



### NOTICE OF ANNUAL COUNCIL MEETING

You are hereby summoned to the annual meeting of the EPPING FOREST DISTRICT COUNCIL to be held at the COUNCIL CHAMBER, CIVIC OFFICES, EPPING at 7.30 pm on Thursday, 19 May 2005 for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink that reads "John H. Scott".

**JOHN SCOTT**  
Joint Chief Executive (Community)

**Democratic Services  
Officer:**

Council Secretary: Ian Willett  
Tel: 01992 564243 Email: [iwillett@eppingforestdc.gov.uk](mailto:iwillett@eppingforestdc.gov.uk)

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#### BUSINESS

**1. ELECTION OF CHAIRMAN**

To elect a member to be Chairman of the Council. Nominations received are set out in Appendix 1 (to be tabled). The new Chairman will then make a declaration of acceptance of office.

**2. APPOINTMENT OF VICE CHAIRMAN (Pages 7 - 10)**

To appoint a member to be Vice-Chairman of the Council. Nominations received are set out in Appendix 1 (to be tabled).

The Council's Constitution includes a protocol for the appointment of the Vice-Chairman of the Council. Details of the protocol are shown in Appendix 2 attached.

**3. MINUTES**

To approve as a correct record and sign the minutes of the meeting held on 19 April 2005 (previously circulated)

**4. DECLARATIONS OF INTEREST**

(Joint Chief Executive) To declare interests in any item on the agenda.

**5. ANNOUNCEMENTS****(a) Apologies for Absence****(b) Announcements**

To consider any announcements by:

- (i) the Chairman of the Council;
- (ii) the Leader of the Council; and
- (iii) any other Cabinet Member.

**6. RESIGNATION - JOHN HARRINGTON**

To note that John Harrington, member for the Lower Sheering ward submitted a letter of resignation on 18 April 2005. An election to fill this vacancy will be arranged once a formal request is submitted to the Council.

**7. LEADER, DEPUTY LEADER, CABINET, COMMITTEES, SUB-COMMITTEES AND PANELS**

To appoint the Leader, Deputy Leader, Cabinet Members, Committees, Sub-Committees and Panels, and except in those cases stated, to appoint Chairmen and Vice-Chairmen. Nominations received by the Chief Executive are set out in Appendix 3 (to be tabled).

**8. STANDARDS COMMITTEE**

To appoint two councillors (Leader not eligible) to form a committee together with the three independent members appointed until 2007 by the Council (ie. Dr D Hawes (Chairman), M/s M Marshall and Mr G Welch) and the local council representative and deputy appointed by the Association of Local Councils (Epping Forest Branch) (i.e. Councillor J Salter and Councillor K Percy as Deputy) (Nominations received by the Joint Chief Executives are set out in Appendix 4 (to be tabled)).

**9. SCHEME OF DELEGATION****Recommendation:**

**To agree the scheme of delegation as set out in the Constitution.**

The Constitution requires that the scheme of delegation be agreed at the Annual meeting. The current scheme is set out in Part 3 of the Council's Constitution.

**10. COUNCIL MEETINGS - 2005/06****Recommendation:**

**That during 2005/06 ordinary meetings of the Council be held on the following dates:**

**28 July 2005 (Thurs)  
27 September 2005  
13 December 2005**

**21 February 2006**  
**23 February 2006 (reserve date for budget meeting)**  
**24 April 2006 (Mon)**  
**18 May 2006 (annual meeting)**

1. At its meeting on 19 April 2005, the Council adopted a calendar of meetings for the period from May 2005 to May 2006 which included ordinary meetings of the Council for the year.
2. 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. The dates set out above are those adopted on 19 April 2005.

#### **11. APPOINTMENTS TO OUTSIDE ORGANISATIONS**

- (a) To appoint or nominate, as the case may be, representatives to the outside organisations indicated in Appendix 5 (to be tabled).
- (b) If necessary to appoint or nominate any representatives to organisations with terms of office expiring after the current year as set out in Appendix 6 (to be tabled) where appointments are required at this meeting. The Appendix incorporates the recommendations of the Working Group on Outside Organisations including organisations whose appointments should not be made and is otherwise submitted only for information purposes.
- (c) Appendix 7 (to be tabled) showing officer representation on outside organisations is submitted only for information purposes.

#### **12. REPORTS OF THE CABINET (Pages 11 - 108)**

To consider the following reports of the Cabinet:

- (a) Supplementary Estimates 2005/06
- (b) Key Decisions - Definitions
- (c) Best Value Performance Plan 2005/06
- (d) Land Drainage Byelaws

#### **13. LOCAL GOVERNMENT ASSOCIATION ANNUAL CONFERENCE - JULY 2005**

**Recommendation:**

**To appoint representatives to attend the Local Government Association Conference and Exhibition from 5-8 July 2005 and to determine the Council's voting member.**

The Local Government Association Annual Conference and Exhibition is being held in Harrogate from 5-8 July 2005. The theme this year is 'Improving Life in Local Communities'. A provisional booking for the Conference and hotel accommodation has been made for two members and one officer. The Council is asked to agree the member representation.

#### **14. MOTIONS**

To consider any motions, notice of which has been given under Council Procedure Rule 11

**15. QUESTIONS BY MEMBERS**

To answer questions asked after notice in accordance with the provisions contained in paragraph 10.3 of the Council Procedure Rules of the Constitution:

- (a) To the Chairman of the Council;
- (b) To any Member of the Cabinet; or

**(i) Waste Recycling by the Council****Question by Councillor D Stellan to the Portfolio Holder for Information, Communication Technology and Corporate Support Services (Councillor S Metcalfe)**

"I refer to a recent letter in the local press regarding recycling in Epping Forest.

Mindful of the comments regarding recycling of its own waste by Epping Forest District Council, can the Portfolio Holder please advise:

- (1) How much of the waste that this authority produces at the civic offices, sports centres etc is actually recycled,
  - (2) What is being done to increase the current amount been recycled; and
  - (3) Does he not agree with me that if our residents are going to have to recycle more of their waste, then this council should lead by example?"
- (c) To the Chairman of any Committee or Sub-committee.

**16. PUBLIC QUESTIONS (IF ANY)**

To respond to questions of the Council made in accordance with the Council's Scheme. Questions will be tabled if not received in time to be incorporated into the agenda.

**17. WORK PROGRAMMES****Recommendation:**

**To note that work programmes for both the Executive and Overview and Scrutiny will be circulated shortly.**

The Constitution requires that the Executive and Overview and Scrutiny should both submit an annual work programme each year, on their strategies for the coming year. Work programmes are being prepared and will be circulated to all members of the Council when completed.

**18. EXCLUSION OF PUBLIC AND PRESS**

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 paragraph(s) of Part 1 of Schedule 12A of the Act indicated:

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Paragraph Number</b>	<b>Information</b>
Nil	Nil	Nil	

To resolve that the press and public be excluded from the meeting during the consideration of the following items which are confidential under Section 100(A)(2) of the Local Government Act 1972:

<b>Agenda Item No</b>	<b>Subject</b>
Nil	Nil

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

**Background Papers:** Paragraph 8 of the Access to Information Procedure Rules of the Constitution 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 does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.