

MEETING OF HAVERHILL TOWN COUNCIL



**The Haverhill Town Council Meeting will be held on
Monday 22nd December 2003 at 7.00 pm
in the Studio, Town Hall Arts Centre, High Street,
Haverhill.**

**HAVERHILL
TOWN COUNCIL**
Bevan House, Camps Road
Haverhill
Suffolk CB9 8HF

Telephone: 01440 712858
Fax: 01440 706717

| | | |
|----------------------|--------------------------|---|
| CONSTITUTION: | Town Mayor: | Jacqueline Rudd |
| | Town Councillors: | R Avallone, C Cullum, M Dane, S Fanning, E Goody, M Graham, G Kiernan, Maggie Lee, T Marks, Mrs M Martin, L Robinson, L Samples, A Thomas, R Warwick, and N Whelan |

AGENDA

1. Apologies for Absence

Please give any apologies to the office before the meeting.

2. Declaration of Interests

For Members to declare any interests they may have on items on the agenda.

3. To confirm Minutes of Meetings held 23rd September 2003

4. To deal with any urgent matters arising from the Minutes

5. To Confirm The Precept for 2004/2005

Finance Committee recommended that Full Council be asked to confirm that the budget for 2004/2005 be £176,675, equivalent to a Band D precept of £23.75 and a Band B precept of £18.47 (see attached)

Section 100(A) (4) of the Local Government Act 1972 the public and press be excluded from the next item on the grounds that the matters to be discussed will involve the likely disclosure of exempt information as defined in paragraphs 1 and 7 of Part 1 of Schedule 12 (A) of the Act.

6. To Consider The Recommendations from Personnel Committee Meeting held 8th December

Full Council is asked to confirm a recommendation arising from the Personnel Committee meeting being held on 8th December, and agree action

PUBLIC FORUM

7. Adoption of Committee Reports

Finance Committee

To move the adoption of the minutes of the Finance Committee meeting held 21st October 2003.

Leisure & Arts Committee

To move the adoption of the minutes of the Leisure and Arts Committee meetings held 7th October and 4th November 2003.

Planning Committee

To move the adoption of the minutes of the Planning Committee meetings held 30th September, 28th October, 11th November 2003 and 2nd December

Community First

To move the adoption of the minutes of the Community First Committee meeting held 14th October 2003

Personnel Committee

To move the adoption of the minutes of the Personnel Committee meeting held 7th October, 19th November, and 8th December 2003

8. To Confirm The Recommendation from Community First Committee Meeting held 14th October Regarding Support for the Policing Strategy

Community First Committee recommended that Full Council be asked to confirm that the statement (attached)

9. To Agree Revised Committee Memberships

Following on from the reformation of the Haverhill Representative Alliance Party, and the filling of the vacancy, it is necessary to redistribute Committee seats in accordance with Standing Orders

10. Councillors Allowances

To agree the level of Parish Basic Allowances, and Travel & Subsistence Allowances, and to determine whether the Parish Basic Allowance shall be payable solely to the Chairman or to all Councillors.

11. Emergency Planning

To consider the extent to which Haverhill should plans for emergency situations (see attached letter)


12. To Receive The External Auditors Notes on 2002/2003 Accounts

The Council is required to receive, note, and action if required, the comments of the External Auditor on the accounts for 2002/2003.

13. To authorise payments.

To authorise the following cheque lists:-

| Date | Items | Cheque No.s | Value |
|---------------------|--------------|--------------------|--------------|
| 30.09.03 | 1-6 | 000512-000517 | £784.49 |
| 14.10.03 | 1-14 | 000518-000531 | £7,275.29 |
| 21.10.03 | 1-7 | 000532-000538 | £1,049.98 |
| 28.10.03 | 1-7 | 000539-000545 | £28,677.94 |
| 11.11.03 & 21.11.03 | 1-16 | 000546-000568 | £20,579.61 |
| 02.12.03 | 1-17 | 000569-000585 | £13,735.55 |

14. To authorise urgent payments.**15. To receive urgent correspondence****16. Matters of report****17. Closure**


**Town Clerk
Gordon Mussett**

15 December 2003

Item 8

Statement Referred From Community First Committee

The Town Council recognises the impact that being a victim of crime can have upon individuals and families. However the Town Council also recognises that in Haverhill the likelihood of crime is currently less than in most other Suffolk towns.

