

Dated this 5th May 2022

To the Chairperson & Members of the Town Council.

You are summoned to attend the Annual Meeting of the Town Council to be held at The Arncliffe Centre on Thursday 12th May 2022, commencing at 7:00 p.m.

Gerry Allen

GERRY ALLEN – TOWN MANAGER

AGENDA

1. Mayor and Chair of the Town Council

- a. To elect the Mayor and Chair of the Town Council for 2022-2023, and
- b. To receive the Chair's Declaration of Acceptance of Office.

2. Statement from the new Mayor for 2022-2023.

3. Apologies.

To record received apologies

4. Vice-Chair of the Town Council

To appoint the Vice - Chair of the Town Council for 2022-2023.

5. Chair of the Policy & Finance Committee

To appoint the Chair of the Policy & Finance Committee for 2022-23
To appoint the Vice-Chair of the Policy & Finance Committee for 2022-23

6. Minutes.

To approve and sign the minutes of the Annual Meeting of the Town Council held 13th May 2022.

7. Town Council Governance

a. Terms of Reference

To confirm the continued use of the key governance documents.

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

b. Meeting Cycle for 2021-2022

To adopt the Meeting Cycle for 2022 - 2023 as indicated on the attached schedule.

c. Authorised Signatories

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

8. Representation on Outside Bodies 2022-2023

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

- Liverpool Airport Consultative Committee (2)
- 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)
- Neighbourhood Plan Steering Group (4)

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The next scheduled meeting of the Town Council is due to take place on Thursday 16th June 2021.