

**Annual Meeting of Burscough Town Council
To be held on Wednesday 11th May 2022 at Burscough Village Primary School
Colburne Close starting at 6:30pm**

You are summoned to attend an Annual General Meeting of the Town Council on Wednesday 11th May 2022 at Burscough Village Primary School, Colburn Close 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 to sign their individual Declaration of Office, and Pecuniary Interest and Non - Pecuniary Interest forms. <i>(within 28 days of this meeting)</i> | |
| 4. | Apologies. | |
| 5. | Disclosure of Pecuniary Interest and Non-Pecuniary Interests for this meeting. | |
| 6. | Appointments to Committees and Working Groups: - | |
| | 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 | |
| | Station Building Working Group | |
| | Climate Change Working Group | |

Civic Events Working Group

- *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.*

7. To review/agree signatories on the bank accounts.

8. To review member training and development records. – Members should be reminded that their forms should be kept up to date.

9. To consider appointing representatives to the following Committees: -

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

10 Town Clerks Designated Powers

- Review the Clerks power and in her absence the Deputy Clerk to organise printing and distribution of the Town Councils Newsletter within budget lines.
- 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.
- Review Clerks power with one other signatory arrange transfer of funds between bank accounts.
- 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.
- Review Clerks power to purchase miscellaneous supplies for general maintenance up to £50 per calendar month.
- Review Clerks power and in her absence the Deputy Clerk power to deploy SPIDs in line with budget.
- Review Clerks power and in her absence the Deputy Clerk Health and Safety checks of play equipment and repairs as needed.
- Review the Clerks power to purchase goods, services and miscellaneous supplies up to the value of £1,000 per calendar month within budget lines.

Standing Orders

- Review the standing orders for salaries of employee 7 and 8.
- Review the direct debits for pension payments for employee 7 and 8.

| | | |
|----|---|--|
| | <p>c) Review the standing order for the office rental for NRE.</p> | |
| 11 | <p>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.</p> | |
| 12 | <p>To consider a schedule of dates for future full Town Council Meetings and Planning and Footpaths Committee Meetings.</p> <p>Signed Jackie Maguire Clerk to Burscough Town Council 4th May 2022</p> | |