

## **HARWICH TOWN COUNCIL**

Guildhall, Church Street, Harwich, Essex CO12 3DS

Tel: 01255 507211

email: [info@harwichtowncouncil.gov.uk](mailto:info@harwichtowncouncil.gov.uk)

**Clerk:** Ms Lucy Ballard

**TO ALL COUNCILLORS:  
YOU ARE SUMMONED TO ATTEND  
the  
ANNUAL STATUTORY & MAYORMAKING MEETING  
to be held at the  
The Guildhall, Church Street, Harwich  
on  
Thursday 21<sup>st</sup> May 2026 at 11am**

## **AGENDA**

- 1. Election of Mayor and Making of Declaration**
- 2. Appointment of Deputy Mayor and Making of Declaration**
- 3. Apologies for Absence**
- 4. Appointment of Mayor's Chaplain**
- 5. Changing of the Robes**
- 6. Return of Thanks by Newly Elected Mayor**
- 7. Investing the Consort with Badge of Office and Consort's Response**
- 8. Appointment of Officers, Committee and Representatives**
- 9. Determination of Meetings**
- 10. Authorisation of Payments**
- 11. Vote of thanks to the retiring Mayor and Response**
- 12. Close of Meeting**

**14<sup>th</sup> May 2026**

**Ms L Ballard  
Clerk to the Council**