

## 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 19<sup>TH</sup> MAY 2022 at 11.00am THE GUILDHALL, CHURCH STREET, HARWICH

<b>Present:</b>	<b>The Mayor, Councillor I Henderson, in the Chair</b>  <b>Councillors: Calver, Chant, Davidson, Ferguson, Fowler, J Henderson, McLeod, Powell, Richardson, Saunders, D Smith and G Smith and Todd</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>10 members of the public, Town Crier, Mr R Bench, the Revd. Canon Margaret Shaw, Photographer Steve Brading and Filmmaker Giulia Maglione</b>
<b>Prayers</b>	<b>Prayers were said by the Rev. Canon Margaret Shaw</b>

<b>001/22</b>	<b><u>ELECTION OF MAYOR</u></b> The Mayor called for nominations for Mayor for the forthcoming year. Councillor Fowler moved, and Councillor Davidson seconded that Councillor I Henderson 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 I Henderson. <b>RESOLVED:</b> that Councillor I Henderson be elected as chairman and Mayor of Harwich for the 2022-23 Municipal Year. The mayor then read aloud his Declaration of Acceptance of Office.
<b>002/22</b>	<b><u>APPOINTMENT OF DEPUTY MAYOR</u></b> The Newly elected Mayor called for nominations for Deputy Mayor for the forthcoming year. Councillor D Smith moved, and Councillor B Davidson seconded that Councillor Fowler 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 Fowler. <b>RESOLVED:</b> that Councillor Fowler be appointed as Deputy Mayor for the 2022-23 Municipal Year. The deputy mayor then read aloud her Declaration of Acceptance of Office.
<b>003/22</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Fay and Morrison.

004/22	<p><b><u>MAYOR'S CHAPLAIN</u></b> The Mayor announced the appointment of the Revd Canon Margaret Shaw as his Chaplain for the forthcoming year.</p>
	The Mayor, Deputy Mayor and retiring Deputy Mayor retired to change robes.
005/22	<p><b><u>MAYOR'S THANKS FOR ELECTION</u></b> The Mayor returned thanks for his election.</p>
006/22	<p><b><u>THE MAYORESS</u></b> The Mayoress, Cllr J Henderson, was invested by the Mayor with her chain of office. The Mayoress made a short speech, announcing that that the Mayor's Legacy Fund would continue for the forthcoming year and named Teen Talk, HomeStart and the Ark centre as third sector organisations who has already benefited from the fund, which had hit the £50k mark.</p>
007/22	<p><b><u>APPOINTMENT OF OFFICERS, COMMITTEES AND REPRESENTATIVES FOR THE FORTHCOMING YEAR</u></b> Councillor Todd moved, and Councillor McLeod seconded that the appointment of Officers, Committees and Representatives for the ensuing year, as recommended by the Council at an informal meeting on 19<sup>th</sup> April 2022, be approved. <b>RESOLVED:</b> To approve the appointments as listed in Appendix A.</p>
008/22	<p><b><u>MEETINGS OF THE COUNCIL</u></b> Councillor Ferguson moved, and Councillor Powell 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 19<sup>th</sup> April 2022, be approved. <b>RESOLVED:</b> To agree Council meetings as listed in Appendix B.</p>
009/22	<p><b><u>AUTHORISATION OF PAYMENTS</u></b> Councillor Chant moved, and Councillor D Smith seconded that the Clerk be authorised to pay invoices in accordance with Financial Regulations. <b>RESOLVED:</b> To grant authorisation.</p>

The Mayor closed the meeting at 11.39am

**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 remotely on 19<sup>th</sup> April 2022 were ratified at the Annual Statutory & Mayor Making Meeting on 19th May 2022.

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

- |                                   |                  |
|-----------------------------------|------------------|
| a) <b>MAYOR</b>                   | Cllr I Henderson |
| b) <b><u>DEPUTY MAYOR</u></b>     | Cllr M Fowler    |
| 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 D McLeod

**THE WHOLE COUNCIL**

(Six members shall constitute a quorum)

**ALLOTMENTS**

(4 times a year)

**CHAIRMAN:** Cllr A Todd

**CLLRS (7)**

Cllr G Calver

Cllr D Chant

Cllr S Fay

Cllr P Morrison

Cllr C Powell

Cllr S Richardson

Cllr D Smith

Site Representatives invited to attend

(7max)

FINANCE AND GENERAL PURPOSES

(Quarterly)

CHAIRMAN: Cllr P Morrison

CLLRS (7)

