

# Frodsham Town Council

You are hereby summoned to attend the  
**Annual Meeting of  
Frodsham Town Council**  
To be held on Monday 21 May 2017 at 7.00pm  
In Castle Park House, Castle Park, Frodsham



## AGENDA

### Meeting 1

No	Item
<b>1</b>	<b>Election of Chairman</b>
1.1	To elect the Chairman to serve until the Annual Meeting of the Council in May 2019
1.2	To receive the Declaration of Acceptance of Office of the Chairman
<b>2</b>	<b>Election of Vice Chairman</b>
2.1	To elect the Vice Chairman to serve until the Annual Meeting of the Council in May 2019
2.2	To receive the Declaration of Acceptance of Office of the Vice Chairman
<b>3</b>	<b>Investiture of the Mayor of Frodsham</b>
3.1	To confirm the appointment and invest the Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2019
3.2	To receive the Declaration of Acceptance of Office of the Mayor of Frodsham
<b>4</b>	<b>Investiture of the Deputy Mayor of Frodsham</b>
4.1	To confirm the appointment and invest the Deputy Mayor of Frodsham to serve until the Annual Meeting of the Council in May 2019
4.2	To receive the Declaration of Acceptance of Office of the Deputy Mayor of Frodsham
<b>5</b>	<b>Apologies for Absence</b> To note & accept any apologies
<b>6</b>	<b>Declarations of Interest</b> To note any declarations of interest.
<b>7</b>	<b>Minutes of Meeting 11 on 26 March 2018 &amp; Committees</b> To note that these will be dealt with at meeting 2, to be held immediately after this meeting.
<b>8</b>	<b>Action Plan and Budget 2018-19</b> To note the Action Plan and Budget agreed in January 2018.
<b>9</b>	<b>Committee &amp; Sub-committee Terms of Reference</b> To agree the Terms of Reference for:
9.1	Policy & Process – agreed to recommend for approval at its meeting on 24 April - proposed and seconded by Cllrs C Ashton and Lord F Pennington.
9.2	Community
9.3	Cemetery
9.4	Environment
9.5	Events – agreed to recommend for approval at its meeting on 1 May - proposed and seconded by Cllrs Lord F Pennington and P Williamson.
9.6	Planning
9.7	Staffing Sub-committee
<b>10</b>	<b>Appointment of Committees &amp; Sub-Committees</b> To agree Councillor membership of each of the Committees as detailed in Committee Membership chart to serve until the Annual Meeting of the Council in May 2019. The Chairman & Vice-Chairman will be 'ex-officio members' of each Committee.



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**Diary of Meetings: 2018-19**

To agree diary of meetings for a year. Proposed dates based on 4<sup>th</sup> Monday (except where indicated) in each month:

**2018**

21 May (Meeting 2)  
23 July  
24 September  
26 November

**2019**

14 January (Budget Meeting)  
28 January  
25 March  
20 May – Annual Meeting + FTC Meeting 2

**NB:** Council decided on 24 April 2017 to reduce the number of council meetings by meeting once every 2 months but with the option to call additional meetings if needed.



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