

# 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 10<sup>th</sup> May 2011 commencing at 7.30 p.m., for the purpose of transacting the following business



HAVERHILL  
TOWN COUNCIL

## **AGENDA**

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

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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 £1,575.

10. **Outside Representatives**

To appoint three Councillors to represent the Town Council on the One Haverhill Board, and to delegate authority to Committees to make appointments of representatives to other outside bodies.

11. **Town Council Committees**

To confirm the allocation of Committee seats.

12. **To confirm Minutes of the Meeting held 26<sup>th</sup> April 2011**

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

14. **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.

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

The Council is required to appoint an Independent Internal Auditor. Heelis and Lodge have been the Council's Independent Internal Auditor since 2009.

16. **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.

17. **Adoption of Committee Reports**

Planning Committee

To move the adoption of the minutes of the Planning Committee meeting held 12<sup>th</sup> April 2011

Community First Committee

To move the adoption of the minutes of the Community First Committee meetings held 19<sup>th</sup> April 2011

Personnel Committee

To move the adoption of the minutes of the Personnel Committee meeting held 12<sup>th</sup> April 2011

Finance Committee

To move the adoption of the minutes of the Finance Committee meeting held 15<sup>th</sup> March 2011

**18. Presentation of Grants.**

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

**19. To authorise urgent payments.**

**20. To receive urgent correspondence**

**21. Matters of report**

**22. Closure**



Town Clerk  
Gordon Mussett

1<sup>st</sup> May 2011

## **Co-option of Councillors for the East and North Wards**

As Members will be aware the East and North Wards both had an uncontested election, with four nominations for five places. Consequently the Town Council must co-opt a Councillor to fill the vacancy in each Ward. 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 two Parties with candidates standing for election. Scenario 1 is where Conservatives win all three seats in the contested West Ward, and scenarios 2 is where Labour win one of the three seats.

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

SCENARIO 1	Party	Election Result	Committee							TOTAL	
			Appeals	Arts & Leisure	Community First	Finance	Personnel	Planning			
	Conservative	7	50.00%	2	4	4	3	3	4	20	51.28%
	Labour	7	50.00%	3	4	4	2	2	4	19	48.72%

SCENARIO 2	Party	Election Result	Committee							TOTAL	
			Appeals	Arts & Leisure	Community First	Finance	Personnel	Planning			
	Conservative	6	42.86%	3	3	3	2	2	3	16	41.03%
	Labour	8	57.14%	2	5	5	3	3	5	23	58.97%