

3 May 2012

Dear Councillor,

The Annual Meeting of the Town Council will be held on Tuesday 8 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. Presentation of Alderman Scott Award to Michael Alsop
2. Public Question Time
3. Apologies for absence
4. Declarations of Interest
5. Election of Mayor & Deputy Mayor
6. Membership of Committees and Outside Bodies
7. Recognition of long service of Lew Gray
8. Minutes of the meeting of the Town Council held on 10 April (enclosed)
9. Matters arising from the minutes:
  - a) Children & Young People's Review by South Gloucestershire Council
  - b) Cemetery Working Group
  - c) Celebration of tenth anniversary of Twinning Charter between Patchway and Gauting: 16-22 May

10. Report on Annual Town Meeting held on 2 May
11. Reports from Committees:
  - a) Planning & Transport Committee held on 24 April
  - b) Parks & Open Spaces Committee held on 26 April
  - c) Finance Committee held on 1 May
  - d) Personnel Committee held on 11 April (to be taken in closed session)
12. Amendments to Standing Orders
13. Reports from District Councillors
14. Correspondence
15. Planning applications
16. Finance: to note income and approve accounts for payment
17. To note that the next meeting of the Town Council will be held on Tuesday 12 June at 7.30 p.m.