

Annual Meeting of Burscough Town Council
To be held at The Interchange Building, Station Approach on Wednesday 20th
May 2026 starting at 6:30pm

*You are summoned to attend an Annual Meeting of the Town Council on Wednesday,
20th May at The Interchange Building starting at 6:30pm*

Agenda

1. Election of Town Mayor and signing of Declaration of Office.
2. Election of Deputy Town Mayor and signing of Declaration of Office.
3. All newly elected Town Councillors to sign their individual acceptance of office and pecuniary interest form. *(Members should be reminded that their forms should be kept up to date and new declarations signed in line with procedure within 28 days of this meeting)*
4. Apologies.
5. Disclosure of Pecuniary Interest and Non-Pecuniary Interests for this meeting.

Appointments to Committees and Working Groups: -

Working Group / Committee	Councillor
Planning and Footpaths Committee	
Finance Working Group	
Personnel Working Group	
Newsletter and Publicity Working Group	
Street Scene Working Group	
Neighbourhood Plan Working Group	
Capital Projects Working Group	All Councillors
Traffic Issues Working Group	
Interchange Working Group	
Civic Events Working Group	

Climate Change Working Group

Mayor of the Town Council can attend all working groups. To note that meeting times and dates of Committee and Working Groups along with the election of the Chair will be determined by each group.

- 6. To review/agree signatories to the bank accounts.
- 7. To review/agree key holders for the Interchange building (*require another member willing to be a key holder*)
- 8. Member training and development records. – Members should be reminded that their records should be kept up to date.

9. To consider appointing representatives to the following Committees: -

Committee	Councillor Representative
Lancashire Association of Parish and Town Councils (LAPTC)	
Burscough Flood Group	
OPSTA	
Peter Lathom Trust	
Dial A Ride	

10. Town Clerks Designated Powers

- a) Review the Clerks power and in her absence the Deputy Clerk to organise printing and distribution of the Town Councils Newsletter within budget lines.
- b) Review Clerks power and in her absence the Deputy Clerk to arrange training for Councillors and staff provided by Lancashire Association of Local Councils within budget lines.
- c) Review Clerks power with one other signatory to arrange transfer of funds between bank accounts.
- d) Review Clerks power and in her absence the Deputy Clerk to renew annual charges Information Commissioners Office Registration, Computer Anti-Virus software, confidential waste shredder, photocopier, building insurance, annual website maintenance and hosting and office equipment.
- e) Review Clerks power and in her absence the Deputy Clerk to purchase miscellaneous supplies for general maintenance up to £200 per calendar month.
- f) Review Clerks and in her absence the Deputy Clerk power to deploy SPIDs in line with budget.
- g) Review Clerks and in her absence the Deputy Clerk Health and Safety checks of play equipment and repairs as needed.
- h) Review the Clerks power to purchase goods, services and miscellaneous supplies up to the value of £1,000 per calendar month in an emergency situation in consultation with the Mayor, Deputy Mayor or another Councillor.

	<ul style="list-style-type: none"> i) Review the authority for both the Clerk and Deputy Clerk delegated powers to pay all utilities invoices within timescale and get onto direct debits / standing orders as soon as possible. j) Review the authority for both the Clerk and Deputy Clerk the powers to organise Ringtail Service and Remembrance Parade in consultation with the Chair of Civic Events and any other agreed Civic Events. k) Review the authority for both the Clerk and Deputy Clerk the powers to renew all building service contracts for the management of the Interchange building. l) Review the Clerk and in her absence the Deputy Clerk the authority to provide refunds for room hire when necessary. m) Review the authority of the Clerk and in her absence the Deputy Clerk to make payments up to the value of £500 per calendar month on a multi pay card. 	
11	<p>Standing Orders / Direct Debit</p> <ul style="list-style-type: none"> n) Review the authority for the Clerk and in her absence Deputy Clerk to amend standing orders for salaries of employee 7, 8, 9 and 12. o) Review the authority for the Clerk and in her absence Deputy Clerk to amend direct debits for pension payments for employee 7, 8, 9 and 12. p) Consider / Review for the Clerk / Deputy Clerk to cover holidays and absences as required in consultation with the Chairman of Personnel and be paid at NJC scale. q) Review the authority for the Clerk and in her absence Deputy Clerk to amend direct debit for Waste Management. 	
12	<p>Review documents and policies in line with policy and procedure Standing Orders, Financial Regulations, Members Allowances and Expenses Policy, Asset Register (with required adjustments throughout the year), Risk Management Plan, Risk Assessment, Training and Development Policy, Health and Safety Policy, Grievance and Disciplinary Policy, Safeguarding Policy (Young Voices of Burscough Group), Equality & Diversity, Data Protection Policy, Equal Opportunities Policy, Social Media Policy, Freedom of Information Policy, Grant Award Policy Enquiries Policy, Payment Security details, Fire Safety Policy, Emergency Evacuation Policy and Digital Marketing Strategy, Fire Evacuation Policy, Fob acceptance Policy, Enquiries Response Policy, Grant Application Policy, Terms and Conditions of Room Hire Policy, Cycle Locker Policy and Community Notice Board Policy.</p>	
13	<p>To consider a schedule of dates for future full Town Council Meetings and Planning and Footpaths Committee Meetings.</p> <p>Signed Jackie Maguire Clerk to Burscough Town Council 14th May 2026</p>	

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