

7 February 2005

Dear Councillor

COUNCIL MEETING

A meeting of the Council will be held at the Council Offices, London Road, Saffron Walden, on Tuesday 15 February 2005 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.

****Prior to the meeting a presentation will be made by the EALC to Stansted Mountfitchet Parish Council***

A G E N D A PART I

- 1 Members' question and answer session (up to 15 minutes).
- 2 Apologies for absence and declarations of interest.
- 3 To receive the Minutes of the meeting held on 14 December 2004 (attached).
- 4 Business arising.
- 5 Chairman's communications.
- 6 Leader's communications.
- 7 Annual Audit Inspection Letter (attached).
- 8 Matters arising from Committees

Standards Committee -To note Minute S.27 of the Standards Committee held on 17 January 2005 (attached).
- 9 Uttlesford District Council's Revenue Budget 2005/06 – Review of the Budget and the level of Reserves and Balances

- 10 District Council Requirement and Council Tax 2005/06 (to follow).
- 11 Capital Programme 2005/06-2006/07
- 12 Housing Revenue Account Estimates and Rent Setting 2005/06 (copy of report to Health and Housing Committee attached).
- 13 Prudential Indicators.
- 14 Corporate Plan 2005-2008.
- 15 Draft East of England Plan.
- 16 Amendment of Procedure Rules to enable the appointment of an acting Vice-Chairman of the Council.
- 17 Dispensation for Absence

To consider approving the absence of Councillors W F Bowker and D W Corke from Council, Committee and Sub Committee meetings beyond 28 February and 14 April 2005 respectively, on the grounds of ill health, should this prove necessary.

- 18 Membership of Standards Committee.
- 19 To confirm appointments to Task Groups (oral report).
- 20 Uttlesford Citizens Advice Bureau.
- 21 Report of the Constitution Task Group (oral report).
- 22 Tsunami Disaster.
- 23 To consider questions under Council Procedure Rule 8.2.
- 24 Any other items which the Chairman considers to be urgent.

To: All Members of the Council.

Lead Officer: Alasdair Bovaird
Committee Officer: Mick Purkiss

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.

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 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, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434 or Peter Snow on 01799 510431 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@uttelford.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.