

8. Adoption of Committee Reports

Arts & Leisure Committee

To move the adoption of the minutes of the Arts & Leisure Committee meeting held 10th May 2011.

Planning Committee

To move the adoption of the minutes of the Planning Committee meeting held 10th May 2011.

Personnel Committee

To move the adoption of the minutes of the Personnel Committee meetings held 10th May and 14th June 2011.

Community First Committee

To move the adoption of the minutes of the Community First Committee meetings held 10th May and 21st June 2011.

Appeals Committee

To move the adoption of the minutes of the Appeals Committee meeting held 10th May 2011.

Finance Committee

To move the adoption of the minutes of the Finance Committee meetings held 10th May and 14th June 2011.

9. To Agree and Approve the 2010/2011 Accounts

To agree and approve the 2010/2011 accounts (attached)

10. To Agree and Approve The Annual External Audit Form (attached)

To agree and approve the Annual External Audit Form

11. To Consider the Internal Auditor's Report (to follow)

To consider the Internal Auditor's Report

12. To Consider Insuring for Long-term Ill-health Retirement Costs

To consider insuring against the future costs of ill-health retirements

13. To Respond to Consultation on Making Crowland Road one-way (attached)

To respond to the consultation.

14. To Resolve to Adopt the Power of Wellbeing

To resolve to adopt the Power of Wellbeing (The Local Government and Public Involvement in Health Act 2007 (the 2007 Act) makes a number of changes to the provisions of part 1 of the Local Government Act 2000 (the 2000 Act). The effect of these changes is to extend the well-being power to local councils which meet the conditions prescribed

in the Parish Councils (Power to Promote Well-Being) (Prescribed Conditions) Order 2008 (the Prescribed Conditions Order).)

15. **To Consider Funding a Project Involving the Use of smart water, data tag, alpha dot kits, selecta DNA to deter theft (attached)**
To consider funding a project involving the use of smart water, data tag, alpha dot kits, selecta DNA to deter theft

16. **To Consider Funding a Project for a Summer Holiday Camp for year 5 pupils (attached)**
To consider part-funding a project for year 5 pupils

17. **To authorise payments.**
To authorise the following cheque lists:-

Date	Cheque No.s	Value
19.04.11	006757 – 006769	£12,166.65
09.05.11	006770 – 006819	£26,596.40
17.05.11	006820 – 006843	£14,228.61
24.05.11	006844 – 006866	£58,975.13
01.06.11	006867 – 006891	£5,915.75
07.06.11	006892 – 006905	£16,110.38
14.06.11	006906 – 006931	£49,450.52

18. **Correspondence**

19. **Closure**



Gordon Mussett
Town Clerk
01440 712858

DATE: 20th June 2011

31st March 2010		31st March 2011		
Net Value	Fixed Assets	Cost of Asset	Depreciation	Net Value
0		0	0	0
	Current Assets			
27,482	Debtors	30,975		
205	Other Debtors	1,771		
9,850	Prepayments	6,811		
171,008	Lloyds - Combined Curr+30day	218,608		
6,763	Lloyds - Payroll Account	5,486		
17,009	Scot Widows - Tr. Tracker a/c	67,069		
400,000	Lloyds - Treasury Deposit	400,000		
5,871	Daily takings	4,525		
469	Petty Cash	209		
638,656			735,454	
	Total Assets			735,454
	Current Liabilities			
13,702	Creditors	14,169		
48,079	Other Creditors	47,634		
-2,831	Vat Control	-775		
10,737	Accruals	11,722		
4,649	Receipts in Advance	13,287		
85	Cinema Gift Voucher Issued	79		
399	Theatre Gift Voucher Issued	523		
74,821			86,638	
	Total Assets Less Current Liabilities			648,816
	Represented By			
255,634	General Reserve			349,459
308,201	Earmarked Reserves			299,357
563,835				648,816

Haverhill Town Council

Income and Expenditure Account for Year Ended : 31st March 2011

31st March 2010		31st March 2011
	Income Summary	
600,922	Precept Received	720,427
<u>600,922</u>	Sub Total	<u>720,427</u>
	Operating Income	
0	Central Administration	0
0	Other Services to the Public	0
13,833	Other Costs and Income	13,705
36,973	Arts & Leisure-Events	26,339
11,173	Arts & Leisure-Young People	0
0	Arts & Leisure-Other Costs/Inc	50
88,367	Arts Centre-Cinema & Theatre	99,922
28,877	Arts Centre-Lettings	24,097
1,669	Arts Centre-Technical	1,052
232,148	Arts Centre-Other Costs/Income	220,900
14,370	Community First	16,956
<u>1,028,334</u>	Total Income	<u>1,123,447</u>
	Running Costs	
7,094	Democratic Representation	3,836
218,859	Central Administration	232,380
0	Section 137 Freedom Haverhill	0
118,867	Grants to Town Hall Charity	100,162
6,700	Other Costs and Income	0
119,658	Arts & Leisure-Events	113,714
20,627	Arts & Leisure-Young People	24,489
1,423	Arts & Leisure-Marketing	4,023
2,437	Arts & Leisure-Other Costs/Inc	2,100
0	Arts Centre-Cinema & Theatre	0
47,525	Arts Centre-Marketing	49,028
80,033	Arts Centre-Films and Artistes	90,170
8,552	Arts Centre-Technical	7,705
213,625	Arts Centre-Other Costs/Income	213,011
110,613	Community First	197,847
<u>956,212</u>	Total Expenditure	<u>1,038,466</u>
	General Fund Analysis	
259,085	Opening Balance	255,634
1,028,334	Plus : Income for Year	1,123,447
<u>1,287,419</u>		<u>1,379,081</u>
956,212	Less : Expenditure for Year	1,038,466
<u>331,207</u>		<u>340,615</u>
75,573	Transfers TO / FROM Reserves	-8,844
<u>255,634</u>	Closing Balance	<u>349,459</u>

