



**Rochford District
Council**

INDEX

1973

January - December

ROCHFORD DISTRICT COUNCIL

MINUTE INDEX 1973

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**Rochford District
Council**

ROCHFORD DISTRICT COUNCIL MINUTES

1973

September

ROCHFORD DISTRICT COUNCIL

MINUTES OF A MEETING OF THE DISTRICT COUNCIL OF ROCHFORD

At a Meeting on 5th September, 1973. Present: Councillors E.H. Adcock, S.W. Barnard, E.R. Biggs, R. Blackburn, C.D. Bright, J.H. Carter, L.K. Cope, M.P. Cowen, B.A. Crick, S.B.H. Fletcher, D.R. Fowler, Mrs. E.M. Frank, L.H. Fudge, C.B. Gowlett, A.J. Harvey, D.A. Ives, M.L. Kennaugh, Miss E.M. Leggatt, Mrs. M.T. Madden, E.V. Maton, R. McCamley, D. McKinnell, C.R. Morgan, A.R. Mutimer, R.D. Needham, R.W.C. Offwood, G.C. Oldbury, I.W. Shields, P.J. Stanton, C. Stephenson, A.L. Tate, W.J. Tracey, J.R. Warner, R.M. Warren and G. Young.

APOLOGIES FOR ABSENCE

81. Apologies for absence were submitted on behalf of Councillors Miss Browning, Mrs. Clayton, Humby and Wood and also from Councillors Cope and Grove who would not be able to attend until later on in the meeting.

MINUTES

82. Referring to Minute No. 32(4), the Chief Executive reported that Councillor Offwood's nomination to serve on the Steering Committee for the Association of District Councils had not been successful.

Resolved that the Minutes of the Meeting of the Council held on the 25th July, 1973 be taken as read, confirmed and signed by the Chairman.

MINUTES OF COMMITTEES

83. Resolved that the reports of the proceedings and recommendations contained in the Minutes and Reports of the following Committees be received and adopted with the under-mentioned exception which was dealt with in the manner indicated:-

<u>Committee</u>	<u>Date</u>	<u>Minute Nos.</u>
Housing Services	25th July, 1973	48-50
Recreation and Amenities	25th July, 1973	51-53
Development Services	25th July, 1973	54-56
Environmental Health and Control	25th July, 1973	57-59
Policy and Resources	25th July, 1973	60-61
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CONSULTATION WITH STAFF AND EMPLOYEES

84. Referring to Minute No. 75/1973, the Council were informed that the meeting between the Chairman of the Finance and Personnel Sub-Committee and the union representatives of the staff had been on an informal basis only.

Upon being put to the vote, there being 16 members voting in favour and 15 against, it was Resolved that Recommendations (1), (2) and (3) be received and adopted.

MINUTES

5th September, 1973

COMMITTEE VACANCIES

85. The Chief Executive reported as follows:-

"As a result of the appointment of Committees by the Council on 25th July, 1973, there remains one vacancy on the Housing Services Committee, one on the Finance and Personnel Sub-Committee and two on the Land Sub-Committee".

It was the intention of Council in adopting their Committee Structure that every member should have representation on two Committees or Sub-Committees. Councillor Miss J.R. Browning is not appointed to any Committee, and Councillor S.W. Barnard and A.J. Humby have one appointment each. Council may now wish to take appropriate action to fill the reported vacancies.

Resolved (1) That Councillor Barnard be appointed as a member of the Land Sub-Committee.

(2) That further consideration of the filling of vacancies on the other Committees be deferred until the two Members concerned are present at the meeting of the Council.

RETURNING OFFICER

86. The Chief Executive reported as follows:-

"Section 41 of the Local Government Act, 1972 requires the District Council to appoint an Officer of the Council to be Returning Officer for the election of District Councillors, and also for the election of Parish Councillors where this is appropriate. The Section comes into force on 1st April, 1974 but Council may wish to deal with the matter now. The usual practice has been for the Clerk of any previous District to be Returning Officer. Until such time as circumstances indicate otherwise, I recommend the Chief Executive be the Returning Officer for District and Parish Council Elections in the District of Rochford after 1st April, 1974, retaining the right to appoint others to discharge any or all of the functions of Returning Officer".

Resolved that the Chief Executive be appointed the Returning Officer for District and Parish Council Elections in the District of Rochford from the 1st April, 1974, retaining the right to appoint others to discharge any or all of the functions of Returning Officer.

LEGAL PROCEEDINGS

87. The Chief Executive reported as follows:-

"Sections 222 and 223 of the Local Government Act, 1972 authorise the Council, where they consider it expedient for the promotion or protection of the interests of the inhabitants of their area to prosecute or defend or appear in any legal proceedings and in the case of civil proceedings institute them in their own name, and in their own name make representations in the interests of the inhabitants at any Public Inquiry held by or on behalf of any Minister or Public Body under any enactment.

MINUTES

5th September, 1973

Any Member or Officer of a Local Authority who is authorised by the Authority to prosecute or defend on their behalf, or to appear on their behalf in proceedings before a Magistrates Court shall be entitled to prosecute or defend or to appear in any such proceedings, and notwithstanding anything contained in the Solicitors Acts, 1957-65, to conduct any such proceedings although he is not a Solicitor holding a current practising certificate.

The Sections become effective on 1st April, 1974 and I recommend that so far as the prosecution, defence of, or appearance at legal proceedings is concerned, the Chief Executive, the Director of Finance and the Director of Administration be so authorised".

Resolved that, it being considered expedient for the promotion or protection of the interests of the inhabitants of the District, the Chief Executive, Director of Finance and Director of Administration be authorised -

- (a) to prosecute or defend or appear in any legal proceedings and, in the case of civil proceedings, to institute such proceedings on behalf of the Council; and
- (b) on behalf of the Council to make representations in the interests of the inhabitants at any Public Inquiry held by or on behalf of any Minister or Public Body under any enactment.

in accordance with Sections 222 and 223 of the Local Government Act, 1972.

MAPLIN DEVELOPMENT - ACCESS ROUTES AND NEW TOWN DESIGNATION

88. The Chief Executive reported as follows:-

"Arising from the decision reported at Minute 39 of the Meeting of the 25th July to convene a joint meeting of members of all three existing District Councils, the Council decided to invite a representative of each Parish Council to attend that meeting. The decision as a whole was subject to the concurrence of the existing two Councils, and concern has been expressed that the invitation to Parish Councils may result in the Rural part of the new District being over-represented as compared to the Urban part. It would be appreciated if Council would consider again the basis of this invitation to persons not being members of any of the three District Councils".

It was reported that the Rayleigh Urban District Council had decided not to participate in the proposed joint meeting with this Authority the Rochford Rural District Council and the representatives of the Parish Councils.

Resolved (1) That this Council adhere to its previous decision to hold a joint meeting to consider this matter, and that the Rayleigh Urban District Council be informed of this meeting and of this Council's hope that that Authority will be represented.

(2) That the proposed joint meeting be held at the Mill Hall, Rayleigh on Thursday, the 27th September, 1973.

(3) That a special meeting of the Council be held on Wednesday the 12th September at the Civic Centre, Rochford to enable this Authority to give further consideration to the matter prior to the joint meeting.

MINUTES

5th September, 1973

NEXT MEETING OF THE COUNCIL

89. Resolved that the next ordinary meeting of the Council to be held on Wednesday, the 17th October, 1973 at 7.30. p.m. at the Civic Centre, Rochford.

A. A. [Signature]
17 Oct 1973

ROCHFORD DISTRICT COUNCIL

MINUTES AND REPORT OF THE FINANCE AND PERSONNEL SUB-COMMITTEE

At a Meeting held on 5th September, 1973, Present: Councillors D.A. Ives (Chairman), M.L. Kennaugh, E.V. Maton, R.W.C. Offwood, and P.J. Stanton.

CONSULTATION WITH STAFF AND EMPLOYEES

90.

The Chairman referred to his meeting with the representatives of NAIGO from Rayleigh and Rochford and stated that this meeting had been completely informal and was intended to establish contact with the staff representatives. The Chairman stated that the establishment of the Director of Finance's department would be the first to be dealt with and the correct procedure to adopt would be to negotiate with the Union representatives on the proposals before submitting any recommendations to the Council.

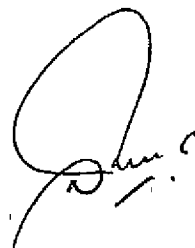
Consideration was given to the appointment of members to serve on the Joint Staff Committee to cover all A.P.T. & C staffs plus Miscellaneous Grades and the Joint Works Committee for all manual workers.

Resolved (1) That the Chairman of the Committee (Councillor Ives) together with Councillors Kennaugh and Maton be appointed as the Council's representatives to serve on the Joint Staff Committee.

(2) That the Chairman of the Committee (Councillor Ives) together with Councillors Carter and Stanton be appointed as the Council's representatives to serve on the Joint Works Committee.

(3) That a meeting of the Joint Staff Committee be held on Tuesday the 18th September, 1973 to discuss with the staff side the proposed establishment for the Director of Finance's department.

(4) That the next meeting of the Finance and Personnel Sub-Committee be held on Wednesday, the 19th September, 1973.



MINUTES OF THE SPECIAL MEETING OF THE ROCHFORD DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBER, CIVIC CENTRE, ROCHFORD, ON WEDNESDAY, THE 12TH SEPTEMBER, 1973 at 7.30 pm.

Present: Councillor L.H. Fudge (Chairman), Councillors E.H. Adcock, S.W. Barnard, R. Blackburn, C.D. Bright, Miss J.R. Browning, J.H. Carter, Mrs F.E. Clayton, B.A. Crick, S.B.H. Fletcher, D.R. Fowler, C.B. Gowlett, N.A. Grove, A.J. Harvey, A.J. Humby, M.L. Kennaugh, Miss E.M. Loggatt, Mrs M.T. Madden, E.V. Maton, R. McCamley, C.R. Morgan, A.R. Mutimer, R.D. Needham, R.W.C. Offwood, G.C. Oldbury, I.W. Shields, C. Stephenson, A.L. Tate, W.J. Tracey, J.R. Warner, and G. Young.

