

21 December 2001

Dear Councillor

COMMUNITY AND LEISURE COMMITTEE

A meeting of the Community and Leisure Committee will be held at the Council Offices, London Road, Saffron Walden on 8 January 2002 at 7.45 pm or at the conclusion of the question and answer session, whichever is the earlier.

Yours faithfully

ELIZABETH FORBES

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
P A R T I**

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting of the Community and Leisure Committee held on 30 October 2001 (previously circulated).
- 3 Business arising.
- 4 Minutes of the meeting of the Community Achievements Panel held on 29 November 2001. (attached)
- 5 Use of Day Centre Kitchens by WRVS
- 6 Best Value Review of Community Safety and Emergency Planning.
- 7 Thaxted Community Information Centre.
- 8 Budgets and Service Plans (Report to follow).
- 9 Any other items which the Chairman considers to be urgent.

To:- Councillors E C Abrahams, Mrs C A Bayley, R J Copping, Mrs D Cornell, R C Dean, D W Gregory, Mrs J E Menell, D M Miller, A R Row and G Sell.

Also to:- A Hale Esq. (TIC Volunteers), N B Newman Esq. (Museum Society) and Mrs O Sparrow (Uttlesford Community Sports Forum).

Encs:- Minutes of the Community Achievements Panel held on 29 November 2001. Reports as listed on agenda.

Lead Officers: Brian Perkins
Committee Officer: Cathy Roberts

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Committee meetings and listen to the debate.

You also have the opportunity to ask questions or make statements before meetings of the Council and the Resources, Community and Leisure, Environment and Transport, Health and Housing and Scrutiny Committees. This 'question time' takes place at 7.30pm prior to the normal business of the meeting. You must give at least 2 working days notice if you intend to speak. Also, it would be helpful if you could let us know what the questions are, so that we can investigate the issue for you, if possible.

The agenda is split into 2 parts. Most of the business is dealt within Part I 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 Mick Purkiss on 01799 510430, Laurel Crowe on 01799 510433, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434 or Peter Snow on 01799 510431 or by fax on 01799 510550