



# Longridge Town Council

## Special Meeting of the Full Council

To the Mayor and Members of Longridge Town Council, you are summoned to attend a special meeting of the Town Council on Wednesday 19 March 2025 at 7:00 pm in the Station Buildings, Berry Lane, Longridge.

- 1. Mayor's welcome.**
- 2. To receive apologies.**
- 3. Declarations of interests.**

Councillors are responsible for declaring any personal/prejudicial or disclosable pecuniary interest **pertaining to matters on this agenda.**

If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

- 4. Public Participation.**

This 30-minute session (time limit of three minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Town Council. Such questions may be answered after the meeting or become an agenda item at a future Town Council meeting.

### ITEMS for DECISION/DISCUSSION

- 5. Selection of the Town Council's Deputy Mayor for the 2025/26 municipal year.**

*Mike Hill*

*Clerk and Responsible Financial Officer to Longridge Town Council.*

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### Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.



<b>Meeting:</b>	<b>Full Council – Special Meeting</b>
Meeting Date:	19 March 2025
Title:	Selection of a Town Council Deputy Mayor for 2025/26
Submitted by:	Clerk and Responsible Financial Officer

### 1. Purpose of the report.

For members to select the Town’s Council Deputy Mayor for the municipal year 2025/26.

Note: Longridge Town Council’s custom is for the Deputy Mayor to succeed the mayor as this provides continuity in leadership. However, this progression is subject to the council’s internal customs and is not a statutory requirement.

### 2. Background.

Members will recall that at the Full Council meeting on March 5 2025, the Chair of the meeting, sought written nominations for the office of Deputy Mayor for 2025/26.

### 3. Legal Framework.

Under Section 15(6) of the Local Government Act 1972, Longridge Town Council has the authority to appoint a Deputy Mayor from among its elected members.

The official appointment is made at the Annual Meeting of the Council (in May each year) or as soon as practicable thereafter. The Deputy Mayor/Vice-Chair shall, unless they resign or become disqualified, hold office until immediately after the election of a chair at the next annual meeting of the council.

### 4. Role and Responsibilities.

The Deputy Mayor of Longridge will be expected to:

- Stand in for the mayor at civic and ceremonial functions when required.
- Chair Full Council meetings in the mayor’s absence.
- Support the Mayor in promoting Longridge and representing the Council.
- Maintain political neutrality in carrying out civic duties.
- Attend training as required to fulfil the role effectively.
- Participate in local community events and initiatives specific to Longridge.
- Support the Mayor in fostering relationships with neighbouring parishes, Ribble Valley Borough Council and Lancashire County Council.

### 5. Nomination Process (Summary).

- Councillors may self-nominate or be nominated by fellow councillors.
- Nominations must be submitted in writing to the Town Clerk.
- Nominations require a proposer and seconder from within Longridge Town Council.
- Candidates must confirm their willingness to serve.
- If multiple nominations are received, selection will be by majority vote of the Council.

## 6. Selection Process

At a Special Meeting of the Full Council (this meeting) and prior to a vote for the election of Deputy Mayor elect:

- a. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- b. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- c. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- d. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 6b of the Council's Policy.
- e. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.
- f. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.
- g. The candidate achieving the clear majority will be nominated as Deputy Mayor at the Annual Meeting of the Council held in May.
- h. A tie in votes may be settled by the casting vote of the Chair of the meeting.

**Advisory note:** *All councillors present are permitted to vote for the election of Deputy Mayor, including the chair of the meeting and those standing for office.*

**Definition of Majority:** The definition of a majority vote is more than half of the votes cast. Abstentions are excluded in calculating a majority vote.

## 7. Members are recommended:

To select a Deputy Mayor for the 2025/26 municipal year, from the nominations received.