



ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk : Lesley Reuben

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23rd May 2016

Dear Member

You are hereby summoned to the **Annual Meeting of FILTON TOWN COUNCIL** to be held on **TUESDAY 31st MAY 2016 starting 8p.m. or immediately following the Annual Assembly** in the **Doug Daniels Pavilion, Elm Park, Filton.**

Yours sincerely

L.A.Reuben
Town Clerk.

A G E N D A

1. Election of Chair and Declaration of Acceptance of Office
2. Election of Vice Chair and Declaration of Acceptance of Office
3. Apologies for Absence
4. Evacuation procedure
5. Declarations of interest
6. Submissions from the public
7. To approve the minutes of the Council meeting held 26th April 2016 (*pages 1-2*)
8. Matters of report arising from those minutes
9. Town Council Vacancy
10. Annual Report – to be tabled
11. To approve and adopt:-
 - i) Standing Orders –
 - ii) Financial Regulations –
12. Review of Inventory of Land and Assets (*page 7*)
13. Confirmation of Insurance arrangements (*page 3*)
14. Review of Complaints procedure (*page 4*)
15. Meeting Dates 2016 (*page 5*)
16. Appointment of Committee members and outside bodies :-
 - i) Finance and General Purposes Committee (to reaffirm full membership and terms of reference
Currently “Delegated power to make decisions on matters with particular reference to Finance, Staffing, Town Council Assets and Capital Projects”
 - ii) Planning Committee (2 from each ward – suggested Terms of Reference :- To make observations on current planning applications on behalf of the council and report back to council accordingly.

ii) Representatives on outside bodies. (page 6) (*Suggest move to next meeting*)

17. Submissions from members – ***carried over from May meeting as Cllr Monk not present to support the motion:-***

a) ***Motion proposed by Cllr Adam Monk and seconded by Cllr Darryl Collins.***

“That FTC instruct the clerk to commence the work required to facilitate the use of Elm Park facilities for Park Run. A full report is required to enable a decision to be made in May”. (Now June)

18. Any other item the Chair decides are urgent

19. Reports from Committees, Working Groups and the Town Clerk

20. Reports from other Organisations

21. Other Reports/Consultations