



PREESALL TOWN COUNCIL

5 May 2022

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Preesall Town Council on Monday 9 May 2022 at **7.30pm** at the Youth and Community Centre, Lancaster Road, Preesall.

A handwritten signature in black ink that reads 'A. May'.

Alison May
Clerk to the Council

AGENDA

- 1 **The Mayor – Councillor Phil Orme will welcome everyone to the meeting and deliver a small address**
- 2 **Star Award**
The Mayor will announce the winner of the Star Award for 2021 and present the trophy.
- 3 **Election of Mayor for 2022/23**

The Mayor will invite nominations for Mayor.

Councillor Robert Drobny will give a short speech ending with the proposal:-

That Councillor Kath Shepherd be elected to the office of Mayor of Preesall Town Council for the municipal year 2022/23.

Councillor Patrick will second the proposal.

Councillors will be asked to agree to the proposal.
- 4 **Investiture of Mayor**

The Mayor will sign the Declaration of Acceptance of Office.

Councillor Phil Orme will hand over the chain of office.
- 5 **The Mayor will address the Meeting**

At the end of her address she will propose a vote of thanks to the retiring Mayor.

Telephone 07739 868212

Email: clerk@preesalltowncouncil.org

6 **Apologies for absence**

7 **Declarations of Interests**

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

8 **Election of Deputy Mayor for 2022/23**

Councillor Shepherd will give a short speech ending with the proposal:-

That Councillor Tony Johnson be elected to the office of Deputy Mayor of Preesall Town Council for the municipal year 2022/23.

Councillor Lewin will second the proposal.

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 Councillor Tony Johnson and Mrs Johnson.

9 **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**

Current members are:

Civic Events: Cllr Orme; Cllr Drobny; Cllr Johnson; Cllr Woods.

Finance: Cllr Orme; Cllr Lewin; Cllr Renwick; Cllr Shepherd.

Personnel: Cllr Tarpey-Black; Cllr Johnson; Cllr Pattrick; Cllr Shepherd; 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

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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

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 2022

Policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation – September 2022

Policy for dealing with the press/media – September 2022

Employment policies and procedures – January 2023

14 Calendar of Town Council Meetings for the 2022/23 Civic Year

Councillors are asked to approve the dates of the meetings for the 2022/23 Civic Year

13 June 2022

11 July 2022

12 September 2022

10 October 2022

14 November 2022

12 December 2022

9 January 2023

13 February 2023

13 March 2023

10 April 2023

15 May 2023 (3rd Monday in order to summon councillors post-election)

15 The Mayor will close the meeting.

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