



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 23<sup>rd</sup> March 2010 commencing at 7.00 p.m., for the purpose of transacting the following business

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

## **AGENDA**

1. **Apologies for Absence**  
Please give any apologies to the office by 5.00p.m. of the day of 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 16<sup>th</sup> February 2010**
4. **To deal with any urgent matters arising from the Minutes not covered by this agenda**
5. **Inspector Andrew Mason, Suffolk Police**  
To discuss Policing issues in the Town.
6. **Simon Pickering, St Edmundsbury Borough Council**  
To introduce the new evening youth provision and seek funding (£3,500 per annum) from the Town Council towards its annual running costs

**PUBLIC FORUM**

7. **Adoption of Committee Reports**

Planning Committee

To move the adoption of the minutes of the Planning Committee meeting held 2<sup>nd</sup> March 2010.

Finance Committee

To move the adoption of the minutes of the Finance Committee meetings held 16<sup>th</sup> February and 16<sup>th</sup> March 2010.

8. **Report from the Town Council Representative on the Standards Committee**

9. **Report from the Town Council Representative on the Haverhill Area Working Party**

10. **Report from the Town Council Representative on the Haverhill Partnership Executive**

11. **Review of Standing Orders**

To review Standing Orders (attached).

12. **Review of Financial Regulations**

To review Financial Regulations (attached).

13. **Accessible Toilet Changing Facility, Rear of Library**

To consider a financial contribution to the capital costs of the project (attached).

14. **To Report the Outcome of the Haverhill Community Partnership Funding Bids and Agree Further Action (attached)**

To receive details of the funding bids and to agree action on any unsuccessful bids

15. **To join the Digital Funding Partnership (attached)**

To resolve, in accordance with Section 77 of the Local Government and Public Involvement in Health Act 2007 (the 2007 Act) to become a shareholder in the Limited Company known as the Digital Funding Partnership

16. **Depreciation Policy (attached)**

To agree the new depreciation policy (attached)

17. **Transfer of Community Centres (attached)**

To note the current position

18. **Suffolk Police Authority Three Year Plan (attached)**  
To comment on the plan
19. **Suffolk Fire Service Draft Fire Action Plan (attached)**  
To comment on the plan
20. **Grant Request from REACH (attached)**  
To decide whether to make a grant of £1,000
21. **A New Standard of Care Homes for Older People (attached)**  
To comment on the proposals
22. **Town Council Website (attached)**  
To note the proposed new-look website (for information)
23. **To authorise payments.**  
To authorise the following cheque lists:-

<b>Date</b>	<b>Cheque No.s</b>	<b>Value</b>
3.02.10	5544-5567	£10,048.75
16.02.10	5568-5592	£68,423.83
25.02.10	5593-5611	£6,105.10
26.02.10	5612	£3,410.27
2.03.10	5613-5628	£9,958.01
9.03.10	5629-5647	£42,876.10

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. **Schools Reorganisation**  
To receive a presentation from Suffolk County Council re redundant school sites
26. **Funding Bids to West Suffolk Safety Partnership**  
To consider making funding applications (attached)
27. **Arts Centre Grant**  
To note the current position

28. **Bevan House**

To agree terms for the renewed lease (attached)

29. **Closure**

A handwritten signature in black ink, appearing to read "Gordon Mussett".

**Gordon Mussett**  
**Town Clerk**

**DATE: 16<sup>th</sup> March 2010**

## **Accessible Changing/Toilet Facility**

Suffolk ACRE's Grant Finding service has been unable to identify any potential grants for which the Council is eligible to apply, either for all or a large part of the revised project costs (c£40,000 plus fees).

However there is likely to be a new capital grant scheme directed at community building launched later during 2010, and at such time an application may be submitted. It is helpful to any such bid to have an element of match funding, and Members are asked to consider ear-marking a sum (£10,000) in reserves in the event of a future funding bid being made.

## **To Report the Outcome of the Haverhill Community Partnership Funding Bids and Agree Further Action**

Only one of the four funding bids was successful, that for the training of up to twelve youth workers. This is now being progressed in partnership with the Volunteer Centre.