APOLOGIES FOR ABSENCE

91. Apologies for absence were submitted on behalf of Councillors Biggs, Cowen, Mrs. Frank, Ives, McKinnell, Warren and Wood.

THE MAPLIN PROJECT

92. The Chief Executive reported as follows:-

"The Members of the Council will have received copies of the two consultation documents on the Surface Access Corridor and the Designation Area for the New Town, issued by the Secretary of State for the Environment. The Secretary of State has invited comments on both of these by not later than the 12th October, 1973.

For the information of Members the position of the two existing Councils is as follows:-

- (a) Rayleigh Urban District Council - Proposed Third London Airport - Foulness (Off-Shore). Statement of Council's Decisions - 24th March 1969.

- (a) That this Council, whilst having major reservations as to the effect such siting will have on the surrounding areas, do not oppose the possible siting of the Third London Airport at Foulness (Off-Shore).
- (b) That the desirability of re-locating the proposed runways in order to minimise the effect of noise over populated areas be considered.
- (c) That this Council regards it as essential that stringent safeguards be obtained to ensure that no stacking of aircraft or the flight path of aircraft is permitted overland in such position as to cause nuisance or annoyance to built up areas.
- (d) That the routing of aircraft on take off and landing and the disposition of aircraft awaiting landing shall be such as will cause the minimum effects from noise and possible danger.
- (e) That further evidence be obtained as to the effect of the extension of side-slip noise (such as is reported in the Concorde test trials) before the siting of runways is finally determined.
- (f) The Airport be constructed in such manner that the addition of further runways can only take place without detriment to (c) above.

- (g) Particular attention shall be paid to the location of residential and other land uses in order to conserve agricultural land and make the maximum use of re-claimed derelict and partially developed land, rather than major expansion of existing conurbations in order that the further coalescence of existing towns may be prevented.
- (h) The fullest consideration is given to the siting of new road and rail links so as not to inconvenience or cause annoyance to residents or urban areas and also to the most advantageous method of construction to conserve agricultural and urban land, such road and rail links to be provided prior to the airport coming into operation.
- (i) That consideration be given to the granting of financial assistance from central funds in the early stages to meet capital expenditure needed to be incurred on essential public services before increased rate income arises.
- (j) That the Council considers it essential that the Airport is considered at all stages in conjunction with, and not in isolation from, the proposed deepwater terminal.

(b) Rochford Rural District Council

The Council supports the Third London Airport in principle subject to reservations, all of which have been forcibly put to the Government during their consideration of the project. The major aspects upon which the Council has not yet expressed itself as being satisfied are:-

1. The problems created by the additional population;
2. The impact of the new system of communications;
3. Adverse effects upon tide levels;
4. Adverse effects upon local agricultural interests.

From the above statements it will be seen that neither Council was opposed to the siting of the Third London Airport. With the announcement of the alternative choice of the surface access corridors opinion may well have changed, and it is open to the District Council to express a view on the siting of the Third London Airport as a matter of policy for the first time, in addition to making comments on the surface access corridor and the designation for the new town. "

He also reported receipt of letters from the Roach Group Parish Council and the Hullbridge Anti-Maplin Association opposing the Maplin project.

Councillors Miss Leggatt and Offwood reported upon a meeting of the Liaison Committee of the Essex County Council on this matter. Both members made reference to the fact that, although the County Council had requested the comments of the District Councils by the 9th October 1973, that Authority would give no indication of its own views at the meeting. It was contended however, that the County Council's proposals for the development of South Woodham Ferrers would effectively frustrate consideration of the alternative routes, as routes A and B could not be considered if this development were to proceed.

Members generally expressed the view that public opinion was largely against the project as a whole and that many people were uncertain as to whether a Third London Airport was even necessary. More information was required as to the necessity for this, particularly after taking account of views being expressed by a number of authoritative bodies that, with

likely advances in technology and the development of the proposed Channel Tunnel, a Third London Airport would not be required. The view was expressed, however, that even if the Council were opposed to the whole scheme it would be wrong not to express some view on the consultation documents. In the event of the Government deciding to proceed with the scheme then they would at least be aware of the views of this authority on the proposed routes and development areas. It was essential that every possible safeguard be taken to protect the interests of residents of the district.

Resolved That this new Rochford District Council initially opposes the Maplin development as a case has not yet been successfully made out for it.

(A request was made that persons voting for and against this motion be recorded). The voting was as follows:-

For the motion

Councillors Barnard, Blackburn, Miss Browning, Carter, Crick, Gowlett, Humby, Miss Leggatt, Mrs. Madden, McCamley, Morgan, Needham, Stephenson, Tracey, Warner and Young. (16)

Against the Motion

Councillors Bright, Mrs. Clayton, Fletcher, Fowler, Fudge, Grove, Harvey, Kenmaugh, Maton, Mutimer, Offwood, Oldbury, ~~and~~ Shields *and* Tate. (14).

Abstaining

Councillor Adcock.

EXCLUSION OF THE PUBLIC

93. Resolved. That in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act, 1960, the public be excluded from the remainder of the meeting for the reason that the matters about to be discussed are the subject of confidential reports.

AD HOC COMMITTEE - MEETING HELD 11TH SEPTEMBER, 1973 (See Minute 47(1)/73).

94. The Chief Executive reported that a meeting of the Ad Hoc Committee was held on the 11th September, 1973 to interview Mr. Lock-Dingley, Deputy Clerk of the Canvey Island Urban District Council, for the post of Director of Administration, and present at the meeting were Councillors Blackburn, Fudge, Gowlett, Harvey, Offwood and Warner. Councillors Ives and Wood had tendered their apologies. In addition to interviewing Mr. Lock-Dingley, consideration was also given to the question of the appointment of the Director of Health and Housing. Resolved (1) That Mr. L. Lock-Dingley be appointed Director of Administration at a salary of fulcrum point £4,929, subject to review when the Council have had an opportunity of assessing the degree of responsibility attaching to the post; the implementation of an award for chief officers yet to be notified; a medical examination and an effective starting date of 1st November, 1973 any sharing of time after that date between this Council and the Canvey Island Urban District Council to be agreed between the Chief Executive and the Clerk of that Council subject to a minimum of 75% being allocated to the work of this Council; and transference of his existing car purchase loan to this Council.

12th September, 1973

Minutes

(2) In the event of Mr. Lock-Dingley not accepting this offer that the permission of the Local Government Staff Commission be sought to advertise nationally. (3) That the post of Director of Health and Housing be readvertised within the Essex County and the Ad Hoc Committee be authorised to interview candidates and submit a recommendation thereon to the Council. (4) That, in the event of no suitable applications being received from the County of Essex, the permission of the Local Government Staff Commission be sought to advertise this post nationally.

A. H. W. Cameron
17th 09 1973

ROCHFORD DISTRICT COUNCIL

At a Meeting of the Joint Staff Committee held at Rochford on 18th September 1973. Present: Councillor R.W.C. Offwood vice Councillor D. Ives - (Chairman of Finance and Personnel Sub-Committee), Councillor E. Maton, Mr. J. Abbott, Mr. A. Connew, Mr. R. Cornwell (Nalgo).

An Apology for Absence was received from Councillor M.L. Kennaugh.

The Committee reviewed the draft Establishment for the Director of Finance and heard the comments of the Director upon the procedure and interviews he had carried out.

The Committee also considered the criteria adopted by the Management Team in the construction of Establishments and were assured that these criteria would be applied right across the board.

Mr. Connew drew attention to the situation of a number of Officers occupying lower graded posts. Committee accepted that it would be wrong to treat these cases in isolation from the general review promised for October 1974, when duties and job specifications could be examined following actual work experience.

The position of one part-time worker in the Draft Establishment for the Finance Directorate was queried. In that case it was hoped to convert the post to full-time very shortly. It remained the general intention in the new establishments to eliminate part-time posts.

The Staff Side were anxious to ensure that after discussions on draft establishments such as this were held, and establishment subsequently approved, they were not altered arbitrarily afterwards and that the posts would be offered with effect from 1st April 1974. The Chairman stated that this point would be added to the report to Finance Personnel Sub-Committee the next evening.

Assurances were given that the procedure applied to the Principal Assistant Posts in the Directorate of Finance Establishment would apply to all other Principal Assistant Posts.

The views of the Staff Side on the position arising if existing staff were not appointed to Principal Assistant Posts and it became necessary to advertise them were taken into account, but the Council side would give no commitment to bring the matter back to the Committee if that stage were reached.

The recommendation of the Chief Executive to the Finance Personnel Sub-Committee concerning the training request of one member of the Staff was raised, but in the absence of a policy on staff training he felt unable to change his recommendation, and it would be for the Finance Personnel Sub-Committee to either accept it or substitute their own decision.

It was agreed that after discussions on the three remaining establishments and office accommodation had been finally settled, the question of Office Hours and the recently granted two additional statutory day's holiday should be examined.

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Finance and Personnel Sub-Committee

At a meeting held on the 19th September, 1973. Present: Councillors D.A. Ives (Chairman), J.H. Carter, E.V. Maton, R.W.C. Offwood, and P.J. Stanton.

Visiting: Councillors L.K. Cope and A.R. Mutimer.

MINUTES

95. Resolved That the minutes of the Special Meeting of the Committee held on the 5th September, 1973 be taken as read, confirmed, subject to the inclusion of the name of Councillor Carter in the list of Members present, and signed by the Chairman.

NON-MEMBERS ATTENDING BY INVITATION

96. The Chairman reported that Councillors Cope and Mutimer were attending by invitation.

APOLOGIES FOR ABSENCE

97. An apology for absence was submitted on behalf of Councillor Kennaugh.

TERMS OF REFERENCE AND DELEGATION OF POWERS (See Minute 80/73)

98. RECOMMENDED (1) That the Sub-Committee advise the Policy and Resources Committee upon all matters referred to in (a) - (k) and (m), as set out in Item 4 of the Agenda.
- (2) That the Sub-Committee advise the Policy and Resources Committee upon consideration of annual estimates of Committees and the granting of supplementary estimates.
- (3) That the provision and control of offices, furniture and equipment be transferred to the Land Sub-Committee.
- (4) That the filling of all principal assistant posts should be delegated to this Sub-Committee.
- (5) That paragraphs 2 and 3 of Item 4 relating to delegation of powers be deferred for the time being.

