

Haverhill Town Council

Minutes of the Annual Meeting of Haverhill Town Council's

FULL COUNCIL

Held on Monday 16th May 2022 at 7.30pm at Haverhill Arts Centre, High Street, Haverhill



HAVERHILL
TOWN COUNCIL

Present: Mayor Councillor L Smith
Mayor Councillor B Davidson
Deputy Mayor Councillor M Marks (Also Chair, West Suffolk District Council)
Councillor A Brown
Councillor J Burns
Councillor P Firman
Councillor P Hanlon
Councillor A Luccarini
Councillor E McManus
Councillor J Mason
Councillor L Miller-Jones
Councillor D Roach
Councillor D Smith
Councillor A Stinchcombe

Apologies: Mayor of Beccles
Mayor of Halstead
Mayor & Deputy Mayor of Saffron Walden
Mayor of Stowmarket
Mayor of Thetford
Chair, Shudy Camps Parish Council
Lizzi Cocker, Families and Communities Officer, WSDC
Mr & Mrs W Hubbock, Recipients, Freedom of Haverhill
Police Inspector Matthew Paisley
Mr A Davidson

In Attendance: Councillor M Chester Chair-Elect West Suffolk District Council
County Councillor Heike Sowa
Colin Poole (Town Clerk)
Vicky Phillips (Assistant Town Clerk)

37 guests and members of the public were present.

Welcome:

Mayor L Smith welcomed everyone to the meeting.

MINUTES

C22 **Election of New Mayor**

/048 Mayor L Smith asked for nominations for the position of Mayor. It was proposed by Councillor M Marks, seconded by Councillor A Brown that Councillor B Davidson be elected Mayor of Haverhill Town Council.

RESOLVED

ACTION

C22 **Mayor's Declaration of Office and Acceptance Speech**

/049

- a. Declaration of Office:
Councillor B Davidson signed his declaration of office as Mayor.
- b. Acceptance Speech:
Mayor B Davidson thanked the council for honouring him with this role and gave a short acceptance speech.
(See Appendix 1)

C22 **Vote of Thanks**

/050

- a. Vote of Thanks:
Mayor B Davidson thanked the previous Mayor, Councillor L Smith for her successful Mayoral year and presented her Past Mayor's badge.
- b. Address by the retiring Mayor:
Councillor Smith thanked the Mayor for her badge and congratulated Councillor Davidson on his election. She commented on the impact of the pandemic on events and other work of the council. She particularly noted the many volunteers she had met over the previous twelve months. Councillor L Smith described the start of the final stage of the Women's Tour of Britain cycle race in the market square as a highlight of her year. She also referred to the upcoming ordinary elections in 2023 and expressed a hope that more women would stand for election. Also memorable was the commemoration of the loss of Czechoslovakian pilots in a world war two air crash, at their graves in Haverhill cemetery, and the opening of the new Splashpad on the recreation ground. Councillor Smith thanked the many businesses that had supported her charity fundraising through donations. She wished Councillor Davidson a happy mayoral year.

C22 **Election of Deputy Mayor**

/051

Mayor B Davidson asked for nominations for the position of Deputy Mayor. It was proposed by Councillor J Mason, seconded by Councillor D Roach, that Councillor M Marks be elected Deputy Mayor of Haverhill Town Council.

RESOLVED

C22 **Deputy Mayor's Declaration of Office**

/052

- a. Declaration of Office:
Councillor M Marks signed her declaration of office as Deputy Mayor.
- b. Deputy Mayor M Marks thanked fellow councillors for their support in this role and promised to support our new Mayor Councillor B Davidson to the best of her ability and offered her congratulations.

C22 **Apologies for Absence**

/053

None.

C22 **Suspension of Standing Order 3e**

/054

It was proposed by Councillor M Marks, seconded by Councillor D Roach, that there be no public forum during this meeting, on the grounds that it directly followed the Annual Town Meeting.

RESOLVED

C22 **Declaration of Interests and requests for dispensation**

/055

Councillor J Mason declared a non-pecuniary interest in item C22/085a as Chair of the Haverhill Show Committee.

