



HAVERHILL  
TOWN COUNCIL

## **THE ANNUAL MEETING OF HAVERHILL TOWN COUNCIL**

You are hereby summoned to attend the meeting of Haverhill Town Council to be held in The Studio, Haverhill Arts Centre, High Street, Haverhill, on Tuesday 26<sup>th</sup> May 2008 commencing at 7.30 p.m., or immediately following the Annual Town Meeting, whichever is the later, for the purpose of transacting the following business

**CONSTITUTION:** Town Mayor: Cllr. L Ager  
Town Councillors: S Bowes, L Burgess, M Byrne,  
L Carr, P French, A Gower,  
P Hanlon, E McManus,  
P McManus, M Marks,  
Mrs Mary Martin, G Price,  
K Richardson, A Samuels, and  
T Woodward

### **AGENDA**

1. **Apologies for Absence**  
Please give any apologies to the office by 5.00p.m. of the day of the meeting.
2. **Election of Town Mayor**  
To receive nominations for the position of Town Mayor and receive their declaration of Acceptance of Office.
3. **Presentation of Past Mayor Badge**  
To present the out-going Mayor with the Past Mayor Badge.
4. **Presentation by Past Mayor of Cheque to Charity**  
For the past Mayor to present a cheque to St Nicholas Hospice.

5. **Election of Deputy Mayor**  
To receive nominations for the position of Deputy Town Mayor and receive their declaration of Acceptance of Office.
6. **Declaration of Interests**  
For Members to declare any interests they may have on items on the agenda.
7. **Presentation of Quality Town Council Award**  
For Shona Bendix, the Chief Executive of Suffolk Association of Local Councils to present the Quality Award to the Town Council.
8. **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 £945 plus a further £280 if the Mayor attends the overseas Town Twinning event.
9. **Outside Representatives**  
To confirm the appointments of representatives to outside bodies in accord with previously-agreed policy.
10. **Town Council Committees**  
To confirm the allocation of Committee seats (attached) and note attendances since May 2007 (attached).
11. **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 Town Clerk.
12. **To confirm the re-appointment of Heelis & Lodge as Independent Internal Auditor**  
The Council is required to appoint an Independent Internal Auditor. Heelis & Lodge are currently the Town Council's Independent Internal Auditors.
13. **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.
14. **To confirm Minutes of Meeting held 24<sup>th</sup> March 2008**

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

**16. Adoption of Committee Reports**

Personnel Committee

To move the adoption of the minutes of the Personnel Committee meeting held 14<sup>th</sup> April 2009.

Community First Committee

To move the adoption of the minutes of the Community First Committee meeting held 21<sup>st</sup> April 2009.

Planning Committee

To move the adoption of the minutes of the Planning Committee meetings held 7<sup>th</sup> April and 5<sup>th</sup> May 2009.

**17. To Review and Amend Standing Orders**

To agree to defer the review and amendment of Standing Orders until the new Model standing Orders are published by NALC

**18. To Review and Amend Financial Regulations**

To agree to defer the review and amendment of Financial Regulations until the new Model standing Orders are published by NALC

**19. To Respond to the SALC Survey**

To agree a response to the Survey.

**20. To Agree Town Council Support for the Emergency Services Day**

To agree Town Council support, including funding from reserves to a maximum of £1,000, for the Emergency Services Day.

**21. To Comment on the LSC 16-19 Competition Submission**

To comment on the 16-19 Competition Submission (attached).

**22. Correspondence**

- a) Suffolk County Council – Taxi Rank, Brook Service Road  
To comment on the proposals

**23. To authorise payments.**

To authorise the following cheque lists:-

<b>Date</b>	<b>Cheque No.s</b>	<b>Value</b>
	004679 – 004680	
17.03.09	004681 – 004694	£16,308.32
24.03.09	004695 – 004716	£6,449.27
24.03.09	004717 – 004718	£11,775.42
24.03.09	004719 – 004720	£1,094.38
31.03.09	004721 – 004738	£11,455.29
07.04.09	004739 – 004763	£34,427.58
14.04.09	004764 – 004778	£90,492.17
21.04.09	004779 – 004794	£4,200.49
28.04.09	004795 – 004824	£17,641.27
12.05.09	004825 – 004863	£516,612.34

**24. To receive urgent correspondence**

*In accord with the Provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the remainder of the meeting because of the confidential nature of the business to be transacted*

**25. To receive urgent correspondence**

To consider investigating taking on the management of the residents car park being constructed by Tesco (attached)

**26. Closure**



**Gordon Mussett**  
Town Clerk

**DATE: 19<sup>th</sup> May 2009**

## **Attendance at Meetings of External Bodies**

The Council, at its meeting held 8<sup>th</sup> May 2008 delegated appointment of representatives to external organisations to individual Committees to determine. The following have been made to date and need to be re-affirmed tonight:-

Cllr French – Focus Group re St Edmundsbury Borough Council Local Development Framework

Cllr E McManus – Non-voting Member, Haverhill Area Working Party

Cllr M Marks – St Edmundsbury Borough Council Standards Committee

Cllr M Marks – Executive Committee, Haverhill Partnership

The Council at their last meeting agreed that the Town Clerk, or other appropriate Officer, would represent them at all other meetings of external bodies.

