

12 May 2003

Dear Councillor

ANNUAL COUNCIL MEETING

Notice is hereby given that the Annual Meeting of the Council will be held in the Council Chamber at the Council Offices, London Road, Saffron Walden on Tuesday 20 May 2003 at 7.45 pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

ELIZABETH FORBES

Chief Executive

Commencing at 7.30 pm, there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given two working days prior notice.

A G E N D A PART I

- 1 Apologies for absence.
- 2 To elect a Chairman of the Council for the ensuing year.
- 3 Chairman to make the Statutory Declaration of Acceptance of Office.
- 4 To appoint a Vice-Chairman of the Council for the ensuing year.
- 5 Vice-Chairman to make the Statutory Declaration of Acceptance of Office.
- 6 To appoint a Leader of the Council.
- 7 To appoint a Deputy Leader of the Council.
- 8 Apologies for absence.
- 9 Chairman's communications.
- 10 Leader's Communications.

- 11 To review the allocation of seats to the political groups on the Council. (See report attached).
- 12 Appointment of Committees for 2003/04.

To appoint the following Committees and, subject to review, Working Parties and Task Groups:

Policy Committees

Resources
Environment and Transport
Health and Housing
Community and Leisure

Scrutiny and Regulatory Committees

Development Control and Licensing
Scrutiny 1 – Community and Leisure and Health and Housing
Scrutiny 2 – Resources and Environment and Transport

Other Committees

Standards Committee – 4 Members (1 from each political group)
Staff Appeals – 7 Members (5:2:0)
Emergency Committee – Leader, Deputy Leader, Chairman of the Council and Chairman of Resources Committee
Leisure PFI Board – 4 Members (Ch. Of Community and Leisure Committee and 1 member from Stansted, Great Dunmow and Saffron Walden)
Internal Audit Partnership Joint Committee (Chairman and Vice Chairman of Resources and Chairman of Scrutiny Committee 2)

(except Standards and Emergency Committee to then appoint their Chairman and (except Staff Appeals) Vice-Chairman)

Task Groups

Museum Management Task Group – 4 Members (including Chairman and Vice-Chairman of Community and Leisure Committee)
Bridge End Gardens Task Group – 5 Members
CPA Task Group

Working Groups

Stansted Airport Advisory Panel – 11 Members
Community Achievement Panel – 6 Members
Local Joint Committee – 3 Members
Saffron Walden Town Centre Traffic Management Scheme – 4 Members (including Chairman and Vice-Chairman of Environment and Transport Committee)
Constitution Group – 5 Members
e-Government Group – 3 Members

Corporate Procurement Group - 3 Members
 Corporate Support Group - 3 Members
 Local Service Agreement Working Group – 5 Members

13 To appoint representatives on outside bodies.

Name of Organisation	Number to be appointed	REPRESENTATIVE(S) 2002/03
Alzheimers Disease Society - Uttlesford Branch	1	Cllr A R Row
Arts Council of England (East England)	1	Cllr Mrs E Tealby-Watson
Association of Essex Authorities	1	Cllr R J O'Neill (Sub-Cllr Mrs M A Caton)
Bishop's Stortford Citizens' Advice Bureau	1	Cllr Mrs E J Godwin
Board of Turpins Indoor Bowling Club	2	Cllr R D Green Cllr R J O'Neill
British Red Cross Society – Essex Branch	1	Cllr R D Green
Business Development Services (North West Essex)	1	Cllr R J Copping
Cambridge Community Health Council (Observer)	1	Cllr Mrs C A Bayley
Committee of the Friends of the Maltings (The Dunmow Maltings Preservation Trust)	1	Cllr Mrs C M Little
Council for the Protection of Rural Essex	1	Cllr R A Merrion
Council for Voluntary Service - Uttlesford	1	Cllr D M Miller
Crawley Prize Endowment Charity	2	Cllr R P Chambers Cllr Mrs J I Loughlin
Crossroads Care Attendant Scheme	1	Cllr Mrs S Flack
Dame Johane Bradbury's School	1	Mrs Y L Morton (until August 2004)
Dunmow and District Over Sixties Welfare Association	1	Cllr Mrs S Flack
Dunmow Day Centre Management Committee	1	Cllr Mrs C A Cant
Dunmow Local Road Safety Advisory Committee	2	Cllr Mrs S Flack Cllr P G F Lewis
Dunmow Museum Management Committee	1	Cllr G W Powers
Dunmow Society – Executive Committee	1	Cllr Mrs S Flack