The remaining three bids were unsuccessful. Members are asked if they would wish these to be supported in other ways, as follows:-

a) Market Stalls

Whilst not being able to fund the provision of market stalls to enable local residents to sell items they have made/grown at home, it would be possible to offer table space in the Arts Centre Studio on a regular basis on Saturdays. This may also attract additional Bistro trade. However given that one reason for this bid being unsuccessful was the opposition by existing market traders, do Members wish to pursue this option ?

b) Free Access to Facilities

This bid was intended to make the hire of community facilities free to local groups, in an attempt to enable them to reduce their admission fees for their members, and thus enable those families with less disposable income to participate. Central Government is funding "deprived children" to enable them to continue to access out of school activities, but paying on a child by child basis is an expensive option. It may be possible to scale down the estimated cost of the original funding bid, by starting in September, and by working in conjunction with Suffolk County Council who are administering the Government funding, but there would still be the need for some Town Council funding. The total bid, 12 months, was for £35,000; for 8 months around £24,000.

c) Community Group Support

This bid was to employ a person to provide administrative and clerical support to local community and voluntary groups, the intention being to ensure good practice, as well as assist with funding applications. A full-time post would cost £27,000, but it may be possible to start with a part-time position; if successful then a further part-time appointment could be made. Each day would enable a minimum of 4 or 5 groups to be serviced, depending on frequency of meetings, and would require around £5,400 funding per annum.

**In accordance with Section 77 of the Local Government and Public Involvement in Health Act 2007 (the 2007 Act) to become a shareholder in the Limited Company known as the Digital Funding Partnership**

The Town Council is already a member of the Digital Network, a grouping of around 200 independent cinemas. The Network is seeking to open up access to digital projection facilities for these independent cinemas by negotiating bulk purchase of projectors, and revenue rights from screenings. In order for the Network to proceed it needs to reform as a Company Limited by Guarantee, in this case £1. Normally Town Councils would not be able to become shareholders of such a company but the recent adoption of the Power of Well Being means that this Council can now exercise that option.

This is **not** a decision to move to digital projection, merely to remain involved in what will be the trade association for independent digital cinemas.

## Depreciation Policy

The Town Council's income will, for the third successive year, exceed £1 million in 2010/2011. This means that it must present its accounts in a different manner, according to the Financial Reporting for Small Scale Entities (FRSSE). The FRSSE requires, purely for reporting purposes, the establishment of a depreciation account for the Council's assets. The Council is therefore, by default, required to establish its definition of assets, and its depreciation policy.

### Asset Definition

At present all assets exceeding £50 in value are recorded on an asset register, and the value of these assets, less any disposals in the year, are reported in the supporting statement to the accounts. The combined value of these assets, as at 31<sup>st</sup> March 2009 was £205,591, comprised as follows:-

Furniture & Equipment contained within Haverhill Arts Centre	£83,846
Former Horse Trough (Queen Street)	£40,000
Haverhill Arts Centre Advertising Unit (High Street)	£ 7,500
3-sided Display Boards (Queen Street & Jubilee Walk)	£ 4,500
2-sided Display Boards (High Street)	£ 4,000
Bevan House, Camps Road	£65,000
Events Equipment	£ 745
<b>Total</b>	<b>£205,591</b>

The FRSSE defines assets as "rights or other access to future economic benefit controlled by a local council as a result of past transactions or events", and, other than for investment property (see below), the option of revaluing assets is not recommended.

The FRSSE provides for fixed assets to be classified as:-

Research and development, intangible assets and goodwill (not applicable to a local council situation)

Tangible fixed assets

Investments (in companies) and investment properties.

On this basis, Bevan House is treated as an investment property, and its value must be re-assessed annually.

The FRSSE suggests the council set its own "de minimus" (minimum level) valuation for assets, and review that sum from time to time. It is suggested that with effect from 1<sup>st</sup> April 2010 this figure be £500.00.

## Depreciation

The FRSSE states "all tangible fixed assets (other than investment properties) should be depreciated over their useful economic life on an appropriate basis. Investment properties are not depreciated if owned by the council.



It is suggested that from 1<sup>st</sup> April 2010 the depreciation period for classes of asset are as follows:-

I.T equipment	3 years
Software	3 years
Furniture	3 years
Event Equipment	2 years
Display Boards & Advertising Unit	5 years
Horse Trough	20 years

## Restatement of Tangible Fixed Assets

The FRSSE states that “For the first accounting period under the FRSSE, if a larger local council does not adopt an accounting policy of revaluation of tangible fixed assets but the carrying amount of its tangible fixed assets reflects previous revaluations and impairment it may:

- retain the book amounts. In these circumstances the council shall disclose the fact that the transitional provisions in paragraph 19.3 of the FRSSE are being followed and that the valuation has not been updated and give the date of the last valuation; or
- restate the carrying amount of the tangible fixed assets to historical cost (less restated accumulated depreciation) as a change in accounting policy.

