



**MARAZION TOWN COUNCIL
ANNUAL TOWN COUNCIL MEETING
MAYOR CHOOSING 2022**

and

MARAZION TOWN TRUST ANNUAL MEETING

The Town Hall, Market Place, Marazion, Cornwall TR17 0AR

Tel: 01736 710234. E-mail: tracey.unstead@maraziontowncouncil.gov.uk

Clerk to the Council: Mrs Tracey Unstead



Annual Marazion Town Trust Meeting

Tuesday 10th May 2022

The Town Hall, Marazion

Order of Proceedings

- 6.55 pm All Guests, members of the public and Town Councillors are asked to be in their seats.
- 6.57 pm Cllr William Collins Deputy Mayor and Deputy Chairman of Marazion Town Council and Deputy Mayoress Mrs Judith Collins are to enter the Hall and take their seats.
- 7:00 pm Cllr Derek Laity Town Mayor and Chairman of Marazion Town Council and Ms Carrie Sparrow Mayoress preceded by the Mace Bearers, followed by the Town Clerk and the Secretary of the Town Trust will enter the Hall.
- 7.03 pm The Mayor's Chaplain is to say Prayers

The Annual Meeting of the Marazion Town Trust will commence followed by the Annual Meeting of Marazion Town Council held in accordance with the Local Government Act 1972 s15.

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Annual Meeting Marazion Town Trust

AGENDA

1 Apologies

2 Minutes of the previous meeting to be taken as read

3 Election of Trustee and Chairman of the Marazion Town Trust.

Marazion Town Trust Trustees will propose and second the election of a new Trustee and Chairman of the Marazion Town Trust.

The Secretary will ask the Trustees to vote their approval by a show of hands

The Secretary will announce who has duly been elected as a Trustee and Chairman of the Marazion Town Trust

The newly elected Chairman of Marazion Town Trust will then sign for the Town Artefacts.

4 Any Other Business

If none, the newly elected Chairman of the Marazion Town Trust will then declare the meeting closed.

There will be a short break until the start of Marazion Town Councils Annual Meeting.

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MARAZION TOWN COUNCIL 48th ANNUAL COUNCIL MEETING

Meeting 1/22

4th May 2022

TO ALL COUNCILLORS

Dear Councillors

NOTICE IS HEREBY GIVEN that you are summoned to attend a meeting of the Town Council on **Tuesday 10th May 7.10pm**, Marazion Town Hall (choir room).

The meeting will consider the agenda items as set out below.

Please note.

1. Recording.

Under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public.

The Town Clerk will be recording the meeting for the purpose of minute taking. Written approved minutes are the true legal record of council meetings.

2. Public Participation.

The public are welcome at Marazion Town Council meetings. Members of the public are invited to ask questions or raise issues relevant to the work of the Town Council. 15 minutes is set aside for public participation and individual speakers are restricted to 3 minutes. Public participation is not part of the formal business of the Town Council however, a note will be made of matters raised and recorded within the minutes of the meeting.

Members of the public wishing to speak are requested to submit questions or statements in writing to the Town Clerk no less than 3 days before the date of the meeting.

3. Covid Safe Meetings

Whilst Covid 19 restrictions have been removed we recommend that anyone wishing to attend a meeting of Marazion Town Council still wears a face mask. Hand sanitiser is provided, and face masks are available if needed.

Please do not attend the meeting if you are feeling unwell, Covid 19 positive – thank you.

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AGENDA

Part I

(Open to the public)

1 Welcome - Chairman of Marazion Town Council Cllr Derek Laity

The incumbent Chairman of the Council will present a report before the Town Council, guests, and members of the public.

2 Election of Chairman of the Council (Town Mayor) 2022-2023

The incumbent Chairman of the Council (Town Mayor) will call for nominations and put nominations received to a vote.

This vote will be followed by: -

- a) Declaration of Acceptance of Office
- b) Presentation of the Marazion Mayors Chain of Office.
- c) Town Mayor (Chairman of the Council) Words of Acceptance of Office.

3 The Town Mayor declares his consort and the Presentation of the Chain of Office is made by the retiring Mayoress.

4 Election of Vice-Chairman of the Council (Deputy Mayor) 2022-2023.

The Chairman of the Council (Town Mayor) will call for nominations and put nominations received to a vote.

This vote will be followed by: -

- a) Declaration of Acceptance of Office
- b) Presentation of the Marazion Deputy Mayors Chain of Office

5 The Deputy Town Mayor declares his consort and the Presentation of the Chain of Office is made by the retiring Deputy Mayoress.

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6 Appointment of the Mayors Chaplain for 2022-2023

The Chairman of the Council will appoint their Chaplain.

7 Apologies for absence.

To receive, record and where requested approve, the reason for the apology of absence.

8 Declaration of Interests.

To declare any disclosable interests relating to the items of business on the agenda.

9 Dispensations

To receive and consider any requests for dispensation (if any)

10 Minutes of the Annual Council Meeting held on Tuesday 18th May 2021.

To resolve to approve and sign the minutes as a true and accurate record of the Town Council meeting held on Tuesday 18th May 2021

11 Minutes of the Council meeting held on Tuesday 26th April 2022.

To consider deferring the approving and signing the minutes as a true and accurate record of the Town Council meeting held on Tuesday 26th April 2022 in accordance with Standing Order 5, j (iii)

12 Bank Signatories and operation of Bank Accounts.

To resolve to approve bank signatories and operation of bank accounts.

13 Marazion Town Council Insurance Policy

To note that Marazion Town Council does have in place adequate insurance (BHIB). The policy is being reviewed and is due for renewal at the end of May 2022.

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14 Risk Register.

To consider deferring the review and re-adoption in accordance with Standing Order 5, j (xii) until Tuesday 24th May 2022.

15 Schedule of meetings for 2022-2023.

To consider deferring the review and re-adoption in accordance with Standing Order 5, j (xxi) until Tuesday 24th May 2022.

16 Asset Register

To consider deferring the review and re-adoption in accordance with Standing Order 5, j (xiii) until Tuesday 24th May 2022.

17 Composition of Committees, Working Groups.

To consider deferring the review and re-adoption in accordance with Standing Order 5, j (vii) until Tuesday 24th May 2022.

18 Marazion Town Council Review of Standing Orders

To consider deferring the review and re-adoption in accordance with Standing Order 5, j (ix) until Tuesday 24th May 2022.

19 The Freedom of Information Act 2000

Deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.

20 The Data Protection Act 2018

Precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.

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(Private)

Items which may be taken in the absence of the public and press on grounds that Exempt information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (admissions) Act 1960.

To move that in the view of the confidential nature of the business to be transacted viz; information where public disclosure at this time may be prejudicial to the good business of the Council, it is in the public interest that they be temporarily excluded, and they are instructed to withdraw in accordance with Standing Order 3d

The newly elected Town Mayor and Chairman of Marazion Town Council will declare that the meeting is closed. All present will be asked to stand (if possible) whilst the Mayor, Mayoress, Deputy Mayor and Deputy Mayoress and attendants leave the hall.

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