BANKING (See Minute 10/73).

99. Consideration was given to the report of the Director of Finance as set out in Item 5 of the Agenda.

(a) Appointment of Bankers

The Director of Finance reported that Barclays Bank Limited, the present bankers of the two existing authorities, had submitted the second lowest tender in the sum of £2,400. The lowest was that of Lloyds Bank Limited but as there was not a Branch of that Bank in Rochford it would be necessary to make arrangements for the transfer of cash receipts to Rayleigh which would involve additional expenditure of £260. In view of this and the administrative costs which would be involved in changing bankers, it was RECOMMENDED That the quotation of Barclays Bank Limited, in the sum of £2,400, be accepted and that they be appointed as the Council's bankers on terms and conditions to be approved by the Director of Finance.

(b) Opening and Operation of Bank Accounts

RECOMMENDED That the Director of Finance be authorised to open any necessary bank accounts in the name of the Council and to operate them.

(c) Variation of Banking Terms, etc.

RECOMMENDED That the Director of Finance be authorised to approve variations in banking terms and conditions and to report any significant changes to the Finance and Personnel Sub-Committee.

(d) Signing of Cheques

RECOMMENDED That the Director of Finance, or the Principal Assistant designated to act in his absence, be authorised to sign all cheques without other signature.

AUDIT OF LOCAL AUTHORITY'S ACCOUNTS

100. The Sub-Committee considered the report of the Director of Finance on this matter as set out in Item 6 of the Agenda.

RECOMMENDED (1) That the accounts of the Robhford District Council be audited by the District Auditor.

(2) That the accounts of all the Parish Councils in the district be audited by the District Auditor.

(3) That the Director of Finance inform the Parish Councils of the decisions taken.

LOCAL AUTHORITY BONDS

101. Consideration was given to the report of the Director of Finance, as set out in Item 7 of the Agenda.

RECOMMENDED (1) That the Rochford District Council issue Local Bonds under the powers contained in Section 172 of the Local Government Act, 1972.

(2) That the Director of Finance be appointed Registrar for the issue of Local Bonds.

(3) That the Director of Finance be authorised to issue such Local Bonds as considered necessary, to determine the price, rate of interest and period until redemption of the bonds and to take any further necessary steps incidental to such issues.

REPAYMENT OF LOANS POOL ADVANCES

102. Consideration was given to the report of the Director of Finance, as set out in Item 8 of the Agenda.

RECOMMENDED (1) That repayment of principal by borrowing accounts to the Loans Pool be on the sinking fund basis using a rate of 5%.

(2) That repayments to the Loans Pool be made over the maximum periods prescribed.

GRANTS TO OUTSIDE BODIES

103. The Director of Finance reported upon grants made by the existing authorities to outside bodies, as set out in Item 9 of the Agenda.

It was felt that detailed consideration should be given to the Council's future policy in dealing with grants, but that it would be unfair to discontinue any grants in the forthcoming year without prior warning to the organisations concerned, although each case would be considered on its merits.

RECOMMENDED (1) That the Director of Finance be authorised to make provision in the forthcoming year's estimates for grants to the various outside bodies at present given financial assistance by the existing district councils.

(2) That in making grants to these bodies it be made clear to them that the Council's policy will be reviewed in respect of 1975/76.

(3) That the Director of Finance examine the accounts of all applicant bodies when considering applications.

RATE DISCOUNT

104. Consideration was given to the report of the Director of Finance, as set out in Item 10 of the Agenda.

RECOMMENDED That the Council grant discount, under Section 54 of the General Rate Act, 1967, to all ratepayers paying the total net amount of rates due by 30th April in each year, the rate of discount to be 2½% per annum.

RATE RELIEF FOR CHARITABLE AND OTHER ORGANISATIONS

105. Consideration was given to the report of the Director of Finance, as set out in Item 11 of the Agenda.

RECOMMENDED That the relief from rates given by the Rayleigh and Rochford District Councils, under Section 40 of the General Rate Act, 1967, as set out in the appended list be continued, together with any reliefs granted up to and including 31st March, 1974 by those two Councils and that the matter be reviewed when considered necessary.

INSURANCES

106. Consideration was given to the report of the Director of Finance, as set out in Item 12 of the Agenda.

RECOMMENDED (1) That the insurances of the Rochford District Council be placed with Municipal Mutual Insurance Company Limited in accordance with the present long term agreements.

(2) That the Director of Finance be authorised to extend certain individual policies to attain a common renewal date.

(3) That the Director of Finance be responsible for all insurance matters relating to the Council and that he be authorised to take such action as is considered necessary.

RECOMMENDATIONS FROM THE JOINT COMMITTEE (See Minute 73/73)

107. Consideration was given to the recommendations of the Local Government Reorganisation Joint Committee as detailed in Item 13 of the Agenda.

RECOMMENDED That the recommendations of the Joint Committee with regard to the under-mentioned matters be adopted:-

<u>Subject</u>	<u>Page</u>
Accountancy Systems	8 - 11
Capital Fund	23 - 27
Direct Debiting	33 - 37
Essex & Herts Provincial Council - Basis for levy	38
Payment of Invoices	89 - 93
Protective Clothing and Tools issue or allowances	94 - 97
Rate Estimates	100 -104
Repairs and Renewals Fund	111 -115
Stores Accounting	120 -124
Transport and Plant Accounting	125 -129

MEETINGS OF THE NEW COUNCIL AND ITS COMMITTEES (Minute 70/73)

108. Consideration was given to the report of the Chief Executive, as set out in Item 14 of the Agenda.

RECOMMENDED That all meetings of the Finance and Personnel Sub-Committee be held in the Council Chamber, Rochford.

DRAFT ESTABLISHMENT - FINANCE DEPARTMENT

109. Consideration was given to the report of the Director of Finance, as set out in Item 15 of the Agenda. The Chairman of the Policy and Resources Committee reported upon the meeting of the Joint Staff Committee held the previous evening which the Chairman of the Committee (Councillor Ives) was unable to attend. Councillor Offwood reported that the staff side asked for an assurance that establishments, when agreed, would be adhered to after the 1st April 1974 and that the principles adopted for dealing with the establishment of the Directorate of Finance would be applied to all the Directorates, and this assurance had been given.

RECOMMENDED (1) That the draft establishment of the Finance Department, as set out in Item 15 of the Agenda, be provisionally approved pending submission of the draft establishments of the other departments of the Council.

(2) That applications be requested from the staffs of the present Rayleigh Urban District and Rochford Rural District Councils for the posts of the three Principal Assistants and the Senior Audit Assistant in the Department.

(3) That the salaries attaching to the three Principal Assistant posts be as follows:-

<u>Post</u>	<u>Salary</u>
Principal Assistant (Accountancy)	P.O.1. £3,846 - £4,356
Principal Assistant (Income)	P.O.1. £3,618 - £4,104
Principal Assistant (Audit)	P.O.1. £3,618 - £4,104


(4) That the Principal Assistant (Accountancy) be designated to act on behalf of the Director of Finance in his absence.

LEAVE OF ABSENCE FOR STUDY FOR PROFESSIONAL QUALIFICATION
- MR. E. NIAL

110. Consideration was given to the report of the Chief Executive, as set out in Item 16 of the Agenda.

It was felt that it would not be proper for the Council to consider any applications for leave of absence for any length of time until the Council had determined its staff training policy and had decided upon which qualifications it would be in the Council's best interests to encourage study for.

RECOMMENDED That the application of Mr. Nial be not granted at the present time.


23/10/73

ROCHFORD DISTRICT COUNCIL

14th September 1973

Dear Councillor,

Members of the Finance and Personnel Sub-Committee are invited to attend a Meeting of that Sub-Committee to be held on Wednesday, 19th September commencing at 7.30.p.m. in the Council Chamber, Civic Centre, Rochford for the transaction of the business set out in the Agenda below.

Yours sincerely,


Chief Executive.

A G E N D A

1. MINUTES OF THE MEETING OF 5th SEPTEMBER, 1973
(Issued with this Agenda)
2. APOLOGIES FOR ABSENCE.
3. NON-MEMBERS ATTENDING BY INVITATION.
4. TERMS OF REFERENCE AND DELEGATION OF POWERS. (See Minute 80/73)

The following provisional Terms of Reference stand referred from the Policy and Resources Committee, for consideration and report back:-

To advise the Policy and Resources Committee upon:-

- (a) The Council's finances including all matters relating to the income and expenditure of the Council and issue of Local Authority Bonds.
- (b) Collection and remission of rates.
- (c) Such matters concerning the valuation of property for rating purposes as are the Council's concern.
- (d) Negotiating Loans, including all applications for consent to borrow monies.
- (e) Control of the Capital Fund.
- (f) Control of the Repairs and Renewals Fund.
- (g) Administration of the Superannuation Scheme.
- (h) Control and administration of all the Council's insurances.
- (i) Reports upon all accidents to the Council's vehicles.
- (j) Control of the Council's staff and their conditions of appointment.
- (k) The fixing of departmental establishments.
- (l) Provision and control of office, furniture and equipment.
- (m) Contributions to old people's organisations under Section 31 of the National Assistance Act, 1948 (Amendment) Act, 1962 and contributions generally under Section 136 of the Local Government Act, 1948 or Section 6 of the Local Government (Financial Provisions) Act, 1963.

- (n) Consideration of Annual Estimates of Committees for the forthcoming Financial Year and the granting of supplementary estimates.

