

City Solicitor and Secretary

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TO: THE MAYOR AND MEMBERS
OF THE CITY COUNCIL

Please ask for:

Direct Line:

E-mail:

Your ref:

Our ref:

Mr Dixor

01228 817033

lanD@carlisle-city.gov.uk

IJD/LT

13 May 2002

Dear Sir/Madam

RE: ANNUAL COUNCIL MEETING – MONDAY 20 MAY 2002

You are summoned to attend the Annual Meeting of the City Council which will be held at **11.00 am on Monday 20 May 2002** in the Council Chamber, Civic Centre, Carlisle.

AGENDA

1. The Mayor will ask the Chaplain to the City Council to open the meeting with prayers.
2. The City Solicitor and Secretary will call the roll.
3. To elect the Mayor of the City and the Deputy Mayor for the ensuing municipal year in accordance with the following procedure.
 - (a) The Mayor will invite nominations and seconding for the Election of the Mayor for the ensuing municipal year, following which Election the newly elected Mayor, accompanied by the Retiring Mayor, and the Town Clerk and Chief Executive, will retire from the Chamber. (Guests are asked to be upstanding as the party retires from the Chamber).
 - (b) The newly elected Mayor and the Town Clerk and Chief Executive will return with the new Mayor, having assumed the Mayoral robes, chain and badge of office.



The Mayor will take the Mayoral seat with the Retiring Mayor occupying the seat at the end of the Mayoral bench, leaving the Deputy Mayor's seat on the right of the Mayor vacant.

- (c) The Mayor will :
 - (i) make the Declaration of Acceptance of Office as Mayor;
 - (ii) subscribe to the Ancient Mayoral Oaths of the City.
- (d) The Retiring Mayor's Consort will invest the new Mayoress with the Mayoress' Chain and Badge.
- (e) The Mayor will invite nominations and seconding for the Election of a Member of the Council as Deputy Mayor for the ensuing municipal year. Following an Election, the Deputy Mayor will occupy the seat to the right of the Mayor.
- (f) The Mayor will invest the Deputy Mayor with the robe and badge of office and the Deputy Mayor will make the Declaration of Acceptance of Office as Deputy Mayor. The Mayoress will invest the Deputy Mayor's Consort with the Deputy Mayor's Consort's Badge.
- (h) The Mayor will return thanks for the honour conferred on him by his election.
- (i) The Mayor will invite the proposing and seconding of a motion of thanks to the Retiring Mayor.
- (j) The Retiring Mayor will return thanks.
- (k) The Mayor will invest the Retiring Mayor, and the Mayoress will invest the retiring Mayor's Consort, with replicas of the Mayoral badges.
- (l) Master Damon Graham and Miss Faye Graham will present flowers to the Retiring Mayor, the newly elected Mayoress and the newly elected Deputy Mayor.

4. **Announcements**

- (a) To receive any announcements from the Mayor.
- (b) To receive any announcements from the Town Clerk and Chief Executive.

5. **Appointment of Leader of the Council**

To note that Councillor Mike Mitchelson was appointed as Leader of the Carlisle City Council at the meeting of the City Council on 11 September, 2001 and to confirm his continuing appointment.

6. **Appointment of Committees & Council's Scheme of Delegation**

The Council will consider the following motions :

- (i) "That the Report of the City Solicitor & Secretary – Appointment of Committees 2002/03 - be received and approved, and that the allocation of seats on and the appointment of Members to the Committees and Panels of the Council as set out in that report and the Schedules attached thereto be approved."
(Copy Report TC.88/02 herewith)
- (ii) "That the Council's Scheme of Delegation for the municipal year 2002/03 as attached to Report TC.89/02 be received and approved."
(Copy Council's Scheme of Delegation herewith)

7. **Leader's Scheme of Delegation**

To receive and note the Leader's Scheme of Delegation for 2002/03 as attached to Report TC.90/02.

(Copy Leader's Scheme of Delegation to follow)

8. **Schedule of Meetings 2002/03**

To note the Schedule of Ordinary Meetings of the City Council and Committees for the municipal year 2002/03. (The programme of meetings for 2002/03 was approved by the City Council at its meeting on 5 March 2002).

(Copy Schedule of Meetings herewith)

9. **Overview & Scrutiny Management Committee**

Pursuant to the Overview and Scrutiny Procedure Rules set out in the Council's Constitution the Mayor will invite nominations for the appointment of the Chair of the Overview and Scrutiny Management Committee for the municipal year 2002/03.

10. **Representatives on Outside Bodies**

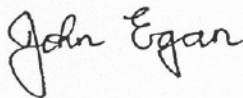
To consider City Council appointments to a number of outside bodies.
(Copy Report TC.86/02 herewith)

11. The Mayor will invite nominations to appoint :

- (a) The Superintendant of the Northern Division of the Cumbria Police Authority as a Bailiff for the City.
- (b) Mr J L Thompson and Mr D Scott as joint Mayor's Sergeant.
- (c) Messrs. A Box, C Lindsley and J Brown as Sword and Mace Bearers.

12. The Mayor will close the meeting and guests will be asked to rise while the Mayoral party leaves the Chamber.

Yours faithfully

A handwritten signature in black ink that reads "John Egan". The signature is written in a cursive style with a large, looped initial 'J'.

City Solicitor and Secretary