The Town Council wishes to support the intelligence-led targeted approach of Suffolk Police which is enabling Haverhill residents to live free of the fear of crime.

The Town Council further supports those organisations, notably Havebury Housing Partnership and St Edmundsbury Borough Council, which are working in close co-ordination with Suffolk Police to maintain lower levels of crime.

The Town Council wishes to promote Haverhill as a Town with lower than average levels of crime, and to actively disassociate itself from those who continue to raise the fear of crime.

Item 10

Councillors Allowances

Currently allowances are paid to the Town Mayor (a one-off lump sum allowance, currently £675 per annum), and to Councillors attending training courses (either reimbursement of bus/train fares or a mileage allowance @ 48.5p per mile). No action is required by this Council in order to perpetuate the payment of these allowances.

No other allowances, whether to defray expenses or to cover travel costs, within or outside the Town, were paid.

However, if the Town Council wishes to reimburse Councillors attending official events (other than training) on behalf of the Town Council, then it is necessary to pass a formal resolution, and publish this. This would permit the payment of travel expenses to Councillors attending (say) meetings held in Bury St Edmunds where the Councillor has been nominated to represent the Town Council.

St Edmundsbury Borough Council's Parish Remuneration Panel has met and made recommendations in respect of Councillors' allowances. These are attached.

Recommended:-

That the Town Council agree to:-

- a) that an annual allowance, reviewed each year, be paid to the Town Mayor in accord with Section 15(5) of the Local Government Act 1972
 - b) pay, in accord with the Local Authorities (Members Allowances)(England) Regulations 2003, regulation 26, to its members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non motorised form of transport, undertaken or incurred in connection with the performance of any duty within the following categories: -
 1. the attendance at a meeting of the authority or of any committee or subcommittee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
 2. the attendance at a meeting of any association of authorities of which the authority is a member;
 3. the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
 4. the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
 5. the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.
- provided that travel outside the accepted boundaries of the town is required**
- c) that the rates of reimbursement be at the rate set by a future Parish Remuneration Panel (39.9p per mile for use of car, and 20p per mile for use of bicycle)
 - d) that no further payments be made to any Councillor in respect of their official duties

ST EDMUNDSBURY BOROUGH COUNCIL
REPORT OF PARISH REMUNERATION PANEL

1. Background

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require that a Parish Remuneration Panel be set up by a district or county council within whose area a parish council is situated. The membership of a Parish Remuneration Panel will be the same as the Independent Remuneration Panel of the district council.
- 1.2 A Parish Remuneration Panel can make recommendations as to allowances of the parishes situated within its area. Recommendations can be made as to whether there should be a parish basic allowance, available to all Members of the parish council, or only to the Chairman. It will also make recommendations as to the duties for which travel and subsistence allowances may be claimed and the amount of travel and subsistence allowances.
- 1.3 The St Edmundsbury Borough Council Parish Remuneration Panel met on 20 November 2003 and considered the requirements of the Act and information provided by the Suffolk Association of Local Councils (SALC). The Panel's deliberations and recommendations are detailed below.
- 1.4 The Panel recognised that the cost of implementing its recommendations would be borne by the Parish Precept.

2. Summary of Recommendations

- 2.1 The Panel recommends the following allowances to **all parishes within St Edmundsbury**.
- 2.2 The Panel recommends the following in respect of parish allowances from 1 January 2004 to 31 March 2005:-

(i) Travel and Subsistence Allowances

The reimbursement of mileage expenses should be at a rate of 39.9 pence a mile.

(ii) Bicycle Allowance

That a bicycle allowance of 20p a mile be available to Parish Councillors.

(iii) Subsistence Allowance

The following scale of subsistence allowances be applicable:-

| | |
|--------------|-------|
| Breakfast | £5.57 |
| Lunch | £7.70 |
| Tea | £3.04 |
| Evening meal | £9.52 |

(iv) Overnight subsistence (deemed to cover a 24 hour period)

| | |
|-------------------|----------------------|
| Outside of London | Attendance in London |
| £80 | £100 |

(v) Parish Basic Allowance

That, up to £100 per annum be payable to each and every Member of the Council or to its Chairman only.