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5 May 2010

To: Councillor Ray Manning, Portfolio Holder

John Batchelor

Scrutiny Monitor and Opposition
Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **LEADER'S PORTFOLIO MEETING**, which will be held in **JEAVONS ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 13 MAY 2010 at 10.00 a.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA		PAGES
1. Apologies for absence		
2. Declarations of Interest		
3. Minutes of Previous Meeting		1 - 2
The Portfolio Holder is asked to sign the minutes of the meeting held on 11 March 2010 as a correct record.		
RECOMMENDATIONS TO CABINET / COUNCIL		
4. Consideration of LGA Membership Review		3 - 8
Claire Holloway from the Local Government Association will be in attendance for this item and will be making a presentation to the Leader.		
A copy of the report that went to the Leader's meeting in March 2010 is attached for information.		
DECISION ITEMS		
5. Fear of Crime Survey		9 - 20
STANDING ITEMS		
6. Forward Plan		21 - 22
The Portfolio Holder will maintain, for agreement at each meeting, a Forward Plan identifying all matters relevant to the Portfolio which it is believed are likely to be the subject of consideration and / or decision by		

the Portfolio Holder, or recommendation to, or referral by, the Portfolio Holder to Cabinet, Council, or any other constituent part of the Council. The plan will be updated as necessary. The Portfolio Holder will be responsible for the content and accuracy of the forward plan.

7. Date of Next Meeting

The Leader is asked to note Thursday 15 July as the date of the next meeting.

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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- **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.

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

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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.

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