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30 June 2008

Members of the Electoral Arrangements Committee – Councillors NCF Bolitho, RM Matthews, NJ Scarr, RT Summerfield, RJ Turner, Mrs BE Waters and JF Williams

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of the **ELECTORAL ARRANGEMENTS COMMITTEE**, which will be held in the **SWANSLEY ROOM, GROUND FLOOR** at South Cambridgeshire Hall on **TUESDAY, 8 JULY 2008** at **7.30 p.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

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| <p>1. APOLOGIES FOR ABSENCE
To receive apologies for absence from committee members.</p> <p>2. ELECTION OF CHAIRMAN
To elect a chairman for the 2008 - 2009 municipal year.</p> <p>3. APPOINTMENT OF VICE-CHAIRMAN
To appoint a vice-chairman for the 2008 – 09 municipal year.</p> <p>4. DECLARATIONS OF INTEREST</p> <p>5. MINUTES OF PREVIOUS MEETING
To authorise the Chairman to sign the Minutes of the meeting held on 16 April 2008, as a correct record.</p> <p>6. BOUNDARY REVIEW
To consider the joint report of the Chief Executive and Principal Solicitor.</p> <p>7. ARBURY PARK PARISH REVIEW
Report to follow.</p> | <p>1 - 4</p> <p>5 - 22</p> |
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GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Whilst the District Council endeavours to ensure that you come to no harm when visiting South Cambridgeshire Hall you also have a responsibility to ensure that you do not risk your own or others' safety.

Security

Visitors should report to the main reception desk where they will be asked to sign a register. Visitors will be given a visitor's pass that must be worn at all times whilst in the building. Please remember to sign out and return your pass before you leave. The visitors' book is used as a register in cases of emergency and building evacuation.

Emergency and Evacuation

In the event of a fire you will hear a continuous alarm. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park. Do not use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade. Do not re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If someone feels unwell or needs first aid, please alert a member of staff.

Access for People with Disabilities

All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

Toilets

Public toilets are available on each floor of the building next to the lift.

Recording of Business

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee or sub-committee of the Council or the executive.

Banners / Placards / Etc.

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

Smoking

The Council operates a **NO SMOKING** policy.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts. There shall be no food and drink in the Council Chamber.

Mobile Phones

Please ensure that your phone is set on silent / vibrate mode during meetings.