Cllr G Calver

Cllr B Davidson

Cllr S Fay

Cllr J Henderson

Cllr S Richardson

Cllr D Smith

Cllr G Smith

ENVIRONMENT AND COMMUNITY

(Quarterly)

CHAIRMAN: Cllr M Fowler

CLLRS (7)

Cllr B Davidson

Cllr S Fay

Cllr T Ferguson

Cllr J Henderson

Cllr D McLeod

Cllr M Saunders

Cllr D Smith

**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 G Smith
Henry Smith's Charity (Ancient Parish of Dovercourt) Reg No. 246792	Cllr S Fay
Harwich and District Community Association	Cllr M Fowler
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 T Ferguson
Neighbourhood Networking Meetings	Mayor and the Clerk
Petrochem/Carless Environmental Liaison Committee	Cllr M Fowler Cllr C Powell
Royal British Legion Services Committee	Cllr D Chant
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 D McLeod
Parish Transport Meeting	Cllr S Fay
Port Authority Liaison Committee	Cllr M Fowler Cllr P Morrison Cllr C Powell Cllr A Todd
Essex Coastal Forum (Circulation list only)	

**CONTACTS FOR EXTERNAL ORGANISATIONS:**

Floodline	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 7 <sup>th</sup> June 2022	Planning and Full Council	Guildhall, Church Street	6.30pm 7.00pm
Tues 14 <sup>th</sup> June 2022	Allotments	Guildhall, Church Street	7.00pm
Tues 21 <sup>st</sup> June 2022	F&GP	Guildhall, Church Street	7.00pm
Tues 28 <sup>th</sup> June 2022	Planning	Guildhall, Church Street	6.30pm
Thurs 7 <sup>th</sup> July 2022	E&C	Guildhall, Church Street	7.00pm
Tues 19 <sup>th</sup> July 2022	Planning and Full Council	Guildhall, Church Street	6.30pm 7.00pm
Weds 27 <sup>th</sup> July 2022	Allotments	Guildhall, Church Street	7.00pm
Tues 9 <sup>th</sup> August 2022	Planning	Guildhall, Church Street	6.30pm
Tues 6 <sup>th</sup> September 2022	Planning and Full Council	Guildhall, Church Street	6.30pm 7.00pm
Wed 21 <sup>st</sup> September 2022	F&GP	Guildhall, Church Street	7.00pm
Tues 27 <sup>th</sup> September 2022	Planning	Guildhall, Church Street	6.30pm
Weds 12 <sup>th</sup> October 2022	E&C	Guildhall, Church Street	7.00pm
Tues 18 <sup>th</sup> October 2022	Planning and Full Council	Guildhall, Church Street	6.30pm 7.00pm
Tues 1 <sup>st</sup> November 2022	Allotments	Guildhall, Church Street	7.00pm
Tues 8 <sup>th</sup> November 2022	Planning	Guildhall, Church Street	6.30pm
Tues 29 <sup>th</sup> November 2022	Planning and Full Council	Guildhall, Church Street	6.30pm 7.00pm
Tues 13 <sup>th</sup> December 2022	Planning And F&GP	Guildhall, Church Street	6.30pm 7.00pm
Tues 11 <sup>th</sup> January 2023	Planning and Full Council	Guildhall, Church Street	6.30pm 7.00pm
Thurs 19 <sup>th</sup> January 2023	E&C	Guildhall, Church Street	7.00pm
Tues 31 <sup>st</sup> January 2023	Planning	Guildhall, Church Street	6.30pm
Tues 21 <sup>st</sup> February 2023	Planning and Full Council	Guildhall, Church Street	6.30pm 7.00pm
Weds 1 <sup>st</sup> March 2023	Allotments	Guildhall, Church Street	7.00pm
Tues 14 <sup>th</sup> March 2023	Planning	Guildhall, Church Street	6.30pm
Tues 21 <sup>st</sup> March 2023	F&GP	Guildhall, Church Street	7.00pm
Thurs 30 <sup>th</sup> March 2023	E&C	Guildhall, Church Street	7.00pm

Tues 4 <sup>th</sup> April 2023	Planning and Full Council	Guildhall, Church Street	6.30pm 7.00pm
Tues 25 <sup>th</sup> April 2023	Planning	Guildhall, Church Street	6.30pm
Thurs 25 <sup>th</sup> May 2023	Mayor Making	Guildhall, Church Street	11.00am

Meeting dates are subject to change throughout the year.