

Governance Directorate

Director of Governance : M D Lambert LLB (Hons) MBA

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TO: THE MAYOR AND MEMBERS
OF THE CITY COUNCIL

Please ask for:

Direct Line:

E-mail:

Your ref:

Our ref:

Mrs Durham

01228 817036

MoragD@carlisle.gov.uk

MD

11 May 2012

Dear Sir / Madam

RE: ANNUAL COUNCIL MEETING – MONDAY 21 MAY 2012

You are summoned to attend the Annual Meeting of Carlisle City Council, which will be held at **11.00 am on Monday 21 May 2012** in the Council Chamber, Civic Centre, Carlisle.

AGENDA

1. The Mayor will ask the Chaplain to say prayers.
2. The Director of Governance will open the meeting by calling 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 Oath of the City.
- (d)** The Retiring Mayoress will invest the new Mayoress/Consort with the Mayoress's/Consort's 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 a seat on the Mayoral Bench; and the Deputy Mayoress/Consort will occupy a seat next to the newly elected Mayoress/Consort.
- (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/Consort will invest the Deputy Mayoress/Consort with the Deputy Mayoress's/Consort's Chain and Badge.

- (g)** The Mayor will return thanks for the honour conferred by his/her election.
- (h)** The Mayor will invite the proposing and seconding of a motion of thanks to the Retiring Mayor.
- (i)** The Retiring Mayor will return thanks.
- (j)** The Mayor will invest the Retiring Mayor, and the Mayoress/Consort will invest the retiring Mayoress with replicas of the Mayoral Badges.

- (k) Flowers will be presented to the Retiring Mayoress, the newly elected Mayor/Mayoress/Consort and the newly elected Deputy Mayor/Mayoress/Consort.

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 the Leader of the Council

Following the resignation of the Leader of the Council, effective from 11.00 am on 21 May 2012 and pursuant to Article 7.03 of the Council's Constitution, to appoint a Leader of the Council until the Annual Meeting of the Council in 2016 (or for up to the end of his/her term of office as a Member, whichever is the shorter).

6. Appointment of Committees and Panels; and Council's Scheme of Delegation

The Council will consider the following motions:

- (i) "That the Report of the Director of Governance – Appointment of Committees and Panels 2012/2013 – 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 GD.29/12 herewith)

(Schedule showing nominations from the Conservative Group; Independent Group; and Liberal Democrat Group enclosed. Copy Labour Group nominations to follow as soon as possible)

- (ii) "That the Council's Scheme of Delegation for the Municipal Year 2012/13 as attached be received and approved".
(Copy Report GD.30/12 enclosing the Council's Scheme of Delegation herewith)

7. Appointment of Chairmen and Vice Chairmen

Pursuant to Minute C.104/09, the Mayor will invite nominations and seconding for the appointment of Chairmen and Vice Chairmen in respect of the following Panels/Committee:

- (i)** Resources Overview and Scrutiny Panel
- (ii)** Community Overview and Scrutiny Panel
- (iii)** Environment and Economy Overview and Scrutiny Panel
- (iv)** Licensing Committee

8. Leader's Scheme of Delegation

To receive and note the Leader's Scheme of Delegation for 2012/13.
(Copy Leader's Scheme of Delegation to be tabled at Council)

9. Schedule of Meetings 2012/13

To note the Schedule of Ordinary Meetings of the City Council and Committees/Panels for the Municipal Year 2012/13. (The programme of meetings for 2012/13 was approved by the City Council at its meeting on 10 January 2012)
(Copy Report GD.31/12 herewith)

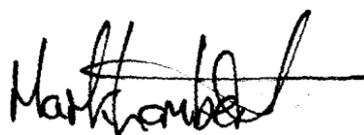
10. Appointments

The Mayor will invite nominations to appoint:

- (a)** The Chief Superintendent of the Northern Division of the Cumbria Police Authority as Bailiff for the City.
- (b)** Mr J L Thompson and Mr P Donnelly as joint Mayor's Sergeant.
- (c)** Messrs A Box and C Lindsley as Sword and Mace Bearers.

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

Yours faithfully



Director of Governance