



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 22<sup>nd</sup> June 2010 commencing at 7.20 p.m., or immediately following Finance 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 and A Samuels

**AGENDA**

1.    **Apologies for Absence**  
      Please give any apologies to the office by 5.00p.m. of the day of the meeting.
2.    **Co-Option to Fill Councillor Vacancy – West Ward**  
      To consider applications for co-option.
3.    **Declaration of Interests**  
      For Members to declare any interests they may have on items on the agenda.
4.    **To confirm Minutes of Meeting held 25<sup>th</sup> May 2010**
5.    **To deal with any urgent matters arising from the Minutes not covered by this agenda**
6.    **Inspector Chris Gally, Suffolk Police**  
      To discuss Policing issues in the Town.
7.    **Centre for Computing History**  
      A presentation on their present position.

***PUBLIC FORUM***

8.    **To Receive a Presentation by HAVO on their Preparedness and Ability to Support Local groups in Funding Applications**  
      To receive a presentation from HAVO

9. **To Decide How Best To Support Local Groups in Order to Attract More External Funds**

To decide how best to support local groups in order to attract more external funds

10. **Adoption of Committee Reports**

Planning Committee

To move the adoption of the minutes of the Planning Committee meetings held 6<sup>th</sup> April and 1<sup>st</sup> June 2010.

Arts & Leisure Committee

To move the adoption of the minutes of the Arts & Leisure Committee meetings held 11<sup>th</sup> May and 8<sup>th</sup> June 2010.

Community First Committee

To move the adoption of the minutes of the Community First Committee meeting held 20<sup>th</sup> April 2010.

Personnel Committee

To move the adoption of the minutes of the Personnel Committee meetings held 4<sup>th</sup> May and 15<sup>th</sup> June 2010.

Appeals Committee

To move the adoption of the minutes of the Appeals Committee meeting held 15<sup>th</sup> June 2010.

11. **To Consider Whether to Make a Further Submission to the Local Development Framework Enquiry Inspector following the Demise of the Regional Spatial Strategy (attached)**

To Consider Whether to Make a Further Submission to the Local Development Framework Enquiry Inspector following the Demise of the Regional Spatial Strategy

12. **To Agree and Approve The Annual External Audit Form (attached)**

To agree and approve the Annual External Audit Form

13. **To Agree and Approve A Strategic Vision for the Town Council (attached)**

To agree and approve a Strategic Vision for the Town Council

14. **To Agree and Approve A Programme of Future Training (attached)**

To agree and approve a programme of future training

15. **To authorise payments.**

To authorise the following cheque lists:-

Date	Cheque No.s	Value
18.05.10	005832 – 005852	£ 141,438.52
25.05.10	005853 – 005877	£ 36,234.31
29.05.10	005878 – 005887	£ 1,915.15
08.06.10	005888 – 005905	£ 9,599.15

**16. Correspondence**

- a) St Edmundsbury Borough Council – Street Café Vending Permits – Déjàvu, Queen Street and Dejavu, Jubilee Walk
- b) St Edmundsbury Borough Council – Community Governance Review (attached)
- c) St Edmundsbury Borough Council – Review of Enforcement Policy (attached)
- d) Suffolk County Council – High Street and Camps Road (Prohibition and restriction of waiting, prohibition of driving with exemptions, one-way traffic and revocation) Order 201

**17. To receive urgent correspondence**

**18. Closure**



**Gordon Mussett  
Town Clerk**

**DATE: 15<sup>th</sup> June 2010**

**To Consider Whether to Make a Further Submission to the Local Development Framework Enquiry Inspector following the Demise of the Regional Spatial Strategy**

The Town Council originally commented on the Local development Framework that they would like to see a larger percentage (40%) of the proposed St Edmundsbury Borough Council housing allocation that the percentage allocated in the LDF. This was on the basis and understanding that a larger town would potentially attract additional retail facilities, as well as generating additional finances to support existing facilities such as the Leisure Centre, Arts Centre and the Library.