Delegation of Powers

1. The filling of all posts falling vacant for the office staff where the grading is above SO Grades except those of the Council's Chief Officers.
2. The payment of all Accounts in connection with the expenditure properly incurred within the following categories:-
 - (a) Expenditure of £200 and less which is not to be financed by loan;
 - (b) Expenditure covered by loan consent already obtained; and
 - (c) Expenditure to which the Council are already committed by decisions they have already taken.
3. The repair and maintenance of the Council's Office accommodation provided the expenditure on any one item of maintenance or repair shall not exceed £200.

5. BANKING

The Director of Finance to report that the District Council appointed Barclays Bank Limited as temporary bankers on terms and conditions to be approved by the temporary Treasurer and that he open any necessary bank accounts in the name of the Council and operate them (Minute No.11/1973 refers). Such matters should now be placed on a permanent basis and the Committee are requested to give consideration to:-

(a) Appointment of Bankers

Barclays Bank Limited are the present bankers of Rayleigh Urban District Council and Rochford Rural District Council. There are administrative benefits to be obtained in continuing with the present bankers in that clients instructions re direct debiting, standing orders etc., can continue to operate without fresh authorisations being required. On the other hand the creation of a new Local Authority would appear to be the most appropriate time to seek fresh quotations and this has been done. The following Banks:-

Barclays Bank Limited
Co-Operative Bank Limited
Lloyds Bank Limited
Midland Bank Limited
National Westminster Bank Limited

have been contacted, indicated an interest and been provided with sufficient details of transactions etc., to enable them to calculate a charge.

Two of the Banks concerned have subsequently declined to submit a quotation, but three have been received in the following amounts:-

£
2,100
2,400
3,300

1 Each contain slight variations from the others. A verbal report and recommendation will be made to the meeting.

(b) Opening and Operation of Bank Accounts

The temporary Treasurer has opened a current account and a deposit account in the name of the Council. Whilst one current account may be all that is required at the moment, changes in circumstances could dictate a demand for more and it is advisable for the Director of Finance to have authority to open such accounts as he considers necessary and to operate them.

It is recommended that the Director of Finance be authorised to open any necessary bank accounts in the name of the Council and to operate them.

(c) Variation of Banking Terms etc.

It is usual practice when a local authority change their bankers for the initial terms to be for a limited period. This is to provide an opportunity for a review of the terms to be undertaken when actual figures regarding the number and types of transactions are known.

In normal circumstances fixed terms may be agreed for a specified period of up to 3 years or alternately terms agreed relating to variable activity. The question of which method to adopt depends on actual circumstances at the time of review.

Bank overdraft limits are usually negotiated on an annual basis, the extent of the maximum limit available fluctuating according to the economic climate etc.

It is considered in the interests of the Council for the Director of Finance to have some discretion in the variation of banking terms and it is recommended that the Director of Finance be authorised to approve variations in banking terms and conditions and to report any significant changes to the Finance and Personnel Sub-Committee.

(d) Signing of Cheques

Both Rayleigh U.D.C. and Rochford R.D.C. have authorised their Treasurer and Deputy Treasurer to sign all cheques without other signature.

Current practice in the larger authorities is for single signatures on cheques, by either cheque-signing machines or pre-printed computer stationary, provided the system of internal check and separation of duties is carried out to prevent an improper claim being passed for payment or a cheque being wrongly issued.

The Director of Finance is satisfied that the system of internal check e.g. certification of accounts etc., and the separation of duties will provide safe and efficient arrangements for payments out of local funds. All blank cheques are strictly controlled. Paid cheques will be returned daily from the banks, examined and monthly reconciliations made of the cash book with the bank pass book. It is recommended that the Director of Finance or the Principal Assistant designated to act in his absence, be authorised to sign all cheques without other signature.

6. AUDIT OF LOCAL AUTHORITIES ACCOUNTS

The Director of Finance to report that the Local Government Act 1972, makes extensive changes in the law relating to the audit of Local authorities accounts. From the 1st April 1974 compulsory district audit for certain authorities and certain accounts no longer applies and the district auditor's powers of disallowance and surcharge are removed. Except for the parish and community councils, where the decision is made by the district council, every local authority and joint committee of local authorities is free to determine whether their accounts shall be audited by the district auditor or by an auditor appointed by the Council and approved by the Secretary of State. In most respects the duties and powers of approved and district auditors are the same, but a few quasi-judicial powers are reserved to the district auditor only.

Type of Audit

All accounts of the local authority, including any parish and community council are to be audited by either the district auditor or an approved auditor.

County and district councils must decide by the 1st January 1974 whether district or approved audit is to apply to their accounts, and district councils must also decide by the 1st January 1974 the audit to apply to the parish and community councils in their district.

An authority may appoint different auditors for different accounts.

General Duties of Auditors

The auditor shall satisfy himself, by examination of the accounts and otherwise, that:-

- (a) the accounts comply with statutory requirements, and
- (b) proper accounting practices have been followed;

and he has a duty to consider whether, in the public interest, he should make report on any matters arising from his audit for consideration of the body concerned or to be brought to the attention of the public.

Auditors Right of Access to Documents

An auditor has the right of access at all times to such documents relating to the accounts as he thinks necessary and is entitled to such information or explanation he may require from any officer of the body concerned or any other person holding or accountable for relevant documents. He may require the personal attendance of such persons.

The authority concerned is to provide the auditor with all reasonable facilities and information for his audit.

Public Inspection of Accounts and the Right of Challenge

At each audit any persons interested may inspect the accounts to be audited and any related documents, and may make copies of them.

A local government elector for the area, or his representative may question the auditor about the accounts.

If the audit is conducted by a district auditor, the elector or his representative may attend before the auditor and make objections to the accounts.

Where the audit is conducted by an approved auditor, an elector wishing to object to the accounts may request the Secretary of State to direct an extraordinary audit by the District Auditor.

Auditors Report

Within 14 days of completion of the audit, the auditor must send any report of his to the authority and send a copy to the Secretary of State. The authority are required to consider the report as soon as practicable.

A copy of any report must accompany the agenda for the meeting at which it is to be considered, and the agenda and report must be made available to the press.

Powers of District Auditor and the Court

A district auditor may apply to the court for a declaration that any item of account is contrary to law, except where it is sanctioned by the Secretary of State.

The Court may make or refuse to make the requested declaration; if it decides to do so, it may also (a) order the persons responsible to repay; (b) if the expenditure exceeds £2,000 and the person responsible is a member of the local authority, order disqualification for a specified period and (c) order rectification of the accounts.

(The powers of disallowance and surcharge, formerly available to the District Auditor, disappear and it is for the courts to decide whether an item is contrary to law and whether repayment should be made. Disqualification of members, which was automatic under the 1933 Act for surcharged members except where small amounts were involved, is now at the discretion of the Court).

The Court shall not order repayment nor disqualification if it is satisfied that the persons responsible acted reasonably or in the belief that the expenditure was lawful, and in any other case shall have regard to all the circumstances, including the persons means and ability to repay.

Duty of Approved Auditor in Case of Illegality, etc.

If an approved auditor has reasonable grounds for believing that (a) an item of account is contrary to law; or (b) any person has failed to bring a sum into account; or (c) there is a loss or deficiency due to wilful misconduct, he must report to the Secretary of State who will decide whether to hold an extraordinary district audit.

General

The Council must determine whether the whole or part of the accounts of the District Council and the Parish Councils in the District will be audited by the district auditor or an approved auditor.

District auditors are appointed by the Secretary of State. They are a specialist body having a wide knowledge of all facets of local government finance and the management techniques employed within local authorities.

Approved auditors are appointed by the local authority subject to the approval of the Secretary of State. The local authority must consider the qualifications, staffing and experience of any persons seeking an appointment as approved auditor and guide lines have been suggested to local authorities for this purpose - Circular 94/1973.

The audit of the accounts of the Rayleigh U.D.C., Rochford R.D.C. and the Parish Councils within the Rural District are conducted at present by the district auditor.

In view of the specialist nature of the work to be undertaken, past experience of their work with the present authorities and the advantages of maintaining continuity in auditors it is recommended that

1. The accounts of the Rochford District Council be audited by the District Auditor.
2. The accounts of all the Parish Councils in the district be audited by the District Auditor.
3. The Director of Finance inform the Parish Councils of the decisions taken.

7. LOCAL AUTHORITY BONDS

The Director of Finance to report that both Rayleigh U.D.C. and Rochford R.D.C. issue mortgages under the provisions of Section 196 of the Local Government Act 1933 to local people and organisations who wish to invest their money with the Council. For amounts under £3,000 for Rochford and £250 for Rayleigh loans are arranged but instead of a Mortgage Deed being prepared a Deposit Receipt is issued unless a mortgage is specifically asked for by the lender, although this practice is not completely satisfactory.

Powers were given to Local Authorities by Section 7 of the Local Government (Financial Provisions) Act 1963 to issue local bonds. (From April 1974 the power to issue bonds will be given by Section 172 of the Local Government Act 1972). Many local authorities have taken advantage of these powers and issue local bonds instead of mortgages. The main advantage which the bond has over the mortgage is in the administration of the issue, renewal and amendment of the documents.

In both authorities mortgages are prepared in the Clerk's Department in accordance with information supplied by the Treasurer. They have to be signed personally by the Clerk and the Chairman of the Council and sealed with the Council's seal. The time from receipt of money to despatch of the deed is usually in excess of two weeks.

A Local Bond can be preprinted and numbered, individual details being typed in at time of issue. A facsimile signature of the Registrar can be used. For cash payments the bond can be handed over the counter and for postal payments can be despatched as soon as a cheque is cleared by the bank.

The life of a bond is variable with a minimum period of one year. Local authorities are free to decide their own minimum and maximum limits for individual bonds. There is no statutory limit as to the total amount of bonds which may be issued.

Detailed provisions as to the issue of bonds are contained in the Local Authority Bond Regulations 1964. A resolution of the Council is necessary before bonds may be issued but power to negotiate terms from time to time can be delegated to an Officer.

