

14 May 2007

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 22 May 2007 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 To elect a Chairman of the Council for the ensuing year.
- 2 Chairman to make the Statutory Declaration of Acceptance of Office.
- 3 To appoint a Vice-Chairman of the Council for the ensuing year.
- 4 Vice-Chairman to make the Statutory Declaration of Acceptance of Office.
- 5 Constitution Task Group.

At the Council meeting on 17 April 2007 the Council considered the recommendations of the Constitution Task Group and a copy of the relevant Minute (C102) is attached. The resolutions numbered 1, 4 and 5 were adopted at that meeting and Members are now asked to consider the matters set out in Resolutions 2,3 and 6 including the calendar of meetings for 2007/08 (a copy of Minute C102 and the relevant appendices are attached together with the draft calendar of meetings).

- 6 To appoint a Leader of the Council.
- 7 To appoint a Deputy Leader of the Council.

- 8 Member's question and answer question session.
- 9 Apologies for absence and declarations of interest.
- 10 To receive the Minutes of the meeting held on 17 April 2007 (attached)
- 11 Business arising.
- 12 Chairman's Communications.
- 13 Leader's Communications.
- 14 Report of the Returning Officer (report attached).
- 15 Formally to review the political balance on the Council (report attached).
- 16 Appointment of Committees for 2007/08.

To appoint the following Committees:

#### **Policy Committees**

- Operations (14)
- Environment (15)
- Community (15)

#### **Scrutiny and Regulatory Committees**

- Development Control (14)
- Licensing (11)
- Performance Select (8)
- Scrutiny (11)

#### **Other Committees**

- Area Panels (based on ward membership)
- Standards Committee – 4 Members (1 from each political group and one other member) + 3 independent persons and 2 representatives of town and parish councils
- Staff Appeals – 8 Members
- Emergency Committee – Leader, Deputy Leader, Chairman of the Council and Chairman of Operations Committee
- Internal Audit Partnership Joint Committee (Chairman and Vice Chairman of Operations and Chairman of Scrutiny Committee) (to be deferred)

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

- 17 To appoint Task Groups and Working Groups as necessary (report to follow).

18 To appoint representatives on outside bodies.

<b>Name of Organisation</b>	<b>Number to be Appointed</b>	<b>REPRESENTATIVE(S) 2006/07</b>
Accuro (formerly ResCU)	1	Cllr F E Silver
Alzheimers Disease Society - Uttlesford Branch	1	Cllr A R Row
Arts Council of England (East England)	1	Cllr E Tealby-Watson
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 C A Cant
Business Development Services (North West Essex)	1	Cllr G Sell
Campaign to Protect Rural Essex	1	Cllr C A Cant
Children and Young People's Strategic Partnership	1	Cllr P A Wilcock
Committee of the Friends of the Maltings (The Dunmow Maltings Preservation Trust)	1	Cllr E Gower
Council for Voluntary Service - Uttlesford	1	Cllr A Marchant
Crawley Prize Endowment Charity	1	Cllr R P Chambers Cllr J I Loughlin
Crossroads Care Attendant Scheme	1	Cllr E J Godwin
Dame Johane Bradbury's School	1	G Ellison (until August 2009)
Dunmow Day Centre Management Committee	1	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
Essex County Strategic Partnership	1	Cllr M A Gayler
Essex Cycling forum	1	Cllr M A Gayler

Essex Local Government Association	1	Cllr M A Gayler (Sub Cllr D J Morson)
Essex Sport	1	Cllr F E Silver
Friends of Bridge End Gardens	1	Cllr D J Morson
Greater Cambridge Partnership	1	Cllr E Tealby-Watson (Sub-Cllr J F Cheetham)
Local Government Arts Forum	1	Cllr E Tealby-Watson
Local Government Association		
- General Assembly	1	Cllr A Dean (Sub-Cllr D J Morson)
- Rural Commission	2	Cllr A R Thawley Cllr B M Hughes
- Rural Community Partnership	1	Cllr A R Thawley (Sub-Cllr A J Ketteridge)
Local Government Information Unit	1	Cllr S C Jones
Museums in Essex Committee	1	Cllr V Pedder
National Housing and Town Planning Council Eastern Region Council	1	Cllr C A Cant (Sub-Cllr Vacant)
Old Manse Home Community Support Group	1	Cllr J P Murphy
Saffron Walden Age Concern	2	Cllr B M Hughes Cllr A Marchant
Saffron Walden Arts Trust	1	Cllr M A Hibbs
Saffron Walden Cinema	1	Cllr S C Jones
Saffron Walden Day Centre Management Cttee	1	Cllr H D Baker
Saffron Walden Initiative Partnership Board	1	Cllr M A Savage
Saffron Walden Museum Society	1	Cllr B M Hughes
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	Vacant
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	Cllr B M Hughes
Uttlesford Community Safety Action Team	1	Cllr D W Gregory
- Community Support Group	1	Cllr J E Menell
- Road Safety Sub-Group	1	Vacant
- Youth Initiatives Working Group	2	Cllr D J Morson Cllr S V Schneider
- Alcohol and Drugs Strategy Group	1	Cllr J P Murphy
Uttlesford Community Travel	1	Cllr P A Wilcock
Uttlesford Over Sixties Association	1	Cllr B M Hughes
Uttlesford Police and Community Consultative Group	2	Cllr G Sell Cllr R F Freeman
Waste Management Advisory Board	1	Cllr A R Thawley (Sub Cllr V Pedder)
West Essex Primary Care Trust	1	Cllr J E Menell
Youth Services Group	2	Cllr M A Hibbs Cllr S V Schneider

19 Best Value Performance Plan (report attached).

20 Budgetary Control 2007/08 (to follow).

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

To:- All Members of the Council

Lead Officer: Alasdair Bovaird  
Committee Officer: Mick Purkin

## 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](http://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 Victoria Harvey on 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](mailto: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.

