

**COUNCILLORS' BULLETIN
6 APRIL 2005**

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Cambridgeshire
District Council**

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**COMMITTEE MEETINGS FROM:
11 April to 15 April 2005**

Contact

Mon 11 Apr				
Tue 12 Apr	10 am	Taxi Licensing Hearing	Mezzanine	Maggie Jennings
	2.30 pm	e-Government Programme Board	Swansley Room	Holly Adams
Wed 13 Apr	12 pm	Lunchtime Seminar: But It's Only a Telephone!	Council Chamber	Steve Rayment
Thu 14 Apr	10 am	Cabinet	Council Chamber	Maggie Jennings
	7.30 pm	Little Gransden Aerodrome Local Consultative Committee	Little Gransden Parish Office	Paul Sexton / Carol Tyrrell
Fri 15 Apr	9.30 am	Special Council: LDF – Cambridge East Draft Area Action Plan	Council Chamber	Carol Tyrrell

2004/05 EXPENSE CLAIM DEADLINE THREE WEEKS AWAY

The deadline for all 2004/05 expense claims is three weeks away. Under the current Members' Allowance Scheme, expenses will be paid for the current Council year only and all expense claims for that time must be received within one month of the year-end: by **30 April 2005 (a Saturday, so please submit all claims by Friday 29 April 2005)**. Any expense claims for the 2004/05 municipal year received after 30 April 2005 will not be paid. Expense claims received on or before 13 April 2005 will be paid at the end of April; claims between 14 and 29 April 2005 inclusive will be paid at the end of May.

Expense claim forms are available in the Members' Lounge or can be downloaded from the Members' Information section of the Intranet. Please remember to sign and date your expense claim and to print clearly your name and address at the top.

CALL IN ARRANGEMENTS

The Chairman of the Scrutiny and Overview Committee or any five other Councillors may call in any executive decision recorded in this bulletin for review. The Democratic Services Manager must be notified of any call in by **Wednesday 13 April 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 14 April 2005**.

Any member considering calling in a decision made by Cabinet is requested to contact the Democratic Services Section to determine whether any relevant amendments have been incorporated.

The call in procedure is set out in full in Part 4 of the Council's Constitution, 'Scrutiny and Overview Committee Procedure Rules', paragraph 12.

DECISION MADE BY THE HOUSING PORTFOLIO HOLDER

Subject	Decision	Reasons
Regional Housing Strategy 2005-10 and Housing Investment in the East of England 2006-08	Agreed to respond to consultation as set out in the report, highlighting the potential advantages to the Council of reducing expenditure on regeneration in favour of spending on growth and local needs, the desirability of redefining the term "Key Worker", and the importance of Disabled Facilities Grants.	
Lettings Policy Review	Agreed: 1. To carry out a review of the Lettings Policy in line with the timetable set out in paragraph 31 of the report with aims and scoping as set out in paragraphs 15 and 16. 2. Cabinet to appoint an Advisory Group to advise on implementation of the revised Policy in April 2006.	

Rent Deposit Scheme	<p>Agreed:</p> <ol style="list-style-type: none"> 1. To endorse the Rent Deposit Scheme run by King Street Housing Society for a further three years 2. Funding on the basis of an annual lump sum, rent deposit guarantees and administrative fees for each placement, as detailed in the report 3. To enter into a partnership arrangement with King Street 4. To monitor the scheme and report quarterly to the Portfolio Holder. 	
Spend to Save	<p>Agreed:</p> <ol style="list-style-type: none"> 1. To grant aid the mediation service £3,000 subject to the outcome of the bid to the Community Safety Partnership 2. To use the remaining Spend to Save expenditure code (£5-8,000) to prevent homelessness in a proactive and flexible manner. 3. To monitor the situation and report back after October 2005 on the financial implications for the Bed and Breakfast expenditure code. 	
Parking scheme, sale of land and Right of Way over land rear of The Lawn / Butts Green, Whittlesford	Approval of parking scheme as report, but offer licence of land (at an agreed licence fee level) to 17 Butts Green for use as garden, instead of outright sale.	To safeguard land if required in future for further parking. Officers will review Council policy on rents for garden / allotment land.
Right of Way from Brickhills, Willingham either to a proposed bungalow to the rear of 47 Church Street or to proposed residential development off Church Street	Deferred pending a direction from the Head of Legal Services on whether or not this particular application constituted a Key Decision, and whether, in the absence of unanimity among local Members, the Portfolio Holder could make a decision without reference to the Cabinet.	
Sale of land adjacent to 2 Queens Close, Over	Sale of land not approved.	Land to remain part of communal area. The Head of Legal Services would be asked whether or not this particular application constituted a Key Decision, and whether, in the absence of unanimity among local Members, the Portfolio Holder could make a decision without reference to the Cabinet.
Proposed brick wall, 30 Lambs Lane / Stevens Close, Cottenham	Agreed in principle that fence can be replaced with wall matching adjacent Council wall but request for contribution of £3,000 from the District Council refused.	Cannot justify expenditure if £3,000 is not likely to be recouped for 20 years. The Occupiers of 30 Lambs Lane will be required to maintain the wall in perpetuity and contribute £100 towards the cost of transferring legal title to the boundary.
Sale of land adjacent to 3 Church St, Great Eversden	Deferred pending comments from Great Eversden Parish Council.	
Access fronting 1 and 3 Glebe Road, Barrington	Agreed to complete the licence offered to the District Council, subject to an extension to the existing Right of Way in favour of the Council and resurfacing of the track.	