- C22** **Mayor's Allowance**
/056 It was proposed by Councillor L Smith, seconded by Councillor E McManus, that the budget for the Mayor's allowance be £1,500, to be spent in accordance with section 15(5) of the Local Government Act 1972.
RESOLVED
- C22** **Standing Committees Terms of Reference**
/057 It was proposed by Councillor M Marks, seconded by Councillor P Hanlon, that the Terms of Reference (appendix 2) be adopted.
RESOLVED
- C22** **To consider the appointment of any new Committee.**
/058 It was proposed by Councillor J Burns, seconded by Councillor A Brown that two working parties be set up, namely the Civic Events Working Party and Community Events Working Party, to allow for proper scrutiny and councillor involvement in the organisation of the many events put on by the town council, which would otherwise be unmanageable at Leisure and Community. These working parties would include members of the public invited by the working party to take part.
RESOLVED.
- C22** **Membership of Committees**
/059 It was proposed by Mayor B Davidson that membership of Committees, appointment of Chairs/Vice-Chairs, appointment to the Finance Committee and appointments to outside bodies be deferred and considered at the next meeting of the Town Council.
RESOLVED.
- C22** **Review of Standing Orders and Financial Regulations**
/060 The Mayor advised that the Standing Orders and Financial Regulations remain up to date following their review in May 2021.
NOTED
- C22** **Internal Audit Report**
/061 It was proposed by Councillor D Roach, seconded by Councillor A Stinchcombe that the annual Internal Audit be accepted, noting that there are no matters of concern.
RESOLVED
The Mayor thanked the Clerk and Finance Administrator for their continued careful stewardship of the Council.
- C22** **Confirmation of appointment of an Internal Auditor**
/062 It was proposed by Councillor A Stinchcombe, seconded by Councillor M Marks, that Heelis and Lodge be confirmed as Internal Auditor for 2022/23.
RESOLVED
- C22** **Town Clerk is appointed Responsible Financial Officer for the Council**
/063 It was proposed by Councillor E McManus and seconded by Councillor L Smith to note that the Town Clerk was appointed 3rd June 2014 as Responsible Financial Officer for the Council as part of his contract of employment.
RESOLVED

C22 **The minutes of the Full Council meeting held 25th April 2022**
/064 It was proposed by Councillor D Smith, seconded by Councillor J Burns, that these be signed as a true record.
RESOLVED

C22 **Grant Applications**
/065 The Clerk advised the meeting that there were two requests for grants.
a) The Haverhill Show: It was proposed by Councillor A Brown, seconded by Councillor J Burns that £3,500 be given towards the cost of putting on this year's Haverhill Show.

RESOLVED

b) Haverhill Junior Parkrun: Funding for a defibrillator. The Clerk was asked to check that the defibrillator was a type approved by the local Community First Responders. It was proposed by Councillor A Stinchcombe, seconded by Councillor D Roach that the matter be deferred until the next meeting, so the budget presented by the applicant could be clarified.

RESOLVED

C22 **Urgent Matters arising from the minutes**
/066 C22/036 Highways Faults: The Clerk has arranged with Councillor Paul West, portfolio holder for Highways Operations to meet remotely, in order to bring in a number of Highways Officers to answer technical questions. It was agreed that the Clerk should liaise to find a suitable date and time for the meeting to take place.

C22/040 Write to the MP to support EDM691: The Clerk advised he has made the request and will advise at the June meeting of any response received.

C22 **Date of next Meeting:**
/067 The meeting noted that the next meeting will be held on 28th June 2022.

C22 **Closure**
/068 The Mayor declared the meeting closed at 19:58pm.

CLERK

Signed
Chairman

Date.....

Appendix 1

Mayoral speech of acceptance

Good Evening Ladies & Gentlemen.

I am honoured and privileged to become the Mayor of Haverhill for the forthcoming year - for several reasons. First of all, I am led to believe - that I am the first Scotsman to be Mayor of Haverhill. Local Historians Brian & Charmaine Thompson, will undoubtedly tell me otherwise.

Unfortunately this claim to fame is fundamentally flawed. There has been a Scot who has held office before - not once but indeed twice! None other than Councillor - Elaine McManus - who incidentally will also be my Consort for the forthcoming year, as she is my partner!

