

APOLOGIES Committee Services  
Tel. 01621 875791

Council Chamber 01621 859677

CHIEF EXECUTIVE'S OFFICE  
CHIEF EXECUTIVE  
Fiona Marshall

22 January 2018

Dear Councillor

You are summoned to attend the meeting of the;

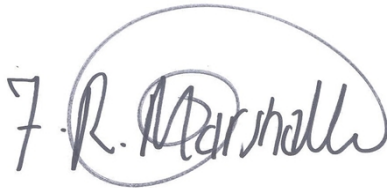
**FINANCE AND CORPORATE SERVICES COMMITTEE**

on **TUESDAY 30 JANUARY 2018** 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 black ink, appearing to read 'Fiona Marshall', enclosed within a 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:*

Councillor Mark F L Durham CC

Councillor Brian S Beale MBE





**AGENDA**  
**FINANCE AND CORPORATE SERVICES COMMITTEE**  
**TUESDAY 30 JANUARY 2018**

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

2. **Apologies for Absence**

3. **Minutes of the last meeting** (Pages 7 - 188)

To confirm the Minutes of the meeting of the Finance and Corporate Services Committee held on 28 November 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 189 - 194)

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

8. **Human Resources Statistics - Quarter Three 2017 / 18** (Pages 195 - 204)

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

9. **Document Retention Policy** (Pages 205 - 278)  
To consider the report of the Director of Resources, (copy enclosed).
10. **Annual Report on the Whistleblowing Policy** (Pages 279 - 288)  
To consider the report Director of Resources, (copy enclosed).
11. **2017 / 18 to 2020 / 21 Capital Programme** (Pages 289 - 326)  
To consider the report Director of Resources, (copy enclosed).
12. **Discretionary Fees and Charges** (Pages 327 - 346)  
To consider the report Director of Resources, (copy enclosed).
13. **Revised 2017 / 18 Estimates, Original 2018 / 19 Budget Estimates and Council Tax 2018 / 19** (Pages 347 - 382)  
To consider the report Director of Resources, (copy enclosed).
14. **Any other items of business that the Chairman of the Committee decides are urgent**
15. **Exclusion of the 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3 and 5 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.
16. **Market Site** (Pages 383 - 406)  
To consider the report of the Director of Resources, (copy enclosed).
17. **Lease of Office Accommodation** (Pages 407 - 408)  
To consider the report of the Director of Resources, (copy enclosed).
18. **Maldon Health Hub Project** (Pages 409 - 414)  
To consider the report of the Chief Executive, (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.