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Conservation Advisory Group held on
Wednesday, 9 March 2005 at 10.00 a.m.

PRESENT: Councillor SJ Agnew – Chairman
Councillor NN Cathcart – Vice-Chairman

Councillors: Mrs A Elsby Mrs CA Hunt
JH Stewart Dr JR Williamson

and Councillors Mrs JM Healey (Conservation, Sustainability & Community Planning Portfolio Holder), and NIC Wright (Vice-Chairman, Development and Conservation Control Committee)

Councillors RF Bryant (Chairman of the Council), SM Edwards and Mrs EM Heazell (local Member for Haslingfield) and Mrs DSK Spink (Leader of the Council) were in attendance, by invitation.

1. APOLOGIES

Councillors Dr JA Heap, Dr JPR Orme (Chairman, Development and Conservation Control Committee) and RJ Turner sent their apologies for absence.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The Conservation Advisory Group authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 26th January 2005.

In connection with Minute 5 (Biodiversity Strategy), the Ecology Officer circulated a proposed revised contents page, and briefly summarised a number of other revisions to the draft considered previously by the Conservation Advisory Group. He would convene the sub-Group as and when needed.

Referring to Minute 5 of the meeting held on 26th January 2005 (Management of Roadside Verges), the Conservation Manager reported that a letter to Cambridgeshire County Council would be sent imminently.

Referring to Minute 11(2) of the meeting held on 15th September 2004 (Natural Environment Awards Scheme), the Conservation Manager informed Members that site visits had been set provisionally for Wednesday 13th April 2005, and that detailed arrangements would be finalised shortly.

4. HASLINGFIELD BAKEHOUSE PROJECT

The Conservation Advisory Group considered a report outlining details of the proposed 'Haslingfield Bakehouse Project', designed to preserve and make use of a local heritage feature, and seeking Members' support for potential grant assistance to help complete the proposed funding package.

Mr Howard Stringer of Haslingfield Village Society gave a presentation to Members.

The Conservation, Sustainability and Community Planning Portfolio Holder expressed strong support for the project, and said that work should be as true to the original as possible, using clay bat material where practicable. The legal status of the Bakehouse

was seen as secure but, while the two buildings could be dismantled now and stored, thus avoiding any problems should redevelopment of the site take place soon, this would, inevitably, increase costs.

Those present sought to clarify local commitment to the project, expressing some surprise at the relatively small financial contribution from Haslingfield Parish Council. Noting the significance of the buildings as evidence of a bygone era in South Cambridgeshire, the Conservation, Sustainability and Community Planning Portfolio Holder said that their preservation should be considered not just as a village aspiration but also as a benefit to the entire District, including local schoolchildren.

Members expressed a desire to visit the Project in due course.

The Conservation Advisory Group **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder support the Haslingfield Bakehouse Project and, in order to complete the funding package, authorise an appropriate offer of grant from the existing Heritage Initiative Fund budget, to subject to the availability of resources, confirmation of match-funding from the Local Heritage Initiative, evidence of local support and the grant of planning consent for the relocation of the buildings.

