

6 May 2011

Dear Councillor,

The Annual Meeting of the Town Council will be held on Tuesday 10 May at 7.30 p.m. at Callicroft House, Rodway Road, Patchway. The agenda is given below and your attendance is requested.

Yours sincerely,

Town Clerk

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**A G E N D A**

1. Apologies for absence
2. Declarations of Acceptance of Office
3. Election of Mayor & Deputy Mayor
4. Committee Membership
5. Representatives to Outside Bodies
6. Minutes of the meeting of the Town Council held on 12 April (enclosed) and matters arising from the minutes
7. Coniston Community Centre opening, Thursday 9 June
8. Annual Town Meeting, Wednesday 18 May
9. Correspondence
10. Planning applications
11. Finance: to note income and approve accounts for payment
12. To note that the next meeting of the Town Council will be held on Tuesday 14 June and will commence with Public Question Time