In view of the administrative advantages of the bond over the mortgage it is recommended:-

1. That the Rochford District Council issue Local Bonds under the powers contained in Section 172 of the Local Government Act 1972.
2. That the Director of Finance be appointed Registrar for the issue of Local Bonds.
3. That the Director of Finance be authorised to issue such Local Bonds as considered necessary to determine the price, rate of interest and period until redemption of the bonds and to take any further necessary steps incidental to such issues.

8. REPAYMENT OF LOANS POOL ADVANCES

The Director of Finance to report that

1. Two main methods are used to calculate the repayments of advances made to borrowing accounts by a loans pool, namely:-
 - (a) equal instalments of principal.
 - (b) annuity instalments of principal - the instalment repaid being equivalent to the principal element of an annuity calculated at a sinking fund rate periodically prescribed by the Secretary of State, being at present a maximum of 5%.
2. The equal instalment method is simple to operate and although it appears to be cheaper than the annuity method in times of inflation the reverse may be true. The annuity method, when interest is taken into consideration, tends to produce a more even annual charge than the instalment method, which results in high loan charges in the early years gradually decreasing as the loan is repaid.
3. The maximum periods over which advances from a loans pool may, at present, be repaid by borrowing accounts is set out for various categories of capital expenditure in Department of Environment Circular 2/70. These vary from 60 years for housing works and the purchase of land to 10 years for vehicles and office machinery.
4. Rochford R.D.C. use the annuity instalment method of repayment, the sinking fund rate used being $3\frac{1}{2}\%$; repayment periods are based on a maximum of 30 years. However, under the Housing Finance Act 1972 any increase in loan charges due to repayment periods being spread over less than the maxima allowable are not reckonable for grant purposes and are chargeable to the Rate Fund.
5. Rayleigh U.D.C, make repayments to the loans pool by equal instalments of principal, utilizing the maximum repayment periods allowed.
6. Annual repayments on a loan of £10,000 using varying repayment methods and periods are shown over, interest being assumed at 7% p.a.:-

Repayment period	Sinking Fund Rate						
	Equal Instalment		3 $\frac{1}{2}$ %		5%		
	30yrs.	60yrs.	30yrs.	60yrs.	30yrs.	60yrs.	
Repayment in year:	1	1033	867	894	751	851	728
	10	823	762	823	731	817	722
	20	590	645	715	703	758	710
	30	357	528	562	663	664	692
	40	-	412	-	607	-	665
	50	-	295	-	526	-	615
	60	-	178	-	413	-	535

7. As the annuity method of repayment of principal using the maximum sinking fund rate allowable results in decreased revenue charges in the early years of repayment, because in times of inflation it is desirable to delay repayment of large amounts until the latter years of an advance, and in order that all housing debt charges may be reckonable for grant purposes, it is recommended that:-

- (a) Repayment of principal by borrowing accounts to the loans pool be on the annual annuity basis using a sinking fund rate of 5%.
- (b) Repayments to the loans pool be made over the maximum periods prescribed.

9. GRANTS TO OUTSIDE BODIES

The Director of Finance to report:-

Local Authorities are authorised by various statutes to make grants to voluntary organisations for specific purposes. A grant may also be made after 1st April 1974 under Section 137 of the Local Government Act 1972 for purposes not specifically authorised. This section allows the expenditure of the product of a 2p rate for any purpose which is in the interest of the area or its inhabitants.

Rochford R.D.C. on making a grant reserve the right to examine the accounts of the body concerned to ensure that the monies have been spent upon the purpose for which they were given. Grants are given based on the individual merits of each organisation and after reference to the previous twelve months' accounts.

Rayleigh U.D.C. give grants based on individual merits, the Treasurer deciding if the accounts of the body are required for examination.

The following grants and contributions were made in 1972/73 in addition to estimates for 1973/74.

Actual
Expenditure
1972/73

Estimated
Expenditure
1973/74

£

£

ROCHFORD R.D.C.

Rochford O.P.W. -

Meals-on-Wheels -

General

1,700

2,200

Hockley

100

100

Other

900

1,014

Rochford Hundred R.F.C.

1,425

75

£4,125

£3,389

Grants made under Section 6
Local Government (F.P.) Act
1963 (which is the equivalent
of Section 137 Local Government
Act 1972:-

Rochford O.P.W.

530

526

Rochford C.A.B.

100

175

Rochford Sports Council

150

150

Southend & District

Riding Club for Disabled

-

50

£780

£901

AUTHORITY TOTAL -

£4,905

£4,290

RAYLEIGH U.D.C.

Books on Wheels

7

47

Catholic Marriage Advisory
Council

10

10

Citizens Advice Bureau

100

300

Council for the Preservation
of Rural England

5

5

Edward Francis School P.A. -

Swimming Pool

-

450

Help the Aged

25

25

Keep Britain Tidy

15

15

Meals on Wheels

1,415

1,480

N.S.P.C.C.

5

5

O.A.P. Day Centre -

Maintenance

200

200

Minibus - running cost

100

100

Rayleigh Choral Society

-

25

Rayleigh Civil Engineering Group

-

50

Rayleigh & District Silver Band

50

50

Rayleigh Sports Council

100

100

Rayleigh Toc H

300

-

R.O.S.P.A.

25

25

Samaritans

10

-

S.E. Essex Branch Family

Planning Association

-

20

S.E. Essex Joint Sports Committee

-

2

Southend Marriage Guidance Council

10

10

AUTHORITY TOTAL -

£2,377

£2,919

GRAND TOTAL -

£7,282

£7,209

Essex County Council make a grant of 50% towards the net expenditure on Meals-on-Wheels for each authority.

The Committee should consider the general criteria to be applied in their consideration of financial support to voluntary organisations and the extent to which the Council should become involved.

10. RATE DISCOUNT

The Director of Finance to report that

1. Discount for the prompt payment of rates is allowed under the General Rate Act, 1967. Section 51 enables a rating authority to grant a discount to resident-occupiers of dwelling-houses and Section 54 to grant a discount to every person paying the net amount of rates before a specified date. In each case, the Council must specify the rate of discount (not to exceed 2½%) and the date by which payment must be made in order to qualify for discount.
2. Rochford R.D.C. has, since April 1st 1967, granted under Section 54, a 2½% discount for rates paid in full before April 30th in each year. The results are shown below:-

	Rates due £	Rates paid by 30/4 £	%	Discount Allowed £
1966/67	763,952	16,267	2	-
1967/68	837,327	233,914	28	4,073
1968/69	889,688	319,967	36	6,055
1969/70	958,007	327,838	34	6,384
1970/71	1,020,958	327,185	32	6,859
1971/72	1,159,857	347,232	30	6,303
1972/73	1,195,293	420,406	35	8,292
1973/74	1,453,665	333,404	23	7,388

The 1973/74 figures are the result of an increased number of ratepayers paying by instalments, which is thought to be due to individual increases on revaluation above the national average; and to non-payment of rates pending appeals against assessments.

3. Rayleigh U.D.C. do not grant discount.
4. The cost of discount is offset by the saving made through decreased borrowing necessary on receipt of substantial rate monies and the saving in costs of collection of those ratepayers adopting this method of payment. The break-even point regarding interest rates is approximately 7%-7½% per annum.
5. Rate income is effectively reduced by the granting of discount and it therefore becomes necessary to levy a rate slightly in excess of that normally required. Discount granted in 1973/74 represents a rate of only 0.15p. This results in an increased rate burden on those ratepayers not able to qualify for discount, for example the low-paid and pensioners. In addition, Council house tenants who pay rates with rent cannot qualify for discount. If discount is not granted, however, borrowing at high rates of interest could increase the rate requirement above that provided for the claiming of discount.

6. As the granting of discount by Rochford R.D.C. has been well-supported by the ratepayers with subsequent savings in administration, decreased interest charges, the current climate of inflation and the high rate policy now being followed by Central Govt., it is recommended that the Council grant discount under Section 54 of the General Rate Act 1967 to all ratepayers paying the total net amount of rates due by April 30th in each year, the rate of discount to be 2½% per annum.

11. RATE RELIEF FOR CHARITABLE AND OTHER ORGANISATIONS

The Director of Finance to report:-

Local authorities are required and empowered to grant relief from rates to charities and other organisations under Section 40 of the General Rate Act 1967.

Such relief may be of two kinds:-

1. Mandatory Relief of 50% under Section 40 (1) to
 - (a) hereditaments occupied by charities and wholly or mainly used for charitable purposes.
 - (b) Hereditaments held upon trust for use as almshouses.
2. Discretionary relief under Section 40 (5) to
 - (a) any hereditament covered by 1 (a) or 1 (b) above.
 - (b) any other hereditament occupied for the purposes of an institution or organisation not established or conducted for profit, whose main objects are charitable or otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts.
 - (c) any other hereditament occupied by a club, society or other organisation not established or conducted for profit and wholly or mainly used for the purposes of recreation.

Mandatory Relief

As set out above, two conditions must be satisfied before mandatory relief of 50% may be granted to a charity:-

1. The hereditament must be occupied by the charity or trustees of the charity, and
2. It must be wholly or mainly used for charitable purposes.

Inclusion in the register established under Section (4) of the Charities Act 1960, in conclusive evidence that the organisation is a charity.

Entitlement arises where notice is given to the rating authority in writing and it operates only from the commencement of the rate period in which given. It will terminate on a change of use or occupation.

Discretionary Relief

Rating authorities have the power to reduce or remit (in full) the rates charged in respect of:-

- (i) hereditaments entitled to mandatory relief.

- (ii) hereditaments occupied for the purpose of institutions or other organisations not established or conducted for profit whose main objects are charitable etc.
- (iii) hereditaments occupied for the purposes of clubs, societies etc. not established or conducted for profit and wholly or mainly used for purposes of recreation.

By Section 40(6) discretionary relief may be granted:-

- (i) for the year in which granted or for the following year;
- (ii) for a specific period not exceeding five years, beginning not earlier than the year in which made and not less than 24 months later;
- (iii) for an indefinite period beginning not earlier than the year in which made, subject to at least 12 months notice by the Rating Authority to terminate or to modify the reduction or remission as from the end of the year specified in the notice.

