

**Annual Meeting of Burscough Town Council
To be held at St John's Church Hall, Meeting Room (School Lane) on
Tuesday 11th May 2021 starting at 6:30pm**

You are summoned to attend an Annual General Meeting of the Town Council on Tuesday 11th May 2021 at St John's Church Hall, Meeting Room the Grove starting at 6:30pm

Agenda

1.	Election of Chairman and signing of Declaration of Office.																						
2.	Election of Vice Chairman and signing of Declaration of Office.																						
3.	All Councillors have previously signed their individual Declaration of Office, this is noted.																						
4.	Apologies.																						
5.	Disclosure of Pecuniary Interest and Non-Pecuniary Interests for this meeting.																						
6.	Appointments to Committees and Working Groups: -																						
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Working Group / Committee</th> <th style="width: 50%;">Councillor</th> </tr> </thead> <tbody> <tr> <td>Planning and Footpaths Committee</td> <td></td> </tr> <tr> <td>Finance Working Group</td> <td></td> </tr> <tr> <td>Personnel Working Group</td> <td></td> </tr> <tr> <td>Newsletter and Publicity Working Group</td> <td></td> </tr> <tr> <td>Street Scene Working Group</td> <td></td> </tr> <tr> <td>Neighbourhood Plan Working Group</td> <td></td> </tr> <tr> <td>Capital Projects Working Group</td> <td>All Councillors</td> </tr> <tr> <td>Flooding Working Group</td> <td></td> </tr> <tr> <td>Traffic Issues Working Group</td> <td></td> </tr> <tr> <td>Interchange Working Group</td> <td></td> </tr> </tbody> </table>	Working Group / Committee	Councillor	Planning and Footpaths Committee		Finance Working Group		Personnel Working Group		Newsletter and Publicity Working Group		Street Scene Working Group		Neighbourhood Plan Working Group		Capital Projects Working Group	All Councillors	Flooding Working Group		Traffic Issues Working Group		Interchange Working Group	
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	<ul style="list-style-type: none"> • <i>Chairman of the Town Council can attend all working groups. To note that meeting times and dates of Committee and Working Groups along with the election of the Chair will be determined by each group.</i> 																						
7.	To review/agree signatories to the bank accounts.																						

8. To review members declarations of interest forms. – Members should be reminded that their forms should be kept up to date and new declarations signed in line with procedure within 28 days of this meeting.
9. To review member training and development records. – Members should be reminded that their forms should be kept up to date.

To consider appointing representatives to the following Committees:-

Committee	Councillor Representative
Lancashire Association of Parish and Town Councils (LAPTC)	
Burscough Flood Group	
Burscough Dynamos FC	
OPSTA	
Peter Lathom Trust	
Rural Services Network	

- 10 Town Clerks Designated Powers
- a) Review the Clerks power and in her absence the Deputy Clerk to organise printing and distribution of the Town Councils Newsletter within budget lines.
 - b) Review Clerks power and in her absence the Deputy Clerk to arrange training for Councillors provided by Lancashire Association of Local Councils within budget lines.
 - c) Review Clerks power with one other signatory arrange transfer of funds between bank accounts.
 - d) Review Clerks power and in her absence the Deputy Clerk to renew annual charges Information Commissioners Office Registration, Computer Anti-Virus software, confidential waste shredder, photocopier and office equipment.
 - e) Review Clerks power to purchase miscellaneous supplies for general maintenance up to £50 per calendar month.
 - f) Review Clerks and in her absence the Deputy Clerk power to deploy SPIDs in line with budget.
 - g) Review Clerks and in her absence the Deputy Clerk Health and Safety checks of play equipment and repairs as needed.
 - h) Further agree the Clerks power to purchase goods, services and miscellaneous supplies up to the value of £1,000 per calendar month within budget lines as previously agreed at the Town Council Meeting of 14th April 2021 resolution 291(C).
- Standing Orders
- a) Review the standing orders for salaries of employee 7 and 8.
 - b) Review the direct debits for pension payments for employee 7 and 8.
 - c) Review the standing order for the office rental for NRE.

11	Review documents and policies in line with policy and procedure Standing Orders, Financial Regulations, Members Allowances and Expenses Policy, Asset Register (with required adjustments throughout the year), Risk Management Plan, Training and Development Policy, Health and Safety Policy, Grievance and Disciplinary Policy, Safeguarding Policy (Young Voices of Burscough Group), Equality & Diversity, Data Protection Policy, Equal Opportunities Policy, Social Media Policy, Freedom of Information Policy, Grant Award Policy and Petty Cash Policy.	
12	To consider a schedule of dates for future full Town Council Meetings and Planning and Footpaths Committee Meetings. Signed Jackie Maguire Clerk to Burscough Town Council 4 th May 2020	