

10 May 2010

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 18 May 2010 at 7.45 pm or at the conclusion of the question and answer session whichever is the earlier.

Yours faithfully

JOHN MITCHELL

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 S V Schneider 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 D M Jones 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 Apologies for absence and declarations of interest.
- 6 To appoint a Leader of the Council.
- 7 To appoint a Deputy Leader of the Council.
- 8 Members' questions to the chairmen of policy, regulatory, overview and scrutiny committees and to group leaders (up to 15 minutes).
- 9 To receive the Minutes of the meeting held on 20 April 2010 (attached).
- 10 Business arising.

- 11 Chairman's Communications.
- 12 Leader's Communications.
- 13 Formally to review the political balance of the Council (report attached).
- 14 Appointment of Committees for 2010/11 (list of nominations from the political groups to follow).

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 (9)
- Scrutiny (10)

### **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
- Appointments Committee – 5 members.
- Joint Parking Partnership – 2 members.

*All Committees to then appoint their chairman and vice chairman except Standards, Emergency and Staff Appeals committees.*

- 15 To receive the annual report on the review of the Council's working groups (report attached).
- 16 To appoint Working Groups (list of nominations from political groups to follow).
- 17 To consider a review of the Community Forums (report attached).
- 18 To appoint North and South Community Forums (based on ward membership). Those Forums to then appoint their Chairman and Vice-Chairman.
- 19 To appoint representatives on outside bodies.

<b>Name of Organisation</b>	<b>Number to be Appointed</b>	<b>PROPOSED REPRESENTATIVE 2010/2011</b>
Alzheimers Disease Society - Uttlesford Branch	1	Cllr Hicks
Birchanger Wood Management Committee	1	Vacant
Board of Turpins Indoor Bowling Club	2	Cllr Ketteridge Cllr Eden
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 Chambers
Children's Trust – Uttlesford Children's Partnership	1	Cllr Menell
Committee of the Friends of the Maltings	1	Cllr Clover
Council for Voluntary Service - Uttlesford	1	Cllr Bellingham- Smith
Crawley Prize Endowment Charity	2	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
Dunmow Society - Executive Committee	1	Cllr Hicks
Dunmow Town Strategy Group – Management Committee	1	Councillor Davey
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 Eastern Region Council	1	Cllr Cheetham (Sub-Cllr Cant)
Parking and Traffic Regulation outside London Adjudication Joint Committee	1	Cllr Barker
Saffron Walden Arts Trust	1	Cllr Chambers
Saffron Walden Cinema	1	Cllr Eden
Saffron Walden Day Centre Management Cttee	1	Cllr Rolfe
Saffron Walden Initiative Partnership Board	1	Cllr Rolfe
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 Redfern
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	1	Cllr Schneider
Uttlesford Carers	1	Cllr Bellingham- Smith

Uttlesford Citizens' Advice Bureau	1	Cllr Knight
Uttlesford Futures	4	Cllr C Dean Cllr Lemon Cllr Menell Cllr Rolfe
- Safer and healthier communities	2	Cllr Menell Cllr Sadler
- Road Safety Sub-Group	1	Cllr Bellingham-Smith
- Youth Initiatives Working Group	2	Cllr Sherer Cllr Yarwood
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 Cheetham)
West Essex Primary Care Trust	1	Cllr Menell
West Essex Area Highways Panel	1	Cllr Salmon

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: Maggie Cox

## **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.