

2 May 2008

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 13 May 2008 at 7.45 pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Interim 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. Councillor R M Lemon has already been nominated for this post under Article 5.2.1.
- 2 Chairman to make the Statutory Declaration of Acceptance of Office.
- 3 To appoint a Vice-Chairman of the Council for the ensuing year. Councillor A D Walters has already been nominated for this post under Article 5.2.1.
- 4 Vice-Chairman to make the Statutory Declaration of Acceptance of Office.
- 5 To consider amendments to the Constitution required to be laid on the table until this meeting (see attached report).
- 6 To appoint a Leader of the Council.
- 7 To appoint a Deputy Leader of the Council.
- 8 Member's question and answer session (up to 15 minutes).
- 9 Apologies for absence and declarations of interest.

- 10 To receive the Minutes of the meeting held on 22 April 2008 (attached).
- 11 Business arising.
- 12 Chairman's Communications.
- 13 Leader's Communications.
- 14 To consider amendments to the calendar of meetings (see attached).
- 15 Formally to review the political balance on the Council (report attached).
- 16 Appointment of Committees for 2008/09 (a list of nominations from the political groups will follow once it has been compiled).

To appoint the following Committees:

### **Policy Committees**

- Finance and Administration (14)
- Environment (15)
- Community (15)

### **Scrutiny and Regulatory Committees**

- Development Control (15)
- Licensing (11)
- Performance Select (8)
- Scrutiny (11)

### **Other Committees**

- Standards Committee – 4 Members (1 from each political group and one other member) + 3 independent persons and 3 representatives of town and parish councils
- Staff Appeals – 8 Members
- Emergency Committee – Leader, Deputy Leader, Chairman of the Council and Chairman of Finance and Administration Committee
- Committee to deal with the Appointment of a new Chief Executive

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

### **Area Forums**

- North and South Area Forums (based on ward membership - assuming the meeting has voted to accept the recommendation of the Constitution Task Group under item 5). Those Forums to then appoint their Chairman and Vice-Chairman.

- 17 To review and, where necessary, appoint Task Groups and Working Groups (report attached).
- 18 To appoint representatives on outside bodies.

<b>Name of Organisation</b>	<b>Number to be Appointed 2008/09</b>	<b>PROPOSED REPRESENTATIVE(S)</b>
Alzheimers Disease Society - Uttlesford Branch	1	Cllr Hicks
Birchanger Wood Management Committee	1	Cllr Godwin
Board of Turpins Indoor Bowling Club	2	Cllr Ketteridge Cllr Schneider
British Red Cross Society - Essex Branch	1	Cllr Cant
Business Development Services (North West Essex)	1	Cllr Sell
Campaign to Protect Rural Essex	1	Cllr Knight
Children and Young People's Strategic Partnership	1	Cllr Menell
Committee of the Friends of the Maltings (The Dunmow Maltings Preservation Trust)	1	Cllr Clover
Council for Voluntary Service - Uttlesford	1	Cllr Hicks
Crawley Prize Endowment Charity	1	Cllr Chambers Cllr Loughlin
Crossroads Care Attendant Scheme	1	Cllr Godwin
Dunmow Day Centre Management Committee	1	Cllr Cant
Dunmow Museum Management Committee	1	Cllr Clover
<b>Dunmow Society - Executive Committee</b>	<b>1</b>	<b>vacant</b>
<b>Dunmow Town Strategy Group – Management Committee</b>	<b>1</b>	<b>Cllr Gayler</b>
East of England Regional Assembly	1	Cllr Cheetham
Essex County Strategic Partnership	1	Cllr Ketteridge
Essex Local Government Association	1	Cllr Ketteridge (Sub Cllr Cheetham)
Friends of Bridge End Gardens	1	Cllr Morson
Greater Cambridge Partnership	1	Cllr Rolfe

Local Government Association		
- General Assembly	1	Cllr Ketteridge
- Rural Commission	2	Cllr Barker Cllr Howell
- Rural Community Partnership	1	Cllr Barker
Museums in Essex Committee	1	Cllr Eden
National Housing and Town Planning Council	1	Cllr Cheetham (Sub-Cllr Cant)
<b>Saffron Walden Arts Trust</b>	1	<b>Vacant</b>
Saffron Walden Cinema	1	Cllr Eden
Saffron Walden Day Centre Management Cttee	1	Cllr Rolfe
Saffron Walden Initiative Partnership Board	1	Cllr Mason
Saffron Walden Museum Society	1	Cllr Eden
Stansted Airport Community Trust	1	Cllr C Dean
Stansted Airport Consultative Committee	1	Cllr Cheetham (Sub Cllr Wilcock)
Stansted Day Centre Management Committee	1	Cllr C Dean
Strategic Aviation Special Interest Group	1	Cllr Cheetham (Sub Cllr Wilcock)
Supporting People - Essex Commissioning Body	1	Cllr Chamberlain
Takeley Day Centre Management Committee	1	Cllr Cheetham
Thaxted Day Centre Management Committee	1	Cllr Wattebot
Thaxted Guildhall Management Committee	2	Cllr Foley Cllr Wattebot
Uttlesford Buffy Bus Association	2	Cllr Schneider <b>Vacant</b>
Uttlesford Carers	1	Cllr Bellingham- Smith
Uttlesford Citizens' Advice Bureau	1	Cllr Knight
Uttlesford Futures		Cllr Menell Cllr Lemon Cllr Chamberlain Cllr A Dean Cllr C Dean Cllr Morson

Uttlesford Community Safety Action Team	1	Cllr Howell
- Safer and healthier communities	2	Cllr Menell Cllr Sadler
- Road Safety Sub-Group	1	Cllr Bellingham-Smith
- Youth Initiatives Working Group	2	this may have been discontinued?
Uttlesford Community Travel	1	Cllr Wilcock
Uttlesford Over Sixties Association	1	Cllr Ketteridge
Uttlesford Police and Community Consultative Group	2	Cllr Clover Cllr Barker
Waste Management Advisory Board	1	Cllr Barker (Sub Cllr Sherer)
West Essex Primary Care Trust	1	Cllr Menell
West Essex Area Highways Panel	1	Cllr Salmon
19	To consider the Council's Gender Equality Scheme (report attached).	
20	To consider questions under Procedure Rule 8.2.	
21	Any other items which the Chairman considers to be urgent.	

To:- All Members of the Council

Lead Officer: John Mitchell  
Committee Officer: Peter Snow

#### **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 permitted to speak or ask questions at any of these meetings. A time limit of three minutes per speaker is in operation. You will need to register with the Committee Officer by 12 noon at least two working days 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 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 Maggie

Cox on 01799 510369, Rebecca Procter on 01799 510433, Cathy Roberts on 01799 510434 or Peter Snow on 01799 510430 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 Peter Snow on 01799 510430 or email [psnow@uttlesford.gov.uk](mailto:psnow@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.