

## HARWICH TOWN COUNCIL

The Guildhall, Church Street,  
Harwich, Essex CO12 3DS

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### MAYORMAKING

#### MINUTES OF THE ANNUAL STATUTORY & MAYORMAKING MEETING held on 25<sup>TH</sup> MAY 2023 at 11.00am THE GUILDHALL, CHURCH STREET, HARWICH

<b>Present:</b>	<b>The Mayor, Councillor I Henderson, in the Chair</b>  <b>Councillors: Armstrong, Calver, Chable, Davidson, Fowler, J Henderson, McLeod, Morrison, Powell, Richardson, Saunders, Smith, Todd and Wade</b> <b>Clerk to the Council, Ms L Ballard</b> <b>Assistant Clerk to the Council, Mrs M Snell</b> <b>Estates Supervisor, Mr A Wells</b> <b>Macebearer, Mr J Ford</b> <b>High Steward, Mr C Strachan</b>
<b>Also present:</b>	<b>32 members of the public, TDC Chief Executive, Ian Davidson, Town Crier, Richard Bench and the Revd. Kirsty Emerson</b>
<b>Prayers</b>	<b>Prayers were said by the Revd. Kirsty Emerson</b>

<b>001/23</b>	<b><u>ELECTION OF MAYOR</u></b> The Mayor called for nominations for Mayor for the forthcoming year. Councillor Davidson moved, and Councillor Smith seconded that Councillor Fowler be elected as Mayor of Harwich for the forthcoming year. The Mayor then called for any further nominations and there being none, Councillors voted unanimously to elect Councillor Fowler. <b>RESOLVED:</b> that Councillor Fowler be elected as chairman and Mayor of Harwich for the 2023-24 Municipal Year. The mayor then read aloud her Declaration of Acceptance of Office.
<b>002/23</b>	<b><u>APPOINTMENT OF DEPUTY MAYOR</u></b> The Newly elected Mayor called for nominations for Deputy Mayor for the forthcoming year. Councillor Calver moved, and Councillor Powell seconded that Councillor Morrison be appointed as Deputy Mayor of Harwich for the forthcoming year. The Mayor then called for any further nominations and there being none, Councillors voted unanimously to appoint Councillor Morrison. <b>RESOLVED:</b> that Councillor Morrison be appointed as Deputy Mayor for the 2023-24 Municipal Year. The deputy mayor then read aloud her Declaration of Acceptance of Office.
<b>003/23</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr Fay.
<b>004/23</b>	<b><u>MAYOR'S CHAPLAIN</u></b> The Mayor announced the appointment of the Revd Kirsty Emerson as the council's Chaplain for the forthcoming year.

	The Mayor, Deputy Mayor and retiring Mayor retired to the Parlour to change robes.
<b>005/23</b>	<b><u>MAYOR'S THANKS FOR ELECTION</u></b> The Mayor returned thanks for her election.
<b>006/23</b>	<b><u>THE MAYORESS</u></b> The Mayoress, Mrs Anna Rendell-Knights, was invested by the Mayor with her chain of office. The Mayoress announced her chosen good causes for the ensuing year: Harwich Connexions Trust, The Electric Palace Trust, and the Merchant Navy Association.
<b>007/23</b>	<b><u>APPOINTMENT OF OFFICERS, COMMITTEES AND REPRESENTATIVES FOR THE FORTHCOMING YEAR</u></b> Councillor Davidson moved, and Councillor Richardson seconded that the appointment of Officers, Committees and Representatives for the ensuing year, as recommended by the Council at an informal meeting on 11 <sup>th</sup> May 2023, be approved. <b>RESOLVED:</b> To approve the appointments as listed in Appendix A.
<b>008/23</b>	<b><u>MEETINGS OF THE COUNCIL</u></b> Councillor Chable moved, and Councillor Wade seconded that the meetings of the Council, which are in accordance with Standing Order 3, as recommended by the Council at an information meeting on 11 <sup>th</sup> May 2023, be approved. <b>RESOLVED:</b> To agree Council meetings as listed in Appendix B.
<b>009/23</b>	<b><u>AUTHORISATION OF PAYMENTS</u></b> Councillor Powell moved, and Councillor Richardson seconded that the Clerk be authorised to pay invoices in accordance with Financial Regulations. <b>RESOLVED:</b> To grant authorisation.
<b>010/23</b>	<b><u>VOTE OF THANKS TO THE RETIRING MAYOR AND MAYORESS</u></b> Councillor Fowler gave a sincere vote of thanks to the retiring Mayor and Mayoress for their services during their extended term of office.
<b>011/23</b>	<b><u>RESPONSE OF THE RETIRING MAYOR</u></b> Councillor I Henderson responded to the vote of thanks and gave recognition of the support received over the last couple of years. He presented the Clerk, Asst. Clerk, Estate Supervisor and Cllr J Henderson with a gift each.