A list of charities and organisations currently receiving relief from rates under Section 40 of the General Rate Act 1967 is appended. In all cases the relief has been granted by the existing Councils for an indefinite period. The Director of Finance is satisfied that the organisations are all eligible for relief and it is recommended that such relief be continued and the matter be reviewed when considered necessary.

12. INSURANCES

The Director of Finance to report:-

The Joint Committee accepted in principle the proposal of the Municipal Mutual Insurance Co. Ltd., covering the Statutory Joint Committee, the New District Council following their election in June, 1973 and the New Council as from 1st April, 1974 under the terms of the existing policies. The insurances to be based on the widest cover currently in force for each class of risk by any one of the constituent authorities. The position should now be considered and put on a permanent basis.

The attached schedule (for members of the sub-committee only) summarises the present cover of the two existing Councils. The wider cover in each type of policy will be implemented in respect of the new Council from 1st April 1974 unless amended prior to that date.

The insurances of the existing Councils have been put out to tender in recent years and both have been placed with Municipal Mutual Insurance Co. Ltd.,. They have entered into long term agreements, for which a discount is given, expiring in 1975-1982 for the Rayleigh U.D.C. and 1978 for Rochford R.D.C. Administratively it is convenient to have all policies expiring at a common date and benefits may accrue by placing all insurance risks with one company.

Because of the great deal of work required in inviting tenders for insurance, the fact that it has recently been carried out by both existing Councils and because of the existing long term agreements in force it is recommended that:-

1. The insurances of the Rochford District Council be placed with Municipal Mutual Insurance Co. Ltd., in accordance with the present long term agreements.
2. The Director of Finance be authorised to extend certain individual policies to attain a common renewal date.

3. The Director of Finance be responsible for all insurance matters relating to the Council and that he be authorised to take such action as is considered necessary.

13. RECOMMENDATIONS FROM THE JOINT COMMITTEE (See Minute 73/73)

The following recommendations from the Joint Committee stand referred to the Sub-Committee for consideration and report. The Director of Finance will be reporting as he considers appropriate. (Will Members please bring with them to the meeting the red book of Joint Committee Recommendations).

<u>Subject</u>	<u>Page</u>
Accountancy Systems	8-11
Capital Fund	23-27
Direct Debiting	33-37
Essex & Herts Provincial Council - Basis for levy	38
Payment of Invoices	89-93
Protective Clothing and Tools issue or allowances	94-97
Rate Estimates	100-104
Repairs and Renewals Fund	111-115
Stores Accounting	120-124
Transport and Plant Accounting	125-129

14. MEETINGS OF THE NEW COUNCIL AND ITS COMMITTEES (See Minute 78/73)

Members will recall that at the last meeting of Policy and Resources Committee it was agreed that each Committee should consider its own meeting place. In the report considered by the Policy and Resources Committee at its meeting on 28th August it was suggested that Council might wish to meet at Rayleigh, and Committees meet at Rochford. Council accepted the principle that it would meet at Rayleigh, but in at least one instance Committees may have differing views on the question of meetings at Rochford. The Committee is invited to consider meeting in the Council Chamber at Rochford.

15. DRAFT ESTABLISHMENT - FINANCE DEPARTMENT

The Director of Finance to report that the Chief Executive has laid down general criteria to be used in the compilation of draft establishments as follows:-

1. No post to be regraded without justification of increased responsibilities.
2. Where two comparable posts of the Rayleigh U.D.C. and Rochford R.D.C. are graded differently, it is no justification to apply the higher grade to both on purely comparability grounds. Far better to have the posts graded correctly with a postholder receiving a personal weighting.
3. The overall intention should be to contain the cost of the new establishments within the cost provisions of the two present authorities.
4. In the first instance, generally, posts should be graded the same as previously. Gradings to be reviewed, if necessary in say October/November 1973 after duties of the post have been assessed.

The draft establishment of the Finance Department, based on the above criteria, is submitted for consideration:

Post No	Name	Post	Salary Grade	Salary 1.4.74.
F 1	P. Kerman	Director of Finance	G0	5,712 EST
2		Principal Asst. (Accountancy)	PO1	3,846 EST
3		Principal Asst. (Income)	PO1	3,846 EST
4		Principal Asst. (Audit)	PO1	3,846 EST
5	R.J. Stanford	Senior Accountancy Asst.	SO1/2	3,165
6	W.J. Silvester	Accountancy Asst.	AP3/4	2,373
7	J. Beefield	Accountancy Asst.	AP2/3	2,235
8	A. Connew	Accountancy Asst.	AP2	1,926
9	Mrs.M. Marskell	Accountancy Asst.	AP2	1,926
10	B. Blake	Accountancy Asst.	AP1/2	1,692
11	I.M. Knott	Senior Accountancy Asst.	SO1/2	3,273
12	R. Lawson	Accountancy Asst.	AP3/4	2,454
13	M.J. Quinn	Accountancy Asst.	AP1/2	1,809
14	P.S. Colbear	Senior Rating Asst.	AP5	2,820
15	A.D. Duboux	Rating Asst.	AP4	2,535
16	H.E. Simper	Rating Asst.	AP2/3	2,040
17	Mrs.M.M.F. Rawlins.	Rating Asst.	AP2	1,809
18	Mrs.H.S. Reeve	Rating Asst.	AP2	1,926
19	W.S. Champney	Rating Inspector.	AP2	1,926
20	D.F. Smith-Hills	Rating Inspector.	AP2	1,749
21	M.D. Worship	Senior Income Asst.	AP4	2,454
22	B.R. Lees	Income Asst.	AP3	2,235
23	Miss.A.M.Proffitt	Income Asst.	AP2	1,926
24	Mrs. J. Benson	Income Asst.	G2	1,464
25	A.E. Leggett	Income Asst.	G2	1,644
26	Mrs.I.B. Fowles	Rebates Asst.	G2	1,333 P/T
27	Mrs.J.E. Pascoe	Rebates Asst.	G2	1,644
28	Miss S.M. Jones	Senior Machine Operator.	ScB	1,644
29	Miss M.K. Hall	Machine Operator.	ScA	1,416
30	Miss S.P. Savill	Machine Operator.	ScA	1,353
31	G.C. Curtis	Cashier.	AP2	1,926
32	A.J. Franklin	Cashier.	AP2	1,926
33	M.J. Hall	Asst. Cashier.	AP1	1,644
34	F.R. Killworth	Asst. Cashier.	AP1	1,644
35		Senior Audit Assistant.	SO1/2	2,820 EST
36	G.A.Whyte	Audit Assistant.	AP4/5	2,535
37	C.W. Hill	Audit Assistant	AP2/3	1,869
38	H. Scattergood	Administration Asst.	AP3	2,235
39	P. Webb	Administration Asst.	G2	1,584
40		Administration Asst.	G2	1,464 EST
41	Miss S.Snuggs	Administration Asst.	G1	1,464
42	Mrs.I.W. Frampton	Secretary.	G1/2	1,584
				<u>£92,716 EST</u>

The total salary provision for the permanent posts in the Treasurer's Departments of the Rayleigh U.D.C. and the Rochford R.D.C. when costed at 1st April 1974, amount to £93,040. After allowing for adjustment re-transfer of staff e.g. shorthand typists within departments, the net increase in the cost of the Finance Department of the Council is estimated at £242 per annum.

Following procedures already reported to Council, the draft establishment will be considered by the Staff Side Representatives and the Joint Staff Committee, the outcome of the meeting being reported verbally to the Committee.

All permanent Officers of the present Treasurers' Departments have been allocated a post within the draft establishment except for Mr. B.A.E. Payne, Deputy Treasurer, Rayleigh U.D.C. and Mr.K.H.G. Prichard, Deputy Treasurer, Rochford R.D.C. Members may feel that such senior officers merit a personal interview, when they would have an opportunity of addressing the Committee directly. There are three principal assistant posts recommended in the draft establishment which the two officers mentioned above may well qualify for appointment. If the Council feel unable to fill a post without considering other candidates in addition to those from within the recruitment areas, it is open to them to advertise nationally provided that they first obtain the agreement of the Staff Commission. Agreement will be given where the local authority are able to satisfy the Commission that they have fully considered the applicants from within the recruitment area. Members are advised that the most equitable method of making such appointments and satisfying the criteria laid down by the Staff Commission would be to advertise all three principal posts and the Senior Audit Assistant post within the recruitment area i.e. the present Rayleigh U.D.C. and Rochford R.D.C. Suitable arrangements for interview can then be made.

The Committee are advised that the draft establishments of the other departments should be considered before a final decision is made and it is recommended that:-

1. the draft establishment of the Finance Department be provisionally approved pending submission of the draft establishment of the other departments of the Council.
2. Applications be requested from the staffs of the present Rayleigh U.D.C. and Rochford R.D.C. for the three principal assistants and the senior audit assistant post in the Finance Department.

16. LEAVE OF ABSENCE FOR STUDY FOR PROFESSIONAL QUALIFICATION -
Mr. E. NIAL.

The Chief Executive reports that Mr. E. Nial, Engineering Assistant, has applied for permission to attend a full-time course at the North East London Polytechnic to enable him to study for a B.Sc. degree in civil engineering. This would entail Mr. Nial's absence from October, 1973 until June, 1974 with a one month break at Christmas and at Easter. There would also be a second period of absence from October, 1975 until June, 1976 again with breaks at Christmas and Easter.

The course entails a total of 14 months absence during which Mr. Nial has asked if the Council would consider paying him a reduced salary within the Trainee Grade, of £1,416 per annum, and his normal salary during the time that he is not attending the course.

I have discussed this matter with the Directors but we feel that as this entails an absence during the early months of the new Authority's life, a time in which all staff will be working at considerable pressure, it would not be in the Council's interests or fair to the other members of the staff to grant leave of absence for any length of time to any particular member of the staff. It is with regret, therefore that I recommend that the application of Mr. Nial be not granted at the present time.