5. **LIVING LAND PROJECT - PROPOSED PARTNERSHIP**

The Conservation Advisory Group considered a report outlining the proposed "Living Land" biodiversity awareness project and seeking support for entering into a partnership with Cambridgeshire County Council to develop the project within South Cambridgeshire.

Philip Clarke, Senior Countryside Officer with the County Council gave a presentation on this item.

Those present expressed a variety of views on the need for this Project in South Cambridgeshire, given the District's well-established working relationship with organisations such as the Wildlife Trust, and existence of the Council's own Ecology Officer. They considered Section 106 monies as one way of funding the Project, but Mr Clarke said that this was not an option in relation to staffing costs. The Chairman added that, in any event, such funds should be directed at major infrastructure projects rather than smaller partnership schemes. The Ecology Officer highlighted some of the demands made on his time, and suggested that the kind of community involvement envisaged by this Project could benefit him and, therefore, the Council.

The Conservation, Sustainability and Community Planning Portfolio Holder expressed support for the Project, and for the kind of information pack produced by Leicestershire County Council, a copy of which had been seen by those present at the meeting.

The Conservation Advisory Group expressed support for the Project, in principle, and **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder confirm appropriate grant aid, not exceeding £10,000 over five years, from the Conservation budgets, to complete the funding package, subject to the availability of resources and confirmation of match-funding from the Heritage Lottery Fund.

6. **TRAFFIC CALMING IN THE HISTORIC ENVIRONMENT**

The Conservation Advisory Group considered a report highlighting the visual implications of some traffic-calming projects and the 'Save Our Streets' campaign being organised by English Heritage.

The Conservation Area and Design Officer circulated a booklet entitled *Save Our Streets*, published jointly by English Heritage and the Women's Institute.

Those present discussed generally the issue of traffic calming in local villages, and noted the demands of parish councils in this respect. The resulting designs prepared by the Local Highways Authority were not always considered appropriate from a conservation point of view. There was some doubt as to how effective the District Council could be in the context of traffic calming, given that the issue related primarily to the Local Highways Authority and its relationship with its contractors. Nevertheless, Members could see some scope in seeking partnership working in determining traffic calming measures, particularly in Conservation Areas.

The Conservation Advisory Group **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio holder initiate discussions with Cambridgeshire County Council, English Heritage and South Cambridgeshire District Council officers to explore alternative traffic calming options and, subject to the results of those discussions, explore the potential for identifying an appropriate village where an exemplar solution for traffic calming might be developed in collaboration with the District Council's Conservation Section.

7. A NEW APPROACH TO CONSERVATION AREA APPRAISALS - LOCAL DESIGN GUIDES

The Conservation Advisory Group considered the revised structure for new Conservation Area Appraisals, and the draft Appraisals relating to Longstanton, Oakington, Westwick and Rampton, prior to wider consultation and, ultimately, to adoption as Supplementary Planning Documents within the Local Development Framework.

The Conservation Area and Design Officer added that the intention, in the first place, would be to adopt the Appraisals as Supplementary Planning Guidance under the South Cambridgeshire Local Plan 2004, taking all necessary steps to re-adopt as SPDs at the appropriate time.

Councillor SM Edwards recorded his appreciation of the amount of work involved in finalising the Appraisals. He welcomed the contribution made by such documents in identifying the *character* of villages.

The Conservation Area and Design Officer explained that any proposed development abutting a Conservation Area, and having an impact on the character of that Conservation Area, would have to be considered in the light of the relevant Conservation Area Appraisal, once adopted as Supplementary Planning Guidance and, in due course, as a Supplementary Planning Document.

A Member asked officers to consider how best to publicise such Appraisals, for example through Estate Agencies.

The Chairman thanked the Conservation Area and Design Officer for producing these Appraisals and asked him to consult with local Members not present at the meeting before proceeding.

The Conservation Advisory Group **RECOMMENDED**

- (1) that the Conservation, Sustainability and Community Planning Portfolio Holder approve the model structure adopted for the Appraisals for Longstanton, Oakington, Rampton and Westwick, together with the draft text of the Appraisals and authorise the undertaking of wider consultations on the basis of these drafts; and
- (2) that the results of the consultation be reported back to the Conservation Advisory Group, prior to presentation of the draft Conservation Area Appraisals, amended as necessary, to the Cabinet by the Conservation, Sustainability and Community Planning Portfolio Holder for adoption as Supplementary Planning Guidance under the South Cambridgeshire Local Plan 2004 and as Supplementary Planning Documents under the intended Local Development Framework in due course.

