

3<sup>rd</sup> May 2023

**YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING**  
of the **Blackrod Town Council** to be held in the Council Chamber, Blackrod  
Library/Council Services, Church Street, Blackrod on **Monday 15th May 2023**  
commencing at **7.15 pm**

*Signed .....Town Clerk*

*Before the start of the Meeting, the current 2022-2023, Town Mayor, Councillor Mrs Susan Baines , will welcome members and guests to the Meeting and ask the Chairman's Chaplain (if in attendance) to say prayers.*

*Prior to the commencement of the meeting proper, the Town Clerk will invite new and returning members to make their Declaration of Office to The Town Clerk before being invited to join fellow members at the Town Council table.*

*Additionally prior to the commencement of the meeting proper the Town Clerk will invite the residing Mayor to provide recipients of her charity fund raising events to receive a cheque(s) for their organization.*

#### **A G E N D A**

**Once all are seated the Annual General Meeting will commence.**

- 1.. **To confirm the appointment of the Town Mayor/Chairman for 2023/2024.**  
*(The current residing Mayor of Blackrod was nominated by Councillors on 6th February 2023 to serve a second year and prior to the recent election results. The Town Clerk will therefore ask for any new nominations for the role to take place)*
  
3. **The newly appointed Town Mayor/Chairman will accept the role and make and sign the Declaration of Office to the Town Clerk/ Responsible Officer for that position within the Town Council in front of those present**

4. ***The newly appointed Town Mayor will be invested with the Mayor's Chain of Office ( and take their appropriate seat within the Council Chamber. The retiring Mayor will retire and take up the seat vacated by the incoming Town Mayor).***
5. The newly appointed Town Mayor will receive any apologies for absence and address the Meeting.
6. **The Town Mayor will ask members to confirm the position of Deputy Town Mayor/ Vice Chairman for 2023/2024**  
*(The incoming Deputy Mayor/ Deputy Vice Chairman was nominated by Councillors on 6th February 2023 to serve for a second term, prior to recent elections. Members will be asked for any additional nominations for the role.)*
7. The Councillor then appointed to the role of Deputy Mayor/ Deputy Chairman will then accept and make the Declaration of Office to the Town Clerk for that position within the Town Council in front of those present.
8. The newly appointed Town Mayor will propose a vote of thanks to the retiring Mayor and Consort and present the retiring Mayor with a Past Mayor's Badge of Office
9. ***The retiring Town Mayor will reply.***
10. The Town Mayor to appoint his/ her Mayoress/ Consort for the year by name.*(Formal presentation of the Chain will be given at the meeting)*
11. To confirm the shared position of Chairman's Chaplain between the Clergy from Our Lady's, Blackrod Methodist and St Katharine's Churches.
12. To confirm dates of Council meetings for **2023/2024 (attached)**
13. To appoint any Committees/Working Groups/ Trustees as necessary.
14. To approve Standing Orders, Financial Regulations and the Parish Councils Code of Conduct by returning members .*(there has been no legislative change during the last year.)*

**At the close of the meeting the newly elected Town Mayor would like Members, Members' Wives/ Husband/ Partners & Guests to join them for a celebratory drink and light refreshments.**