Dated this 5th May 2017

**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 11th May 2017, 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 2017-2018, and
3. to receive the Chairperson’s Declaration of Acceptance of Office.
4. **Presentation to the Out-Going Chairperson for 2016-2017.**
5. **Apologies.**

To record received apologies

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

To appoint the Vice - Chairperson of the Town Council for 2017-2018.

1. **Minutes.**

1. To approve, and sign the minutes of the Special Town Council Meeting held on 20th April 2017.

1. To approve, and sign the minutes of the Meeting of the Town Council held on 20th April 2017.
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 2017:

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

1. Meeting Cycle for 2017-2018

To adopt the Meeting Cycle for 2017 - 2018 as indicated on the attached schedule.

Authorised Signatories

To appoint the signatories to the Town Council’s Bank Account.

1. **Representation on Outside Bodies 2017-2018**

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 2016-2017 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)

**……………………….…………………………………………………………………………**

***The next scheduled meeting of the Town Council is due to take place on Thursday 19th May 2017 at***

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