When I was elected as a Town Councillor 3 years ago - the Annual Meeting was held here - in our magnificent Arts Centre. With fellow councillors, distinguished guests and friends and family present - much like today! For the last 2 years - the Annual Meeting has been held in private and worse still using Zoom! I am so glad that we can now safely meet each other again publicly. It has been a hard 2 years, especially so, for my immediate predecessors Councillor's Liz Smith & John Burns - whose public engagements were severely restricted, mainly due to Covid.

I have just had a look at the Mayoral Calendar for next few weeks - I am going to have a very busy start to my year - but hopefully not too busy, that I can't enjoy Friday beers!!

If you are not already aware the Festival of Suffolk Torch Relay comes to Haverhill tomorrow evening and will be leaving on Wednesday morning. Would be great to see as many of you welcoming, tomorrow night, our very own Joan Keys at 6.30pm onwards. The torch will be leaving on the 18th at 8.30 am and we will be waving off Eileen Towns and her great great Granddaughter Faye - who incidentally nominated her. Eileen & Faye will also be visiting Westfield school at 9.15 am, where Faye is a pupil.

Which brings me to perhaps the main reason I am deeply honoured to be Haverhill Mayor - in this year of the Platinum Jubilee. It is an unbelievable feat for Elizabeth 11 to have been our glorious queen for over 70 years. I was born in the year of her coronation - so apart from the early years, I have always followed the jubilee events with enthusiasm.

Whilst we appear to be over the worst of Covid - we are still in very trying times - increasing fuel costs, interest rates and the Soviet invasion of Ukraine, to name but a few. It will be part of my mission this year to, as much as possible, cut back on any unnecessary spending but at the same time deliver - especially this summer - a programme of events for the Townspeople. I am sure I will be assisted in this quest by our Town Clerk - Colin Poole?

Finally for my Mayoral year I will be raising funds for a very local organisation entitled "Keep Haverhill" This is a new venture that is currently being formed and more information will follow shortly - watch this space!!

I am very proud to be your Mayor for the next year and I hope I will successfully follow in the footsteps of my illustrious predecessors!!

Many Thanks

APPENDIX 2 - Terms of Reference for Committees

Finance Committee

1. Membership: 10 Councillors
2. Composition
Ex-officio Members: Town Mayor
Chairman of leisure and Community Committee
Chairman of Planning Committee
Chairman of Personnel Committee
Chairman of Appeals Committee
General Membership: Other elected members as appointed by the Council.
Attendees: Town Clerk/Responsible Financial Officer
Finance Administrator
Other officers as the Committee requires from time to time
2. Quorum: 3 Councillors
3. Frequency of Meetings: Quarterly meetings will normally be held.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Receive reports from the RFO & Finance Administrator confirming overall receipts and expenditure are broadly in line with budgetary limits, or that sound reasons exist when variations occur;
 - b) Review current bank balances and check reconciliation
 - c) Review Investments.
 - d) Recommend budget to Council;
 - e) Review policies and procedures as necessary for good financial management.
 - f) Review the Council's Risks and recommend changes to the Council.
5. Delegated powers: The Committee may
 - a) Authorise expenditure within budget;
 - b) Authorise transfer of budgeted sums to Reserve Funds;
 - c) Authorise virements from heads of account where savings have been made;
 - d) Vary Insurance cover as necessary.
 - e) Approve submissions to Grant-making Bodies
 - f) Set up sub-committees and working groups
6. The Committee shall appoint from the Committee members to such working groups as they see fit.

Leisure & Community Committee

1. Membership: 9 Councillors plus Mayor
2. Composition
Ex-officio Members: Town Mayor
General Membership: Other elected members as appointed by the Council.

Attendees: Town Clerk
Arts & Leisure Manager
Other officers as the Committee requires from time to time
2. Quorum: 3 Councillors
3. Frequency of Meetings: Bi-Monthly meetings will normally be held.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Comment on environmental, highways or "Town image" issues.
 - b) Prepare an annual budget for approval by the Finance Committee.
 - c) Review expenditure against budget.
 - d) Prepare and review annually a 5 Year Programme of Community Enhancement.
 - e) Review Town Council's Support for the Community.
 - f) Prepare and recommend to Full Council annually a revised 5 Year Business Plan for the Arts Centre
 - g) Review progress against Arts Centre Business Plan proposals
 - h) Receive reports from Arts Centre User Panels
 - i) Review the Town Council's Leisure Policy
 - j) Review Town Marketing and Publicity.
 - k) Prepare bids for Capital expenditure
 - l) Prepare an annual estimate of expenditure for approval by Finance Committee
5. Delegated powers: The Committee may
 - a) Authorise expenditure within budget, the following matters: -
 - i. Arts Centre activity
 - ii. Leisure and Arts provision within the town
 - iii. Haverhill Festivals
 - iv. Community facilities
 - v. Approve submissions to Grant-making Bodies
 - vi. Set up sub-committees and working groups
 - b) Approve or refuse grant applications subject to sufficient funds being available within the grants budget.
6. The Committee shall appoint from the Committee members to such working groups as they see fit.

