

7th May 2024

To: All Members of Newbury Town Council

Dear Councillor,

You are summoned to attend the **Annual Meeting of Newbury Town Council** to be held in the **Corn Exchange**, Market Place, Newbury at **10.00 am** on **Sunday 12 May 2024**.

Please assemble at the Town Hall, from **9:00 am**, ready for the procession to Corn Exchange at 10:00 am.

Yours sincerely,

Toby Miles-Mallowan
Chief Executive Officer

PRE-MEETING ITEMS

- A. Retiring Mayor's Report**
To receive the retiring Mayor's report on his year of office.
- B. Vote of thanks**
To receive a vote of thanks for the retiring Mayor.

ANNUAL MEETING AGENDA

- 1. Election of Mayor**
To Elect the Town Mayor for the Municipal year 2024-25.
- 2. Declaration of acceptance of office and Mayor's announcements**
Elected Mayor
To receive the Mayor's declaration of acceptance of office and announcements.
- 3. Election of Deputy Mayor**
To Elect the Deputy Mayor for the Municipal year 2024-25.

Town Hall, Market Place, Newbury, RG14 5AA

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- 4. Declaration of acceptance of office and Deputy Mayor's announcements**
To receive the Deputy Mayor's declaration of acceptance of office and announcements.
- 5. Apologies for absence**
To receive any apologies for absence for the meeting.
- 6. Council Committees and sub-committees for Municipal Year 2024/2025**
To Approve the Committee and Sub-Committee structure for the Municipal Year 2024/2025