PERTINENT BUSINESS

"To receive such pertinent business of which written notice has been given to the Director of Administration by not less than 24 hours before the commencement of the meeting in order that the Chairman can decide whether such business shall be considered at the meeting or the next following appropriate meeting".

GENERAL RATE ACT 1967 - SECTION 40(1) MANDATORY

APPENDIX 1A

Ref No.	Charity or Organisation	Hereditament	Current Allowance				Remarks
			R.V.	Annual Rate	Percentage	Relief Granted	
			4	£ 5	6	£ 7	8
1	Church Commissioners	The Rectory, Ashington	280	61.74	50	30.87	
2	"	The Vicarage, Little Wakering.	147	42.92	50	21.46	
3	"	The Vicarage, Canewdon	405	121.90	50	60.95	£9.15 Domestic relief
4	"	The Rectory, Foulness Island	101	29.39	50	14.69	
5	"	The Vicarage, Great Wakering	136	39.44	50	19.72	
6	The Salvation Army	5, Exhibition Lane, Great Wakering	75	21.75	50	10.87	
7	Brentwood Diocese Trust (R.C.)	Priests House, 109, Ashington Road, Hawkwell.	306	89.96	50	44.98	
8	Church Commissioners	The Rectory, Ironwell Lane, Hawkwell.	194	57.03	50	28.51	
9	"	2 Hillcrest Road, Hockley	262	75.19	50	37.59	
10	"	The Vicarage, Church Road, Hockley	152	43.62	50	21.81	
11	United Reformed Church	39 Mount Crescent, Hockley	254	72.89	50	36.44	
12	Church Commissioners	The Rectory, Hall Road, Rochford	110	31.57	50	15.78	
13	"	The Rectory, Stamburidge	426	121.83	50	60.91	£3.35 Domestic Relief
14	"	The Rectory, Sutton	363	104.18	50	52.09	£2.42 Domestic Relief
15	Rochford Congregational	The Manse, 61 Ashington Road, Hawkwell	376	110.54	50	55.27	
16	Methodist Church Circuit	48 Main Road, Hockley	294	84.37	50	42.18	
17	Hockley & Hurlbridge Church Council	102, Ferry Road, Hurlbridge	238	69.73	50	34.86	
18	United Reformed Church	The Manse, Chapel Lane,					

GENERAL RATE ACT 1967 - SECTION 40 (1) MANDATORY

Ref No.	Charity or Organisation	Hereditament	Current Allowance				Relief Granted	Remarks
			R.V.	Annual Rate	Percentage			
1	2	3	4	5	6	7	8	
19	Hawkwell Baptist Church	15 Rectory Road, Hawkwell	359	105.54	50	52.77		
20	Ashington & East Hawkwell Memorial Hall	Hall, Ashington Road, Ashington	722	255.58	50	127.79		
21	Barling & Little Wakering W.I.	Hall, Little Wakering Road, Barling	122	42.94	50	21.47		
22	Canewdon Village Hall Committee	Hall, Lambourne Hall Road, Canewdon	45	16.24	50	8.12		
23	Canewdon Education Foundation	3 Rest Cottages, Lambourne Hall Road, Canewdon	87	26.18	50	13.09		
24	"	4 Rest Cottages, Lambourne Hall Road, Canewdon	110	35.11	50	16.55		
25	S.E. Essex Div. Scout Council	Belchamps Camp, Holyoak Lane, Hawkwell	588	208.15	50	104.07		
26	Hawkwell Scout Group	Hut, Ironwell Lane, Hawkwell	23	8.14	50	4.07		
27	Hawkwell Village Hall Fund	Hall, Main Road, Hawkwell	513	181.60	50	90.80		
28	Rayleigh Div. Girl Guides	Camp, Bullwood Approach Hockley	246	85.36	50	42.68		
29	Hockley Public Hall Committee	Hall, Bullwood Road Hockley	226	78.42	50	39.21		
30	Hockley/Hawkwell O.P. Welfare Council	Hut, Southend Road, Hockley	114	39.55	50	19.77		
31	"	Garage, Southend Road, Hockley	16	5.55	50	2.77		

* Section 40 (5) Relief also granted

GENERAL RATE ACT 1967 - SECTION 40 (1) MANDATORY

Ref No.	Charity or Organisation	Hereditament	Current Allowance				Remarks
			R. V.	Annual Rate £	Percentage	Relief Granted £	
1	2	3	4	5	6	7	8
32	Hullbridge Community Association	Village Hall, Ferry Road, Hullbridge	380	134.14	50	67.07	
33	1st Hullbridge Scout Group	Hall, Thorpedene Avenue, Hullbridge	86	30.35	50	15.17	
34	Rochford British Legion	Hall, East Street, Rochford	388	134.63	50	67.31	
35	4th Rochford Scout Group	Scout Hall, Church Walk, Rochford	126	43.72	50	21.86	
36	Rochford Womens Institute	Hall, West Street, Rochford	430	149.21	50	74.60	
37	Rochford Charities	Alms Houses, 100 West Street Rochford	87	24.96	50	12.48	
38	"	Alms Houses, 98 West Street Rochford	98	28.12	50	14.06	
39	"	Alms Houses, 96 West Street Rochford	98	28.12	50	14.06	
40	"	Alms Houses, 94 West Street Rochford	98	28.12	50	14.06	
41	"	Alms Houses, 92 West Street Rochford	98	28.12	50	14.06	
42	"	Alms Houses, 90 West Street Rochford	92	26.40	50	13.20	
43	Stambridge Parochial Church Council	Hall, Stambridge Road, Stambridge	69	23.87	50	11.93	
44	R.A.F. Benevolent Fund	191, Lower Road, Hullbridge	254	74.42	50	37.21	
45	Hanover Housing Asscn.	17, Barrington Close, Rayleigh	174	59.16	50	29.58	
46	W.V. Services	21, Bellingham Lane, Rayleigh	194	77.60	50	38.80	

* Section 40 (5)
Relief also granted

GENERAL RATE ACT 1967 - SECTION 40 (1) MANDATORY

Ref No.	Charity or Organisation	Hereditament	Current Allowance				Remarks
			R.V.	Annual Rate £	Percentage	Relief Granted £	
1	2	3	4	5	6	7	8
47	Church Commissioners	The Rectory, Church Road, Rawreth	178	60.52	50	30.26	
48	Rayleigh Congregational Church	91, Daws Heath Road, Rayleigh	318	108.12	50	54.06	
49	Salvation Army	Manse, 62 Castle Road, Rayleigh	206	70.04	50	35.02	
50	Elim Pentecostal Church	Manse, 76 Eastwood Road, Rayleigh	302	102.68	50	51.34	
51	Methodist Church	Manse, 4 High Road, Rayleigh	409	139.06	50	69.53	
52	Rev. G.W. Hatch	Rectory, Hockley Road, Rayleigh	359	122.06	50	61.03	
53	Mr. J. Darlison	Scout Hall, Love Lane, Rayleigh	98	39.20	50	19.60	
54	Mr. F.C. Seaman	Scout Hall, Kenilworth Gdns, Rayleigh	82	32.80	50	16.40	
55	C of E Pensions Board	17, Leslie Road, Rayleigh	238	80.92	50	40.46	
56	Convent Lady of Ransom	Caretakers House, 19 Lt. Wheatleys Chase, Rayleigh	330	132.00	50	66.00	
57	Convent Lady of Ransen	Convent, Lt. Wheatleys Chase, Rayleigh	1076	430.40	50	215.20	
58	Rev. G.A. Dorracott	Presbytery, 50 London Hill, Rayleigh	613	208.42	50	104.21	
59	Methodist Ministers Housing Society	37, Louis Drive, Rayleigh	262	89.08	50	44.54	

GENERAL RATE ACT 1967 - SECTION 40 (1) MANDATORY

Ref: No.	Charity or Organisation	Hereditament	Current Allowance				Remarks
			R. V.	Annual Rate £	Percentage	Relief Granted £	
1	2	3	4	5	6	7	8
60	Rev. P. E. R. Hall	St. Michaels, Sir Walter Raleigh Drive, Rayleigh	372	126.48	50	63.24	
61	Brentwood Diocese Trust	R. C. Primary School, Lt. Wheatleys Chase, Rayleigh	6638	2655.20	50	1327.60	
62	Field Lane Institution	Eastwood Lodge, Rayleigh Avenue, Rayleigh	2472	988.80	50	494.40	

GENERAL RATE ACT 1967 - SECTION 40(5) DISCRETIONARY

Ref. No.	Charity or Organisation	Hereditament	Current Allowance				Relief Granted	Remarks
			R. V.	Annual Rate	Percentage	£		
1	2	3	4	5	6	7	8	
63	S.E. Essex Fresh Water Assoc.	Fishing Rights, Canewdon Wick, Canewdon.	100	36.10	50	18.05		
64	S.E. Essex Fresh Water Angling Society	Fishing Rights, Lambourne Hall, Canewdon.	200	72.20	50	36.10		
65	War Memorial Hall Cttee.	War Mem. Hall, High Street Great Wakering	86	30.10	50	15.05		
66	Hockley Bowling Club	Bowling Green, Highams Road, Hockley	150	52.05	50	26.02		
67	Rochford Horticultural Society	Trading Hut, Rocheway, Rochford	16	5.55	50	2.77		
68	Rochford Bowls Club	Pavillion & Bowling Green, Stamburidge Road, Rochford	150	52.05	50	26.02		
69	Rochford Sports Club	Pavillion & Tennis Court, Church Walk, Rochford	160	55.52	50	27.76		
70	S.E. Essex Div. Scout Council.	Belchamps Camp, Hawkwell	588	208.15	25	52.05		
71	Hockley & Hawkwell O.F. Welfare Council.	Hut, Southend Road, Hockley	114	39.55	50	19.78		
72	"	Garage, Southend Road, Hockley	16	5.55	50	2.78		
73	W.V. Services	21, Bellingham Lane, Rayleigh	194	77.60	50	38.80		
74	B.L. Bowls Club	Bowls Club, Lt. Wakering Road.	78	27.45	50	13.72		
75	F.D. Todman Rayleigh Ladies Club	Store, 115 Hockley Road, Rayleigh.	54	21.60	50	10.80		
76	Rayleigh Amateur Operatic & Dramatic Soc.	Store, Rayleigh Market, Rayleigh	134	53.60	50	26.80		
77	Old Peoples Welfare Assm.	Day Centre, Castle Road, Rayleigh.	638	255.20	100	255.20		

* Section 40 (1) Relief also granted.

