

Annual Meeting of Burscough Town Council
To be held at The Interchange Building, Station Approach on Wednesday 15th
May 2024 starting at 6:30pm

*You are summoned to attend an Annual Meeting of the Town Council on Wednesday,
15th May 2024 at The Interchange Building starting at 6:30pm*

Agenda

1.	Election of Town Mayor and signing of Declaration of Office.	
2.	Election of Deputy Town Mayor 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: -	
	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
	Traffic Issues Working Group	
	Interchange Working Group	
	Civic Events Working Group	
	Climate Change Working Group	

- *Mayor 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 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. Member training and development records. – Members should be reminded that their records 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	
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, building insurance, annual website maintenance and hosting and office equipment.
- Review Clerks power and in her absence the Deputy Clerk to purchase miscellaneous supplies for general maintenance up to £100 per calendar month.
- Review Clerks and in her absence the Deputy Clerk power to deploy SPIDs in line with budget.
- Review Clerks and in her absence the Deputy Clerk Health and Safety checks of play equipment and repairs as needed.
- Further agree the Clerks power to purchase goods, services and miscellaneous supplies up to the value of £1,000 per calendar month in an emergency situation in consultation with the Mayor, Deputy Mayor or another Councillor.
- Review the authority for both the Clerk and Deputy Clerk delegated powers to pay all utilities invoices within timescale and get onto direct debits / standing orders as soon as

	<p>possible.</p> <p>j) Review the authority for both the Clerk and Deputy Clerk the powers to organise Ringtail Service and Remembrance Parade in consultation with the Chair of Civic Events.</p> <p>k) Review the authority for both the Clerk and Deputy Clerk the powers to renew all building service contracts for the management of the Interchange building.</p>	
11	<p>Standing Orders</p> <p>a) Review the standing orders for salaries of employee 7 and 8.</p> <p>b) Review the direct debits for pension payments for employee 7 and 8.</p> <p>c) Review the standing order Waste Management.</p>	
12	<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 Enquiries Policy, Payment Security details, Fire Safety Policy, Emergency Evacuation Policy and Digital Marketing Strategy, Petty Cash Policy, Fob acceptance Policy, Enquiries Response Policy, Grant Application Policy and Terms and Conditions of Room Hire Policy.</p>	
13	<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 8th May 2024</p>	

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