



BLACKBURN
with
DARWEN
BOROUGH COUNCIL

**GUIDANCE NOTE
for the proceedings
of the Annual Council**

Thursday, 4th June 2020

(The Chief Executive to read out the notice convening the meeting).

1. The Chief Executive will announce that the first item of business is to receive apologies for absence.
2. The Chief Executive will ask the Mayor's Chaplain to say prayers.
3. The Chief Executive will announce that the next item of business is a Minutes Silence for Councillor John Pearson who sadly passed away recently, for Aya Hachem who was tragically killed and for all those who have lost their lives during the Covid-19 pandemic in the Borough.

As we remember all those who have died from the Covid-19 virus we especially remember Dave Cooper a member of staff in the Council who was an accomplished surveyor and polling station presiding officer known to many, who sadly died in April from the virus.

4. The Chief Executive will announce that the next item of business is a report detailing changes to the Constitution, including the new arrangements for remote meetings.
5. The Chief Executive will announce that the next item of business is the Election of Mayor for 2020/21. Councillor **Shaukat Hussain** will formally nominate **Councillor Iftakhar Hussain** as Mayor of the Borough for the Municipal Year **2020/2021** and **Councillor Mohammed Khan** will second the nomination.

The Mayor will ask the Members of Council to agree the nomination of **Councillor Iftakhar Hussain** as Mayor.

The Mayor to declare **Iftakhar Hussain** duly elected Mayor of the Borough.

6. The Chief Executive to announce that the next item of business is the appointment of the Deputy Mayor for 2020/2021 and ask for nominations.

Councillor Paul Marrow to formally nominate **Councillor Derek Hardman** as Deputy Mayor of the Borough and **Councillor Mohammed Khan** to second the nomination.

The Mayor will declare **Councillor Derek Hardman** as Deputy Mayor of the Borough for the 2020/2021 Municipal Year.

7. A tribute to the Mayor will be made by **Councillor Shaukat Hussain and Councillor Mohammed Khan**.
8. The Mayor will return thanks for his Election via a short video.
9. Vote of thanks to the Retiring Mayor, Consort and Mayoress proposed by **Councillor Andy Kay** and seconded by **Councillor Phil Riley**.
10. The Retiring Mayor will acknowledge the vote of thanks.

11. **The Newly Elected Mayor is now in the Chair.** The Chief Executive will announce that the next item of business is to agree the Minutes of the Finance Council meeting held on 24th February 2020.
12. The Chief Executive will announce that the next item of business is receive any Declarations of Interest.
13. The Chief Executive will announce that the next item of business is a report on Establishment of a Joint Health Overview and Scrutiny Committee - Blackburn with Darwen, Lancashire, South Cumbria and Blackpool.
14. The Chief Executive to announce that the next item of business is Council Appointments for 2020/21.
 - a) Report of the Chief Executive.
 - b) The Leader will table a list of Executive and Lead Members for information.
 - c) The Leader of the Conservative Group will table a list of Shadow Portfolio Members.
15. The Chief Executive to announce that the next item of business is to receive a report on the Mayoralty 2020/21.
16. The Chief Executive will announce that the next item of business is appointments to Various Bodies, Groups and Panels for 2020/21.
17. The Mayor will thank all for their attendance and close the meeting.