



20 May 2024

Dear Member

You are summoned to attend the **Annual Meeting** to be held at the Bethesda Baptist Church on **Friday 24 May 2024 at 11am** for the transaction of the business set out in the agenda. Any Member or member of the public may request an invitation to attend the meeting remotely.

Yours faithfully

Vanessa Lewis Camacho  
Town Clerk and Financial Officer

### Agenda

1. Election of the Town Mayor and Chairman of Council for the 2024-2025 Council year
  - a) Election of Town Mayor, Admiral of the Port and Chairman of Council
  - b) Oaths of Office are taken – Mayor and Admiral of the Port of Haverfordwest
  - c) Sign the Declaration of Acceptance of Office
  - d) Appointment of Mayoress or Consort
2. Apologies for absence
3. Declarations of interest

To receive any declarations as they arise. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial
4. Election of the Deputy Mayor and Vice Chairman of Council for the 2024-2025 Council year
  - a) Election of the Deputy Mayor / Vice Chairman of Council
  - b) Appointment of the Deputy Mayoress or Consort
5. Election of the Sheriff for the 2024-2025 Council year
  - a) Election of the Sheriff
  - b) Appointment of the Sheriff's Consort or Lady

6. Governance; to re-adopt the following policies:
  - a) Code of Conduct
  - b) Standing Orders
  - c) Financial Regulations
  - d) Terms of Reference for Committees, Sub-Committees and all Working Groups
  - e) Allowances and Expenses Policy 2024-25
7. Fix the dates of Council and Committee meetings for the 2024-2025 Council year
8. Appointment of Councillors to Standing Committees, Sub-Committees, Working Groups and Outside Bodies
  - a) Appoint to the Committees
  - b) Appoint to the Sub-committees and Working Groups of Council
  - c) Appoint to Outside Bodies
9. Appointments
  - a) Appointment of the Mayor's Chaplain
  - b) Appointment of the Sergeants at Mace
  - c) Appointment of the Sergeants at Arms
10. Town Mayor's / Chairman of Council's closing address