wood Road, Faversham ME13 7RH

Quorum = 16

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Pages

1. Emergency Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting that:

There is no scheduled test of the fire alarm during this event. If the alarm does sound, please leave the building quickly without collecting any of your possessions, using the doors signed as fire escapes and assemble in the Car Park at the front of the building. Await instructions from the Fire Marshall before re-entering the building.

Should anyone require assistance in evacuating the building please make the volunteer staff in the front office aware of any special needs so that suitable arrangements may be made in the event of an emergency.

2. Prayers

The Mayor's Chaplain will say prayers, after which the Mayor will welcome guests to the meeting.

3. Apologies for absence

The Chief Executive will announce any apologies for absence from Members.

4. Appointment of Mayor

To confirm the appointment of Councillor Lesley Ingham as Mayor for the civic year 2016/17.

The Mayoral party will now retire for re-robing.

5. The Forthcoming Mayoral Year

The new Mayor will outline the forthcoming Mayoral year, including their chosen charities.

6. Vote of Thanks to retiring Mayor

A vote of thanks will be given to the retiring Mayor, Councillor Anita Walker and the retiring Mayoress, Mrs Sylvia Lawrence.

The retiring Mayor is invited to say a few words about their Mayoral Year and to present gifts.

7. Appointment of Deputy Mayor

To confirm the appointment of Councillor Prescott as Deputy Mayor for the civic year 2016/17.

8. Appointment of Mayor's Cadet

The Mayor will announce the appointment of her Cadet for the forthcoming civic year 2016/17 and will present the cadet with the official badge.

9. Appointment of Mayor's Chaplain

The Mayor will announce the appointment of her Chaplain for the forthcoming civic year 2016/17.

10. Concluding Prayers

The Mayor's Chaplain will say prayers, after which guests and members of the public are asked to remain standing whilst the official party withdraws.

Members are reminded that the Annual Council meeting will reconvene tomorrow evening, Wednesday 18 May 2016 at 7pm in the Council Chamber, Swale House, to conclude its business.

**Issued on Monday, 9 May 2016**

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Council, please visit [www.swale.gov.uk](http://www.swale.gov.uk)