

# HAVERHILL TOWN COUNCIL

## TOWN COUNCIL



HAVERHILL  
TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend the meeting of Haverhill Town Council to be held at the Haverhill Arts Centre, High Street, Haverhill, on Monday, 24 June 2024 commencing at 7.00pm for the purpose of transacting the following business:

**CONSTITUTION:** Town Mayor: D Smith  
Town Councillors: R André, A Brown, J Burns, Q Cox, J Crooks,  
B Davidson, P Firman, P Hanlon, A Luccarini,  
M Martin, J Mason, L Miller-Jones, D Page,  
L Smith, A Stinchcombe.

**THIS MEETING IS OPEN TO THE PRESS AND PUBLIC TO ATTEND IN PERSON:**  
To Register: email [town.clerk@haverhill-tc.gov.uk](mailto:town.clerk@haverhill-tc.gov.uk)

**YOUTUBE:** The meeting may be live-streamed, if so, it will be on the following channel:  
<https://youtube.com/live/48EvStfWg3U?feature=share>

### AGENDA

1. **Apologies for absence**  
Please give any apologies by email or telephone 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. **Minutes of the Meeting of the Town Council held Monday, 13 May 2024**  
To confirm the minutes of the council meeting held Monday, 13 May 2024, as a correct record. (attached)
4. **To note progress of actions arising from the minutes not covered by this Agenda**
5. **Reports from District/County Councillors on issues pertinent to HAVERHILL and the PUBLIC FORUM**
  - a) Police Report – PC Jack Oakley
  - b) County Councillors
  - c) District Councillors
  - d) Members of the public are welcome to make statements or put questions at this time.
6. **Mayor's Report**
  - a) To receive a report from the Mayor.

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

Tel: 01440 712858 Fax: 01440 718931

Email: [office@haverhill-tc.gov.uk](mailto:office@haverhill-tc.gov.uk) Web: <http://www.haverhill-tc.gov.uk>

7. **Grants over £2,000**

- a) To consider a grant of £4,400 to Haverhill Local History Museum, to cover the cost of rent at Haverhill Arts Centre and a contribution towards general running costs (attached)
- b) To receive a report from Explore Outdoor on the February 2024 half term activity (attached).

8. **ONE Haverhill Partnership**

- a) To receive a report from the Clerk on matters relating to ONE Haverhill Partnership.

9. **Adoption of Committee Reports**

- a) Leisure & Community Committee: To move the adoption of the minutes of the committee meeting held 30<sup>th</sup> April 2024 (attached).
- b) Planning Working Party: To move the adoption of the minutes of the Planning Working Party meetings held 7<sup>th</sup> and 20<sup>th</sup> May and 3<sup>rd</sup> (attached) and 17<sup>th</sup> June 2024 (to follow) and the recommendations contained therein.
- c) Personnel Working Party: To move the adoption of the redacted minutes of the Personnel Working Party held 21<sup>st</sup> May 2024 and the recommendations contained therein. (to follow)
- d) Energy & Sustainability Working Party: To move the adoption of the minutes of the Working Party held 10<sup>th</sup> June 2024 and the recommendations contained therein (attached).
  - i. Request West Suffolk to include Haverhill in the ECOVEND pilot project.

10. **Financial Matters**

- a) To authorise the following payment list: -

| Date       | BACS/DD      | Value £           |
|------------|--------------|-------------------|
| 23/04/2024 | BACS         | 4,623.08          |
|            | DD           | 1,054.68          |
| 01/05/2024 | BACS         | 37,045.58         |
|            | DD           | 551.04            |
| 14/05/2024 | BACS         | 25,067.46         |
|            | DD           | 2,630.21          |
| 22/05/2024 | BACS         | 28,020.91         |
|            | DD           | 718.70            |
| 30/05/2024 | BACS         | 8,721.70          |
|            | DD           | 186.54            |
| 05/06/2024 | BACS         | 9,789.37          |
|            | DD           | 1,200.07          |
| 12/06/2024 | BACS         | 13,571.52         |
|            | DD           | 559.26            |
|            | <b>Total</b> | <b>£133740.12</b> |

11. **Actions taken under delegated powers**

None

**12. End of Year Accounts**

**a) Significant events**

To consider if any events that occurred during the 2023/24 financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances which need to be reflected in the statement of accounts.

- i. To note the RFO advises no such events occurred.

**b) Review of Internal Controls**

- i. To consider the Review of Internal Controls for the Council. (attached)
- ii. To consider the Review of the Internal Audit. (attached)
- iii. To review the Terms of Reference, Specification and effectiveness of the Internal Audit (attached).
- iv. To consider the Internal Auditor's report for the year ending 2023/24 (attached) and their report to External Auditor (attached).

**c) Annual Accounts & Return**

- i. Adoption of Annual Accounts.
  1. Income and Expenditure (attached)
  2. Balance Sheet (attached)
- ii. To approve sections 1 & 2 of the Annual Governance and Accountability Return for the year ending 31<sup>st</sup> March 2024
  1. Annual Governance Statements (attached)
  2. Accounting Statements (attached)
  3. Earmarked Reserves as at 31<sup>st</sup> March 2024 (attached)
  4. Assets Register (attached)
  5. Risk Register (attached)

**d) To confirm all relevant insurances are in place**

To note that insurances were reviewed in November 2023 (C23/154b, c & d) and remain in place.

**13. Membership of Committees (See attached matrix)**

To note the membership of the following committees:

- a) Appeals Committee
- b) Civic Events Working Party
- c) Community Events Working Party
- d) Energy & Sustainability Committee
- e) Finance Committee
- f) Leisure and Community Committee
- g) Personnel Committee
- h) Planning Committee
- i) Tendering Working Party

**14. Appointment of Chairs and Vice-Chairs of Committees (Also see attached matrix)**

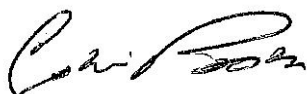
- a. Appeals Committee
- b. Energy & Sustainability Committee
- c. Finance Committee
- d. Leisure and Community Committee
- e. Civic Events Working Party
- f. Community Events Working Party
- g. Personnel Committee
- h. Planning Committee

15. **Appointment to Outside Bodies (See attached matrix)**  
To agree appointments of representatives to outside bodies
- a. ONE Haverhill – Mayor, Clerk and 3 other Councillors
  - b. Haverhill Disability Forum
  - c. Youth Advisory Group

16. **To receive urgent correspondence**  
To note any urgent correspondence received after the agenda was published

17. **Date of Next Meeting**  
Monday, 29 July 2024.

18. **Closure**



**Colin Poole**  
Haverhill Town Clerk

Date: Monday, 17 June 2024,

*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*