It is recommended that the Council adopt the second option. This would give, based on the assets declared in the Supporting Statement to the 2008/9 Accounts, a revalued asset register as follows:-

Furniture & Equipment contained within Haverhill Arts Centre	£3,665 (see list below)
Former Horse Trough	£1,500 (€6,000 – 15 x £300)
<b>Total</b>	<b>£5,165</b>

## Asset Register as at 1 April 2010

Excludes all assets valued at less than £500, and all assets whose nominal depreciation over the agreed depreciation period have rendered their asset value as zero. N.B. Asset register is not insured value.

<b>Item Description</b>	<b>Year of Purchase</b>	<b>Value New £</b>	<b>Depreciation Period</b>	<b>Accumulated Depreciation</b>	<b>Value as at 1/4/10 £</b>
LCD Screen (Reception)	2009	560	3 years	183	367
3 x Mac Computers (Mediahub)	2009	2,800	3 years	933	1,866
Macbook Computer (Mediahub)	2009	945	3 years	315	630
Acrylic Display Covers (On loan to Centre for Computing History)	2009	1,002	5 years	200	802
Horsetrough	1995	6,000	20 years	4,500	1,500
<b>TOTAL</b>					<b>5,165</b>

## **Transfer of Community Centres**

St Edmundsbury Borough Council have invited expressions of interest from local community groups in taking over the management of the community centres.

The Borough Council had earlier at its Policy Development Committee meeting held 5th September 2007 (and subsequently ratified by Cabinet) that in respect of the Chalkstone Community Centre “further discussions take place with Haverhill Town Council and Suffolk County Council regarding the management arrangements for the Centre and how it can deliver greater benefit to the local community”.

Those discussions commenced but were frustrated by the lack of clear information from St Edmundsbury borough Council regarding current and future liabilities (i.e. true current budget, staffing levels, pension liabilities, long-term maintenance plan, current hirers, etc).

Until such time as this information is available Members may wish not to consider this matter further.

## **Town Council Website**

The Town Council website has reached the point in its life where it needs a spruce up and spring clean. Aside from looking a little tired style-wise, one of the major imperatives for a re-design is to provide space to promote Town Council events more effectively. Major events such as The Fireworks Display, The Halloween Trial and the Festival will be featured prominently on the main page.

The increased promotion will be useful for the events in and of themselves but it will also play a role in building a stronger association between the events and role and involvement of The Town Council and what it does for Haverhill residents. To this end the new website will have a dedicated URL rather than be affiliated to the Haverhill UK website.

The new scheme will incorporate all the content of the current site but also include some new features. To make navigation as easy as possible and to promote a clean clutter-free design the content will be grouped into 6 main sections with various subsections. (Site map below)

### **Responsibilities / About**

What we do; General

Link to Grants form

Link to Newsletter page to read about Grant successes

Arts Centre

Info about hiring the Arts Centre for weddings, parties & meetings with an email booking application form

Link to Arts Centre

Hire other facilities – barriers, public entertainment licences etc

Links to St Eds and Suffolk CC

### **Councillors and representation**

List of councillors (as current)

Committees

Ward Map

Request attendance of Town Mayor at your event

Councillor Surgeries

### **Documents**

Annual Reports

Meeting minutes

Newsletters

Freedom of Information

Budget and audit

### **Whats On – Town Council Events**

Rolling diary eg: Fireworks, Halloween, Festival with Pix

Each with own page.

### **Contact us**

General details +

GM

NK

VW

The design will:

- Be clean and airy, aiming to reflect a modern and dynamic council.
- Simple and customer focused. The primary aim is to impart information, not 'wow' users
- Tie in with the visual branding established in print (Summer in Haverhill, Winter in Haverhill brochures)
- Employ a wide palette of colours on different pages and sections to avoid any party political affiliations.

There follows a sample of the new design. Please note that the site map on this sample is based on the current structure not the new one.



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