

# THE ANNUAL MEETING OF HAVERHILL TOWN COUNCIL

You are hereby summoned to attend the meeting of Haverhill Town Council to be held in The Main Hall, Haverhill Arts Centre, High Street, Haverhill, on Tuesday 8<sup>th</sup> May 2007 commencing at 7.30 p.m., for the purpose of transacting the following business



## **AGENDA**

1. **Apologies for Absence**  
Please give any apologies to the office before the meeting.
2. **Declarations of Interests**  
For Members to declare any interests in matters on the agenda.
3. **Address by Out-going Mayor**  
The Out-going Mayor will give an address.
4. **Election of Town Mayor**  
To receive nominations for the position of Town Mayor and receive their declaration of Acceptance of Office.
5. **Vote of Thanks**  
To propose a vote of thanks to the outgoing Town Mayor.
6. **Election of Deputy Mayor**  
To receive nominations for the position of Deputy Town Mayor and receive their declaration of Acceptance of Office.
7. **Vote of Thanks**  
To propose a vote of thanks to the outgoing Deputy Town Mayor.
8. **Co-Option of Councillor**  
To agree the arrangement for co-option of a Councillor to represent the West Ward (see attached).

**9. Mayor's Allowance**

To agree the payment of the Mayor's Allowance in accordance with Section 15(5) of the Local Government Act 1972. The budget allowed for this to be £850.

**10. Outside Representatives**

To delegate authority to Committees to make appointments of representatives to outside bodies.

**11. Town Council Committees**

To confirm the allocation of Committee seats (attached).

**12. The Local Authorities (Model Code of Conduct) Order 2007**

To agree to adopt the new Model Code of Conduct (attached).

**13. To confirm Minutes of the Meeting held 27<sup>th</sup> March 2007**

**14. To deal with any urgent matters arising from the Minutes**

**15. To confirm the Clerk's re-appointment as Responsible Financial Officer.**

The Council is required to appoint a Responsible Financial Officer. This position is currently held by the Clerk.

**16. To confirm the appointment of Heelis & Lodge as Independent Internal Auditor**

The Council is required to appoint an Independent Internal Auditor. This position was previously held by Eric Cross who is retiring.

**17. To Resolve Not to Adjourn for a Public Forum**

In view of the fact that this meeting has been preceded by the Town Meeting it is recommended that no Public Forum be held tonight.

**18. Adoption of Committee Reports**

Planning Committee

To move the adoption of the minutes of the Planning Committee meeting held 3<sup>rd</sup> April

Community First Committee

To move the adoption of the minutes of the Community First Committee meetings held 17<sup>th</sup> April 2007

Personnel Committee

To move the adoption of the minutes of the Personnel Committee meeting held 10<sup>th</sup> April 2007

Finance Committee

To move the adoption of the minutes of the Finance Committee meeting held 24<sup>th</sup> April 2007

**19. Presentation of Grants.**

To present grant cheques to organisations supported by Haverhill Town Council's Grants Awards Scheme.

**20. To authorise payments.**

To authorise the following cheque lists:-

<b>Date</b>	<b>Cheque No.s</b>	<b>Value</b>
27.03.07	2950-2978	£20,868.09
27.03.07	2979	£300.00
10.04.07	2980-2983	£69,549.44

**21. To authorise urgent payments.**

**22. To receive urgent correspondence**

**23. Matters of report**

**24. Closure**



Town Clerk  
Gordon Mussett

19<sup>th</sup> April 2007

## **Co-option of Councillor for the West Ward**

As Members will be aware the West Ward was an uncontested election, with two nominations for three places. Consequently the Town Council must co-opt a Councillor to fill the vacancy. This must be done within 35 days of the election. As the next scheduled Full Council meeting is not until outside the thirty-five day period Members are recommended to co-opt a Councillor tonight.

## **Allocation of Committee Seats**

The following shows potential distribution of Committee seats amongst the three Parties with candidates standing for election. Scenarios 1-8 indicate possible allocations based on no third party candidate being elected, and Parties "A" and "B" are interchangeable between Conservative and Labour Parties (i.e. for a 6-10 split scenario 6 is applicable).

Scenarios 9-15 indicate possible allocations based on a third party candidate being elected. Again Parties "A" and "B" are interchangeable between Conservative and Labour Parties (i.e. for a 6-9-1 split scenario 14 is applicable).

The allocation presumes any co-opted Councillor will be representative of the majority party.

