



You are hereby summoned to attend the meeting of Haverhill Town Council to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 7th December 2010 commencing at 7.00 p.m., for the purpose of transacting the following business

CONSTITUTION:	Town Mayor:	Cllr. E McManus
	Town Councillors:	L Ager, L Burgess, M Byrne, L Carr, P French, A Gower, P Hanlon, P McManus, M Marks, Mrs M Martin, G Price, K Richardson, A Samuels Mrs A Snape and C Turner

AGENDA

- 1. Apologies for Absence**
Please give any apologies to the office by 5.00p.m. of the day of 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 Meeting held 21st September 2010**
- 4. To deal with any urgent matters arising from the Minutes not covered by this agenda**
- 5. Matthew Riches, West Area Highways Engineer**
To give a presentation on the inspection regime for roads and footways in Haverhill.
- 6. Peter Tempest, Suffolk County Council**
To give a presentation on the consultation on the future of homes for older people
- 7. Abbeycroft Leisure**
To give a presentation on Sporting Offers for young people in Haverhill, and request financial support from the Town Council for these projects (attached)

8. **To Receive a Presentation on the Work of So Active, a Community Interest Company, and agree a grant of £2,500 to assist with the establishment of the company**

To receive a presentation by Simon Brown on the Work of So Active, a Community Interest Company, and agree a grant of £2,500 to assist with the establishment of the company.

9. **Inspector Chris Gally, Suffolk Police**

To discuss Policing issues in the Town.

PUBLIC FORUM

10. **Adoption of Committee Reports**

Planning Committee

To move the adoption of the minutes of the Planning Committee meetings held 12th October and 2nd November 2010.

Arts & Leisure Committee

To move the adoption of the minutes of the Art & Leisure Committee meetings held 12th October and 9th November 2010.

Personnel Committee

To move the adoption of the minutes of the Personnel Committee meeting held 9th November 2010.

Community First Committee

To move the adoption of the minutes of the Community First Committee meeting held 16th November 2010.

11. **To Determine Whether to Grant a sum of £2,000 towards the running costs of the Haverhill Furniture Bank**

To receive a presentation from Henry Wilson and determine whether to grant a sum of £2,000 towards the running costs of the Haverhill Furniture Bank

12. **Selection of Potential Savings Areas**

For Members to agree areas for investigation as to future savings.

13. **Future Arts Centre Funding (see attached)**

For Members to agree a submission to St Edmundsbury Borough Council for future funding.

14. **External Audit (attached)**

To note the completion of the External Audit, the comments of the External Auditor, and to implement such action as is required.

15. **To Note the Decision of the Haverhill Partnership to Reform as “One Haverhill” and to Determine Whether to Nominate Three Representatives to Represent Haverhill Town Council on “One Haverhill” (attached)**

To receive a presentation on the decision of the Haverhill Partnership to reform as “One Haverhill” and to determine whether to nominate three representatives to represent Haverhill Town Council on “One Haverhill”

16. **To authorise payments.**

To authorise the following cheque lists:-

Date	Cheque No.s	Value
14.09.10	6178-6188	2,345.34
14.09.10	6189	34,018.46
21.09.10	6190-6209	9,538.80
28.09.10	6210-6234	25,333.05
28.09.10	6235	400.00
5.10.10	6236-6256	6,018.46
12.10.10	6257-6277	17,915.11
19.10.10	6278	34,959.02
19.10.10	6279-6293	19,052.35
19.10.10	6294	400.00
26.10.10	6295-6326	11,960.89
26.10.10	6327-6328	202.35
9.11.10	6329-6339	9,597.23
9.11.10	6340	34,739.51
16.11.10	6341-6375	84,174.85
16.11.10	6376-6378	271.90
23.11.10	6379-6400	29,264.58

17. **Correspondence**

a) Suffolk County Council – Waiting Restrictions and One-Way – Various Roads

To comment on the proposed waiting and one-way proposals in Haverhill

b) St Edmundsbury Borough Council – Street Trading Consent – Mr Murlis – High Street

To comment on the renewal of the Street Trading Consent

18. **To receive urgent correspondence**

19. **Closure**



Gordon Mussett
Town Clerk

DATE: 29th November 2010



**Abbeycroft Leisure Proposal to Haverhill Town Council
26th November 2010**

Young People Offer for Haverhill



HAVERHILL
TOWN COUNCIL

Abbeycroft Leisure have a positive relationship with Haverhill Town Council and have worked in partnership on a number of projects such as Suffolk Youth Games, Big Day Out, Fit 4 You, Streetball, and Safer Place to be all of which have been a success. Haverhill Town Council have contributed financially as well as supported all of the above projects. Abbeycroft Leisure therefore feels it is the right time to approach the Town Council with a more comprehensive proposal for youth activity in the town.

