



HAVERHILL
TOWN COUNCIL

THE ANNUAL MEETING OF HAVERHILL TOWN COUNCIL

You are hereby summoned to attend the meeting of Haverhill Town Council to be held in Samuel Ward Arts & Technology College, Chalkstone Way, Haverhill, on Tuesday 25th May 2010 commencing at 7.30 p.m., or immediately following the Annual Town Meeting, whichever is the later, for the purpose of transacting the following business

CONSTITUTION: Town Mayor: Cllr. E McManus
Town Councillors: L Ager, S Bowes,
L Burgess, M Byrne,
L Carr, P French,
A Gower, P Hanlon,
P McManus, M Marks,
Mrs Mary Martin,
G Price, K Richardson,
A Samuels, and
T Woodward

AGENDA

- 1. Apologies for Absence**
Please give any apologies to the office by 5.00p.m. of the day of the meeting.
- 2. Election of Town Mayor**
To receive nominations for the position of Town Mayor and receive their declaration of Acceptance of Office.
- 3. Address by Town Mayor**
For the newly-elected Town Mayor to address the Council and public.
- 4. Presentation of Past Mayor Badge**
To present the out-going Mayor with the Past Mayor Badge.
- 5. Address by former Town Mayor**
For the former Town Mayor to address the Council and public.

6. **Presentation by Past Mayor of Cheques to Charities**
For the past Mayor to present cheques to Haverhill Volunteer Centre and Headstart for Babies.
7. **Election of Deputy Mayor**
To receive nominations for the position of Deputy Town Mayor and receive their declaration of Acceptance of Office.
8. **Declaration of Interests**
For Members to declare any interests they may have on items on the agenda.
9. **Mayor's Allowance**
To agree the payment of the Mayor's Allowance in accordance with Section 15(5) of the Local Government Act 1972. The budget allowed for this to be £1000 plus a further £300 if the Mayor attends the overseas Town Twinning event.
10. **Outside Representatives**
To confirm the appointments of representatives to outside bodies in accord with previously-agreed policy (see attached).
11. **Town Council Committees**
To confirm the allocation of Committee seats (attached) and note attendances since May 2009 (attached).
12. **To confirm the Clerk's re-appointment as Responsible Financial Officer.**
The Council is required to appoint a Responsible Financial Officer. This position is currently held by the Town Clerk.
13. **To confirm the re-appointment of Heelis & Lodge as Independent Internal Auditor**
The Council is required to appoint an Independent Internal Auditor. Heelis & Lodge are currently the Town Council's Independent Internal Auditors.
14. **To Resolve Not to Adjourn for a Public Forum**
In view of the fact that this meeting has been preceded by the Town Meeting it is recommended that no Public Forum be held tonight.
15. **To confirm Minutes of Meeting held 13th April 2010**

16. Adoption of Committee Reports

Personnel Committee

To move the adoption of the minutes of the Personnel Committee meeting held 4th May 2010.

Community First Committee

To move the adoption of the minutes of the Community First Committee meeting held 20th April 2010.

Arts & Leisure Committee

To move the adoption of the minutes of the Arts & Leisure Committee meetings held 11th May 2010.

17. A Presentation on Behalf of HAVO.

To receive a presentation on the training and financial advice given to local organisations during 2009/10 and the future programme for 2010/11

18. To Determine the Additional Support the Town Council Could Offer to Local Organisation .

To agree the additional support the Town Council could offer to local organisations (attached)

19. To Agree and Approve the 2009/2010 Accounts

To agree and approve the 2009/2010 accounts (attached)

20. To Determine a Policy for Replacement Furniture

To determine a policy for future replacement furniture, taking into account the limited storage within the Arts Centre (attached).

21. Correspondence

22. To authorise payments.

To authorise the following cheque lists:-

Date	Cheque No.s	Value
31.03.10	005694 – 005712	£6,682.36
13.04.10	005713 – 005730	£12,978.24
13.04.10	005731 – 005754	£130,300.38
20.04.10	005755 – 005759	£724.14

20.04.10	005760 – 005769	£9,781.10
04.05.10	005770 – 005808	£14,168.01
11.05.10	005809 – 005831	£15,693.84

23. To receive urgent correspondence

24. Closure



**Gordon Mussett
Town Clerk**

DATE: 19th May 2009

Attendance at Meetings of External Bodies

The Council, at its meeting held 8th May 2008 delegated appointment of representatives to external organisations to individual Committees to determine. The following have been made to date and need to be re-affirmed tonight:-

Cllr French – Focus Group re St Edmundsbury Borough Council Local Development Framework

Cllr E McManus – Non-voting Member, Haverhill Area Working Party

Cllr M Marks – St Edmundsbury Borough Council Standards Committee

Cllr L Ager – Executive Committee, Haverhill Partnership

The Council at a subsequent meeting agreed that the Town Clerk, or other appropriate Officer, would represent them at all other meetings of external bodies.

