

7. Adoption of Committee Reports

Planning Committee

To move the adoption of the minutes of the Planning Committee meeting held 7th June 2005

Leisure & Arts Committee

To move the adoption of the minutes of the Leisure & Arts Committee meeting held 14th June 2005

Finance Committee

To move the adoption of the minutes of the Finance Committee meeting held 21st June 2005

8. To Receive The Internal Auditors Notes on the 2004/2005 Accounts

The Council is required to receive, note, and action if required, the comments of the Internal Auditor on the accounts for 2004/2005.

9. To Sign Off The External Audit Form for the 2004/2005 Accounts

The Council is required to sign off the form for the External Auditor on the accounts for 2004/2005.

10. Investigate Potential Museum Opportunity

To agree the Town Council investigate the current potential for providing a museum facility in the town (see attached report).

11. Committee Quorum Numbers

To agree that Committee quorum numbers return to those originally contained in the terms of reference.

12. To Review Financial Regulations

To review Financial Regulations and agree changes if required.

13. To review Standing Orders

To review Standing Orders and agree changes if required.

14. To authorise payments.

To authorise the following cheque lists:-

Date	Cheque No.s	Value
12.05.05	001449-001490	£43,196.63
16.05.05	001491-001513	£10,325.55
24.05.05	001514-001533	£75,776.17
07.06.05	001534-001555	£32,639.57
14.06.05	001556-001579	£12,628.14

15. To receive urgent correspondence

16. Staffing Recharge to Hartseats Limited

To consider and agree a response to the letter from Hartseats Limited regarding staff recharges

17. Closure



**Gordon Mussett
Town Clerk**

DATE: 16 June 2005

To Investigate the Current Potential for a Museum Facility

The case for a larger museum has long been expounded by its supporters, and it featured as a possible outcome of the Market town Healthcheck Report. However the economic case for a museum has always weighed against it. Recent developments suggest that there may be an opportunity for the town to acquire a museum facility, and Member approval is sought to conduct more detailed work on a possible proposal.

This is an opportune time. The Borough Council is reviewing its Museums policy, and a suitable building, within the Masterplan area (and hence potential Borough Capital funding) has just come onto the market.

Initial informal discussions around the possibility have excited interest, and identified potential funding sources, but more work is required before a detailed proposal can be brought before Council. There will be an impact on the Council Tax but the exact figure is still unclear. However, depending on funding, the Town Council's contribution might require a Council Tax of at least £10 per Band D property per annum to finance the museum.

Approval is sought for further investigations to commence with a report back to the relevant Committees by 1st November 2005, in time for the 2006/7 budget setting process.

Hartseats Limited

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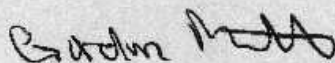
Dear Sir

Staff Recharge Costs

I refer to the costs of hiring staff from yourselves. The Directors are grateful for the recognition that, if payable by Haverhill Town Council, the costs of unsocial hours enhancement of pay will not be passed on to the Company. However the Directors are still aware that the basic rate of catering staff hired from the Town Council in 2004/5 was £6.23 per hour, compared to local rates for bar staff of circa £5.00.

The Directors are aware that the Town Council has received a significant increase in the Arts Centre Grant made by St Edmundsbury Borough Council to reflect the costs of introducing "single-status", and that for 2005/6 this sum will be in excess of £10,000. Given that this money reflects the costs due to increases in staff wages for those undertaking manual (as distinct to clerical) graded jobs, the Directors would like to make the case for a further rebate in the cost of staff hired from the Town Council, and believe that, allowing for NI and superannuation, based on contracted hours alone, this rebate should be £5,600 per annum.

Yours sincerely



Gordon Mussett
Company Secretary

Hartseats Limited is a company wholly owned by the Town Hall Charity (No. 288092)

Company Registration No. 5190630