



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Town Clerk : Lesley Reuben

Web: www.filtontowncouncil.gov.uk E-mail: Lesley.reuben@filtontowncouncil.gov.uk

Tel/Fax : 01454 866698

20th June 2017

Dear Member

You are hereby summoned to the **Annual Meeting of FILTON TOWN COUNCIL** to be held on **TUESDAY 27th June 2017 at 7.30p.m.** at **Bethany Hall, 48 Meadowsweet Ave, Filton, Bristol BS34 7AL**

Yours sincerely

L.A.Reuben
Town Clerk.

AGENDA

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. **Presentation of 2016/17 financial statements by Derek Kemp, Accounting Solutions**
 - i) **To adopt the financial statement 2016/17**
 - ii) **Statement of Internal Control**
 - iii) **Annual Return 2016/17**
7. Submissions from the public
8. To approve the minutes of the Council meeting held 25th April 2017 (pages 1-2)
9. Matters of report arising from those minutes
10. Town Council Vacancy
11. Annual Report – *enclosed*
12. To approve and adopt:-
 - i) Standing Orders – (Appendix 1)
 - ii) Financial Regulations – (Appendix 2)
13. Review of Inventory of Land and Assets (page 3-4)
14. Confirmation of Insurance arrangements (Appendix 3)
15. Review of Complaints procedure (page 5)
16. Meeting Dates 2017 (pages 6-7)

17. 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, Planning, Town Council Assets and Capital Projects”
 - ii) Representatives on outside bodies. (*page 8*)
18. Submissions from members:-
 - i) Cllr Briffett – update on Conygre House
 - ii) Response from Department of Education
19. Any other item the Chair decides are urgent
20. Reports from Committees, Working Groups and the Town Clerk
 - i) Finance Committee Minutes 09th May 2017 – (*pages 11-12*)
20. Reports from other Organisations
21. Other Reports/Consultations
22. Payments for authorization.