

18 June 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 26 June 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 27 March 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).

*Pages 5/1-5/2*

Item for information

To receive the report of the Interim Director of Central Services

- 6 Area Forums Report (10 minutes).

Item for information

To receive any reports from Area Forums

- 7 Items referred from other Committees – New Thaxted Day Centre (10 minutes).

*Pages 7/1-7/5*

Item for decision (copy of Community Committee report attached)

Subject to approval at the meeting of the Community Committee, to receive the following recommendation:

1. Community Committee recommends to Finance and Administration Committee that an additional sum of £32,000 is allocated to the capital programme, for this project, in 2008/09.

- 8 Moving the Date of English Local Government Elections to the Date of the European Parliament Elections in 2009 (15 minutes) *Pages 8/1-8/4*

Item for decision

The Department for Communities and Local Government (DCLG) is consulting on the possibility of combining the English local government elections in 2009 with the election to the European Parliament.

- 9 Recommendation for a New Parish of Flitch Green (15 minutes) *Pages 9/1-9/4*

Item for decision

In 2006, the Council agreed to recommend to the Secretary of State that a new parish of Flitch Green should be created. The Department for Communities and Local Government has now written formally transferring this parish review case to the Council.

- 10 Statement of Accounts 2007/08 (30 minutes) (to follow)

Item for decision

Members are asked to approve the draft Statement of Accounts for the financial year ended 31 March 2008, subject to audit.

- 11 Budget Monitoring (10 minutes) *Pages 11/1-11/57*

Item for information

Budget information for this Committee

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

To: Councillors **R P Chambers**, R Clover, K L Eden, M L Foley, 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](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 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](mailto:psnow@uttlesford.gov.uk) as soon as possible prior to the meeting.

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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.