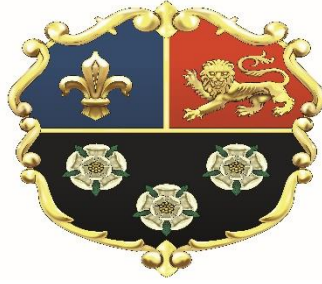


# PRESCOT TOWN COUNCIL



Prescot Town Hall, 1 Warrington Road, Prescot, Merseyside L34 5QX

Telephone: 0151-426-3933 email: townclerk@prescot-tc.gov.uk

Dated this 19th day of May 2017

To the Mayor and Members of Prescot Town Council

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**YOU ARE HEREBY SUMMONED TO ATTEND the Annual Meeting of the Council for The Town of Prescot to be held on Friday 26<sup>th</sup> May 2017 in Prescot Town Hall, 1 Warrington Road, Prescot, L34 5QX commencing immediately following the cessation of the Annual Town Meeting at 6.00 p.m.**

A handwritten signature in blue ink, appearing to read 'Daniel Wilson', with a horizontal line extending to the right.

**Daniel Wilson  
TOWN CLERK**

## **A G E N D A**

- ELECTION OF TOWN MAYOR FOR THE MUNICIPAL YEAR 2017/18**  
To receive nominations, and elect by vote the Town Mayor. Verbal
- MAYORS DECLARATION OF ACCEPTANCE OF OFFICE** Verbal  
Town Mayor to officially accept office by signing the acceptance of office book.
- TO RECEIVE APOLOGIES** Verbal

4. **DECLARATIONS OF INTEREST**

*In accordance with Standing Order 1.15, members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.*

5. **VOTE OF THANKS TO THE RETIRING TOWN MAYOR** Verbal

To receive:

- a) vote of thanks in recognition of the retiring Town Mayor;
- b) response from the retiring Town Mayor.

6. **ELECTION OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2017/18**

To receive nominations, and elect by vote the Deputy Town Mayor. Verbal

7. **DEPUTY MAYORS DECLARATION OF ACCEPTANCE OF OFFICE** Verbal

Deputy Town Mayor to officially accept office by signing the acceptance of office book.

8. **ANNOUNCEMENTS FROM THE COUNCIL LEADER** Verbal

To receive announcements from the Leader of the Town Council.

**FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS**

9. **ANNOUNCEMENTS FROM THE TOWN CLERK** Verbal

To receive announcements from the Town Clerk.

**FOR INFORMATION AND TO RECEIVE QUESTIONS FROM MEMBERS**

10. **MINUTES OF THE PREVIOUS COUNCIL MEETING** (Pages 5-8)

To **APPROVE AND SIGN** the Minutes of the Town Council Meeting held on Friday 28<sup>th</sup> April 2017.

11. **MINUTES OF THE COMMITTEES** (Pages 9-16)

To **NOTE** the minutes of the following committee meetings: -

Finance and General Purposes Committee – 17<sup>th</sup> March 2017 and 21<sup>st</sup> April 2017  
Events Committee – 15<sup>th</sup> March 2017

12. **MAYORAL ENGAGEMENTS** (Pages 17-18)

To receive the schedule of Town Mayor engagements.

**FOR INFORMATION ONLY**

13. **FUNDING APPLICATIONS** (Pages 19-22)

To **CONSIDER** and **APPROVE**, **DEFER** or **REJECT** any funding applications.

14. **TOWN COUNCIL COMMITTEES (2017/18)** (Pages 23-29)

To **APPOINT** Committees, **AGREE** terms of reference and membership of Committees.

15. **STANDING ORDERS & FINANCIAL REGULATIONS (2017/18)** (Pages 30-32)

To **APPROVE** the suggested amendments to the Town Council Standing Orders and Financial Regulations. Revised Standing Orders and Financial Regulations will not be submitted until any amendments have been agreed by Council, therefore members are requested to bring their own copies of Standing Orders and Financial Regulations 2016/17 to the meeting for review purposes.

16. **REVIEW OF CHARTERS AND AGREEMENTS WITH OTHER LOCAL AUTHORITIES** (Pages 33-35)

To **REVIEW** the Town Councils charters and agreements with other local authorities.

17. **REPRESENTATIVES TO OUTSIDE BODIES (2017/18)** (Pages 36-37)

To **APPOINT** members to represent the Town Council on various outside bodies.

18. **REVIEW OF COUNCIL INVENTORY AND LAND** (Pages 38-40)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

19. **TOWN COUNCIL INSURANCE COVER** (Pages 41-43)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

20. **REVIEW OF TOWN COUNCIL AND STAFF SUBSCRIPTIONS TO OTHER BODIES** (Pages 44-46)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

21. **TOWN COUNCIL COMPLAINTS PROCEDURE** (Pages 47-52)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

22. **TOWN COUNCIL FREEDOM OF INFORMATION POLICY** (Pages 53-64)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

23. **TOWN COUNCIL PRESS AND MEDIA POLICY** (Pages 65-71)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

24. **COUNCIL MEETING SCHEDULE (2017/18)** (Pages 72-73)

To **AGREE** dates and times of Town Council meetings only, dates and times for committee meetings will be agreed as the first order of business for each committee.

25. **ANNUAL INTERNAL AUDIT REPORT** (Pages 74-88)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

26. **ANNUAL RETURN 2017** (Pages 89-92)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.

27. **DRAFT ANNUAL REPORT 2017** (Pages 93-107)

Members are asked to **CONSIDER** the report and **AGREE** the recommendations contained within.