

You are hereby summoned to attend the meeting of Haverhill Town Council to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 30th March 2004 commencing at 7.30 p.m. for the purpose of transacting the following business

CONSTITUTION: Town Mayor: Cllr. J Rudd
 Town Councillors: R Avallone, C Cullum, M Dane,
 S Fanning, E Goody, M Graham,
 G Kiernan, Maggie Lee, Mrs M Martin,
 T. Marks, L Robinson, L Samples,
 A Thomas, R Warwick, and N Whelan

AGENDA

1. **Apologies for Absence**

Please give any apologies to the office before the meeting.

2. **Declaration of Interests**

For Members to declare any interests they may have on items on the agenda.

3. **To confirm Minutes of Meeting held 27th January 2004**

4. **To deal with any urgent matters arising from the Minutes not covered by this agenda**

1. **David Bird, Emergency Planning Officer, St Edmundsbury Borough Council**

To discuss the Town Council's role in Emergency Planning

6. **Inspector Mark Jepson, Suffolk Police**

To discuss Policing issues in the Town

PUBLIC FORUM

7. Adoption of Committee Reports**Planning Committee**

To move the adoption of the minutes of the Planning Committee meetings held 10th February and 2nd March

Leisure & Arts Committee

To move the adoption of the minutes of the Leisure & Arts Committee meetings held 10th February and 9th March

Finance Committee

To move the adoption of the minutes of the Finance Committee meetings held 9th March and 16th March

8. Review of Council's Risks

To consider the recommendations from Finance Committee (see attached report).

9. Complaints Received

To note the following complaints received under the Town Council's complaints procedure:-

Date	Complainant	Nature of Complaint	Current Status
16 February 2004	Mabon Dane	Actions of Town Council in Relation to Defibrillator	Action deferred – the complaint was referred to the Health & Safety Executive by the complainant and therefore no review can be undertaken by the Town Council until the H&SE report is received.

10. Market Town Healthcheck

A report on progress and, if available, to discuss the Action Plan and identify the Town Council's role in implementation.

11. Standards Board Consultation

To comment on the Consultation Document regarding the Monitoring Officer in Respect of Local Investigations

12. To Vary Standing Order No. 2

To vary Standing Order No. 2 to read "in a year which is not an election year shall be held on the last but one Tuesday in May"

13. To Nominate Members to Represent the Council at the Parish Conference, 10th May 2004

To nominate Members to Represent the Council

14. To authorise payments.

To authorise the following cheque lists:-

Date	Items	Cheque No.s	Value
16.12.03	1-12	000586-000597	£8,101.10
06.01.04	1-12	000598-000609	£13,927.86
27.01.04	1-17	000610-000626	£5,084.90
10.02.04	1-6	000627-000632	£7,283.48
10.02.04	1-9	000633-000641	£11,470.78
16.03.04	1-25	000642-000666	£10,610.26

15. Precept 2004/2005

To formally move the drawing down of the precept

16. To receive urgent correspondence

17. To Agree the Transfer of the Town Hall Charity (No. 288092) to the Town Council in accord with the following Resolutions:

1. the Town Council confirms that it has received a satisfactory structural report for the Town Hall Arts Centre, in accordance with its resolution of 22nd December 2002;

2. the Town Council confirms the level of grant funding for 2004/5 has been agreed and is compatible with the Business Plan;

3. the Town Council will accept transfer to it of the trusteeship of the Town Hall Arts Centre from St Edmunds bury Borough Council, by means of a deed of appointment and retirement, to be executed by 1st April 2004 or as soon thereafter as may be achieved;

4. that delegated authority to execute on behalf of the Town Council any documents needed to effect the transfer be given to the Town Clerk

EXEMPT INFORMATION – Exclusion of Public Terms of Formal Resolution

Section 100(A) (4) of the Local Government Act 1972 the public and press be excluded from the remainder of the meeting on the grounds that the matters to be discussed will involve the likely disclosure of exempt information as defined in paragraphs 1 and 7 of Part 1 of Schedule 12 (A) of the Act.

18. Bevan House

Confidential papers attached.

19. Staffing Issues

To receive two reports from the Town Clerk. Report A is for information only.

20. Legal Proceedings Against Members of the Council

To receive a report from the Town Clerk, which is for information only.

21. Outcome of Town Council Referral of Councillor Dane to Standards Board

To note the outcome of the referral.

22. Temporary Town Clerk

To review the continued employment of a temporary Town Clerk

23. Closure



**Gordon Mussett
Town Clerk**

19 March 2004