



NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the **EPPING FOREST DISTRICT COUNCIL** to be held in the **COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING** at 7.30 pm on **Thursday, 25 May 2017** for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'Glen Chipp'.

Glen Chipp
Chief Executive

**Democratic Services
Officer:**

Council Secretary: Simon Hill
Tel: 01992 564249 Email:
democraticservices@eppingforestdc.gov.uk

WEBCASTING/FILMING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The meeting may also be otherwise filmed by third parties with the Chairman's permission.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area or otherwise indicate to the Chairman before the start of the meeting.

If you have any queries regarding this, please contact the Public Relations Manager on 01992 564039.

BUSINESS**1. WEBCASTING INTRODUCTION**

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking. The Assistant Director of Governance and Performance Management will read the following announcement:

“The chairman would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery.”

2. ELECTION OF CHAIRMAN

To elect a Chairman of the Council for the municipal year 2017/18.

The new Chairman will then make a declaration of acceptance of office.

3. APPOINTMENT OF VICE-CHAIRMAN

To appoint a member to be a Vice-Chairman of the Council for the municipal year 2017/18. Nominations received will be reported at the meeting. The new Vice-Chairman will then make a declaration of acceptance of office.

4. MINUTES (Pages 5 - 16)

To approve as a correct record and sign the minutes of the meeting held on 25 April 2017 (attached) subject to an amendment to the Planning Application Reference (EPF/2550/16) – Woodview, Lambourne Road, Chigwell being corrected to EPF/2473/16 under items 109 (Declarations of Interest) and 118 (Planning Application Woodview, Lambourne Road, Chigwell). This reference being the correct application number for this development.

5. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

6. ANNOUNCEMENTS

(a) **Apologies for Absence**

(b) **Chairman’s Announcements**

7. REPORT OF THE APPOINTMENT PANEL

Report to follow regarding:

(a) Notice of Constitution of Political Groups, Group Leaders and Deputies;

- (b) Appointments made by the Leader to the Cabinet, Cabinet Committees and Outside Organisations carrying out Executive Functions;
- (c) Membership, Chairmanship and Vice-Chairmanship of Committees, Sub-Committees and Panels (Non-Executive Bodies);
- (d) Appointments to Outside Organisations carrying out Council, regulatory or non-Cabinet Functions.

The Council will need to vote on (c) and (d) where the number of nominations exceeds the number of places available.

8. SCHEME OF DELEGATIONS BY OR ON BEHALF OF THE COUNCIL

Recommendation:

To note the scheme of delegation which are the responsibility of the Council to determine.

The Constitution requires that the scheme of delegation should be agreed at the Annual meeting. No new delegations have been made. Details of the delegations can be found contained within the Constitution.

9. COUNCIL MEETING DATES FOR 2017/18

Recommendation:

That during 2017/18 ordinary meetings of the Council be held on the following dates;

27 July 2017;
 26 September 2017;
 2 November 2017;
 21 December 2017;
 22 February 2018;
 24 April 2018; and
 24 May 2018.

It is a requirement of the Constitution that a programme of ordinary meetings of the Council be approved at the annual meeting of the Council.

10. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Paragraph Number	Information
Nil	Nil	Nil	

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the

information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers: Article 17 of the Constitution (Access to Information) define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

(a) disclose any facts or matters on which the report or an important part of the report is based; and

(b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.