Members should note that they are welcome to attend all meetings shown as ALL in the schedule which follows.

## Schedule of Meetings

<b>Meeting Name</b>	<b>Frequency and Time of Day</b>	<b>Main Theme of Meeting</b>	<b>Meeting Purpose</b>	<b>Type</b>	<b>Attendee</b>
Suffolk Association of Local Councils	Quarterly 7.00 p.m.	Governance in Local Councils	Information Sharing	ALL	Town Clerk
West Suffolk Local Strategic Partnership	4-monthly (under review – may be 6-monthly) 10.00 a.m.	Promote Local Agency Agreement Targets being addressed by WSLSP	Information Sharing	ALL	Town Clerk
Haverhill Partnership Forum	3-monthly 10.00 a.m.	To address common issues affecting Haverhill	Information Sharing	ALL	Town Clerk and Cllr Marks
Haverhill Partnership Executive	3-monthly 2.30 p.m.	To discuss possible joint projects	Information Sharing and Strategic Direction	OW	Town Clerk
Mini-VASP	3-monthly 10.30 a.m.	Joint user/service provider meeting for users of the Mental Health Services in Haverhill	Information Sharing	OW (inc Service Users)	Town Clerk
Haverhealth	As and when 12.00 noon	Information Sharing and to work up new projects	Information Sharing and Joint Project Working	OW	Town Clerk
3CT Steering Group	6-monthly 10.30 a.m.	Strategic Management of 3CT	Project Management	OW	Town Clerk
Haverhill Cluster Steering Group	3-monthly 3.30 p.m.	Information sharing and to promote joint inter-agency working	Information Sharing and Project Development	OW/ALL	Arts & Leisure Manager or Town Clerk

Haverhill Locality Planning Network	3-monthly 10.30 a.m.	Information sharing and awareness raising of accessibility issues in Haverhill	Information Sharing	OW	Town Clerk
Haverhill Chamber of Commerce	Monthly 6.30 p.m.	Talks by speakers on items of interest to local businesses	Information Sharing	ALL	Only occasional representation by Town Clerk
Suffolk ACRE	Annual 6.30 p.m.	AGM	AGM	ALL	Only occasional representation by Town Clerk or Town Mayor
Stour Valley & Dedham Vale	Annual 7.00 p.m.	AGM	AGM	ALL	Only occasional representation by Town Clerk
Cambridge-Sudbury Rail Renewal Association	Ad-hoc Variable	To revive rail links between Sudbury and Cambridge	Information Sharing	ALL	Town Clerk
Community Matters	Annual 10.00 a.m.	To support local community groups	AGM	ALL	None
Haverhill in Bloom	2-monthly 6.00 p.m.	To promote Haverhill in Bloom	Project group	ALL	Town Clerk receives minutes
School Holiday Activities Group		To co-ordinate, support and provide school holiday activities	Project group	OW	Arts & Leisure Manager

## **Arts & Leisure Committee**

Les Ager  
Steven Bowes  
Lisa Carr  
Phillip French  
Anne Gower  
Pat Hanlon  
Paul McManus  
Tony Woodward

ager.l@sky.com  
steve.bowes8@googlemail.com

[phillip.french@suffolkcc.gov.uk](mailto:phillip.french@suffolkcc.gov.uk)  
anne.gower@tesco.net  
pat.hanlon@talktalk.net  
paul260247@tiscali.co.uk  
jt.woodward@btinternet.com

Community First  
Les Ager -  
Lyn Burgess  
Maureen Byrne  
Anne Gower  
Elaine McManus  
Paul McManus  
Margaret Marks  
Mrs Mary Martin

ager.l@sky.com  
lyn.burgess@et.suffolkcc.gov.uk  
byrnemaureen@tiscali.co.uk  
anne.gower@tesco.net  
elaine300955@tiscali.co.uk  
paul260247@tiscali.co.uk  
margaret.marks@talktalk.net

## **Finance**

Les Ager  
Maureen Byrne  
Pat Hanlon  
Paul McManus  
Margaret Marks  
Gavin Price

ager.l@sky.com  
byrnemaureen@tiscali.co.uk  
pat.hanlon@talktalk.net  
paul260247@tiscali.co.uk  
walnutbrook@onetel.com  
gandjathome@talktalk.net

## **Personnel**

Lyn Burgess  
Maureen Byrne  
Phillip French  
Mrs Mary Martin  
Karen Richardson

lyn.burgess@et.suffolkcc.gov.uk  
byrnemaureen@tiscali.co.uk  
[phillip.french@suffolkcc.gov.uk](mailto:phillip.french@suffolkcc.gov.uk)  
[eveylottymiffy@aol.com](mailto:eveylottymiffy@aol.com)

