

4 January 2016

Our Ref. CT Setting 13/1/16

Your ref:

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To: Members of the Council Tax Setting Committee

Councillors: T.W. Hone (Chairman), Tony Hunter, Ian Mantle, Mrs L.A. Needham and R.A.C. Thake.

(Substitutes: Councillors: Mrs A.G. Ashley, Sandra Lunn and Michael Weeks)

You are invited to attend a meeting of the

## **COUNCIL TAX SETTING COMMITTEE**

to be held in

**COMMITTEE ROOM 3  
COUNCIL OFFICES, GERNON ROAD,  
LETCHWORTH GARDEN CITY**

On

**WEDNESDAY, 13 JANUARY 2016**

at

**7.00p.m. \***

**[\* PLEASE NOTE START TIME OF MEETING]**

Yours sincerely,



David Miley - Democratic Services Manager

**AGENDA**  
**PART 1**

<b>ITEM</b>	<b>PAGE</b>
<b>1. ELECTION OF CHAIRMAN</b> In the absence of the Committee Chairman, to elect a Chairman for duration of the meeting.	
<b>2. APOLOGIES FOR ABSENCE</b>	-
<b>3. MINUTES</b> To take as read and approve as a true record the Minutes of the meeting of Council Tax Setting Committee held on 26 February 2015.	
<b>4. NOTIFICATION OF OTHER BUSINESS</b> Members should notify the Chairman of other business which they wish to be discussed by the Committee at the end of the business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency. The Chairman will decide whether the item(s) raised will be considered.	-
<b>5. CHAIRMAN'S ANNOUNCEMENT</b> Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest which requires they leave the room under Paragraph 7.4 of the Code of Conduct, can speak on the item, but must leave the room before the debate and vote.	-
<b>6. PUBLIC PARTICIPATION</b> To receive petitions, comments and questions from the public. At the time of preparing the agenda no requests to speak had been received. Any public participation received within the agreed time scale will be notified to Members as soon as is practicable.	
<b>7. COUNCIL TAX BASE 2016/17</b> REPORT OF THE HEAD OF REVENUES, BENEFITS AND INFORMATION TECHNOLOGY <i>To set the Council Tax Base for 2016/17.</i>	<b>1</b>
<b>8. NATIONAL NON-DOMESTIC RATE RETURN 1 – 2016/2017</b> REPORT OF THE HEAD OF REVENUES, BENEFITS AND INFORMATION TECHNOLOGY <i>To consider the National Non-Domestic Rate Return 1 for 2016/2017.</i>	<b>13</b>

**For the remainder of the Civic Year 2015-2016, the Council Tax Setting Committee will meet on the following date:**

**Monday, 29 February 2016**