It is clear that the youth activity will come under severe financial pressure given the proposed cutbacks in public sector spending and the reorganisation of youth services and the School Sport Partnership in Suffolk. On that basis it is extremely important that youth activities can continue to run and benefit the young people of the town.

Abbeycroft Leisure is a social enterprise that is committed to providing social benefit to the community. Any funding secured in this proposal is used to deliver activity and there is no management overhead included within the financial breakdown.

Current Provision for disability sport is limited, participation is low and parents don't know what is available. There is limited provision of sport and physical activity for children and young adults that are disabled or have additional needs in Haverhill. There is a high percentage of children in Haverhill schools that are on the special educational needs registers which demonstrates demand for this activity. West Suffolk Tigers is a brand recognised in St Edmundsbury for providing organised sports sessions in safe community venues and with qualified coaches removing the barriers to participation.



Suggested activity: multisport

Day: Saturday

Time: 9-10.30am

Cost: £1.00 per person

Delivered by: external qualified coaches linked with local clubs to enable continued involvement and participation.

Target audience: children and young adults aged 5 to 24 yrs with additional needs, disability, socially in need and their families and friends.

Project Cost: £2000.00 to cover costs for the coaches, specialist equipment, branded clothing, marketing material and volunteers expenses.

The Aim of Fit 4 You is to help children and families learn how to improve their health, fitness and the way they feel about their bodies. Not everyone is sporty, but we can all be active in different ways. It is recommended that for good health, children are active for at least one hour a day – this can be in short bursts by doing anything from walking, playing in the park or dancing, to competitive sport or splashing about in the local pool.

The aim of the scheme is:

- Building on the excitement of London 2012 Olympics and Paralympics
- Supports the National strategy for PE
- Embraces all children regardless of ability
- Encourages families working together
- Improves concentration and self esteem
- Healthier, fitter and happier families
- Helps prevent childhood obesity



Abbeycroft Leisure aim to deliver this 5 week project in all the primary schools in Haverhill and surrounding rural villages to year 4 students. To reinforce the message visits take place at week 9 and week 13. Parents are encouraged to join in with the homework element and are invited to the classroom session in week 5 to see what there children have been learning and the benefits of the programme.

Evaluations for this project are very simple yet informative, results from the children on how much sleep they get, the number of fruit and vegetables they eat and the ways that they can continue to exercise and stay healthy are available.

This programme has already been delivered to some of the schools in St Edmundsbury with great feedback and results from the head teachers.

Project cost: £4000 to cover costs for marketing, books, and delivery

After School Clubs supported by Sport England's existing programme "Sport Unlimited" will discontinue on 31st March 2011. The initiative strive's to provide young people with new opportunities and thus offer them regular participation in sport each week.

Suffolk has been identified by Sport England as a leading county in the delivery of Sport Unlimited and has delivered over 1100, 8 week projects since September 2008, with many projects being delivered in Haverhill each school term.

Over £370,000 has been invested through Sport Unlimited, which has enabled over 17,000 young people aged 5-19 to participate in high quality sporting activity.

To continue the good work that the project has initiated, Abbeycroft Leisure will seek to provide after school sports clubs within schools all of the schools in Haverhill. In order to deliver this now the funding has elapsed some extra financial support is required.

Project Cost: £2,000 for the coach cost of delivery of after school clubs in each school.

The Suffolk Youth Games showcases sport in Suffolk and has the main aim of encouraging grass root level participation which eventually develops into a county wide competition.

The first Suffolk Youth Games was held as part of the BAA Millennium Youth Games project, initiated by Sport England. Since then the Games have grown & developed into a major sporting showcase supported by the 7 local authorities in Suffolk.

The games has a multi faceted partnership approach with partners including Suffolk Sport, School Sports Partnership, sponsors and National Governing Bodies, volunteers and sports leaders.

