

17 February 2004

Dear Councillor

HEALTH AND HOUSING COMMITTEE

A meeting of the Health and Housing Committee will be held at the Council Offices, London Road, Saffron Walden, on Thursday 26 February 2004 at 7.45 pm, or at the conclusion of the question and answer session, whichever is the earlier.

Yours faithfully

ALASDAIR BOVAIRD

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 of the Committee held on 8 January 2004 (previously circulated) and of the extraordinary meeting of the Committee held on 2 February 2004 (attached).
- 3 Business arising.
- 4 Audit of the Imported Food Service by the Food Standards Agency (report attached).
- 5 Private Sector Housing Assistance to Almshouses (report attached).
- 6 Youth Shelter, Little Walden (report attached).
- 7 Rent Collection Service (report attached).
- 8 Service Plan (report attached).
- 9 Housing Capital Programme (supplementary) (report attached).
- 10 Any other items which the Chairman considers to be urgent.

To:- Councillors K R Artus, **C A Bayley**, W F Bowker, S Flack, D W Gregory,
E W Hicks, M A Hibbs, B M Hughes, R M Lemon, A Marchant and V Pedder.

Also to:- Mr I Blows and Mrs J Bolvig-Hansen (tenant forum representatives)

Lead Officer: Brian Perkins
Committee Officer: Peter Snow

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Committee meetings and listen to the debate.

You also have the opportunity to ask questions or make statements before meetings of the Council and the Licensing, Resources, Community and Leisure, Environment and Transport, Health and Housing and Scrutiny Committees. This 'question time' takes place immediately prior to the normal business of the meeting. You must give at least 2 working days notice if you intend to speak. Also, it would be helpful if you could let us know what the questions are, so that we can investigate the issue for you, if possible.

The agenda is split into 2 parts. Most of the business is dealt within Part I 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 either Mick Purkiss on 01799 510430, Rubina Kirmani on 01799 510433, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434 or Peter Snow on 01799 510431 or by fax on 01799 510550