

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: 4th 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 10th 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', followed by a small dot.

Mrs Donna Johnston FdA, FSLCC
Town Clerk & RFO.

Annual Meeting of Normanton Town Council
Tuesday 10th April 2022 at 6.30pm at All Saints Church

AGENDA

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

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

019.	Reports from District Councillors To receive verbal reports from District Councillors on matters impacting on Normanton and Altofts.	
020.	External Organisations To receive updates from members who attend external organisations.	
021.	Outside Bodies To receive updates from Council representatives on Outside Bodies.	
022.	To Co-Opt a Councillor for the Altofts Ward To co-opt a Councillor to fill the casual vacancy in the Altofts Ward.	ENC Q
023.	Financial Matters 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.	To Follow ENC R ENC S
024.	Planning To consider the planning applications in the enclosed schedules.	ENC T