

**HAVERHILL TOWN COUNCIL  
TOWN COUNCIL**



Dear Councillor,

You are hereby summoned to attend the meeting of Haverhill Town Council to be held in The Leiston Community Centre, Haverhill, on Monday 14<sup>th</sup> December 2015 commencing at 7.30pm for the purpose of transacting the following business:

<b>CONSTITUTION:</b>	<b>Town Mayor:</b>	<b>B McLatchy</b>
	<b>Town Councillors:</b>	<b>A Bramwell, A Brown, J Burns, M Byrne, T Chivers, J Crooks, P Fox, Q Fox, P Hanlon, I McLatchy, D Roach, B Robbins, C Turner, A Williams, W Yang</b>

**This Meeting is open to the Press and Public**

**PRAYERS** – Rev Canon Graham Owen, Mayor’s Chaplain

*Councillors and members of the public not wishing to take part may remain in the lobby area and will be invited in at the end of prayers.*

**AGENDA**

1. **Apologies for absence**  
Please give any apologies to the office by 5.00pm of the day of the meeting.
2. **Declaration of interests and requests for Dispensations**  
For members to declare any interests they may have on items on the agenda and agree any dispensations to stay.
3. **To confirm the minutes of the Full Council meeting held 24<sup>th</sup> November 2015**
4. **To deal with any urgent matters arising from the minutes not covered by this agenda**  
**C15/143 – Arts Centre Improvements:** To agree £30,000 contribution to the Haverhill Community Trust for refurbishment of the bar, café and studio. To note that £33,000 has previously been granted for the refurbishment of the Arts Centre windows and gutters, pigeon-proofing and provision of new furniture in the café.
5. **Reports from the Police and Borough/County Councillors on issues pertinent to HAVERHILL and the PUBLIC FORUM**

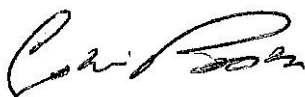
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6. **Police Services in Haverhill**  
To consider the proposed cuts to services in Haverhill and agree any action in response.
7. **Addendum to Financial Regulations**  
To consider adoption of draft Financial Regulations as amended (Appendix 1).
8. **Mayor's Report**  
To receive a report from the Mayor on her engagements in November and December.
9. **External Audit Arrangements 2017/18.**  
To consider whether to remain in or opt-out of the national arrangements for external audit from 2017 onwards. (see appendix 1)
10. **Adoption of Committee Reports**
- a) Appeals Committee: To note that the Appeals Committee have not met since the last meeting of the Full Council.
  - b) Finance Committee: To note that the Finance Committee have not met since the last meeting of the Full Council.
  - c) Leisure and Community Committee: To note that the Leisure and Community Committee have not met since the last meeting of the Full Council.
  - d) Personnel Committee: To note the Personnel Committee have not met since the last meeting of the Full Council.
  - e) Planning Committee: To move the adoption of the minutes of the Planning Committee meeting held on 1<sup>st</sup> December 2015.
11. **To authorise payments**  
To authorise the following cheque lists:-
- | <b>Date</b> | <b>Cheque Numbers</b> | <b>Value</b>      |
|-------------|-----------------------|-------------------|
| 24.11.15    | 011027 – 011034       | £8,411.52         |
| 01.12.15    | 011035 – 011058       | 32,620.36         |
|             | <b>Total</b>          | <b>£41,031.88</b> |
12. **Proposed Budget & Precept for 2016/17**  
To set the 2016/17 budget and precept. (see appendix 1)
13. **Armed Forces Day.**  
To consider plans installation of flagpoles on the Market Square and agreeing to the use of the £3000 war commemoration event budget 2015-16 to fund this work.