Dunmow Town Strategy Group - Management Committee	1	Cllr M A Gayler
East of England Regional Assembly	1	Cllr R P Chambers
Eastern Orchestral Board	1	Cllr Mrs C A Bayley
East of England Regional Tourism Board	1	Cllr Mrs J F Cheetham (Sub-Cllr Mrs S Flack)
Essex Arts Forum	1	Cllr G W Powers
Essex County Strategic Partnership	1	-
Essex Cycling Forum	1	Cllr M A Gayler
Essex Home Safety Liaison Committee	1	Cllr D W Gregory
Essex Sport	1	Cllr Mrs S Flack
Greater Cambridge Partnership	1	Cllr Mrs J F Cheetham (Sub-Cllr Mrs E Tealby-Watson)
Local Government Association		
- General Assembly	1	Cllr R P Chambers (Sub-Cllr Mrs M A Caton)
- Rural Commission	2	Cllr Mrs J F Cheetham Cllr Mrs C D Down
- Rural Community Partnership	1	Cllr R D Green (Sub-Cllr A J Ketteridge)
Museums in Essex Committee	1	Cllr M A Hibbs
National Housing and Town Planning Council – Eastern Region Council	1	Cllr R D Green (Sub-Cllr M A Hibbs)
Old Manse Home Community Support Group	1	Cllr R J Copping
ResCU	1	Cllr Mrs D Cornell
Saffron Walden Age Concern	2	Cllr R D Green 1 Vacancy
Saffron Walden Arts Trust	1	Cllr R P Chambers
Saffron Walden Day Centre Management Committee	1	Cllr Mrs D Cornell
Saffron Walden Local Road Safety Advisory Committee	2	Cllr W F Bowker Cllr R C Dean
Saffron Walden Museum Society	3	Cllr R C Dean Cllr M A Hibbs Cllr D M Miller

Saffron Walden Rural Over Sixties Welfare Association	1	Cllr W F Bowker
Stansted Airport Consultative Committee	1	Cllr R C Smith (Sub-Cllr Mrs M A Caton)
Stansted Day Centre Management Committee	1	Cllr R A E Clifford
Strategic Aviation Special Interest Group	1	Cllr Mrs J F Cheetham
Supporting People – Essex Commissioning Body	1	Cllr R W L Stone
Takeley Day Centre Management Committee	1	Cllr Mrs J F Cheetham
Thaxted Day Centre Management Committee	1	Cllr Mrs M A Caton
Thaxted Guildhall Management Committee	2	Cllr Mrs M A Caton Cllr M L Foley
Uttlesford Buffy Bus Association	2	Cllr D W Gregory Cllr Mrs J E Menell
Uttlesford Carers	1	Cllr R A Merrion
Uttlesford Citizens' Advice Bureau	2	Cllr P G F Lewis Cllr D M Miller
Uttlesford Community Safety Action Team	1	Cllr D W Gregory
- Community Support Group (Vulnerable Persons)	1	Cllr Mrs J E Menell
- Road Safety Sub-Group	1	Cllr W F Bowker
- Youth Initiatives Working Group	2	Cllr M L Foley Cllr Mrs S V Schneider
- Uttlesford Drug Reference Group	1	Cllr A C Streeter
Uttlesford Community Travel	1	Cllr Mrs M A Caton
Uttlesford Primary Care Trust	1	Cllr P G F Lewis
Uttlesford Futures (Local Strategic Partnership)	3	Cllr Mrs M A Caton Cllr Mrs C M Dean Cllr R C Dean
Uttlesford Police and Community Consultative Group	2	Cllr Mrs M A Caton Cllr R W L Stone
Uttlesford Sports Forum	2	Cllr E C Abrahams Cllr Mrs S V Schneider
Waste Management Advisory Board	1	Cllr A R Thawley (Sub-Cllr D M Jones)

West Essex and District Community Health Council 3
(defunct 31 Aug 2003)

Cllr Mrs C A Cant
Cllr Mrs J F Cheetham
Cllr D J Morson

Youth Service - Local Strategy Group 3

Cllr M A Gayler
Cllr M A Hibbs
Cllr Mrs S V Schneider

14 Best Value – Member Reference Group

Members are requested to appoint Members Reference Group to progress the Best Value Reviews for the following services in 2003:

Day Centres
Planning
Refuse and Recycling Services
Revenue Services

15 Returning Officers Report (to follow).

16 General Review of Parliamentary Constituencies for Essex (to follow).

17 Procedure for Appointment of New Chief Executive (to follow).

18 To agree the scheme of delegation (see pages B1 – B25) in Members Handbook.

19 To approve the programme of ordinary meetings of the Council and its Committees for the year (timetable attached).

20 Any other items which the Chairman considers to be urgent.

To:- All Members of the Council

Lead Officer: Elizabeth Forbes
Committee Officer: Mick Purkiss

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Committee meetings and listen to the debate.

You also have the opportunity to ask questions or make statements before meetings of the Council and the Resources, Community and Leisure, Environment and Transport, Health and Housing and Scrutiny Committees. This 'question time' takes place at 7.30pm prior to the normal business of the meeting. You must give at least 2 working days notice if you intend to speak. Also, it would be helpful if you could let us know what the questions are, so that we can investigate the issue for you, if possible.

The agenda is split into 2 parts. Most of the business is dealt within Part I which is open to the public. Part II includes items which must be discussed in the absence of the press or public, as they might deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Mick Purkiss on 01799 510430, Laurel Crowe on 01799 510433, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434 or Peter Snow on 01799 510431 or by fax on 01799 510550