Members should note that they are welcome to attend all meetings shown as ALL in the schedule which follows.

Schedule of Meetings

Meeting Name	Frequency and Time of Day	Main Theme of Meeting	Meeting Purpose	Type	Attendee
Suffolk Association of Local Councils	Quarterly 7.00 p.m.	Governance in Local Councils	Information Sharing	ALL	Town Clerk
West Suffolk Local Strategic Partnership	4-monthly (under review – may be 6-monthly) 10.00 a.m.	Promote Local Agency Agreement Targets being addressed by WSLSP	Information Sharing	ALL	Town Clerk
Haverhill Partnership Forum	3-monthly 10.00 a.m.	To address common issues affecting Haverhill	Information Sharing	ALL	Town Clerk and Cllr Marks
Haverhill Partnership Executive	3-monthly 2.30 p.m.	To discuss possible joint projects	Information Sharing and Strategic Direction	OW	Town Clerk
Mini-VASP	3-monthly 10.30 a.m.	Joint user/service provider meeting for users of the Mental Health Services in Haverhill	Information Sharing	OW (inc Service Users)	Town Clerk
Haverhealth	As and when 12.00 noon	Information Sharing and to work up new projects	Information Sharing and Joint Project Working	OW	Town Clerk
3CT Steering Group	6-monthly 10.30 a.m.	Strategic Management of 3CT	Project Management	OW	Town Clerk
Haverhill Cluster Steering Group	3-monthly 3.30 p.m.	Information sharing and to promote joint inter-agency working	Information Sharing and Project Development	OW/ALL	Arts & Leisure Manager or Town Clerk

Haverhill Locality Planning Network	3-monthly 10.30 a.m.	Information sharing and awareness raising of accessibility issues in Haverhill	Information Sharing	OW	Town Clerk
Haverhill Chamber of Commerce	Monthly 6.30 p.m.	Talks by speakers on items of interest to local businesses	Information Sharing	ALL	Only occasional representation by Town Clerk
Suffolk ACRE	Annual 6.30 p.m.	AGM	AGM	ALL	Only occasional representation by Town Clerk or Town Mayor
Stour Valley & Dedham Vale	Annual 7.00 p.m.	AGM	AGM	ALL	Only occasional representation by Town Clerk
Cambridge-Sudbury Rail Renewal Association	Ad-hoc Variable	To revive rail links between Sudbury and Cambridge	Information Sharing	ALL	Town Clerk
Community Matters	Annual 10.00 a.m.	To support local community groups	AGM	ALL	None
Haverhill in Bloom	2-monthly 6.00 p.m.	To promote Haverhill in Bloom	Project group	ALL	Town Clerk receives minutes
School Holiday Activities Group		To co-ordinate, support and provide school holiday activities	Project group	OW	Arts & Leisure Manager

Arts & Leisure Committee

Les Ager - Chair

Steven Bowes
Lisa Carr
Phillip French
Pat Hanlon
Elaine McManus
Paul McManus
Tony Woodward

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paul260247@tiscali.co.uk
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Community First

Les Ager -
Lyn Burgess
Maureen Byrne
Anne Gower
Elaine McManus – Vice-Chair
Paul McManus - Chair
Margaret Marks
Mrs Mary Martin

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Finance

Les Ager
Lyn Burgess
Maureen Byrne
Pat Hanlon
Elaine McManus – Chair
Paul McManus
Margaret Marks

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Personnel

Lyn Burgess - Chair

Maureen Byrne
Phillip French
Mrs Mary Martin
Karen Richardson – Vice-Chair

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Planning

Steven Bowes
Phillip French
Pat Hanlon
Paul McManus – Chair
Margaret Marks
Mrs Mary Martin
Gavin Price
Karen Richardson

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gandjathome@talktalk.net
Karen.Richardson@stedsbc.gov.uk

Appeals

Steven Bowes
Lisa Carr
Gavin Price
Ann Samuels
Tony Woodward

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annsamuels1@googlemail.com
jt.woodward@btinternet.com