14. **Haverhill Disability Forum**  
To consider appointing a representative to the Forum
15. **To receive urgent correspondence**  
To consider any urgent correspondence received after the agenda was published.
16. **ONE Haverhill Partnership Terms of Reference**  
Following on from the adoption by the ONE Haverhill Partnership Board last week of new Terms of Reference, each constituent body is asked to endorse them. In the case of the Town Council, members will note that the requested changes identified by the Town Council have been met. Meetings will be held in public and ONE Haverhill is asking for 4 nominations of Town Councillors to sit on the Partnership Board. The full Terms of Reference are appended to the agenda.
17. **To Exclude the Press and Public**  
To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.
18. **Staffing Matters**  
To consider a contribution towards the cost of the seasonal staff thank you event.
19. **Date of next Meeting**  
19<sup>th</sup> January 2016
20. **Closure**



**Colin Poole**  
Haverhill Town Clerk

Date: 8<sup>th</sup> December 2015

*Copies of this and other Council agendas, and minutes, and supporting reports, are available to download from the Council's website ([www.haverhill-tc.gov.uk](http://www.haverhill-tc.gov.uk)) or on request from Haverhill Arts Centre*

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## Appendix 1

### Item 7 – Addendum to Financial Regulations

When arranging the transfer of funds to CCLA, it was noticed that the revised model regulations had, in changing to accommodate electronic banking, omitted the section which authorises delegation of the power to sign cheques. We therefore need to add the relevant clauses back in:

6.3 *Power to sign cheques/Banking Automated Credit System (BACS) confirmations will be delegated to the following:*

*Mayor, Chair of Finance Committee, Chair of Planning Committee, Chair of Leisure & Community Committee, Chair of Appeals Committee, or any other Member of the Finance Committee, so that there will ordinarily be four authorised signatories. After the Annual meeting of the Council or after an election, at least two named Members are to remain signatories until the authorisation of newly appointed signatories has been processed. The list of names may be amended at any time by resolution of the Council.*

6.4 *Any employee of the Council who is a signatory to any bank account held by the Council in order to administer the account may not act as a signatory in order to give effect to a payment.*

If Councillors approve this addendum, full sets of the new Financial Regulations will be distributed.

### Item 9 - External Audit Arrangements 2017/18

From the start of the 2017/18 financial year smaller authorities, including parish and town councils and internal drainage boards, can choose to have an auditor appointed to them by a new ‘sector-led body’ or they can decide to procure their own.

Councillors are recommended to agree NOT to opt out of the national arrangements. To opt out will lose us the advantage of the buying power of the sector-led body and we will have to run a formal procurement process ourselves. This would be a much more expensive option than simply letting the sector-led body make the arrangements on our behalf.

#### **Background**

The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors through a ‘sector led body’ or opt out of such arrangements and appoint auditors locally.

The Smaller Authority Regulations enabled the establishment of a sector-led, collective procurement body to appoint auditors and manage audit contracts. This approach acknowledges both the benefits of collective procurement and the important fact that smaller authorities may not have resources or capacity to individually appoint auditors locally.

Audit of smaller authorities remains mandatory and the creation of the body is aimed at easing the administrative burden, reducing costs and ensuring quality, while maintaining the opportunity for a local approach to auditor appointment.

The audit regime remains unchanged with limited assurance engagements being required from all authorities except those smaller authorities with zero expenditure, who will continue to confirm this annually in response to auditor requests.

The SLB will appoint auditors for **all those smaller authorities 'opted in' to the new arrangements.**

A tender process (compliant with European rules and regulations) will be completed by the end of September 2016.

The SLB will procure, deliver and manage the audit contracts; this will include specification of contract requirements, management of auditors, recording of all authorities opting in or out, communications and quality management of audit contracts.

Quality assurance of audits/limited assurance engagements will be conducted by a process to be managed through DCLG.

The SLB will be charged with monitoring those smaller authorities who decide to 'opt out' and reporting those bodies to DCLG, confirming when they have appointed auditors locally.

### **What you need to do**

Those smaller authorities who wish to participate in the SLB do not need to do anything as all smaller authorities are automatically opted in to the new body and will have an auditor procured for them.

This is aimed at helping the transition to new arrangements in 2017 to be as seamless as possible and with no disruption to your audit arrangements.

