

Marlborough Town Council

Tel: 01672 512487
Fax No: 01672 512116
VAT No: 195 5986 93
Town Clerk: Mrs S A Parker, PSLCC
www.marlborough-tc.gov.uk
e-mail: enquiries@marlborough-tc.gov.uk



COUNCIL OFFICES
5 HIGH STREET
MARLBOROUGH
WILTSHIRE
SN8 1AA

6 May 2020

Dear Councillor

You are summoned to the **Annual Meeting** of the **Full Town Council** which will be held remotely through Zoom on **Monday, 11th May 2020** at **7 pm**.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Shelley Parker'.

Mrs S.A. Parker, PSLCC
Town Clerk

On 4th April 2020, the government introduced The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which allows local councils to meet remotely. These regulations apply to meetings held before 7th May 2021.

Any member of the public wishing to attend this virtual meeting will need to contact the Town Clerk at townclerk@marlborough-tc.gov.uk by midday on Monday, 11 May 2020 to arrange access.

A G E N D A

- 1. Election of Town Mayor for the Year 2020/2021**
To elect the Town Mayor for the Municipal Year 2020/2021
- 2. Declaration of Acceptance of Office by the Town Mayor**
Declaration of Acceptance of Office to be signed by the Town Mayor
- 3. Election of Deputy Town Mayor for the Year 2020/2021**
To elect the Deputy Town Mayor for the Municipal Year 2020/2021
- 4. Declaration of Acceptance of Office by the Deputy Town Mayor**
Declaration of Acceptance of Office to be signed by the Town Mayor
- 5. The Town Mayor will give thanks for his election**
- 6. A vote of thanks will be proposed for the retiring Town Mayor**

- 7. The retiring Town Mayor will give his reply**
- 8. Apologies for Absence**
- 9. Minutes**
To approve and sign as a correct record the Minutes of the meeting of the Full Town Council held on 2 March 2020
- 10. Annual Town Meeting**
To note that due to the emergency lockdown measures around the Coronavirus pandemic, the Annual Town Meeting normally held between 1 March and 1 June will not take place this year. New legislation has not specified that this meeting can legally be held in a virtual format
- 11. Committee Membership**
To note a report by the Town Clerk and consider a continuation of current committee membership. This will be reviewed later in the Municipal Year.
- 12. To authorise the fixing of the Common Seal of the Marlborough Town Council to all documents necessary to give effect to the decisions of the meeting**