Dated this 6th May 2016

**To the Chairperson & Members of the Town Council.**

**You are summoned to attend the Annual Meeting of the Town Council to be held on Thursday 12th May 2016, commencing at 7:00 p.m. in The Arncliffe Sports and Community Centre, Arncliffe Road, Halewood, L25 9PA.**

**George MacKenzie**

**GEORGE MACKENZIE – TOWN MANAGER**

**AGENDA**

1. **Chairperson of the Town Council**
2. To elect the Chairperson of the Town Council for 2016-2017, and
3. to receive the Chairperson’s Declaration of Acceptance of Office.
4. **Presentation to the Out-Going Chairperson for 2015-2016.**
5. **Apologies.**

To record received apologies

1. **Vice-Chairperson of the Town Council**

To appoint the Vice - Chairperson of the Town Council for 2016-2017.

1. **Minutes.**

1. To approve, and sign the minutes of the Special Town Council Meeting held on 21st April 2016.

1. To approve, and sign the minutes of the Meeting of the Town Council held on 21st April 2016.
2. **Town Council Governance**
3. Terms of Reference

To adopt the following documents, previously distributed and reviewed at the Special Meeting of the Town Council held on 21st April 2016:

* Standing Orders
* Members’ Code of Conduct
* Financial Regulations

1. Meeting Cycle for 2016-2017

To adopt the Meeting Cycle for 2016 - 2017 as indicated on the attached schedule.

1. Authorised Signatories

To appoint the signatories to the Town Council’s Current, and Wages Accounts.

1. **Representation on Outside Bodies 2016-2017**

To appoint representatives, (and a nominated deputy in case of absence), to serve on the under-mentioned outside bodies. (A copy of the appointments for 2015-2016 is attached for Members’ information).

* Liverpool Airport Consultative Committee (1)
* St Mary’s Day Centre (1)
* Merseyside Association of Local Councils (MALC) (2)
* Lancashire Association of Local Councils (LALC) (3)
* Culturefest Steering Group (3)
* Halewood Local Advisory Group (KMBC) (1)

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***The next scheduled meeting of the Town Council is due to take place on Thursday 19th May 2016 at***

***The******Arncliffe Sports and Community Centre, Arncliffe Road, Halewood, Liverpool, L25 9PA at 7:00p.m.***