### **How to opt out of the new arrangements**

However your council is entitled to opt out of the new arrangements. The decision to opt out must be through a formal meeting of the council, and as such every council who is eligible to opt-out needs to actually formally consider if they are going to by 31 January 2016 (if you do not do so by that date the next chance to opt out will be in five years time)

All authorities who wish to opt out must make their own arrangements with auditors, which will include but is not limited to the following:

- establishing an Auditor Panel;
- following a statutory appointment process set out in regulations;
- appointing an auditor by 31 December 2016;
- providing the SLB with the contact details of your auditor.

Smaller authorities who 'opt out' but fail to appoint an auditor by the deadline will have an auditor appointed for them, as the appointment of an auditor is a legal requirement. Such an appointment may be at a considerably higher cost as the savings from the bulk procurement of auditors may not be available and there will be additional administrative charges.

A small fee will be charged for this to cover the whole five year period and will be payable before the start of the new audit arrangements in April 2017. The one-off SLB fee is estimated to be less than £100, however this may be subject to change as the SLB is set up.

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## Item 12 - Proposed Budget & Precept for 2016/17

The figures provided at the last meeting remain unchanged. So, the options before Councillors are:

**0%:** To achieve a budget where the council tax payer sees no change in what they pay, a “0% uplift”, requires a £9.2k saving from within this budget. To achieve that without impacting on services, it is proposed to reduce the Arts Centre’s Repairs and Renewals Fund contribution of £25k, which exists to replenish this earmarked reserve following the expensive works due to start next month. This could be temporarily re-scheduled to a lower rate of accumulation, £16,000. This would achieve the necessary saving, but the risk of doing so would be leave the Council vulnerable should a major expense come along and insufficient reserves have been set aside. It is a distinctly short-term approach, but the risk presented by doing this for 1 year is low, particularly if any in-year savings are used to reverse this provision.

**2%:** In this scenario the precept would rise from £111.75 to £113.99 for a Band D property, which equates to **4p per week**. This would generate an extra £7k. Possibly the most sensible use of this fund would be to invest it for 18 months. A 2% rise in each year, 2016/17, 17/18 and 18/19 would arrive at the predicted precept requirement estimated above. This would therefore avoid the predicted 3.9% spike in 2017/18.

**4%:** This uplift equates to **9p a week**. It would realise an additional £22,800. Councillors may have a variety of ideas for how this might be used, however, one suggestion would be to couple this fund with the reduction in the renewals fund contribution to create a total fund of £33k, which would extend the Youth Apprenticeships Scheme at least 9 months. There can be a reasonably high expectation that an additional £11k could be secured via the ONE Haverhill Partnership, given discussions that took place at the meeting last week, which would give a full 12 months’ funding for this well-regarded initiative.

Councillors are required to formally set the precept now or defer the matter until the January meeting, if they believe any material matter is not yet resolved – for instance any decisions relating to raising additional precept to fund proposals to prevent decisions by other public bodies being so impactful .

## Item 16 – ONE Haverhill Terms of Reference

Councillors are recommended to ENDORSE the terms of reference set out below.

### ONE Haverhill Terms of Reference

**Aim:** The ONE Haverhill Partnership seeks to bring organisations and individuals together to work collaboratively and add value by working **TOGETHER**. The partnership will provide a forum for partners to hear what the issues are for Haverhill, to develop how they might be tackled together and support this through to delivery.

### Principles

- ❖ Members of the ONE Haverhill Partnership should be able to speak with authority on the views of the organisation they represent, and have the authority to make decisions or commit resources on their organisation's behalf where possible, or return to their organisations for relevant approvals. It should be open to any organisation that can make a positive contribution (not just public services).
- ❖ Membership of the ONE Haverhill Partnership should be regularly reviewed. The ONE Haverhill partnership should be able to admit new members at any time or change the balance of membership to meet the needs of its projects or ambitions.
- ❖ ONE Haverhill Partnership is NOT a committee of any Council. This partnership is 'A-political' and as such, politics should be left at the door.
- ❖ All members have an equal vote. The members will elect a Chair and Vice Chair on an annual basis (in September).
- ❖ Any member can suggest an item of business for ONE Haverhill and would do so by notifying the Chair in advance of the meeting.

