

Service Lead - Democratic Services: Karen Shepherd - Direct line: (01628) 796529

**TO: EVERY MEMBER OF THE COUNCIL FOR THE ROYAL BOROUGH OF WINDSOR & MAIDENHEAD**

YOU ARE HEREBY SUMMONED TO ATTEND the Annual Meeting of the Council of the Royal Borough of Windsor & Maidenhead to be held in the **Desborough Suite - Town Hall** on **Tuesday, 22 May 2018 at 7.30 pm** for the purpose of transacting the business specified in the Agenda set out hereunder.

Dated this Monday, 14 May 2018



Managing Director

Rev Stileman will say prayers for the meeting.
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## **A G E N D A**

### **PART 1**

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence

2. DECLARATIONS OF INTEREST

To receive any declarations of interest  
(Pages 5 - 6)

3. ELECTION OF MAYOR FOR 2018/19

For details of the Order of Proceedings please see page 7

4. ELECTION OF DEPUTY MAYOR FOR 2018/19

For details of the Order of Proceedings please see page 7

5. APPOINTMENT OF PANELS, CHAIRMEN/VICE CHAIRMEN OF PANELS 2018/19

To consider the structure and appointment of Committees and Panels etc as the Council considers appropriate to deal with matters which are neither reserved to

the Council nor part executive functions. Council is required also to appoint the Chairmen and Vice-Chairmen to each body appointed under this item with the exception of the Appeals Panel, which shall select a Chairman from the Panel membership at the start of each Panel meeting for the duration of that meeting, and the Overview and Scrutiny Panels which shall elect Chairmen from their membership.

(Pages 9 - 14)

6. 2018/19 PROGRAMME OF MEETINGS

To consider the above report

(Pages 15 - 18)

## COUNCIL MOTIONS – PROCEDURE

- Motion proposed (mover of Motion to speak on Motion)
- Motion seconded (Secunder has right to reserve their speech until **later** in the debate)
- Begin debate

Should An Amendment Be Proposed: (only one amendment may be moved and discussed at any one time)

NB – Any proposed amendment to a Motion to be passed to the Mayor for consideration before it is proposed and seconded.

- Amendment to Motion proposed
- Amendment must be seconded BEFORE any debate can take place on it  
(At this point, the mover and seconder of original Motion can indicate their acceptance of the amendment if they are happy with it)
- Amendment debated (if required)
- Vote taken on Amendment
- If Agreed, the amended Motion becomes the substantive Motion and is then debated (any further amendments follow same procedure as above).
- If Amendment not agreed, original Motion is debated (any other amendments follow same procedure as above).

- The mover of the Motion has a right to reply at the end of the debate on the Motion, immediately before it is put to the vote.
- At conclusion of debate on Motion, the Mayor shall call for a vote. Unless the vote is unanimous, a named vote will be undertaken, the results of which will be announced in the meeting, and recorded in the Minutes of the meeting.

*(All speeches maximum of 5 minutes, except for the Budget Meeting where the Member proposing the adoption of the budget and the Opposition Spokesperson shall each be allowed to speak for 10 minutes to respectively propose the budget and respond to it. The Member proposing the budget may speak for a further 5 minutes when exercising his/her right of reply.)*