Children aged between 10-14yrs will get the chance to take part in the Team St Edmundsbury development camps are planned to run both in Bury St Edmunds and Haverhill. Team St Edmundsbury attracts 100 children including people with disabilities. The sports in this year's event will be Athletics, Tag Rugby, Tennis, Squash, Table Tennis, Badminton, Basketball, and Hockey. The games will once again be taking place in the borough, held at Bury St Edmunds. This will generate excellent media coverage from Team St Edmundsbury hosting such a prestigious event.



Project Cost: £2000 to cover costs of sports specific coaches and facility hire

This proposal demonstrates that Abbeycroft leisure is committed to delivering youth services within the town through a diverse range of programmes and activities in various locations.

The total cost for all of the projects is £10,000 per annum and if you require any further information on the costing please do not hesitate to ask, ideally Abbeycroft Leisure would like to enter into a longer term agreement to the end of 2012.

We hope that this is of interest to you and Abbeycroft Leisure would welcome a meeting with you at your earliest convenience.

Executive Summary

SO ACTIVE is a social enterprise based in Haverhill, Suffolk and formed as a limited company by guarantee in August 2010. In the same manner as a charity, a social enterprise has aims and objectives to benefit people who are deemed in need of support and help.

The aims and objectives of SO ACTIVE are:

To help people through use of sport, outdoor and leisure activities as a preventative or post incident measure in relation to their mental and or physical health (this includes health and wellbeing, physical and mental disabilities).

Whilst the principle of a social enterprise is the same as a charity, by its redistribution of time, effort and money to help people in need, because SO ACTIVE is a limited company the income channels used by charities are therefore predominantly not open to obtain funding from. A social enterprise must therefore develop its own income channels in the same vein as a commercial business.

Our research has established an opportunity to launch a Recruitment Jobs Board that focuses on: mental health, physical health/disabilities, sport, outdoor and leisure activities.

There are profit-driven companies operating a Job Board, but because we are not bound by achieving high-profit levels and have the operational experience of managing websites and recruitment, we can implement a sales income strategy that will help us create a sustainable income stream. The table below identifies this.

	Job Listing Price	Job Board Quality	Avg Jobs Listed	Strategy
Thirdsectorjobs	£260	High	350	Customer service. Quality applicants. Digital Marketing
Charityjobs	£125	Medium	1000	Website linking to drive users, in return for discount.
Outdoorstaff	£29	Low	300	Niche market. Low cost.
SO ACTIVE	£25	High	2000	Low cost. Customer service. Digital Marketing. Wider niche market. Not-for-profit.

Since formation in August 2010, SO ACTIVE has been operated without income and it is forecasted that full salary payment shall not be made to those involved until May 2011. But to enable SO ACTIVE to launch its Jobs Board, we require assistance with funding for the sum of £2,500.

This will support capital, revenue and vat costs. We would also like assistance with building up a network of contacts, whom we can work with to deliver our aims and objectives.

It is a combination of the ease by which SO ACTIVE can create a Jobs Board, enter the online recruitment market and ability to implement a strategy that competes against the successful profit-driven companies, which enables SO ACTIVE to achieve sustained profit and growth. This will mean SO ACTIVE can deliver its aims and objectives over the long term.

Future Arts Centre Grant Funding

The current funding agreement is due to expire on 31st March 2012. At that time the annual grant will be £208,758. St Edmundsbury Borough Council have indicated that they would be willing to consider a future grant beyond that date, but not at the same financial level.

The transfer of the Arts Centre to the Town Council was accompanied by a grant equivalent, at that time, to the operating loss made on the centre by the Borough Council. The Borough Council's stance is, not unreasonably, that it is for the Town Council in future years to address the scale of the loss by taking such measures as are deemed appropriate. However the Town Council has, to date, not had a free hand to do so as the level of grant has been subject to achieving certain numbers of arts-based activities.

Working from the premis that, in 2003, the Borough Council could have ceased promoting arts activities at the Arts Centre, the Borough Council, because of the buildings' charitable status, would still have had to maintain it as a public hall for the residents of Haverhill. This therefore is their ongoing financial commitment that should be honoured by way of grant to the Charity. This would thus ensure that if a future Town Council similarly decided to curtail the artistic programme, the Charity still retained sufficient income to keep the building available for its charitable aims.