### Membership

Membership will be built around a strong democratic core:

- ❖ Haverhill Town Council (4 Members)
- ❖ St. Edmundsbury Borough Council (2 Members)
- ❖ Suffolk County Council (2 Members)

**Total 8**

Other members to include:

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- ❖ Haverhill and Suffolk Chamber of Commerce (2 members)
- ❖ Voluntary & Community sector organisations (2 members)
- ❖ Suffolk Police (1 member)
- ❖ Havebury Housing Association (1 member)
- ❖ Health (1 member)
- ❖ Abbeycroft Leisure (1 member)
- ❖ West Suffolk College (1 member)
- ❖ Faith Group (1 member)
- ❖ Children & Young people Rep (2 members)
- ❖ MENTA (1 member)

**Total 13**

**TOTAL ONE HAVERHILL PARTNERSHIP MEMBERSHIP = 21 MEMBERS**

### **Expectations of Members**

- ❖ Be committed to supporting efficient and effective use of resources for Haverhill and when possible, commit resources to support the delivery of the ONE Haverhill Partnership ambitions.
- ❖ Make attendance a priority and ensure they are prepared to make an active contribution to meetings and events. Members can nominate a substitute from their organisation who can attend meetings and events on their behalf when needed.
- ❖ Ensure they have the authority or appropriate powers to make decisions their organisation's behalf and when this is not possible, ensure that organisational decisions are made and communicated back to the partnership in a timely way.

### **Functions of ONE Haverhill Partnership**

- ❖ Annually develop, set out and review shared aims and objectives, based on an understanding of local needs and priorities, identified through engagement with local communities and evidence led data.
- ❖ Identify emerging issues and work to overcome them, directly, or by influencing the work of other agencies, or by facilitating collaboration at a local level.

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- ❖ Help build community capacity by driving engagement with local communities, and working to provide more opportunities for local people to influence local decisions and shape local services.
- ❖ Influence the decisions, and the allocation of resources not within the gift of the ONE Haverhill Partnership, and recommend changes to service delivery that might deliver better outcomes for Haverhill.

## Resources

- ❖ The more resources the ONE Haverhill Partnership is able to influence, the greater the potential. Therefore, member organisations are encouraged to plan together and pool funding that can be influenced by the ONE Haverhill Partnership.
- ❖ Finance reports to be shared quarterly with the board

## Meetings

- ❖ ONE Haverhill Partnership meetings will be held in two parts. Part 1 in public, to engage with the community. Part 2 (If required) is to be held in camera to enable commercially sensitive discussions to take place where publicity would be prejudicial to the public interest.
- ❖ Meetings should be informal and at times and in places that are convenient for the majority.
- ❖ The partnership may nominate co-optees or invite others to attend meetings as it sees fit. This may include meetings designed to discuss a specific issue or to engage with a particular section of the community.
- ❖ Wherever possible decisions should be reached by consensus. If a vote is necessary, it will be determined by simple majority. If the need arises, the Chair will have the casting vote
- ❖ The ONE Haverhill Partnership will be fully serviced by Haverhill Town Council. It will be responsible for providing:
  - Administrative support to the Chair for their work
  - Collation and issuing of Agendas and minutes
  - Upkeep of the website
  - Financial Recording and reporting
  - Answering any FOI requests that are properly identified as requiring a specific ONE Haverhill Partnership response.

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- ❖ Task & Finish groups will be set up as appropriate and will be made up of any person who can make a positive contribution and not necessarily a member of the board. Task and Finish groups will report back to the Partnership on a regular basis
- ❖ The Executive Core Group will provide day-to-day management of the operation of the ONE Haverhill Partnership's core function. Its membership will include the Chair/vice-chair and Officer representatives of Town, Borough and County Councils.

## **Accountability**

- ❖ ONE Haverhill Partnership is a partnership of its Members and not a legally-constituted body. Therefore:
  - Individual members will remain accountable to their parent organisations.
  - Public accountability may also be administered through: Forms of public engagement and involvement; Lines of reporting to local authorities, and Local authority scrutiny arrangements

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