8. CONFIRMATION OF ENGLISH HERITAGE SUPPORT TO ARREST DETERIORATION OF THE REDUNDANT CHURCH OF ST. DENIS, EAST HATLEY AND PROPOSED ACTION.

The Conservation Advisory Group considered a report detailing the results of the recent grant submission to English Heritage and seeking its support for proposed action.

The support of Councillor SGM Kindersley (a local Member) was reported to the Conservation Advisory Group.

Councillor Mrs A Elsby, in her capacity as the other local Member, expressed a preference for a tiled roof.

Members noted that Hatley Parish Council would be contributing to the costs of repair.

The Conservation Advisory Group **RECOMMENDED**

- (1) that the Conservation, Sustainability and Community Planning Portfolio Holder formally accept the grant offer, on behalf of South Cambridgeshire District Council, thus securing the offer of financial support from English Heritage;
- (2) that the Cabinet agree to carry forward the uncommitted balance in the Historic Buildings Preservation Fund to enable this funding to be used to support the implementation of these first phase repair works; and
- (3) that the Conservation, Sustainability and Community Planning Portfolio Holder present a report to Cabinet in May 2005 (in line with the above timetable) to review tenders and consider letting a contract, subject to the proposed grant offer from English Heritage.

9. STRUCTURAL APPRAISAL AND FEASIBILITY REPORT ON BARN AT GOLDEN GABLES, FULBOURN: CONSIDERATION AND ACTION IN 2005/06.

The Conservation Advisory Group considered a report detailing the current situation in respect of the barn at Golden Gables, Fulbourn, and seeking Members' guidance in formulating a District Council strategy for the building.

The Vice-Chairman welcomed efforts being made to secure a future use for the barn as close as possible to its original one.

The Conservation Advisory Group **RECOMMENDED** that the Conservation, Sustainability

and Community Planning Portfolio Holder note the results of the “Urgent Works” under Section 54 of the Planning (Listed Building and Conservation Areas) Act 1990 and the conclusions of the Brian Morton Partnership Report, and instruct officers to continue monitoring the condition of the barn at Golden Gables, Fulbourn, reporting on any application for possible grant assistance as necessary.

10. WAR MEMORIALS PROJECT: PROGRESS AND ACTION 2005/06

The Conservation Advisory Group considered a progress report on the War Memorials Project, including the production of a Gazetteer.

The Historic Buildings Officer added Croxton and Fen Ditton to the list set out in paragraph 5 of the report, and highlighted paragraph 9.

Members thanked the Historic Buildings Officer for her efforts with regards to the War Memorials Project.

The Conservation Advisory Group expressed its continued support for the development of the War Memorial Project and **RECOMMENDED** that the Conservation, Sustainability and Community Planning Portfolio Holder authorises carrying forward the unused funding into 2005-06, to enable completion of the gazetteer and the implementation of identified grant projects in the new financial year.

11. DATE OF THE NEXT MEETING

Members noted that the next meeting of the Conservation Advisory Group would be held at South Cambridgeshire Hall on Wednesday 27th April 2005, starting at 10.00am.

The Meeting ended at 1.02 p.m.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

At a meeting of the Resources and Staffing Portfolio Holder Meeting held on
Tuesday, 22 March 2005

Present:	RT Summerfield Mrs DSK Spink MBE	Portfolio Holder Leader of the Council
Officers:	John Ballantyne Greg Harlock	Chief Executive Finance and Resources Director

Sean Missen was in attendance for item 11.

1. APOLOGIES FOR ABSENCE

1.1 No apologies for absence were received.

2. MINUTES OF MEETING HELD ON 21ST FEBRUARY 2005

2.1 The Minutes of the meeting held on 21st February 2005 were agreed as a correct record.

3. MATTERS ARISING

3.1 **Minute 3.1 – Cheque Fraud** – GJH reported that further incidences had been reported by the Council's bank, however as the bank were aware of the circumstances, fraudulent cheques would be stopped and there would be no loss to the Council.

4. LONG TERM SICKNESS

4.1 The Portfolio Holder noted the information provided by HR regarding staff on long-term sick leave and requested that the information be reported to his portfolio meeting on a quarterly basis. **HR to action**

5. REVENUE COLLECTION STATISTICS AS AT 28TH FEBRUARY 2005

5.1 The Portfolio Holder noted the information relating to the Revenue Collection Statistics for the period ending 28th February 2005.

