



Dated this 15th May 2020

To the Chairperson & Members of the Town Council.

You are summoned to attend the Annual Meeting of the Town Council to be held via Zoom on Thursday 21st May 2020, commencing at 5:00 p.m.

Gerry Allen
GERRY ALLEN – TOWN MANAGER

AGENDA

1. Chairperson of the Town Council

- a. To elect the Chairperson of the Town Council for 2020-2021, and
- b. To receive the Chairperson's Declaration of Acceptance of Office.

2. Statement from the new Mayor to the Out-Going Chairperson for 2020-2021.

3. Apologies.

To record received apologies

4. Vice-Chairperson of the Town Council

To appoint the Vice - Chairperson of the Town Council for 2020-2021.

5. Chair of the Policy & Finance Committee

To appoint the Chair of the Policy & Finance Committee for 2020-21

6. Minutes.

- a. To approve, and sign the minutes of the Special Town Council Meeting held on 12th March 2020.
- b. To approve, and sign the minutes of the Meeting of the Town Council held via Zoom on 6th May 2020.

7. Town Council Governance

a. Terms of Reference

To confirm the continued use of the key governance documents, previously distributed and agreed by Councillors for 2020/21:

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

b. Meeting Cycle for 2020-2021

To adopt the Meeting Cycle for 2019 - 2020 as indicated on the attached schedule.

8. Representation on Outside Bodies 2020-2021

To appoint representatives, (and a nominated deputy in case of absence), to serve on the under-mentioned outside bodies.

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| • Liverpool Airport Consultative Committee | (1) |
| • St Mary's Day Centre | (tbc) |
| • Merseyside Association of Local Councils (MALC) | (2) |
| • Lancashire Association of Local Councils (LALC) | (2) |
| • Culturefest Steering Group | (2) |
| • Co-operative Council's Innovation Network | (1) |

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SUBJECT TO CONFIRMATION:

The next scheduled meeting of the Town Council is due to take place on Thursday 11th June 2020.