

GUILDFORD BOROUGH COUNCIL



MIAH

MAYOR

**ORDER OF
PROCEEDINGS**

for the

**Annual Council Meeting
to be held on Wednesday 8 May 2024
at 12 noon**

**in the Courtroom
at the Guildhall, High Street, Guildford**

ROBES

REPORT OF THE HONORARY REMEMBRANCER

1. Before proceeding to the principal business of the meeting, the retiring Mayor, Councillor Masuk Miah, to receive the report of the Honorary Remembrancer (Mr Matthew Alexander) for the municipal year just ending.

AGENDA ITEM 1: ELECTION OF MAYOR

2. The Council to consider the election of the Mayor for the municipal year 2024-25. At its extraordinary meeting held on 23 January 2024, the Council approved the nomination of Councillor Sallie Barker MBE as Mayor of the Borough for the municipal year 2024-25.
3. Councillor Philip Brooker to propose formally and Councillor Matt Furniss to second the election of Councillor Sallie Barker MBE as Mayor for the municipal year 2024-25.
4. The Council to vote on the motion.
5. The newly elected Mayor to read and sign the Declaration of Acceptance of Office and take the Oath of Allegiance.
6. The Mayor to return thanks for election.
7. The Mayor to ask the Council to record their appreciation of services rendered by the retiring Mayor, Councillor Masuk Miah and to invest him with the past Mayor's badge.
8. Councillor Masuk Miah to express thanks.

AGENDA ITEM 2: APPOINTMENT OF DEPUTY MAYOR

9. The Council to consider the appointment of the Deputy Mayor for the municipal year 2024-25. At its extraordinary meeting held on 23 January 2024, the Council approved the nomination of Councillor Howard Smith as Deputy Mayor of the Borough for the municipal year 2024-25.
10. The Mayor to propose formally, and Councillor Masuk Miah to second, the appointment of Councillor Howard Smith as Deputy Mayor for the municipal year 2024-25.

11. The Council to vote on the motion.
12. The newly appointed Deputy Mayor to read and sign the Declaration of Acceptance of Office and take the Oath of Allegiance.

AGENDA ITEM 3: APOLOGIES FOR ABSENCE

13. To receive apologies for absence.

AGENDA ITEM 4: DECLARATIONS OF INTEREST

14. To receive and note any disclosable pecuniary interests from councillors. In accordance with the local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to declare any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

AGENDA ITEM 5: MAYOR'S COMMUNICATIONS

15. To receive the Mayor's communications and announcements, including:
 - Civic Service on Sunday 12 May 2023 at Holy Trinity Church, High Street, Guildford at 11.30am.
 - 'Part Two' of the Annual Meeting (Selection Meeting) on Monday 13 May 2024 in the Council Chamber, Millmead House at 7pm.

AGENDA ITEM 6: MAYOR’S CHAPLAIN

- 16. The Mayor to announce the appointment of the Rev. Ruth Brothwell, Assistant Priest, The Church of St Peter and St Paul, The Street, West Clandon as her Chaplain.

AGENDA ITEM 7: HONORARY REMEMBRANCER

- 17. The Council to consider the appointment of the Honorary Remembrancer for the municipal year 2024-25.
- 18. The Mayor to propose formally the appointment of Mr Matthew Alexander as the Council’s Honorary Remembrancer for the municipal year 2024-25.
- 19. The Mayor to announce the end of business.
- 20. Macebearers to come forward with maces.

Councillors and the public are requested to remain in the Courtroom until the Mayor’s procession has left the Chamber. The Mayor will then receive councillors and guests in the Council Chamber upstairs for refreshments.

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