

9 May 2005

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 17 May 2005 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.

A G E N D A PART 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 To review the political balance on the Council.
- 11 Appointment of Committees for 2005/06.

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 and Working 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 – 6 Members
- Strategic Development Advisory Group – 11 Members
- CPA Task Group – 6 Members
- 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 – 4 Members

- Uttlesford Transport Forum – 4 Members
- Housing Strategy Group – 4 Members

Strategic Partnerships

- Uttlesford Futures (Local Strategic Partnership) – 4 Members
- (currently C M Dean, B M Hughes, J E Menell and J P Murphy)

12 To appoint representatives on outside bodies.

Name of Organisation	Number to be Appointed	REPRESENTATIVE(S) 2004/05
Alzheimers Disease Society - Uttlesford Branch	1	Cllr A R Row
Arts Council of England (East England)	1	Cllr 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 E J Godwin
Board of Turpins Indoor Bowling Club	2	Cllr 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 G Sell
Committee of the Friends of the Maltings (The Dunmow Maltings Preservation Trust)	1	Vacant
Council for the Protection of Rural Essex	1	Cllr C A Cant
Council for Voluntary Service - Uttlesford	1	Cllr A Marchant
Crawley Prize Endowment Charity	2	Cllr R P Chambers Cllr J I Loughlin
Crossroads Care Attendant Scheme	1	Cllr S Flack
Dame Johane Bradbury's School	1	Cllr Y L Morton (until August 2008)
Dunmow Day Centre Management Committee	1	Cllr C A Cant
Dunmow Local Road Safety Advisory Committee	2	Cllr S Flack Cllr 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 J F Cheetham (Sub-Cllr S Flack)
Essex Arts Forum	1	Cllr 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 E Tealby-Watson (Sub-Cllr J F Cheetham)
Local Arts Forum	1	Cllr E Tealby-Watson
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 V Pedder
National Housing and Town Planning Council - Eastern Region Council	1	Vacant (Sub-Cllr C A Bayley)
Old Manse Home Community Support Group	1	Cllr J P Murphy
ResCU	1	Cllr F E Silver
Saffron Walden Age Concern	2	Cllr B M Hughes Cllr A Marchant
Saffron Walden Arts Trust	1	Cllr M A Hibbs

Saffron Walden Day Centre Management Committee	1	Cllr H D Baker
Saffron Walden Initiative Partnership Board	1	Cllr M J Savage
Saffron Walden Local Road Safety Advisory Committee	2	Cllr W F Bowker Cllr R F Freeman
Saffron Walden Museum Society Hughes	3	Cllrs S C Jones, B M V Pedder
Saffron Walden Rural Over Sixties Welfare Association	1	Cllr W F Bowker
Stansted Airport Community Trust	1	Cllr C M Dean
Stansted Airport Consultative Committee	1	Cllr P A Wilcock (Sub Cllr J F Cheetham)
Stansted Day Centre Management Committee	1	Cllr C M Dean
Strategic Aviation Special Interest Group	1	Cllr P A Wilcock (Sub Cllr J F Cheetham)
Supporting People - Essex Commissioning Body	1	Cllr C A Bayley
Takeley Day Centre Management Committee	1	Cllr J F Cheetham
Thaxted Day Centre Management Committee	1	Cllr A M Wattebot
Thaxted Guildhall Management Committee	2	Cllr A M Wattebot Cllr M L Foley
Uttlesford Buffy Bus Association	2	Cllr R T Harris Cllr V Pedder
Uttlesford Carers	1	Cllr B M Hughes
Uttlesford Citizens' Advice Bureau	1	Vacant
Uttlesford Community Safety Action Team	1	Cllr D W Gregory
- Community Support Group (Vulnerable Persons)	1	Cllr J E Menell
- Road Safety Sub-Group	1	Cllr W F Bowker
- Youth Initiatives Working Group	2	Cllr S V Schneider Cllr V Pedder
- Alcohol and Drugs Strategy	1	Cllr J P Murphy

Uttlesford Community Travel	1	Cllr C A Bayley
Uttlesford Primary Care Trust	1	Cllr 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 S V Schneider (Sub Cllr E C Abrahams)
Waste Management Advisory Board	1	Cllr A R Thawley (Sub Cllr V Pedder)
Youth Service - Local Strategy Group	3	Cllr M A Gayler Cllr M A Hibbs Cllr S V Schneider

13 Best Value – Member Reference Groups

Members are requested to appoint Member Reference Groups to progress the Best Value Reviews for the following services in 2005:

- Communication and Consultation
- Financial Services
- Housing Management
- Building Surveying

14 To appoint representatives to attend the Local Government Association Annual Meeting of the General Assembly at Harrogate on Tuesday 5 July 2005 (1 Councillor and 1 Officer).

15 Dispensation – to review the dispensations granted to Councillors W F Bowker and D Corke.

16 Essex Integrated Waste Contract.

17 E-Government Task Group.

18 Best Value Performance Plan.

19 Forward Work Programme.

20 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. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk.

Members of the public and representatives of parish and town councils are now permitted to speak at the meetings. You will need to register with the Committee Officer by 2.00 pm on the Friday before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden and Great Dunmow.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they may 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, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434, Peter Snow on 01799 510431 or Vicki Borges 01799 510433 or by fax on 01799 510550.

FACILITIES FOR PEOPLE WITH DISABILITIES

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Mick Purkiss on 01799 510430 or email mpurkiss@uttlesford.gov.uk as soon as possible prior to the meeting.

FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff. It is vital you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts.
- Do not stop to collect personal belongings.
- Once you are outside, please do not wait immediately next to the building.
- Do not re-enter the building until told to do so.