

30 April 2004

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 11 May 2004 at 7.45 pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

ALASDAIR BOVAIRD

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.***

\*Prior to the meeting the Chairman will make a presentation to Members and staff with 30 years service with Uttlesford District Council\*.

## **A G E N D A P A R T I**

- 1 Apologies for absence and declarations of interest.
- 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 Chairman's communications.
- 9 Leader's Communications.
- 10 Political balance on the Council and related issues (attached).
- 11 Appointment of Committees for 2004/05.

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

### **Policy Committees**

Resources (10)  
Environment (10)  
Transport and Highways (10)  
Health and Housing (10)  
Community and Leisure (10)

### **Scrutiny and Regulatory Committees**

Development Control (14)  
Licensing (11)  
Scrutiny 1 – Community and Leisure and Health and Housing (10)  
Scrutiny 2 – Resources, Environment and Transport and Highways (10)

### **Other Committees**

Standards Committee – 4 Members (1 from each political group and one other member)  
Staff Appeals – 7 Members (5:2:0)  
Emergency Committee – Leader, Deputy Leader, Chairman of the Council and Chairman of Resources Committee  
Internal Audit Partnership Joint Committee (Chairman and Vice Chairman of Resources and Chairman of Scrutiny Committee 2)

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

### **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  
Decriminalisation of Parking Enforcement Task Group – 5 Members  
Strategic Planning Reference Group – 8 Members  
CPA Task Group – 6 Members

### **Working Groups**

Stansted Airport Advisory Panel – 12 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 Transport and Highways Committee)  
Constitution Group – 6 Members  
e-Government Group – 3 Members  
Corporate Procurement Group - 3 Members

Corporate Support Group - 3 Members  
 Local Service Agreement Working Group – 6 Members  
 Risk Management Group – 2 Members

### **Strategic Partnerships**

Uttlesford Futures (Local Strategic Partnership) – 3 Members

12 To appoint representatives on outside bodies.

<b>Name of Organisation</b>	<b>Number to be Appointed</b>	<b>REPRESENTATIVE(S) 2003/04</b>
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 A Dean (Sub-Cllr P Wilcock )
Bishop's Stortford Citizens' Advice Bureau	1	Cllr A R Row
Birchanger Wood Management Committee	1	Cllr Mrs E J Godwin
Board of Turpins Indoor Bowling Club	2	Cllr Mrs C A Bayley Cllr S C Jones
British Red Cross Society - Essex Branch	1	Cllr V J T Lelliott
Business Development Services (North West Essex)	1	Cllr R J Copping
Committee of the Friends of the Maltings (The Dunmow Maltings Preservation Trust)	1	Cllr K J Clarke
Council for the Protection of Rural Essex	1	Cllr Mrs C A Cant
Council for Voluntary Service - Uttlesford	1	Cllr Mrs A Marchant
Crawley Prize Endowment Charity	2	Cllr R P Chambers Cllr Mrs J I Loughlin
Crossroads Care Attendant Scheme	1	Cllr Mrs S Flack
<b>Dame Johane Bradbury's School</b>	<b>1</b>	<b>Mrs Y L Morton</b> (until August 2004)
Dunmow Day Centre Management Committee	1	Cllr Mrs C A Cant
Dunmow Local Road Safety Advisory Committee	2	Cllr Mrs S Flack Cllr Mrs C A Cant
Dunmow Museum Management Committee	1	Cllr D W Gregory
Dunmow Society - Executive Committee	1	Cllr E W Hicks

Dunmow Town Strategy Group - Management Committee	1	Cllr M A Gayler
East of England Regional Assembly	1	Cllr A Dean
Eastern Orchestral Board	1	Cllr V J T Lelliott
East of England Regional Tourism Board	1	Cllr Mrs J F Cheetham (Sub-Cllr Mrs S Flack)
Essex Arts Forum	1	Cllr Mrs B M Hughes
Essex County Strategic Partnership	1	Cllr A Dean
Essex Cycling Forum	1	Cllr M A Gayler
Essex Home Safety Liaison Committee	1	Cllr D W Gregory
Essex Sport	1	Cllr F E Silver
Greater Cambridge Partnership	1	Cllr Mrs E Tealby-Watson (Sub-Cllr Mrs J F Cheetham )
Local Government Association		
- General Assembly	1	Cllr A Dean (Sub-Cllr P A Wilcock)
- Rural Commission	2	Cllr A R Thawley Cllr D Corke
- Rural Community Partnership	1	Cllr A R Thawley (Sub-Cllr A J Ketteridge)
Museums in Essex Committee	1	Cllr Mrs V Pedder
National Housing and Town Planning Council - Eastern Region Council	1	Cllr K J Clarke (Sub-Cllr R Copping)
Old Manse Home Community Support Group	1	Cllr R J Copping
ResCU	1	Cllr D W Gregory
Saffron Walden Age Concern	2	Cllr Mrs B M Hughes Cllr Mrs A Marchant
Saffron Walden Arts Trust	1	Cllr V J T Lelliott
Saffron Walden Day Centre Management Committee	1	Cllr Mrs H D Baker
Saffron Walden Local Road Safety Advisory Committee	2	Cllr W F Bowker Cllr R F Freeman
Saffron Walden Museum Society	3	Cllr S C Jones Cllr Mrs B M Hughes Cllr Mrs V Pedder

Saffron Walden Rural Over Sixties Welfare Association	1	Cllr W F Bowker
<b>Stansted Airport Community Trust</b>	<b>1</b>	<b>Vacant</b>
Stansted Airport Consultative Committee	1	Cllr P A Wilcock (Sub Cllr Mrs J F Cheetham)
Stansted Day Centre Management Committee	1	Cllr Mrs C M Dean
Strategic Aviation Special Interest Group	1	Cllr P A Wilcock (Sub Cllr Mrs J F Cheetham)
Supporting People - Essex Commissioning Body	1	Cllr Mrs C A Bayley
Takeley Day Centre Management Committee	1	Cllr Mrs J F Cheetham
Thaxted Day Centre Management Committee	1	Cllr Ms A M Wattebot
Thaxted Guildhall Management Committee	2	Cllr Ms A M Wattebot Cllr M L Foley
Uttlesford Buffy Bus Association	2	Cllr D W Gregory Cllr Mrs V Pedder
Uttlesford Carers	1	Cllr B M Hughes
Uttlesford Citizens' Advice Bureau	2	Cllr V J T Lelliott Cllr G Sell
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 Mrs S V Schneider Cllr Mrs V Pedder
- Uttlesford Drugs Reference Group	1	Cllr V J T Lelliott
Uttlesford Community Travel	1	Cllr Mrs C A Bayley
Uttlesford Primary Care Trust	1	Cllr Mrs C A Cant
Uttlesford Police and Community Consultative Group	2	Cllr G Sell Cllr R F Freeman
Uttlesford Sports Forum	2	Cllr S C Jones Cllr Mrs S V Schneider (Sub Cllr E C Abrahams)
Waste Management Advisory Board	1	Cllr A R Thawley (Sub Cllr Mrs V Pedder)

Youth Service - Local Strategy Group

3

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

13 Best Value – Member Reference Group

Members are requested to appoint Members Reference Groups to progress the Best Value Reviews for the following services in 2004:

Young Persons  
Older People  
Environmental Health and Licensing  
Access to Services

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

To:- All Members of the Council

Lead Officer: Alasdair Bovaird  
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 Licensing, Resources, Community and Leisure, Environment and Transport, Health and Housing and Scrutiny Committees. This 'question time' takes place immediately 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, Rubina Kirmani 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