



**Meeting**            **Bath City Forum**

**Date**                **Tuesday, 13th September, 2016**

**Time**                **5.15 - 8.00 pm**

**Venue**              **Banqueting Room - Guildhall, Bath**

**NOTE: THIS MEETING COMPRISES THREE PARTS:**

**A) 5.15- 6.00PM -The Annual General Meeting, held under **RULE 3 OF THE BATH CITY FORUM**, as below**

The Bath City Forum will hold an Annual General Meeting each year within thirteen months of the previous AGM.

At Annual General Meetings, the Bath City Forum will:-

- i. Elect the Chair and Vice Chair, following Rule 4: If any post is unfilled or becomes vacant, elections may take place at subsequent ordinary meetings.
- ii. Review and agree the process for co-opted membership
- iii. Agree an Agenda Plan and meetings schedule.
- iv. Agree any other working arrangements required
- v. Consider how to engage more widely, showcase initiatives and share good practice within its own area and with other areas across Bath & North East Somerset.
- vi. Agree the main issues and topics it wishes to consider over the coming year, with particular reference to the distinctive urban issues affecting Bath

**B) 6.00-6.30PM – Items for open discussion with the Police and other agencies**

**C) 6.45-8.00PM – Ordinary Business**

**AGM Business (5.15pm - 6.00pm)**

	<b>Subject</b>		
<b>1.</b>	<b>Welcome and apologies for absence</b>	Officer	5 mins
<b>2.</b>	<b>Declaration of Interests</b>	Members	
<b>3.</b>	<b>Election of Chair and Vice Chair of the Forum (Pages 5 - 14)</b>  See procedure note attached  NOTE: Nominations for these roles have been invited in advance and those received are attached at pages 9-14.	Officer	10 mins

<p><b>4.</b></p>	<p><b>Co-opted membership</b></p> <p>The 13 co-opted members of the Bath City Forum were co-opted in December 2015 for one year (with an option to extend) and the first meeting they attended was in January 2016. The Forum's Terms of Reference, however, state that</p> <p style="padding-left: 40px;">Co-optees will be appointed for 2-years. Following this, co-optees can be appointed for up to 2 subsequent years only, with arrangements made so all co-optees do not end their terms at the same time. Co-optees may seek re-appointment after a further 2 years have elapsed.</p> <p>The Terms of Reference also state that:</p> <p style="padding-left: 40px;">A Selection Panel for co-options shall be selected by the Forum from its membership comprising a total of 5 members, at least two of whom shall be co-opted members not seeking a further term of co-option in that round of recruitment and two of whom would normally be the Chair and Vice Chair of the Forum, where the Vice Chair is not a co-optee seeking a further term of co-option in that round of recruitment. The Panel shall draw up draft criteria for selection which shall be presented to the Forum for approval. The Panel shall have authority for making co-options, applying the criteria agreed by the Forum</p> <p><b>The Forum is therefore invited to</b></p> <ol style="list-style-type: none"> <li><b>1) Consider extending the membership of co-opted members until the AGM due in September 2017.</b></li> <li><b>2) Request that the Chair and Vice Chair bring a report to the December meeting of the Bath City Forum setting out suggested membership and draft Terms of Reference for the Selection Panel</b></li> </ol>	<p>Chair</p>	<p>10 mins</p>
<p><b>5.</b></p>	<p><b>Bath City Forum: Agenda Plan and Meetings Schedule</b> (Pages 15 - 18)</p> <p>The Forum is asked to agree the programme of meetings in 2016/17 as set out below and to identify the main issues and topics it wishes to consider over the coming year, with particular reference to the distinctive urban issues affecting Bath</p> <p>To assist with this, the Draft Forward Plan is attached.</p> <p>The forums proposed meeting dates for 2016/2017 are listed below:</p>	<p>All</p>	<p>10 mins</p>

<b>DATE</b>	<b>VENUE</b>	<b>MAIN TOPIC</b>
1 <sup>st</sup> December 2016 5.15pm	Banqueting Room, Guildhall	Council Budget engagement
2 <sup>nd</sup> February 2016 5.15pm	Community venue, tbd	TBD
4 <sup>th</sup> May 2016 5.15pm	Venue, tbd	TBD

**6. Other working arrangements**

The following sub-groups of the Forum have been established

- CIL Standing Panel
- Independent Businesses- Task and Finish Group
- Major Development Panel
- Neighbourhood Planning Task and Finish Group

Chairs of these Panels and Task and Finish Groups will be invited to provide a brief verbal update on the work of their groups.

**The Forum is invited to consider**

1. **Any amendments it wishes to make to this sub-group structure for the coming year.**
2. **How to engage more widely, showcase initiatives and share good practice across Bath & North East Somerset**

Chair

10 mins

**Items for Open Discussion (6- 6.30pm)**

<b>7.</b>	<b>Police Update</b>	Kevin Thatcher	15 mins
<b>8.</b>	<b>Waste Services Update</b>	Lorinda Trebaczyk	15 mins

**Ordinary Business (6.45-8.00pm)**

**Break (6.30-6.45pm)**

<b>9.</b>	<b>Minutes and actions arising from the meeting of 26 April 2016</b>	Chair	5 mins
<b>10.</b>	<b>Presentation on inequalities in Bath</b>	Rosie Phillips and Penny McKissock	30 mins
<b>11.</b>	<b>Libraries Review</b>	Ian Savigar	30 mins
<b>12.</b>	<b>AOB</b>	Chair	10 mins