**Post Election Scenarios for Committee Places**

**Scenario 1**

Party	Election Result		Appeals	Committee				TOTAL		
				Arts & Leisure	Community First	Finance	Personnel			Planning
Party A	1	6.25%				1		1	2	5.13%
Party B	15	93.75%	5	8	8	4	5	7	37	94.87%
Green	0	0.00%							0	0.00%

**Scenario 2**

Party	Election Result		Appeals	Committee				TOTAL		
				Arts & Leisure	Community First	Finance	Personnel			Planning
Party A	2	12.50%		1	1	1	1	1	5	12.82%
Party B	14	87.50%	5	7	7	4	4	7	34	87.18%
Green	0	0.00%							0	0.00%

**Scenario 3**

Party	Election Result		Appeals	Committee				TOTAL		
				Arts & Leisure	Community First	Finance	Personnel			Planning
Party A	3	18.75%	1	2	1	1	1	1	7	18.42%
Party B	13	81.25%	4	6	6	4	4	7	31	81.58%
Green	0	0.00%							0	0.00%

**Scenario 4**

Party	Election Result		Appeals	Committee				TOTAL		
				Arts & Leisure	Community First	Finance	Personnel			Planning
Party A	4	25.00%	1	2	2	1	1	2	9	23.08%
Party B	12	75.00%	4	6	6	4	4	6	30	76.92%
Green	0	0.00%							0	0.00%

**Scenario 5**

Party	Election Result		Appeals	Committee				TOTAL		
				Arts & Leisure	Community First	Finance	Personnel			Planning
Party A	5	31.25%	2	2	2	2	2	2	12	30.77%
Party B	11	68.75%	3	6	6	3	3	6	27	69.23%
Green	0	0.00%							0	0.00%

**Scenario 6**

Party	Election Result		Appeals	Committee				TOTAL		
				Arts & Leisure	Community First	Finance	Personnel			Planning
Party A	6	37.50%	2	3	3	2	2	3	15	38.46%
Party B	10	62.50%	3	5	5	3	3	5	24	61.54%
Green	0	0.00%							0	0.00%

**Scenario 7**

Party	Election Result		Appeals	Committee				TOTAL		
				Arts & Leisure	Community First	Finance	Personnel			Planning
Party A	7	43.75%	2	3	3	2	2	4	16	41.03%
Party B	9	56.25%	3	5	5	3	3	4	23	58.97%
Green	0	0.00%							0	0.00%

**Scenario 8**

Party	Election Result		Appeals	Committee				TOTAL		
				Arts & Leisure	Community First	Finance	Personnel			Planning
Party A	8	50.00%	2	4	4	3	2	4	19	47.50%
Party B	8	50.00%	3	4	4	3	3	4	21	52.50%
Green	0	0.00%							0	0.00%

**Scenario 9**

Party	Election Result		Appeals	Arts & Leisure	Community First	Finance	Personnel	Planning	TOTAL	
Party A	1	6.25%		1		1			2	5.00%
Party B	14	87.50%	5	7	8	4	5	7	36	90.00%
Green	1	6.25%				1		1	2	5.00%

**Scenario 10**

Party	Election Result		Appeals	Arts & Leisure	Community First	Finance	Personnel	Planning	TOTAL	
Party A	2	12.50%		1	1	1		1	4	10.26%
Party B	13	81.25%	5	7	7	3	5	6	33	84.62%
Green	1	6.25%				1		1	2	5.13%

**Scenario 11**

Party	Election Result		Appeals	Arts & Leisure	Community First	Finance	Personnel	Planning	TOTAL	
Party A	3	18.75%	1	2	2	1	1	1	8	20.00%
Party B	12	75.00%	4	6	6	4	4	6	30	75.00%
Green	1	6.25%				1		1	2	5.00%

**Scenario 12**

Party	Election Result		Appeals	Arts & Leisure	Community First	Finance	Personnel	Planning	TOTAL	
Party A	4	25.00%	1	2	2	1	1	3	10	25.00%
Party B	11	68.75%	4	6	6	4	4	4	28	70.00%
Green	1	6.25%				1		1	2	5.00%

**Scenario 13**

Party	Election Result		Appeals	Arts & Leisure	Community First	Finance	Personnel	Planning	TOTAL	
Party A	5	31.25%	2	3	3	1	1	3	13	32.50%
Party B	10	62.50%	3	5	5	4	4	4	25	62.50%
Green	1	6.25%				1		1	2	5.00%

**Scenario 14**

Party	Election Result		Appeals	Arts & Leisure	Community First	Finance	Personnel	Planning	TOTAL	
Party A	6	37.50%	2	3	3	1	2	4	15	37.50%
Party B	9	56.25%	3	5	5	4	3	3	23	57.50%
Green	1	6.25%				1		1	2	5.00%

**Scenario 15**

Party	Election Result		Appeals	Arts & Leisure	Community First	Finance	Personnel	Planning	TOTAL	
Party A	7	43.75%	2	4	4	1	2	4	17	42.50%
Party B	8	50.00%	3	4	4	4	3	3	21	52.50%
Green	1	6.25%				1		1	2	5.00%