

# NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO

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To all members of Normanton Town  
Council

Our ref: DJ/hs  
Date: 4<sup>th</sup> May 2022  
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING OF NORMANTON TOWN COUNCIL** which is to be held on **Tuesday 10<sup>th</sup> May 2022** in **All Saints Church, High Street, Normanton, WF6 1NT** at **6.30pm**.

**IF YOU ARE UNABLE TO ATTEND, PLEASE SUBMIT YOUR APOLOGIES  
AND REASONS TO THE TOWN CLERK PRIOR TO THE MEETING.**

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna', written in a cursive style.

Mrs Donna Johnston FdA, FSLCC  
Town Clerk & RFO.

**Annual Meeting of Normanton Town Council**  
Tuesday 10<sup>th</sup> April 2022 at 6.30pm at All Saints Church

**AGENDA**

<b>001.</b>	<b>Election of Mayor</b> To appoint the Mayor for the 2022/23 municipal year.  Upon confirmation of the appointment, the Mayor will sign the declaration of acceptance of office.	
<b>002.</b>	<b>Election of Deputy Mayor</b> To appoint the Deputy Mayor for the 2022/23 municipal year.  Upon confirmation of the appointment, the Deputy Mayor will sign the declaration of acceptance of office.	
<b>003.</b>	<b>Apologies for Absence</b> To receive apologies for absence.	
<b>004.</b>	<b>Mayors Announcements</b> To receive any announcements that the Mayor may wish to make (for information only).  The Mayors Chaplain will lead the Council in prayers.	
<b>005.</b>	<b>Declarations of Interest</b> To receive any declarations of interest not already declared under the Council's Code of Conduct or members Register of Disclosable Pecuniary Interests.	
<b>006.</b>	<b>Members of the Public</b> To receive questions and comments from members of the public.  (Session limited to 3 minutes per person and 15 minutes overall)	
<b>007.</b>	<b>Minutes – Council</b> To receive and sign the minutes of a meeting of Normanton Town Council held on Tuesday 5 <sup>th</sup> April 2022 (Minute Numbers 175-193; Pages 77-82) and approve the contents contained therein.	<b>ENC A</b>

<b>008.</b>	<b>Correspondence</b> To receive any correspondence - for information only (unless otherwise stated).	
<b>009.</b>	<b>Review of Committees, Sub-Committees and Working Groups</b> To consider a report on the Town Council's Committees, Sub-Committees and Working Groups.	<b>ENC B</b>
<b>010.</b>	<b>Terms of Reference for Committees, Sub-Committees and Working Groups.</b> To review the terms of reference detailed in the enclosed report.	<b>ENC C</b>
<b>011.</b>	<b>Nominations to Committees</b> To consider nominations to Committees, Sub-Committees and Working Groups.	<b>ENC D</b>
<b>012.</b>	<b>Scheme of Delegation</b> To review the delegation arrangements as detailed in the enclosed report.	<b>ENC E</b>
<b>013.</b>	<b>Nominations to Outside Bodies</b> To consider nominations to outside bodies.	<b>ENC F</b>
<b>014.</b>	<b>Review of Standing Orders</b> To review the Council's Standing Orders.	<b>ENC G</b>
<b>015.</b>	<b>Review of Financial Regulations</b> To review the Council's Financial Regulations.	<b>ENC H</b>
<b>016.</b>	<b>Councillors with Special Responsibilities</b> To review the appointment of Councillors with special responsibilities as set out in Financial Regulations.	<b>ENC I</b>
<b>017.</b>	<b>Review of Policies and Procedures</b> To review the following policies/procedures: Complaints Procedure Freedom of Information Procedure Information and Data Protection Procedure Press & Media Policy Recording at Meetings Policy Website & Social Media Policy	<b>ENC J</b> <b>ENC K</b> <b>ENC L</b> <b>ENC M</b> <b>ENC N</b> <b>ENC O</b>
<b>018.</b>	<b>Council Meeting Dates 2022/23</b> To approve the list of Council meeting dates for 2022/23.	<b>ENC P</b>

<b>019.</b>	<b>Reports from District Councillors</b> To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.	
<b>020.</b>	<b>External Organisations</b> To receive updates from members who attend external organisations.	
<b>021.</b>	<b>Outside Bodies</b> To receive updates from Council representatives on Outside Bodies.	
<b>022.</b>	<b>To Co-Opt a Councillor for the Altofts Ward</b> To co-opt a Councillor to fill the casual vacancy in the Altofts Ward.	<b>ENC Q</b>
<b>023.</b>	<b>Financial Matters</b> To consider the list of invoices due for payment in May 2022.  To receive the list of payments made under the Clerks Authority in April 2022.  To receive the Bank Reconciliation for March 2022.	<b>To Follow</b>  <b>ENC R</b>  <b>ENC S</b>
<b>024.</b>	<b>Planning</b> To consider the planning applications in the enclosed schedules.	<b>ENC T</b>