



Rainford Village Hall, Church Road, Rainford WA10 8HB
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Date: 12.05.2022

To: Members of Rainford Parish Council

**You are summoned to attend the
ANNUAL MEETING OF RAINFORD PARISH COUNCIL
on Friday 19 May 2023 at 6pm**

The Press & Public are invited to attend

AGENDA

- 1. To elect the Chairman of Rainford Parish Council for 2023/24 and to receive the Chairman's Declaration of Acceptance of Office of Chairman**
The Chairman elect is Councillor Chris Lamb BEM
- 2. To elect the Vice Chairman of Rainford Parish Council for 2023/24 and to receive the Vice Chairman's Declaration of Acceptance of Office of Councillor**
The Vice Chairman elect is Councillor Liz Dodson
- 3. To receive apologies for absence**
Councillors are required to give a valid reason for absence
- 4. To receive all new Councillor's Declaration of Acceptance of Office as Councillor**
- 5. To receive any declarations of interest from Members and update the register**
Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Rainford Parish Council Code of Conduct for Members and by the Localism Act 2011.
- 6. To approve the minutes of the Annual Meeting of Rainford Parish Council held on 16.05.2022**
See separate document
- 7. To approve and adopt the Standing Orders for Rainford Parish Council**
There are no proposed changes from 2022/2023
- 8. To Approve and Adopt the Code of Conduct for Rainford Parish Council**
See separate document

9. To appoint an Internal Auditor for 2023/24

The Internal Auditor for 2022/23 was Jacqueline Wilburn FCA CTA

10. To review Committee Structures and to appoint members to serve on the under mentioned Committees for 2023/24:

- Community Liaison
Members wishing to serve on this committee and/or chair it should express their interest.
- Finance, Planning & Administration
Members wishing to serve on this committee and/or chair it should express their interest
- Health & Safety
Members wishing to serve on this committee and/or chair it should declare their interest

The Chairman is an ex-officio member of all committees and as such it is not good practice for them to act as Chairman for any of the committees

11. To review the Committee terms of reference

See separate documents

The Chairman to propose that the Terms of Reference for the Community Liaison Committee, Finance, Planning & Administration Committee and Health & Safety committee remain the same as for 2022/2023

12. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year

Councillor Lamb BEM to propose that meetings of Rainford Parish Council occur on the fourth Monday of the month, except for August and December

22.05.2023	26.06.2023	24.07.2023
25.09.2023	23.10.2023	27.11.2023
11.12.2023	22.01.2024	26.02.2024
26.03.2024	22.04.2024	

Councillor Lamb to propose that meetings of the Community Liaison committee are held on the first Monday of the month at 6.30pm

Councillor Lamb to propose that meetings of the Finance, Planning & Administration committee are held on the second Wednesday of the month at 6.30pm

The dates and times of meetings of the Health & Safety committee need to be agreed.

13. To Establish Working Parties

See separate documents

Councillor Lamb to propose that the following Working Parties are established:

Rainford Christmas Fayre

Village Hall Improvement

Councillors interested in being members of these working parties should declare their interest

14. To appoint a Schools Liaison Officer

Councillor Dodson was appointed as the School Liaison Officer for 2022/23

15. Other Matters

Councillors may raise any other issues regarding the organisation and administration of the Parish Council



Sally Powell

Clerk & Responsible Financial Officer to Rainford Parish Council