ROCHFORD DISTRICT COUNCIL

MINUTES AND REPORT OF THE RECREATION AND AMENITIES COMMITTEE

At a Meeting held on 25th September, 1973. Present: Councillors N.A. Grove (Chairman), G.C. Oldbury (Vice-Chairman), E.H. Adcock, S.W. Barnard, J.H. Carter, M.P. Cowen, Mrs. E.M. Frank, L.H. Fudge, M.L. Kennaugh, C.R. Morgan, R.W.C. Offwood, C. Stephenson, J.R. Warner.

Visiting: Councillors Mrs. F.E. Clayton, Mrs. M.T. Madden and C.D. Bright.

MINUTES

111. Resolved that the Minutes of the Special Meeting of the Committee held on 25th July, 1973 be taken as read, confirmed and signed by the Chairman.

NON-MEMBERS ATTENDING

112. The Chairman reported that Councillors Mrs. F.E. Clayton, Mrs M.T. Madden and C.D. Bright were attending to view the proceedings of the Committee.

TERMS OF REFERENCE AND DELEGATION OF POWERS.

113. RECOMMENDED: (1) that the Terms of Reference and Delegation of Powers of the Committee be as follows, and the Policy and Resources Committee be advised accordingly:-
1. The care, maintenance and development of recreational and sports facilities, pleasure grounds, Commons and Open Spaces.
 2. The management and control of the moorings at Hullbridge.
 3. The hiring and letting of sports pitches.
 4. The provision of centres for public, social and recreational purposes.
 5. Official Ceremonies, Entertainments and Exhibitions, saving the rights of the Chairman of the Council.
 6. All matters connected with Tourism.
 7. The care, control, management, maintenance and development of museum and other public facilities.
 8. The control and letting of allotments within the Council's jurisdiction.
- (2) That the commissioning of all public relations arrangements except routine advertisements affecting the work of the Committee should be carried out by the Policy and Resources Committee.
- (3) Delegation of Powers:-
1. The hire and letting of sports pitches and the use of the Councils Pleasure Grounds and Open Spaces for local functions.

25th September, 1973.

Minutes

2. The hire and letting of all the Council's public buildings.
3. The control and letting of allotments within the Council's jurisdiction.

(4) That the question of co-options to the Committee of representatives of allotment holders be deferred for the time being.

114. RECOMMENDATIONS FROM THE JOINT COMMITTEE (See Minute 73/73).

Consideration was given to the single recommendation referred to this Committee from the Joint Committee on the subject of grants towards sports and recreational facilities including Village Halls at page 39 of the Joint Committee's report. The Committee heard the Director of Finance on representations to be made to the County Council concerning grants which that Council makes for these purposes, the cost of which is of necessity met out of the County Rate.

RECOMMENDED: that the recommendation of the Joint Committee on the subject of grants towards sports recreational facilities including Village Halls, be adopted.

MEETINGS OF THE NEW COUNCIL AND ITS COMMITTEES (See Minute 78/73).

115. The Chief Executive reported as follows:-

"Members will recall that at the last meeting of the Policy and Resources Committee it was agreed that each Committee should consider its own meeting place. In the report considered by the Policy and Resources Committee at its meeting on 28th August it was suggested that Council might wish to meet at Rayleigh, and Committees meet at Rochford. Council accepted the principle that it would meet at Rayleigh, but in at least one instance Committees may have differing views on the question of meetings at Rochford. The Committee is invited to consider meeting in the Council Chamber at Rochford."

RECOMMENDED: that all meetings of the Recreation and Amenities Committee be held in the Council Chamber, Rochford.

OFFICIAL GUIDE DURING INITIAL PERIOD OF RE-ORGANISATION

116. The Chief Executive reported as follows:-

"As I read the Committee's terms of reference, responsibility for publicity by way of the Official Guide falls to this Committee. Both existing Council's have official guides prepared for them by the Home Publishing Company Limited. The work of producing a new District Guide is one of which would not be welcome at this time, and could most profitably wait until the District has been working for some little time.

As an interim proposal which could well be of considerable use to the District, the Home Publishing Company Limited have suggested the publication of an official Area Map and Information Guide based on the new District and issued as a special reorganisation issue, and for that purposes only. The Company would supply 2000 copies free as the production costs of that number would be covered by advertisement revenue. Further "run on" copies could be supplied at £80 a thousand, although a firm quote could be obtained later."

RECOMMENDED: that a commission for the publication of an Area Map and Guide be placed with the Home Publishing Company Limited, and subject to the availability of finance, an order for 5000 copies be placed, Council being responsible for the payment for the additional 3000 copies, all copies being distributed free to the public.

117.

RE-ORGANISATION OF LOCAL GOVERNMENT - IMPLICATIONS FOR LOCAL SPORTS ADVISORY COUNCILS

The Chief Executive reported on a letter received from the Chairman of the Standing Conference of Essex County Sports Associations, the effect of which was to make the following five requests:-

1. That initial assistance be given to enable your local Sports Council to adjust its scope and activities to the local authority's new geographical boundary; and in the formation of a joint steering committee where more than one Sports Council is already in existence within the boundary.
2. That an administrative grant be made annually to the local Sports Council so that it may properly carry out any responsibility that may be incumbent upon it; and that office facilities (premises, duplicating etc.) be made available to them free of charge by the District Council.
3. That the local Sports Council be given a seat in an advisory capacity, either as a co-opted member or written into the District Council's Standing Orders, and with or without a vote, on any Parks or Recreations Committee, existing or proposed.
4. That there should be prior consultation with the local Sports Council on proposals concerning statutory sports and recreational facilities, including standards of provision, local demand, and the joint usage of school premises where applicable.
5. That the local Sports Council should be invited to give an opinion on priorities for the allocation of all local authority grants to local sports clubs. This advisory service was formerly operated officially through the Essex Standing Conference in conjunction with the County Education Department and Essex Playing Fields Association, and thence via Eastern Sports Council to the Ministry responsible for grant-aid, up to June 30th 1972.

Members felt that several important points of principle were involved in the consideration of these requests, and Resolved to defer consideration of them until the next meeting.

MG
30TH OCTOBER 1973

ROCHFORD DISTRICT COUNCIL

Minutes and Report of the Housing Services Committee

At a Meeting held on 26th September, 1973. Present: Councillors J.R. Warner(Chairman), R. Blackburn, Mrs. F.E. Clayton, L.K. Cope, D.R. Fowler, L.H. Fudge, N.A. Grove, Miss E.M. Leggatt, Mrs. M.T. Madden, R.W.C. Offwood, I.W. Shields and W.J. Tracey.

Visiting: Councillors C.D. Bright, B.A. Crick and P.J. Stanton.

MINUTES

118. Resolved that the Minutes of the Special Meeting of the Committee held on 25th July, 1973 be taken as read, confirmed and signed by the Chairman.

NON-MEMBERS ATTENDING

119. The Chairman reported that Councillors C.D. Bright, B.A. Crick and P.J. Stanton were attending.

TERMS OF REFERENCE AND DELEGATION OF POWERS (See Minute 80/73).

120. RECOMMENDED that the terms of reference and delegation of powers of the Committee be as follows, and the Policy and Resources Committee be advised accordingly:-

Terms of Reference

1. The acquisition of land and/or property for housing purposes and the design and erection of the new Council dwellings.
2. The care, maintenance, management and improvement of the Council's housing accommodation.
3. The maintenance of the Housing Waiting List.
4. Guarantees under Section 45 of the Housing (Financial Provisions) Act, 1958.
5. Discretionary and Standard Improvements Grants.
6. Agricultural Housing Subsidies.
7. Advances to housing associations providing accommodation for letting.
8. House Purchase Loans to private persons and arrears of repayments.
9. Responsibility for all matters relating to slum clearance and unfit houses and for repairs to all properties not in the ownership of the Council.
10. The selection of tenants for vacant Council dwellings.

J.R. Warner
6. 12. 73
129

Delegation of Powers

1. The selection of tenants for vacant Council dwellings.
2. Consent under the Housing Tenancy Conditions to use a Council dwelling for the purpose of child minding, where the application relates to the reception of a number of children, which in addition to the existing children of the applicants, would result in more than six children being on the premises; and refusal of the application if considered to be appropriate.
3. The issue of notices to landlords and tenants under the Rent Act, 1957 concerning Certificates of Disrepair.
4. The institution of proceedings for the failure to comply with abatement notices.
5. Service of notices of procedure in respect of unfit houses under the Housing Act, 1957.
6. General Management of Council dwellings in accordance with the Council's policy.
7. To give all necessary approvals to and instructions for new Council housing development works between the time when the Council give general instructions for the preparation of a scheme and the time when the final scheme is ready for approval.

RECOMMENDATIONS FROM THE JOINT COMMITTEE (See Minute 73/73).

121. Consideration was given to the recommendations of the Local Government Re-organisation Joint Committee as referred to this Committee by the Policy and Resources Committee.

RECOMMENDED that the recommendations of the Joint Committee with regard to the undermentioned matters be adopted:-

<u>Subject</u>	<u>Page</u>
Housing Points Scheme	41-44
Housing Selection of tenants	45-50
Housing Tenancy Conditions	51-58
Housing Waiting List	59-65
Slum Clearance and Housing repairs	116-117

MEETINGS OF THE NEW COUNCIL AND ITS COMMITTEES (See Minute 78/73).

122. Consideration was given to the report of the Chief Executive.

RECOMMENDED that all meetings of the Housing Services Committee be held in the Council Chamber, Rochford.

J. W. Dawst.
6-12-73