## **Planning**

Steven Bowes  
Phillip French  
Pat Hanlon  
Paul McManus  
Margaret Marks  
Mrs Mary Martin  
Gavin Price  
Karen Richardson

steve.bowes8@googlemail.com  
phillip.french@suffolkcc.gov.uk  
pat.hanlon@talktalk.net  
paul260247@tiscali.co.uk  
margaret.marks@talktalk.net  
gandjathome@talktalk.net  
eveylottymiffy@aol.com

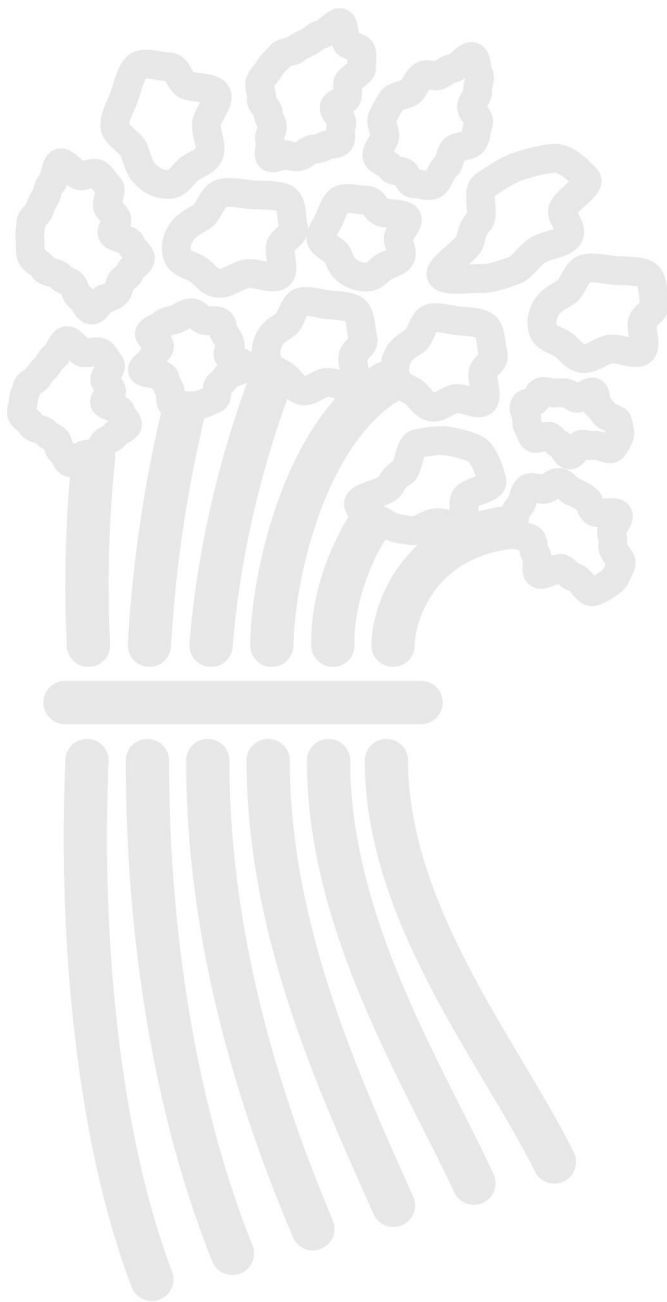


## **Appeals**

Steven Bowes  
Lisa Carr  
Gavin Price  
Ann Samuels  
Tony Woodward

[steve.bowes8@googlemail.com](mailto:steve.bowes8@googlemail.com)

[gandjathome@talktalk.net](mailto:gandjathome@talktalk.net)  
[annsamuels1@googlemail.com](mailto:annsamuels1@googlemail.com)  
[jt.woodward@btinternet.com](mailto:jt.woodward@btinternet.com)



## Committee Attendances from 8<sup>th</sup> May 2007 to 18<sup>th</sup> May 2009

No. of Meetings	Community Personnel							
	Full Council	Arts & Leisure	Planning	First	Committee	Appeals	Finance	
	21	13		24	9	8	2	13
Les AGER	16	11						10
Jack ANDERSON	4		3 (Max 11)				1	
Maureen BYRNE	17				7	6		10
Lisa CARR	14	10					2	10
Phillip FRENCH	12 (max 15)	4 (max 6)	12 (max 14)	3 (max 3)	3 (max 4)			1
Anne GOWER	18	12			5			1 (max 2)
Pat HANLON	18	13		24				1 (max 3)
Margaret MARKS	20 (max 20)		8	21	9			5 (max 6)
Elaine MCMANUS	19	11			8			1 (max 3)
Paul MCMANUS	20	3		18	94 (max 4)			4 (max 6)
Gavin PRICE	11			16				24 (max 9)
Karen RICHARDSON	11			15		4		4 (max 7)
Ann SAMUELS	16			21				2
Ann SISSON	8 (max 14)		5 (max 8)		5 (max 5)			2 (max 4)
Ann THOMAS	3			2 (max 6)		3		
Tony WOODWARD	8 (max 17)	4 (max 8)		3 (max 12)				2 (max 2)
Steve BOWES	3 (max 4)		3 (max 4)					1 (max 2)
Mrs Mary MARTIN	4 (max 5)				1 (max 1)			1 (max 2)