

Dated this 4<sup>th</sup> May 2018

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 10<sup>th</sup> May 2018, 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**

- a. To elect the Chairperson of the Town Council for 2018-2019, and
- b. to receive the Chairperson's Declaration of Acceptance of Office.

**2. Presentation to the Out-Going Chairperson for 2018-2019.**

**3. Apologies.**

To record received apologies

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

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

**5. Minutes.**

- a. To approve, and sign the minutes of the Special Town Council Meeting held on 19<sup>th</sup> April 2018.

**Page 1**

- b. To approve, and sign the minutes of the Meeting of the Town Council held on 19<sup>th</sup> April 2018 (to the point at which the meeting was abandoned).

**Pages 2 - 4**

## 6. Town Council Governance

### a. Terms of Reference

To adopt the following documents, previously distributed and reviewed at the Special Meeting of the Town Council held on 19<sup>th</sup> April 2018:

- Standing Orders
- Members' Code of Conduct
- Financial Regulations

### b. Meeting Cycle for 2018-2019

To adopt the Meeting Cycle for 2018 - 2019 as indicated on the attached schedule.

**Page 5**

### c. Authorised Signatories

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

## 7. Representation on Outside Bodies 2018-2019

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 2017-2018 is attached for Members' information).

**Page 6**

- 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)
- Co-Operative Council's Innovation Network (1)

.....

*The next scheduled meeting of the Town Council is due to take place on Thursday 17<sup>th</sup> May 2018 at The Arncliffe Sports and Community Centre, Arncliffe Road, Halewood, Liverpool, L25 9PA at 7:00p.m.*  
This is the re-convened meeting of 19<sup>th</sup> April 2018