

17 March 2008

Dear Councillor

FINANCE AND ADMINISTRATION COMMITTEE

A meeting of the Finance and Administration Committee will be held in the Committee Room at the Council Offices, London Road, Saffron Walden on Thursday 27 March 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

A G E N D A P A R T I

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 7 February 2008.
- 3 Business arising.
- 4 Chairman's Verbal Report (5 minutes).
Item for information
To receive the report of the Chairman of the Committee
- 5 Lead Officer Report (10 minutes).
Item for information
To receive the report of the Interim Director of Central Services

- 6 Special Arrangements for Retirement and Recruitment of Museum Education Officer (10 minutes)

Item for decision

To consider the report of the Curator and decide on the appropriate course of action for recruitment of a new Museum Education Officer, following the retirement of the current post holder in May 2008.

- 7 Carbon Management Programme – Implementation Plan (10 minutes) (to follow).

Item for decision

Report by the Energy Efficiency Surveyor on the Carbon Management Programme and the proposed implementation plan

- 8 Independent Financial Review (45 minutes)

Item for discussion

Bill Roots will be in attendance to present and discuss the findings following his investigation into the financial position.

- 9 Medium Term Financial Strategy (MTFS) (15 minutes) (to follow)

Item for decision

Report by the Interim Director of Central Services presenting an update to the MTFS.

- 10 Items referred from other Committees.

To consider recommendations from the Community Committee about Museum Service Charges for Educational Services and entry fees.

The Community Committee asks that the recommendations in the Curator's report (attached) be approved.

- 11 Any other items that the Chairman considers to be urgent.

To: Councillors **R P Chambers**, R Clover, K L Eden, M L Foley, M A Gayler, D M Jones, A J Ketteridge, T P Knight, R M Lemon, H S Rolfe, G Sell, R D Sherer, A D Walters and P A Wilcock.

Lead Officer: Adrian Webb
Committee Officer: Catharine 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. 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 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 Peter Snow on 01799 510431 or email 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.