With the demise of the Regional Spatial strategy there is seemingly now no restraint on the number of properties any locality can choose to permit to be built. On this basis therefore Members may wish to submit to the Inspector that they would welcome an increase in the planned allocation of houses, of the appropriate mix.

## Strategic Aims

In preparing the application pack for the Town Clerk recruitment it became apparent that it would be helpful to all parties, and to other partners, if the Town Council could outline its strategic aims.

Accordingly the following attached is offered as a draft:-

### HAVERHILL TOWN COUNCIL STRATEGY 2010-2015

1. The aim of the Council will be to offer community leadership to ensure Haverhill develops into the best market town in Suffolk; the objective will be realised in two ways. First, by engagement in local initiatives and forming relationships with other stakeholders. Secondly, by promoting the well-being of residents of the town through support for leisure, sporting and cultural activities, by improving the environment and infrastructure of the town and by fostering its commercial prosperity.
2. To achieve these objectives the Council will each year give priority to:
  - 2.1 Increasing tourism, supporting live cultural events and initiatives to promote commercial activity.
  - 2.2 Grant-aiding voluntary organisations undertaking community activities especially those targeted at lower income groups.
  - 2.3 Actively promoting community cohesion.
3. **Achieving our strategic aims**
  - 3.1 **Commercial Development, Tourism and Cultural Events**

The Council will increase its sponsorship and grants for cultural events and other initiatives which promote community and commercial activity and enhance the image of the Town and for measures which combat anti-social behaviour.
  - 3.2 **Voluntary Activities**

The Council will consider increasing the size and number of grants for voluntary organisations which meet its strategic objectives.  
The Council will consider increasing its support for voluntary organisations in other ways, including assistance with premises, staffing and match funding.
  - 3.3 **Community Cohesion**

The Council will provide additional or improved facilities for its existing premises. It will also *consider* assuming responsibility for existing community facilities from the Borough and County Councils *subject to available funding*.
4. **Resources**

To achieve these ambitious aims the Council requires a matching financial strategy to raise additional income and capital. This strategy would

combine the following elements, rather than treat the precept as a first recourse to funding :-

- 4.1 Raising rents, fees and charges within the limits set by the market
- 4.2 Using grants, in most cases, for pump-priming.
- 4.3 Contracting out facilities and services where appropriate.
- 4.4 Consider disposing of assets where appropriate which are not relevant to our strategic objectives
- 4.5 Borrowing for major capital projects or purchases
- 4.6 Applying where appropriate for external funding to underwrite town projects
- 4.7 Consider entering into agency agreements to carry out contracts on behalf of other organisations for the benefit of the town - either through an improved service and/or cost saving.

## Section 1 – Accounting statements for

ENTER NAME OF LOCAL COUNCIL HERE

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2009 £	31 March 2010 £	
1 Balances brought forward	372,297	491,713	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	579,331	600,922	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	454,939	427,412	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	342,764	385,617	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other costs	572,089	570,595	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	491,713	563,835	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	529,905	601,119	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	205,591	212,153	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES	YES	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2010.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these accounting statements were approved by the council and recorded as minute reference

MINUTE REFERENCE

Date DD/MM/YYYY

Signed by Chair of the meeting at which these accounting statements were approved.

SIGNATURE REQUIRED

Date DD/MM/YYYY

## Section 4 – Annual internal audit report to

ENTER NAME OF LOCAL AUTHORITY Haverhill Town Council

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2010.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose from one of the following Yes/No*/Not covered**
A Appropriate books of account have been properly kept throughout the year.	YES
B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	YES
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	YES
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES
H Asset and investments registers were complete and accurate and properly maintained.	YES
I Periodic and year-end bank account reconciliations were properly carried out.	YES
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	YES
K Trust funds (including charitable) The council has met its responsibilities as a trustee.	YES

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit H. HEZUS (on behalf of Healus & Co)

Signature of person who carried out the internal audit [Signature] Date 28/05/2010

\*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).