6. PERFORMANCE INDICATOR - UNDISPUTED INVOICES PAID WITHIN 30 DAYS

6.1 It was noted that the number of invoices that had failed to be processed within the 30 days target had considerably reduced since the previous month.

7. MARKET SUPPLEMENT POLICY AND PROCEDURE

7.1 The Market Supplement Policy and Procedure was considered and recommended by the Portfolio Holder for approval by Cabinet on 14th April, subject to the deletion of the word *normally* from the first bullet point in the Criteria section.

8. TRADE UNION RECOGNITION

8.1 The Portfolio Holder

- (a) approved the recognition of the General Municipal Boilermakers Trade Union (GMB) as a Trade Union with effect from 1st April 2005,
- (b) agreed that the check off facility for GMB members be provided, and
- (c) adopted the Partnership Agreement, effective from 1st April 2005.

9. EMPLOYEE SUBSISTENCE ALLOWANCES

- 9.1 Approval was given by the Portfolio Holder to increase the Employee Subsistence Allowances by 2.7% and the sandwich allowance by 50p with effect from 1st April 2005.

10. SMOKE FREE POLICY

- 10.1 The Portfolio Holder approved the amended Council Smoke Free Policy.

11. PROCUREMENT - INITIAL PROGRESS REPORT

- 11.1 The Portfolio Holder noted the contents of the progress report.

12. PARKING AT SOUTH CAMBS HALL

- 12.1 Conflicting advice had been given to the Portfolio Holder in order to resolve the parking issues at South Cambs Hall and in these circumstances the matter was deferred for further information.

13. EXTERNAL LOUVRES

- 13.1 Following the decision made at the last meeting to remove two rows of louvres on each floor, it had been recommended by Management Team (in consultation with the Portfolio Holder), that from a visual aspect, three louvres should be considered for removal. As a result of this recommendation, Faber Maunsell, the company conducting the thermal modelling exercise had confirmed that the results would not vary significantly from those previously presented. They did however suggest that for a trial period, the louvres on each floor be adjusted to a fixed angle of 30° to the horizontal in order to test their effectiveness in improving daylight into the building and improving the views out, before removing any of the louvres.
- 13.2 The Portfolio Holder agreed
- (a) to the above suggestion by Faber Maunsell and requested that Colt International be instructed to carry out the proposals, subject to no charge being incurred by the Council, and
 - (b) that Colt International be requested to explain why the louvres operated erratically. **JG to action**

14. FORWARD PROGRAMME APRIL - JULY 2005

- 14.1 It was noted that the Medium Term Financial Strategy would be incorporated into the report on the Policy and Financial Review 2006-07.

15. ACCOMMODATION - STANDING ITEM

- 15.1 The Portfolio Holder noted the current position of actions taken to remedy outstanding faults and in particular that revised quotes had been received to resolve the balustrade issue; the likely cost would be no more than £13,000.

16. ANY OTHER BUSINESS

Inoculations

- 16.1 The Portfolio Holder queried whether 'flu inoculations had been initiated; GJH responded that they had not, however they would be carried out later this year.

Information and Consultation of Employees

- 16.2 The Information and Consultation of Employees Regulations 2004 take effect from 6th April 2005 and impose new duties on larger employers to consult their workforce about employment matters. GJH undertook to report on the matter at the next meeting. **GJH to action**

Council Services Booklet

- 16.3 Anomalies had been found in the booklet; GJH undertook to investigate and report his findings to the Portfolio Holder. **GJH to action**

17. DATES OF FUTURE MEETINGS

- 17.1 The dates for future meetings were agreed as follows:

- 26 April 2005 at 9am
- 24 May 2005 at 9am

The Meeting ended at 11.20 a.m.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Information and Customer Services
Portfolio Holder Meeting held on Tuesday, 22 March
2005 at 2.30 p.m.

PRESENT: JD Batchelor Mrs DSK Spink MBE

Officers: Holly Adams Democratic Services Officer
John Ballantyne Chief Executive
Greg Harlock Finance and Resources Director
Kelly Quigley Communications Officer

Action

1. APOLOGIES FOR ABSENCE

- 1.1 Apologies were received from Mrs SC May, Democratic Services Manager and Mr SP Rayment, Assistant Director of Finance and Resources (ICT).