Personnel Committee

1. Membership: 5 Councillors plus Mayor
2. Composition
Ex-officio Members: Town Mayor
General Membership: Other elected members as appointed by the Council, who are not members of the Appeals Committee.

Attendees: Town Clerk
Other officers as the Committee requires from time to time
2. Quorum: 3 Councillors
3. Frequency of Meetings: Quarterly meetings will normally be held.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Review staff terms and conditions.
 - b) Receive staff grievances that have not been resolved via Line Managers.
 - c) Review the Council's Health & Safety Policies.
 - d) Review the Council's Staff Development Policies.
 - e) Recommend to the Finance Committee changes in staffing and staffing structures.
 - f) Recommend staffing structures to Finance Committee
 - g) Prepare estimates for training and development, recruitment, welfare, and health and safety for approval by Finance Committee.
5. Delegated powers: The Committee may
 - a) Appoint staff graded SCP30 and above.
6. The Committee shall appoint from the Committee members to such working groups as they see fit.

Appeals Committee

1. Membership: 5 Councillors
2. Composition
General Membership: Elected members as appointed by the Council, who are not members of the Personnel Committee.

Attendees: Town Clerk
Other officers as the Committee requires from time to time
2. Quorum: 3 Councillors
3. Frequency of Meetings: One annual meeting will normally be held.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Review and determine staff appeals
5. The Committee shall appoint from the Committee members to such working groups as they see fit.

Planning Committee

1. Membership: 8 Councillors
2. Composition
General Membership: Elected members as appointed by the Council.
Attendees: Assistant Town Clerk
Other officers as the Committee requires from time to time
2. Quorum: 3 Councillors
3. Frequency of Meetings: Meetings will normally be held every three weeks.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Consider matters relating to development within Haverhill and the surrounding area
5. Delegated powers: The Committee may
 - a) Determine responses to planning applications
 - b) Determine responses to consultations on planning matters
6. The Committee shall appoint from the Committee members to such working groups as they see fit.

Arts Centre Development Group

1. Membership: 4 Councillors
2. Composition
General Membership: Other elected members as appointed by the Council.
Representatives of the voluntary and community sector.
Attendees: Town Clerk
Art & Leisure Manager
Marketing Manager
Other officers as the Committee requires from time to time
2. Quorum: 2 Councillors + 1 officer
3. Frequency of Meetings: TBA.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Provide democratic oversight for the development of the Bevan House site and extension to the Haverhill Arts Centre
 - b) Provide the Full Council with a report including any recommendations for action by the Town Council.
5. Delegated powers: The Committee may
 - c) Appoint non-councillors to its membership

Volunteering In Haverhill Working Group

1. Membership: 4 Councillors
2. Composition
General Membership: Other elected members as appointed by the Council.
Representatives of the voluntary and community sector.

Attendees: Town Clerk
Other officers as the Committee requires from time to time
2. Quorum: 2 Councillors + 1 officer
3. Frequency of Meetings: TBA.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - c) Consider matters relating to the vitality of the voluntary and community sector in Haverhill
 - d) Provide the Full Council with a report including any recommendations for action by the Town Council.
5. Delegated powers: The Committee may
 - d) Appoint non-councillors to its membership

Delegated Authority to the Town Clerk/Responsible Financial Officer

Delegated powers: The Town Clerk may

Appoint staff up to SCP29

Spend to the limits of expenditure relating to identified budgetary headings, in accordance with limits set by the Financial Regulations

Sign orders, contracts and rental agreements on behalf of the Council

Effect all insurances as required by the Council.

Carry out all other tasks as set out in their job description.