



PREESALL TOWN COUNCIL

8 May 2024

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Preesall Town Council on Monday 13 May 2024 after the Ordinary Meeting at the Youth and Community Centre, Lancaster Road, Preesall.

Yvonne Walton
Locum Clerk to the Council

AGENDA

1 **The Mayor – Councillor Janet Lewin will welcome everyone to the meeting and deliver a small address**

2 **Election of Mayor for 2024/25**

The Mayor will invite nominations for Mayor.

There will be a short speech ending with the proposal:-

That whoever is chosen at the Ordinary Meeting be elected to the office of Mayor of Preesall Town Council for the municipal year 2024/25.

The proposal will be seconded and Councillors will be asked to agree to the proposal.

3 **Investiture of Mayor**

The Mayor will sign the Declaration of Acceptance of Office.

The Chain will be handed over if appropriate

4 **The Mayor will address the Meeting**

At the end of her address the Mayor will propose a vote of thanks to the retiring Mayor (if appropriate).

5 **Apologies for absence**

6 **Declarations of Interests**

To receive disclosures of pecuniary and non-pecuniary interests from councillors on matters to be considered at the meeting.

7 **Election of Deputy Mayor for 2024/25**

The newly elected Mayor will give a short speech ending with the proposal:-

Telephone 07739 868212

Email: clerk@preesalltowncouncil.org

That the Mayors chosen Deputy be elected to the office of Deputy Mayor of Preesall Town Council for the municipal year 2024/25.

The proposal will be seconded.

The Mayor will ask councillors to agree to the proposal.

The Deputy Mayor will sign the Declaration of Acceptance of Office.

The Mayor will hand over the chains of office to the new Deputy Mayor.

8 Review of delegation arrangements to the clerk

A copy of the clerk's delegations has been **emailed**.

10 Review of the terms of reference for committees and delegation arrangements

Terms of reference for the following committees are **emailed**:

Civic Events
Finance
Personnel.

Councillors are asked **to review and approve** the terms of reference and delegation arrangements for the committees.

11 Appointment of members to existing committees

23/24 members were:

Civic Events: Cllr Orme; Cllr Drobny; Cllr Johnson; Cllr Rimmer, Cllr Dobbie, Cllr Jenkinson.

Finance: Cllr Orme; Cllr Woods; Cllr Jenkinson; Cllr Shepherd.

Personnel: Cllr Johnson; Cllr Orme; Cllr Rimmer; Cllr Woods.

Councillors are asked to note that the Mayor cannot be a member of the personnel committee.

Councillors are asked to remember that they have previously resolved that the Mayor be a member of the Civic Events Committee during their year in office.

12 Appointment of members as subject leads and outside body representatives

Councillors are asked **to agree** which councillor/s will represent the council on each of the following:

Subject leads:

Highways
Housing
Planning Ambassador
Tourism

Outside body representatives:

Best Kept Village
FOKEL
Gala
Halite/Brine watch
Health (all aspects)
Lancashire Association of Local Councils (Wyre Area Committee) - (all councillors have a right to attend)
Over Wyre Parishes joint meeting
Preesall Youth and Community Association
Wyre Flood Forum
Wyre In Bloom

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Christmas Community Events committee
Youth

13 Standing Order 5j

Councillors are asked **to note** the following are to be reviewed as per the council's schedule for annual review of documentation:

Complaints procedure – September 2024

Policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation – September 2024

Policy for dealing with the press/media – September 2024

Employment policies and procedures – January 2025

14 Calendar of Town Council Meetings for the 2024/25 Civic Year

Councillors are asked to approve the dates of the meetings for the 2024/25 Civic Year

10 June 2024

8 July 2024

9 September 2024

14 October 2024

11 November 2024

9 December 2024

13 January 2025

10 February 2025

10 March 2025

14 April 2025

12 May 2025

15 The Mayor will close the meeting.

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