

20 January 2010

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 28 January 2010 at 7.45 pm, or at the conclusion of the question and answer session, whichever is the earlier.

Yours faithfully

JOHN MITCHELL

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 26 November 2009.
3. Business arising.
4. **Chairman's Verbal Report (5 minutes)**  
Item for information  
To receive the report of the Chairman of the Committee
5. **2009/10 Finance and Administration Committee Budget Monitoring (10 minutes)**  
Item for decision  
To receive the report of the Chief Finance Officer

- 6. 2009/10 Corporate Budget Monitoring (15 minutes)**  
Item for decision  
To receive the report of the Chief Finance Officer
- 7. 2010/11 Finance & Administration Committee Fees & Charges (10 minutes)**  
Item for decision  
To receive the report of the Chief Finance Officer
- 8. 2010/11 Finance & Administration Committee Revenue Budget (15 minutes)**  
Item for decision  
To receive the report of the Chief Finance Officer
- 9. 2010/11 Finance & Administration Committee Capital Programme (15 minutes)**  
Item for decision  
To receive the report of the Chief Finance Officer
- 10. Anti Fraud Policy (5 minutes)**  
Item for decision  
To receive the report of the Assistant Chief Executive
- 11. Corporate Procurement Strategy (15 minutes)**  
Item for decision  
To receive the report of the Chief Finance Officer
- 12. Any other items that the Chairman considers to be urgent.**

## **PART 2**

*(Consideration of an item containing exempt information within the meaning of paragraph 3 of schedule 12A of the Local Government Act 1972)*

- 13. Counsel's Advice (10 minutes)**

Item for decision

To receive the report of the Assistant Chief Executive

**14. Write off (5 minutes)**

Item for decision

To receive the report of the Head of Customer Support & Revenue Services  
To: Councillors **R P Chambers**, R Clover, J E N Davey, K L Eden, A Dean, 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  
Democratic Services 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.

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.