Committee Attendances from 26th May 2009 to 11th May 2010

	Full Council	Arts & Leisure	Planning	Community First	Personnel Committee	Appeals	Finance
No. of Meetings	11	5	11	5	4	0	5
Les AGER	10	4		4			4
Steve BOWES	9	3	10				
Lynn BURGESS	7			5	4		4
Maureen BYRNE	9			2 (from 1/9/9)	3		2
Lisa CARR	6	1					
Phillip FRENCH	7	3	9		3		
Anne GOWER	7	1		3			
Pat HANLON	9	5	10	1 (to 4/8/9)			5
Margaret MARKS	9		11	4			3
Mrs Mary MARTIN	6		111111	4	3		
Elaine MCMANUS	11	3	2 (to 4/8/9)	5			5
Paul MCMANUS	11	4	10	5			5
Gavin PRICE	6		11				
Karen RICHARDSON	5		8 (from 1/9/9)		1		
Ann SAMUELS	8						
Tony WOODWARD	4	3					



Community Group Support

The Town Council's bid to the Community Fund to employ a person to provide administrative and clerical support to local community and voluntary groups, the intention being to ensure good practice, as well as assist with funding applications, was unsuccessful. A full-time post would cost £27,000, but it may be possible to start with a part-time position; if successful then a further part-time appointment could be made. Each day would enable a minimum of 4 or 5 groups to be serviced, depending on frequency of meetings, and would require around £5,400 funding per annum. The position would be reviewed by 31st March 2011 against set targets (i.e. number of groups supported, number of successful funding bids made, amount of additional funds attracted to Haverhill).

Furniture Replacement Policy

The Town Council has a duty of care to both its staff, and users of the Arts Centre. Its duty of care towards users of the Arts Centre includes ensuring that any furniture provided is safe, and fit for purpose, as well as ensuring that any fire risks within the building are controlled.

Excluding office furniture, the Town Council provides four types of seating, and three types of tables within the building. These are:-

Seating

1. The theatre seating rake
2. Bar seating
3. Bistro seating
4. Auditorium/meeting room seating

Tables

1. Bar tables
2. Bistro tables
3. Auditorium/meeting room collapsible tables

Theatre Seating

The seating on the rake was overhauled in the period 2004 to 2007, and complies with current fire regulations. There is a need to keep a limited stock of spare seat bases in case of the fabric becoming damaged in any way. When not in use the seating “folds away” in the auditorium; this feature restricts the nature of the seating provided (i.e. without major changes there can be no change to the distance between rows of seats, nor the depth of the seats themselves).

Bar

The seating (and tables) in the bar are very heavy. They are designed so as to be difficult to pick up in the event of any alcohol-related incidents. Whilst not particularly comfortable, particularly for those with a larger build, they are only intended to be occupied for short periods, before a show and during the interval, and as such are considered acceptable. Although greater use has been made of the bar area for meetings, the (heavy) furniture only has to be moved short distances within the bar, and for meetings lasting longer than (say) an hour auditorium seating can be brought into the bar.

Bistro

The seating is functional, lightweight, and capable of being easily wiped clean. The tables, whilst wipe clean, are slightly uneven and need regular attention to ensure they are level. The bistro furniture remains primarily within the bistro, with occasionally the chairs being used as overflow seating in the studio. Consideration should be given to long-term replacement of the tables.

Auditorium/Meeting Room

The tables are collapsible, capable of being carried by one person. When the auditorium is in use (i.e. the rake is out) twenty tables can be stored under the stage in specifically designed cupboards. Because of the difficulty in accessing these tables during a time when there is a theatre/cinema show a further six tables are kept downstairs, in the WRVS kitchen and immediately outside the lift door. Whilst not appropriate places these are the only places available on the ground floor. The tables are constructed of materials that would be flammable, but are stored away from sources of heat.

The chairs are standard plastic chairs, stackable, and lightweight. A trolley exists to move stacks of chairs around, to/from storage. The chairs are distributed as follows:-

Store room – 50 – but might be 100 if rake is not out

Under rake when rake is out – 50

Immediately outside lift door – 20 (if not in use in meeting room)

The storage outside the lift door is not ideal but is the only available ground floor storage area if the meeting room is in use for other than a meeting (e.g. baby yoga).

The chairs are in common use throughout schools and colleges, and although of two different manufactures, are of the same style, a factor that is important when they are all in use for (say) a wedding in the auditorium. The plastic is flame-retardant. Wiping with a damp cloth easily cleans them.

The lack of (any) ground floor storage means that any chairs being used on the ground floor must be flame retardant, capable of being easily moved and stored within the limited space outside the lift doors. This somewhat restricts the options available. In addition if a new range of meeting room chairs are provided, the limited storage available on the auditorium floor presents a problem in storing the additional twenty chairs needed to ensure full seating is available at weddings.

The plastic chairs had a long life. The most recent purchase of new chairs was five years ago, and although each year one or two reach the end of their safe working life, another bulk replacement will not be required for a further five years. Even then, on the current replacement regime, full turnover of the 120 chairs will take around fifteen years.

Recommended: That whilst the Arts Centre remains a fully versatile space the existing seating and tables be retained.

