

16 May 2011

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 24 May 2011 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 D M Jones has already been nominated for this post under Article 5.1.2.
- 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 Apologies for absence and declarations of interest.
- 6 To receive the Minutes of the meeting held on 12 April 2011 (attached).
- 7 Business arising.
- 8 Chairman's Announcements.
- 9 To elect a Leader of the Council.
- 10 Leader's Announcements.

- 11 To agree that part of the scheme of delegation that the Constitution determines it is for the Council to agree (set out in Part 3 of the Constitution) and to agree the Scheme of Delegation (report attached).
- 12 Formally to review the political balance of the Council.
- 13 Appointment of Committees for 2011/12 (list of nominations from the political groups to follow).

To appoint the following Committees:

#### **Regulatory Committees**

- Development Control (14)
- Licensing and Environmental Health (11)

#### **Scrutiny Committees**

- Performance and Audit (10)
- 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.

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

- 14 To appoint the following working groups (list of nominations from political groups to follow).
  - Constitution Working Group (8).
  - Local Joint Committee (3).
- 15 To appoint Chairmen and Vice Chairmen of the Area Forums.
- 16 To agree a timetable of meetings for 2011/12 (to follow).
- 17 Any other items which the Chairman considers to be urgent.

To:- All Members of the Council

Lead Officer: John Mitchell  
Democratic Services 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 at the meetings. You will need to register with the Committee Officer by midday 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.

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 Peter Snow on 01799 510430, Maggie Cox on 01799 510369, Rebecca Procter 01799 510433 Cathy Roberts on 01799 510434, or by fax on 01799 510550.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510

## **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 designated fire 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 make your way to the flagpole near the visitor car park. Do not wait immediately next to the building.
- Do not re-enter the building until told to do so.