

# 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 THURSDAY 16<sup>TH</sup> MAY 2024 at 11.00am THE GUILDHALL, CHURCH STREET, HARWICH

<b>Present:</b>	<b>The Mayor, Councillor Fowler, in the Chair</b>  <b>Councillors: Armstrong, Calver, Chable, Davidson, I Henderson, J Henderson, McLeod, Morrison, Powell, Richardson, Saunders, 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, Sue Daish</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>001/24</b>	<b><u>ELECTION OF CHAIRMAN/MAYOR</u></b> The Mayor called for nominations for Chairman/Mayor for the forthcoming year. Councillor Calver moved, and Councillor Powell seconded that Councillor Morrison be elected as Chairman/Mayor of Harwich for the forthcoming year. The Mayor then called for any further nominations and there being none, Councillors unanimously <b>RESOLVED</b> : that Councillor Morrison be elected as Chairman and Mayor of Harwich for the 2024-25 Municipal Year. The Mayor then read aloud and signed her Declaration of Acceptance of Office.
<b>002/24</b>	<b><u>APPOINTMENT OF DEPUTY MAYOR</u></b> The Newly elected Mayor called for nominations for Deputy Chairman/Mayor for the forthcoming year. Councillor Chable moved, and Councillor McLeod seconded that Councillor Todd be appointed as Deputy Chairman/Mayor of Harwich for the forthcoming year. The Mayor then called for any further nominations and there being none, Councillors unanimously <b>RESOLVED</b> : that Councillor Todd be appointed as Deputy Chairman and Mayor for the 2024-25 Municipal Year. The Deputy Mayor then read aloud and signed his Declaration of Acceptance of Office.
<b>003/24</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Fay and Smith.
<b>004/24</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>005/24</b>	<b><u>MAYOR'S THANKS FOR ELECTION</u></b> The Mayor returned thanks for her election.
<b>006/24</b>	<b><u>THE MAYOR'S CONSORT</u></b> Cllr Dave Chable was announced as the Mayor's consort for the ensuing year, and he confirmed his chosen charities as: The PAC, 4 <sup>th</sup> Dovercourt Sea Scouts; 1 <sup>st</sup> and 2 <sup>nd</sup> Parkeston Scouts and the Harwich & Dovercourt Rugby Club Youth Team.
<b>007/24</b>	<b><u>APPOINTMENT OF OFFICERS, COMMITTEES AND REPRESENTATIVES FOR THE FORTHCOMING YEAR</u></b> Councillor Chable moved, and Councillor Davidson seconded that the appointment of Officers, Committees and Representatives for the ensuing year, as recommended by the Council at an informal meeting on 17 <sup>th</sup> April 2024, be approved. <b>RESOLVED:</b> To approve the appointments as listed in Appendix A.
<b>008/24</b>	<b><u>MEETINGS OF THE COUNCIL</u></b> Councillor Fowler moved, and Councillor Armstrong 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 17 <sup>th</sup> April 2024, be approved. <b>RESOLVED:</b> To agree Council meetings as listed in Appendix B.
<b>009/24</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>010/24</b>	<b><u>VOTE OF THANKS TO THE RETIRING MAYOR AND MAYORESS</u></b> Councillor Davidson gave a sincere vote of thanks to the retiring Mayor and Mayoress for their services during their term of office.
<b>011/24</b>	<b><u>RESPONSE OF THE RETIRING MAYOR</u></b> Councillor Fowler responded to the vote of thanks and gave recognition of the support received over the last year.

The Mayor closed the meeting at 11.59am

**TOWN MAYOR AND CHAIRMAN**

**DATE**

## APPENDIX A

Recommendations made at an informal meeting of the Town Council held on 17<sup>th</sup> April 2024 ratified at the Annual Statutory & Mayor Making Meeting on 16th May 2024.

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

- |                                   |                 |
|-----------------------------------|-----------------|
| a) <b>MAYOR</b>                   | Cllr P Morrison |
| b) <b><u>DEPUTY MAYOR</u></b>     | Cllr A Todd     |
| 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 S Fay

Vice Chair: Cllr A Todd

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 S Fay

Cllr M Fowler

Cllr S Richardson

Cllr M Saunders

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
Friends of Esplanade Hall Committee	Cllr I Henderson
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
	TBC
Teen Talk (Harwich)	Cllr J Henderson
Tendring District Association of Local Councils	Cllr D McLeod
	Cllr B Davidson
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 4 <sup>th</sup> June 2024 (Already agreed)	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Thurs 13 <sup>th</sup> June 2024	Allotments	Guildhall, Church Street	7.00pm
Tues 18 <sup>th</sup> June 2024	F&GP	Guildhall, Church Street	7.00pm
Tues 25 <sup>th</sup> June 2024	Planning	Guildhall, Church Street	6.30pm
Thurs 4 <sup>th</sup> July 2024	E&C	Guildhall, Church Street	7.00pm
Weds 17 <sup>th</sup> July 2024	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Tues 23 <sup>rd</sup> July 2024	Allotments	Guildhall, Church Street	7.00pm
Tues 6 <sup>th</sup> August 2024	Planning	Guildhall, Church Street	6.30pm
Tues 3 <sup>rd</sup> September 2024	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Tues 24 <sup>th</sup> September 2024	Planning F&GP	Guildhall, Church Street	6.30pm 7.00pm
Weds 9 <sup>th</sup> October 2024	E&C	Guildhall, Church Street	7.00pm
Tues 15 <sup>th</sup> October 2024	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Tues 29 <sup>th</sup> October 2024	Allotments	Guildhall, Church Street	7.00pm
Tues 5 <sup>th</sup> November 2024	Planning	Guildhall, Church Street	6.30pm
Thurs 28 <sup>th</sup> November 2024	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Tues 10 <sup>th</sup> December 2024	F&GP	Guildhall Church Street	7.00pm
Tues 17 <sup>th</sup> December	Planning	Guildhall Church Street	6.30pm
Tuesday 14 <sup>th</sup> January 2025	Planning and Full Council	Guildhall Church Street	6.30pm 7.00pm
Thurs 16 <sup>th</sup> January 2025	E&C	Guildhall, Church Street	7.00pm
Tues 28 <sup>th</sup> January 2025	Planning	Guildhall, Church Street	6.30pm

Tues 18 <sup>th</sup> February 2025	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Weds 5 <sup>th</sup> March 2025	Allotments	Guildhall, Church Street	7.00pm
Tues 11 <sup>th</sup> March 2025	Planning	Guildhall, Church Street	6.30pm
Tues 18 <sup>th</sup> March 2025	F&GP	Guildhall, Church Street	7.00pm
Thurs 27 <sup>th</sup> March 2025	E&C	Guildhall, Church Street	7.00pm
Tues 8 <sup>th</sup> April 2025	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm
Tues 22 <sup>nd</sup> April 2025	Planning Annual Parish Meeting	Guildhall Church Street	6.30pm 7.00pm
Thurs 15 <sup>th</sup> May 2025	Mayor Making	Guildhall, Church Street	11.00am
Tues 3 <sup>rd</sup> June 2025	Planning Full Council	Guildhall Church Street	6.30pm 7.00pm