2. MINUTES OF THE MEETING HELD ON 23 FEBRUARY 2005

- 2.1 The Minutes of the meeting held on 23 February 2005 were confirmed as a correct record.

3. MATTERS ARISING

3.1 Contact Centre Satisfaction Survey (Minute 3)

A draft satisfaction survey had been circulated to service heads for comment and would be presented to the next e-Government Programme Board meeting.

3.2 Council Tax (Minute 4)

The *Cambridge Evening News* had published a letter congratulating the Council on its Council Tax FAQ website and clear explanation for the rise. GJH would circulate to all members a comparison of the government grant per head of population in South Cambridgeshire versus that given to neighbouring authorities.

GJH

3.3 Lunchtime Seminars (Minute 4)

It was confirmed that the speakers would provide lunch, otherwise tea and coffee only would be served.

3.4 Forward Programme (Minute 7)

Winding up the Broadband Project was now on the forward programme.

4. COMMUNICATIONS UPDATE

4.1 Council Tax

A holding statement was being prepared to answer any queries about capping, noting that the Council did not know whether it would be capped and that the capping criteria publication date was unknown.

4.2 Media Enquiries

Travellers and Council Tax were the two main areas of enquiry in the past month.

4.3 There was likely to be a large amount of interest in the Cambridge Wind Farm planning application at the April Development and Conservation Control Committee meeting.

4.4 **Fly-tipping**

Fly-tipping had increased at certain recycling sites with about two lorry-loads of refuse being dumped each week.

4.5 **Lunchtime Seminars**

Attendees were being consulted and there had been a positive response to the first seminar of the new programme.

4.6 **Text Messaging Service**

The Web Services Officer had confirmed that the new website CMS system had text capability. Further investigations into the cost-effectiveness of texting services would be carried out once the CMS system had been installed.

4.7 **South Cambs Magazine Budget**

The Portfolio Holder was satisfied with the repayment proposals from the publishers.

5. **ELECTIONS UPDATE**

5.1 The arrangements for the 5 May 2005 elections were **NOTED**. The Chief Executive reported the difficulties in recruiting bank tellers and explained that alternative options were being sought.

6. **PROVISION OF INK CARTRIDGES**

6.1 Revised costs were presented, the result of some Members obtaining additional ink cartridges directly from the Printing Officer, raising the total expenditure by £100-£400 in the current financial year. Members were advised to contact ITNET for advice on printing in draft or greyscale to reduce ink consumption, or to request hard copies from Democratic Services 24-48 hours before a meeting.

6.2 The Communications Officer queried whether Members had been advised about secure disposal of confidential reports and e-mails which had been printed at home. Such documents should be returned to the Council offices for shredding.

6.3 In light of the escalating costs of providing ink cartridges, the Portfolio Holder **AGREED** to limit the provision of ink cartridges to one per Member per Council year, new cartridges to be provided only upon return of empty cartridge for recycling. It was hoped that this would encourage more efficient use of printers, promote recycling and will reduce any potential abuse of the provision.

6.4 The Portfolio Holder asked that a report on plain paper provision and travel expenses be prepared for the April meeting.

HLMA

7. **FEES AND CHARGES IN RESPECT OF SALES OF AGENDA / MINUTES**

7.1 As there had not been any increase in paper or printing costs, the Portfolio Holder **AGREED** to maintain the present charging policy as

authorised on 18 March 2002.

8. FEES AND CHARGES IN RESPECT OF ELECTORAL REGISTRATION

8.1 As there had been no increase in costs, the Portfolio Holder **AGREED** to maintain the present charging policy as authorised on 9 March 2004.

9. FREEDOM OF INFORMATION REQUESTS AND PROGRESS UNDER THE ACT

9.1 The Finance and Resources Director had received a request about the number of travellers who paid Council tax and agreed to circulate his response to Members.

9.2 The Portfolio Holder **NOTED** the report.

10. FORWARD PROGRAMME APRIL - JULY 2005

10.1 The Portfolio Holder asked that a press release be prepared for the conclusion of the Broadband Project, noting that coverage was presently around 95%.

10.2 The Forward Programme was **NOTED**.

11. ANY OTHER BUSINESS

11.1 None.

12. DATE OF NEXT MEETING

- 12.1
- 20 April 2005 – 2 pm
 - 18 May 2005 – 2 pm

The meeting ended at 3.25 p.m.
