

14 July 2008

Dear Councillor

## **COUNCIL MEETING**

A meeting of the Council will be held at the Council Offices, London Road, Saffron Walden on Tuesday, 22 July 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.***

### **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 Annual Meeting held on 13 May 2008 (attached) (pages 3/1 -3/18).
- 4 Business arising.
- 5 Chairman's communications.
- 6 Leader's communications.
- 7 Matters arising from Committees-
  - (i) Standards Committee 23 June 2008 – Minute S4  
To approve a Protocol for the Member use of IT resources  
(pages 7/1 -7/9).
- 8 Annual Audit and Inspection letter 2006/07 – Councils response to Section 11 Notice.(pages 8/1 -8/10).
- 9 Report of the Returning Officer (page 9/1).  
Page 1
- 10 Review of Political Balance (pages 10/1 -10/3).

11 Gift of Heritage Quest Centre (pages 11/1 -11/6).

12 Notice of Motion

To consider the following Notice of Motion proposed by Councillor C M Dean

“Council supports the intention (decision) of the Environment Committee on 17th June to agree to a modification to the national bus pass scheme in Uttlesford to permit bus pass use from 9.00 a.m. and to fund this from the committee's assisted travel budget.

Council notes that the expected additional cost is around £5,000 and only represents about 2% of the relevant assisted travel budget. In view of the uncertainties over the annual cost of the scheme, the Environment Committee is asked to monitor closely and manage this budget item along with the rest of its overall budget of approximately £2,000,000.

Officers are instructed to implement the change promptly in line with the original Environment Committee resolution.”

13 To consider questions under Procedure Rule 8.2.

14 Any other items which the Chairman considers to be urgent.

## **PART 2**

*Consideration of a report containing exempt information within the meaning of s.100I and paragraph 1 Schedule 12A of the Local Government Act 1972*

15 Appointment of Chief Executive

The Appointments Committee is due to meet on 16 July and the Committee's recommendation on the appointment of a Chief Executive will be reported to this meeting.

### **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 now 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 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 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.

#### ***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.