The Mayor closed the meeting at 11.41am

**TOWN MAYOR AND CHAIRMAN**

**DATE**

## APPENDIX A

### TOWN OF HARWICH

#### **TO: THE TOWN COUNCIL OF THE SAID TOWN**

Recommendations made at an informal meeting of the Town Council held on 11<sup>th</sup> May 2023 to be ratified at the Annual Statutory & Mayor Making Meeting on 25th May 2023.

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1) That the following appointments be made for the ensuing year:

- |                                   |                 |
|-----------------------------------|-----------------|
| a) <b>MAYOR</b>                   | Cllr M Fowler   |
| b) <b><u>DEPUTY MAYOR</u></b>     | Cllr P Morrison |
| c) <b><u>SERGEANT-AT-MACE</u></b> | Mr J Ford       |

2) The following committees be appointed for the ensuing year:

#### **COMMITTEE**

##### TOWN PLANNING

(Every 3 weeks)

CHAIRMAN : Cllr P Morrison

Vice Chair: TBA

THE WHOLE COUNCIL

(Six members shall constitute a quorum)

##### ALLOTMENTS

(4 times a year)

CHAIRMAN: Cllr A Todd

CLLRS (7)

Cllr G Calver

Cllr B Davidson

Cllr S Fay

Cllr C Powell

Cllr S Richardson

Cllr D Smith

Cllr J Wade

**Site Representatives** invited to attend

(7max)

Rob Bayford (Long Meadows)

Ben Chamberlain (The Redoubt)

Agnieszka Chudy (King Georges Avenue)

Peter Day (The Redoubt)

Joan Feaviour (Abdy Avenue)

FINANCE AND GENERAL PURPOSES

(Quarterly)

CHAIRMAN: Cllr P Morrison

CLLRS (7)

Cllr G Calver

Cllr D Chable

Cllr J Henderson

Cllr S Richardson

Cllr M Saunders

Cllr A Todd

Cllr J Wade

ENVIRONMENT AND COMMUNITY

(Quarterly)

CHAIRMAN: Cllr M Fowler

CLLRS (7)

Cllr L Armstrong

Cllr B Davidson

Cllr S Fay

Cllr D McLeod

Cllr M Saunders

Cllr D Smith

Cllr J Wade

**Both the Mayor and Deputy Mayor will sit on each committee as ex-officio members.**

**They will retain the same voting rights as any other committee member.**

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- 3) That the following representatives be appointed for the ensuing year or for the period specified:

CHARITIES AND ASSOCIATIONS

Age Concern	Cllr D McLeod
Ark Family Resource Centre	Cllr P Morrison
Henry Smith's Charity (Ancient Parish of Dovercourt) Reg No. 246792	Cllr S Fay
Harwich and District Community Association	Cllr D McLeod
Harwich and District Community Crime Prevention Panel	Mayor
Harwich & Dovercourt Tourism Group	Cllr I Henderson Cllr C Powell
Harwich Conservation Panel	Cllr M Fowler
Harwich Harbour Foot Ferry Partnership	Cllr C Powell
Merchant Navy Welfare Board	Cllr A Todd
Neighbourhood Networking Meetings	Mayor and the Clerk
Haltermann Carless Environmental Liaison Committee	Cllr C Powell Cllr S Richardson
Royal British Legion Services Committee	Cllr J Wade
TDC Parish & Town Council Community Resilience Meetings	TBC
Teen Talk (Harwich)	Cllr J Henderson
Tendring District Association of Local Councils	Cllr D McLeod
Tendring District Council Transport Liaison Group	Cllr S Fay
Tendring Older People's Forum	Cllr S Richardson
Parish Transport Meeting	Cllr S Fay
Port Authority Liaison Committee	Cllr P Morrison Cllr C Powell Cllr M Saunders Cllr A Todd
Essex Coastal Forum (Circulation list only)	

**CONTACTS FOR EXTERNAL ORGANISATIONS:**

Flood line	Mayor Deputy Mayor Clerk Estates Supervisor
TDC Emergency Planning Team	Mayor Deputy Mayor Clerk

## APPENDIX B

<b>Date</b>	<b>Meeting</b>	<b>Venue</b>	<b>Time</b>
Tues 6 <sup>th</sup> June 2023	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Tues 13 <sup>th</sup> June 2023	Allotments	Guildhall, Church Street	7.00pm
Tues 20 <sup>th</sup> June 2023	F&GP	Guildhall, Church Street	7.00pm
Tues 27 <sup>th</sup> June 2023	Planning	Guildhall, Church Street	6.30pm
Thurs 6 <sup>th</sup> July 2023	E&C	Guildhall, Church Street	7.00pm
Tues 18 <sup>th</sup> July 2023	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Tues 25 <sup>th</sup> July 2023	Allotments	Guildhall, Church Street	7.00pm
Tues 8 <sup>th</sup> August 2023	Planning	Guildhall, Church Street	6.30pm
Tues 5 <sup>th</sup> September 2023	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Tues 19 <sup>th</sup> September 2023	Planning F&GP	Guildhall Church Street	6.30pm 7.00pm
Thurs 12 <sup>th</sup> October 2023	E&C	Guildhall, Church Street	7.00pm
Tues 17 <sup>th</sup> October 2023	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Tues 31 <sup>st</sup> October 2023	Allotments	Guildhall, Church Street	7.00pm
Tues 7 <sup>th</sup> November 2023	Planning	Guildhall, Church Street	6.30pm
Thurs 30 <sup>th</sup> November 2023	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Tues 12 <sup>th</sup> December 2023	Planning F&GP	Guildhall Church Street	6.30pm 7.00pm
Weds 10 <sup>th</sup> January 2024	Planning and Full Council	Guildhall Church Street	6.30pm 7.00pm
Thurs 18 <sup>th</sup> January 2024	E&C	Guildhall, Church Street	7.00pm
Thurs 1 <sup>st</sup> February 2024	Planning	Guildhall, Church Street	6.30pm
Tues 20 <sup>th</sup> February 2024	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm

Weds 6 <sup>th</sup> March 2024	Allotments	Guildhall, Church Street	7.00pm
Tues 12 <sup>th</sup> March 2024	Planning	Guildhall, Church Street	6.30pm
Thurs 21 <sup>st</sup> March 2024	F&GP	Guildhall, Church Street	7.00pm
Thurs 28 <sup>th</sup> March 2024	E&C	Guildhall, Church Street	7.00pm
Thurs 4 <sup>th</sup> April 2024	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Tues 30 <sup>th</sup> April 2024	Planning Annual Parish Meeting	Guildhall Church Street	6.30pm 7.00pm
Thurs 16 <sup>th</sup> May 2024	Mayor Making	Guildhall, Church Street	11.00am
Tues 4 <sup>th</sup> June 2024	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm