

APOLOGIES Committee Services
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CHIEF EXECUTIVE'S OFFICE
CHIEF EXECUTIVE
Fiona Marshall

17 July 2017

Dear Councillor

You are summoned to attend the meeting of the;


FINANCE AND CORPORATE SERVICES COMMITTEE

on **TUESDAY 25 JULY 2017 at 7.30 pm.**

in the Council Chamber. Maldon District Council Offices, Princes Road, Maldon.

A copy of the agenda is attached.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'F. R. Marshall', enclosed within a large, hand-drawn oval.

Chief Executive

COMMITTEE MEMBERSHIP

CHAIRMAN

Councillor D M Sismey

VICE-CHAIRMAN

Councillor I E Dobson

COUNCILLORS

Mrs B F Acevedo
J P F Archer
P G L Elliott
A S Fluker
M S Heard
Miss M R Lewis
Rev. A E J Shrimpton

Ex-officio non-voting Members:

*Councillors M F L Durham, CC and
B S Beale MBE*

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AGENDA
FINANCE AND CORPORATE SERVICES COMMITTEE
TUESDAY 25 JULY 2017

1. **Chairman's notices (please see overleaf)**

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 5 - 18)

To confirm the Minutes of the meeting of the Finance and Corporate Services Committee held on 14 June 2017 (copy enclosed).

4. **Disclosure of Interest**

To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-8 inclusive of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

5. **Public Participation**

To receive the views of members of the public on items of business to be considered by the Committee (please see below):

1. A period of ten minutes will be set aside.
2. An individual may speak for no more than two minutes and will not be allowed to distribute or display papers, plans, photographs or other materials.
3. Anyone wishing to speak must notify the Committee Clerk between 7.00pm and 7.20pm prior to the start of the meeting.

6. **Chairman's Good News Announcements**

7. **Corporate Health and Safety** (Pages 19 - 24)

To receive and note the report of the Director of Resources, (copy enclosed).

8. **Human Resources Policy and Procedure** (Pages 25 - 38)

To consider the report of the Director of Resources, (copy enclosed).

9. **Disabled Facilities Grants** (Pages 39 - 40)

To consider the report of the Director of Customers and Community, (copy enclosed).

10. **2016 / 17 Budgetary Outturn Underspends** (Pages 41 - 50)

To receive and note the report of the Director of Resources, (copy enclosed).

11. **Budgetary Control (April - June 2017)** (Pages 51 - 66)

To receive and note the report of the Director of Resources, (copy enclosed).

12. **Supplementary Estimates and Virements** (Verbal Report)

To receive a verbal report from the Director of Resources.

13. **Any other items of business that the Chairman of the Committee decides are urgent**

14. **Exclusion of Public and Press**

To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

15. **Millfields Caravan Park, Burnham-on-Crouch** (Pages 67 - 72)

To consider the report of the Director of Resources, (copy enclosed).

NOTICES

Sound Recording of Meeting

Please note that the Council will be recording any part of this meeting held in open session for subsequent publication on the Council's website. At the start of the meeting an announcement will be made about the sound recording. Members of the public attending the meeting with a view to speaking are deemed to be giving permission to be included in the recording.

Fire

In event of a fire, a siren will sound. Please use the fire exits marked with the green running man. The fire assembly point is outside the main entrance to the Council Offices. Please gather there and await further instruction.

Health and Safety

Please be advised of the different levels of flooring within the Council Chamber. There are steps behind the main horseshoe as well as to the side of the room.

Closed-Circuit Television (CCTV)

This meeting is being monitored and recorded by CCTV.