



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 13<sup>th</sup> April 2010 commencing at 7.20 p.m., or immediately following Personnel Committee, whichever is the later, for the purpose of transacting the following business

CONSTITUTION:      Town Mayor:                      Cllr. E McManus  
                                 Town Councillors:              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

### **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 6<sup>th</sup> April 2010**
4.    **To deal with any urgent matters arising from the Minutes not covered by this agenda**

### ***PUBLIC FORUM***

5.    **Transfer of Community Centres (attached)**  
To note the current position
6.    **Suffolk Police Authority Three Year Plan (attached)**  
To comment on the plan
7.    **Suffolk Fire Service Draft Fire Action Plan (attached)**  
To comment on the plan
8.    **Town Council Website (attached)**  
To note the proposed new-look website (for information)

9. **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
16.03.10	5648-5666	£7,364.19
23.03.10	5667-5693	£7,571.94

10. **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*

11. **Funding Bids to West Suffolk Safety Partnership**

To consider making funding applications (attached)

12. **Closure**



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

**DATE: 30<sup>th</sup> March 2010**

## **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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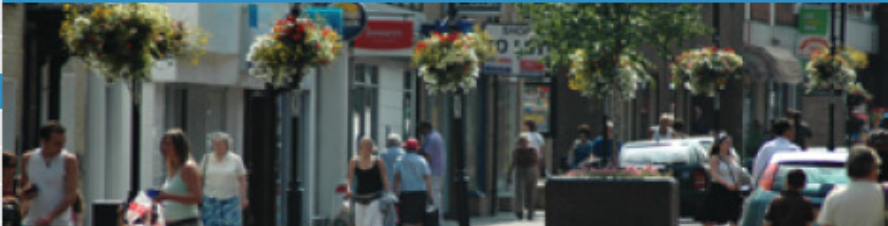
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