HAVERHILL TOWN COUNCIL

TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend the meeting of Haverhill Town Council to be held in The Haverhill Arts Centre, High Street, Haverhill, on MONDAY 27th November 2017 commencing at 7.30pm for the purpose of transacting the following business:

CONSTITUTION: Town Mayor: D Roach Town Councillors: A Bramwell, A Brown, J Burns, M Byrne, J Crooks, P Fox, Q Fox, P Hanlon, B McLatchy, I McLatchy, B Robbins, L Smith, C Turner, A Williams, W Yang

This Meeting is open to the Press and Public

PRAYERS – Rev Canon Ian Finn, 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. <u>Apologies for absence</u> Please give any apologies to the office by 5.00pm of the day of the meeting.
- <u>Declaration of interests and requests for Dispensations</u> For members to declare any interests they may have on items on the agenda and agree any dispensations to stay.
- Minutes of the Full Council meetings held 16th October 2017 To confirm the minutes of the two Full Council meetings held 16th October 2017 as a correct record.

4. <u>To deal with any urgent matters arising from the minutes not covered by this</u> <u>Agenda</u>

5. <u>Reports from the Police and Borough/County Councillors on issues pertinent to HAVERHILL</u> and the PUBLIC FORUM

- a) Police Report circulated ahead of the meeting, if available
- b) County Councillors
- c) Borough Councillors
- d) Members of the public are welcome to make statements or put questions at this time.

6. <u>Mayor's Report</u>

a) To receive a report from the Mayor on his engagements in October and November.

HAVERHILL ARTS CENTRE, HIGH STREET, HAVERHILL, CB9 8AR

Tel: 01440 712858 Fax: 01440 718931 Email: admin@haverhill-tc.gov.uk Web: http://www.haverhill-tc.gov.uk



7. ONE Haverhill Partnership

a) To receive a verbal report from Members and Clerk.

8. Adoption of Committee Reports

- a) <u>Appeals Committee:</u> To note that the Appeals Committee has not met since the last meeting of the Full Council.
- b) <u>Finance Committee:</u> To move the adoption of minutes of the Finance Committee meeting held 24th October 2017 and the recommendations therein.
- c) <u>Leisure and Community Committee:</u> To move the adoption of minutes of the Leisure and Community Committee meeting held 7th November 2017.
- d) <u>Personnel Committee:</u> To note that the Personnel Committee has not met since the last meeting of the Full Council.
- e) <u>Planning Committee:</u> To move the adoption of the minutes of the Planning Committee meetings held on 24th October and 7th November.

9. Financial Matters

a) To authorise the following cheque lists:-

| Date | Cheque Numbers | Value |
|----------|----------------|-------------|
| 09.10.17 | 0011957-011961 | 11,887.65 |
| 09.10.17 | DD | 285.15 |
| 10.10.17 | BACS | 33,623.06 |
| 18.10.17 | BACS | 4,960.70 |
| 18.10.17 | DD | 191.98 |
| 26.10.17 | 011962-011964 | 1,352.97 |
| 26.10.17 | DD | 415.56 |
| 26.10.17 | BACS | 5,789.01 |
| 01.11.17 | 011965-011968 | 9,871.00 |
| 01.11.17 | BACS | 7,028.11 |
| 07.11.17 | 011969-011970 | 1,549.80 |
| 07.11.17 | BACS | 26,265.91 |
| 14.11.17 | 011971-011973 | 19,884.63 |
| 14.11.17 | DD | 91.08 |
| 14.11.17 | BACS | 33,703.83 |
| | Total | £156,900.44 |

- b) <u>To consider granting delegated authority for expenditure to the Operations Manager and Tech</u> <u>Manager:</u>
 - i. Operations Manager: £500
 - ii. Tech Manager: £500

This is to enable them to more efficiently discharge their duties without recourse to senior managers for straightforward expenditure.

c) To Approve an additional Cheque Signatory.

HAVERHILL ARTS CENTRE, HIGH STREET, HAVERHILL, CB9 8AR

Currently Councillors M Byrne, B McLatchy, D Roach, B Robbins are the current cheque signatories. In order to ensure that there are sufficient signatories in the future, it would be useful to appoint a fifth signatory.

d) Grant for Reach

To consider a grant of £600 to provide complimentary tickets for the panto.

10. Insurances

To approve the insurances for the Town Council and, as Trustee, for the Community Trust for the year ahead:

- a) Community Trust Trustee Insurances £4,882.56
- b) Arts Centre Excess Layer insurance £1,135.00
- c) Commercial Combined Insurances £7,205.48

Councillors would wish to note that the above insurances are index-linked and include the buildings insurances for the Arts Centre, Leiston Community Centre and Bevan House plus our current range of projects. The above totals £13,223.04, compared to £11,484.07 last year, which did not include the Leiston Centre building insurance or the increase in insurance premium tax from 10% to 12%.

 d) To consider adding two VAS devices to the insurance and asset register of the Council at a value of £1 each and insured for £2,500 each.

11. <u>To Note the Internal Auditor's report</u>

a) To approve and accept the Interim report from the Internal Auditor. (attached)

12. <u>Projects Update Report</u>

To receive the Clerk's report updating the Council on progress on projects.

13. <u>To receive urgent correspondence</u>

To consider any urgent correspondence received after the agenda was published.

14. Date of Next Meeting

Monday 11th December 2017.

15. <u>To Exclude the Press and Public (if required)</u>

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 – HR matters.

16. Staffing Matters

For any urgent matters.

17. <u>Closure</u>

Colin Poole Haverhill Town Clerk

Date: 21st November 2017

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

HAVERHILL ARTS CENTRE, HIGH STREET, HAVERHILL, CB9 8AR

Tel: 01440 712858 Fax: 01440 718931 Email: admin@haverhill-tc.gov.uk Web: http://www.haverhill-tc.gov.uk