



KNOWSLEY TOWN COUNCIL

Bob Whiley Community Centre
Shop Road, Knowsley Village, Merseyside L34 0HD
Tel: 0151 548 4545
Email: jane.thomas@knowsley.gov.uk

Dated this 14th day of May 2021

To the Mayor and Members of Knowsley Town Council

YOU ARE HEREBY SUMMONED TO ATTEND the Annual General Meeting of Knowsley Town Council, to be held on Thursday 20 May 2021, in the Community Pavilion Pool Hey, Stockbridge Village, commencing at 7.15 p.m.

Jane Thomas
Acting Clerk of the Council

A G E N D A

1. **ELECTION OF CHAIRMAN OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2021/22**

To:

- a. receive nominations,
- b. receive declarations of acceptance of office,
- c. receive the declared title from the elected postholder.

2. **ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL FOR THE MUNICIPAL YEAR 2021/22**

To:

- a. receive nominations,
- b. receive declarations of acceptance of office,
- c. receive the declared title from the elected postholder.

3. **APOLOGIES**

4. **DECLARATIONS OF INTEREST**

In accordance with Standing Orders 1.19.1, 1.19.2, 1.19.3, members are invited to indicate any interests they may have in relation to items on the agenda for the meeting.

5. **ANNOUNCEMENTS FROM THE MAYOR**

To receive announcements from the Mayor. **FOR INFORMATION ONLY.**

6. **STANDING ORDERS (2021/22)**

To **CONSIDER** and **APPROVE** the Town Council's Standing Orders for the year 2020/21.

7. **FINANCIAL REGULATIONS (2021/22)**

To **CONSIDER** and **APPROVE** the Town Council's Financial Regulations for the year 2021/22.

8. **TOWN COUNCIL COMMITTEES (2021/22)**

To **AGREE** the terms of reference for the Town Council's Human Resources Committee, General Purposes and Community Grants Committee, Environment Committee, Local Government Governance Committee and the Mayor's Charity Committee for the year 2021/22, and to appoint members to all standing committees.

9. **REPRESENTATIVES TO OUTSIDE BODIES (2021/22)**

To **APPOINT** members to represent the Town Council on various outside bodies. A schedule of membership (2021/22).

10. **TOWN COUNCIL MEETING SCHEDULE (2021/22)**

To **AGREE** dates of Town Council Meetings.

11. **REPORT OF THE INDEPENDENT REMUNERATION PANEL ON TOWN/PARISH COUNCIL ALLOWANCES 2021**

To **CONSIDER** the report of the Independent Remuneration Panel on Town/Parish Council Allowances 2021.

12. **TOWN COUNCIL MEMBERS' ALLOWANCES (2021/22)**

To **CONSIDER** Members' Allowances for 2021/22 and to agree a date, if approved, for payment.

13. MINUTES OF PREVIOUS COUNCIL MEETING

To **APPROVE AND SIGN** the Minutes of the Town Council Meeting held on held on Thursday 4 February 2021.

14. MINUTES OF PREVIOUS COMMITTEE MEETING

To **APPROVE AND SIGN** the Minutes of the General Purpose and Community Grant Committee Meeting held on held on Tuesday 27 April. 2021.

15. CHEQUES AND AUTOPAY SIGNATORIES (2021/22)

To **AGREE** Town Council cheques and autopay signatories.

16. REPORTS FROM MEMBERS

To receive verbal reports from elected members relating to their work within the township or their attendance at conferences/representative bodies on behalf of the Town Council.

17. ANNOUNCEMENTS FROM THE CLERK OF THE COUNCIL

To receive verbal reports from the Clerk of the Council. **FOR INFORMATION ONLY.**

18. PLANNING NOTIFICATIONS

To **CONSIDER AND MAKE OBSERVATIONS** on planning applications received from Knowsley Metropolitan Borough Council.

19. ANNUAL REPORT (2021/22)

To **CONSIDER AND APPROVE** the Annual Report of the Town Council for the year 2021/22.

20. FINANCIAL MATTERS (JANUARY TO MARCH 2021)

To **CONSIDER AND APPROVE:**

- a. payments made by the Town Council during the period January 2021 to March 2021.
- b. income received by the Town Council during the period January 2021 to March 2021.

21. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

To **CONSIDER AND APPROVE** the detailed Statement of Accounts for the Year Ended 31 March 2021.

22. ANNUAL RETURN FOR YEAR ENDING 31 MARCH 2021

To **CONSIDER AND APPROVE** Section 1 (Annual Governance Statement) of the Annual Return for the Year Ended 31 March 2021.

23. THE ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2021

To **CONSIDER AND APPROVE** Section 2 (Accounting Statement) for the Year Ending 31 March 2021.

24. INTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2021

To **CONSIDER** the contents of the Internal Auditor's report for the Year Ended 31 March 2021.

25. MAUREEN CLUNAN MEMORIAL AWARD 2021

To **CONSIDER AND APPROVE** the recipient of the Maureen Clunan Memorial Award 2021.