Extracted from the Charity's published accounts, these are the total expenditure figures for 2003/4 to 2009/10:-

	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10
Maintenance of Building	£52,961	£54,444	£47,682	£91,725	£70,985	£86,671	£54,756
Other Premises Costs *	£57,980	£49,571	£54,322	£53,970	£47,251	£60,016	£67,423
Independent Examiners Fees	£0	£0	£300	£600	£600	£250	£250
TOTAL	111,442	104,416	102,638	146,582	119,087	147,160	122,630

* Other premises costs include heat, light and water, cleaning, rates and insurance.

The average annual cost of maintaining the building purely as a public hall over this period is therefore £121,994. During this period the maintenance of the premises has been undertaken in accordance with the schedule of works drawn up, and overseen by, the Borough Council's Building Surveyor.

On this basis therefore it would seem appropriate to seek the renewal of the grant at £121,994 per annum, and that figure should be fixed for a long term, i.e. 10 years.

The impact for the Town Council is that it would be necessary to finance the immediate shortfall in grant from 2012/13 onwards, some £86,764 per annum. Some £65,000 of this is currently available, the precept having already been raised in 2010/11 in anticipation. The balance, £21,764, represents approximately £2.70 per annum on the Band D Council Tax.

Local Councils in England

Annual return for the year ended 31 March 2010

Local councils in England with an annual turnover of £1 million or less must complete an annual return summarising their annual activities at the end of each financial year. In this annual return the term 'local council' means a Parish Meeting or a Parish Council or a Town Council.

The annual return on the following pages is made up of four sections:

- Sections 1 and 2 are to be completed by the person nominated by the local council.
- Section 3 will be completed by the external auditor.
- Section 4 is to be completed by the local council internal audit provider.

Each local council must ensure this annual return is approved no later than 30 June 2010.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Please complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns may require additional external audit work and incur additional costs.

Please send the annual return, together with your bank reconciliation as at 31 March 2010, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your appointed external auditor by the due date.

If required, your auditor will identify and ask for any documents needed for audit. Unless requested, please do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the council for publication or public display of sections 1, 2 and 3.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Accounting statements for

Haverhill Town Council

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2009 £	31 March 2010 £	
1 Balances brought forward	372,297	491,713	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	579,331	600,922	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	454,939	427,412	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	342,764	385,617	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other costs	572,089	570,595	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	491,713	563,835	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	529,905	601,119	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	205,591	212,153	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	YES	YES	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2010.

Signed by Responsible Financial Officer

60/11/10 REQUIRED

Date 22/6/10 YY

I confirm that these accounting statements were approved by the council and recorded as minute reference

176/11/12 REFERENCE

Date 22/6/10 YY

Signed by Chair of the meeting at which these accounting statements were approved.

6/11/10 REQUIRED

Date 22.06.2010

Section 2 – Annual governance statement

We acknowledge as the members of Haverhill Town Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2010, that:

	Agreed – Yes or No*	'Yes' means that the council:
1 We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its accounting statements in the way prescribed by law.
2 We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	considered the financial and other risks it faces and has dealt with them properly.
6 We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	responded to matters brought to its attention by internal and external audit.
8 We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	YES	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	YES	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the local council and recorded as minute reference

LOCAL ITEM 12 MINUTE REFERENCE dated 22/6/10

Signed on behalf of Haverhill Town Council

Signed by: Chair Emmanuel Date 22-06-2010

Signed by: Clerk G. J. J. A. Date 22-6-10

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

Section 3 – External auditor's certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2010 of

ENTER ENTER NAME OF HAYGERHILL MINN COUNCIL

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council is also responsible for preparing an annual return which:

- summarises the council accounting records for the year ended 31 March 2010; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor's report

(~~Except for the matters reported below~~)* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor's signature

BDO LLP

External auditor's name

BDO LLP Southampton
United Kingdom

Date

21/9/10

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report to

ENTER NAME OF LOCAL AUTHORITY Haverhill Town Council

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2010.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose from one of the following Yes/No*/Not covered**
A Appropriate books of account have been properly kept throughout the year.	YES
B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	YES
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	YES
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	YES
H Asset and investments registers were complete and accurate and properly maintained.	YES
I Periodic and year-end bank account reconciliations were properly carried out.	YES
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	YES
K Trust funds (including charitable) The council has met its responsibilities as a trustee.	YES/NO/NA

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit H. Heelis (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit [Signature] Date 28/05/2010

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).