

17 March 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 25 March 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 PART I

1. Apologies for absence and declarations of interest.
2. Minutes of the meeting held on 9 February 2010.
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's Report (5 minutes)

Item for information

To receive the report of Director of Central Services

**6. 2009/10 Budget Monitoring (15 minutes)**

Item for decision

To receive the report of the Chief Finance Officer

**7. Contracts Procedure Rules (15 minutes)**

Item for decision

To receive the report of the Chief Finance Officer

**8. Pricing & Concessions Policy (15 minutes)**

Item for decision

To receive the report of the Chief Finance Officer

**9. Essex Pension Fund update (15 minutes)**

Item for information

To receive the report of the Chief Finance Officer

**10. Procurement service update (15 minutes)**

Item for information

To receive the report of the Chief Finance Officer

**11. Matters arising from other Committees (10 minutes)**

a) Community and Housing Committee 17 March 2010

That the Community and Housing Committee recommend to Finance and Administration Committee the transfer of the Woodlands Park play area to Great Dunmow Town Council at nil value (minute to follow).

b) Environment Committee 16 March 2010

That the Environment Committee recommend to Finance and Administration Committee that £18,000 of the Housing and Planning Delivery Grant be used to engage agency staff enabling Article 4 directions to be obtained for the 6 villages where conservation area appraisals had been completed (minute to follow).

Items for decision

## PART 2

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

**12.** Landsbanki – Potential Sale of Deposit (10 minutes)

Item for decision

To receive the report of the Chief Finance Officer

**13.** Matters arising from other Committees (5 minutes)

Community and Housing Committee 17 March 2010

- a) That it be recommended to the Finance and Administration Committee that sites at Newport and Chrishall are transferred at the agreed land values subject to the provision of financial information related to build costs once planning permission has been agreed.
- b) That the site at Wimbish be transferred at the agreed value to ensure that affordable housing and new garages can be provided.

Item for decision

**14.** Any other items that the Chairman considers to be urgent.

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 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 in 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.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510

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- 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 by the committee lead officer.