Haverhill Town Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2011

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	563,834.82	648,815.71
2	101 Debtors	27,481.50	30,975.39
2	102 Other Debtors	204.76	1,771.27
2	110 Prepayments	9,850.32	6,811.44
	Less Total Debtors	37,536.58	39,558.10
3	501 Creditors	13,702.38	14,168.81
3	502 Other Creditors	48,079.00	47,633.79
3	505 Vat Control	-2,830.97	-775.05
3	510 Accruals	10,737.38	11,721.86
3	560 Receipts in Advance	4,649.36	13,287.05
3	565 Cinema Gift Voucher Issued	85.00	79.00
3	566 Theatre Gift Voucher Issued	399.00	523.00
	Plus Total Creditors	74,821.15	86,638.46
	Equals Total Cash and Bank Accounts	601,119.39	695,896.07
5	201 Lloyds - Combined Curr+30day	171,007.95	218,608.04
5	202 Lloyds - Payroll Account	6,762.59	5,485.64
5	203 Scot Widows - Tr. Tracker a/c	17,008.72	67,068.64
5	204 Lloyds - Treasury Deposit	400,000.00	400,000.00
5	205 Daily takings	5,870.98	4,525.00
5	210 Petty Cash	469.15	208.75
	Total Cash and Bank Accounts	601,119.39	695,896.07

HAVERHILL TOWN COUNCIL
SUPPORTING STATEMENT TO THE ACCOUNTS FOR YEAR
ENDED 31 MARCH 2011

Note 1 - Fixed assets



HAVERHILL
TOWN COUNCIL

The Town Council's assets were last valued by the District Valuer as at 31st March 2005. The valuations were as follows:-

Furniture & Equipment contained within Haverhill Arts Centre	£58,500
Former Horse Trough (Queen Street)	£40,000
Haverhill Arts Centre Advertising Unit (High Street)	£ 7,500
3-sided Display Boards (Queen Street & Jubilee Walk)	£ 4,500
2-sided Display Boards (High Street)	£ 4,000
Bevan House, Camps Road	<u>£65,000</u>
Total	£179,500

Changes to Assets have occurred since then and the position at the start of 2010/11 was as follows:-

Assets as at 31st March 2010:-

Furniture & Equipment contained within Haverhill Arts Centre	£85,818
Former Horse Trough (Queen Street)	£40,000
Haverhill Arts Centre Advertising Unit (High Street)	£ 7,500
3-sided Display Boards (Queen Street & Jubilee Walk)	£ 4,500
2-sided Display Boards (High Street)	£ 4,000
Bus Shelter	£ 3,300
Bevan House, Camps Road	£65,000
Events Equipment	£ 2,035
Total	£212,153

Assets added during the Year

Description of Asset	Value	Analysis
Computer	£936	Equipment in Arts Centre
Low Voltage Lights	£2,050	Events Equipment
Grit Bins	£1,871	Grit Bins

Assets as at 31st March 2011:-

Furniture & Equipment contained within Haverhill Arts Centre	£86,754
Former Horse Trough (Queen Street)	£40,000
Haverhill Arts Centre Advertising Unit (High Street)	£ 7,500
3-sided Display Boards (Queen Street & Jubilee Walk)	£ 4,500
2-sided Display Boards (High Street)	£ 4,000
Bus Shelter	£ 3,300
Bevan House, Camps Road	£65,000
Events Equipment	£ 4,085
Grit Bins	£ 1,871
Total	£217,010

In addition to the foregoing assets the Town Council has previously contributed to a share of Community assets with St Edmundsbury Borough Council, the Town Council's contribution being valued at £45,179. These assets consist principally of play equipment on East Town Park, Castlefields and Lowry Close.

Note 2 - Leases

At the end of 2010/11 the Town Council had no lease of property.

The premises known as Bevan House, Camps Road are leased to the British Red Cross at an annual rental of £6,000 for a period of 5 years commencing 1st October 2010.

The Town Council occupies with payment of rent, the Town Hall Charity premises at Haverhill Arts Centre. In 2010/11 this charge was £100,162.

A lease existed at the start of the year in respect of a photocopier leased from Danwood. This lease commenced on 5th October 2007 for a period of 60 months at a quarterly charge of £387.50. During the year the equipment was upgraded to allow for full colour reproduction and the lease was changed to one with BNP Paribas Lease Group for a period of 60 months commencing on 30th April 2010 with a quarterly charge of £668.71.

Note 3 - Borrowing

At the year end there were no outstanding loans due by the Council.

Note 4 – Pre-Payments

At the year end the Council was in receipt of pre-payments totaling £13,287.05 net. This comprised:-

Advance ticket sales	£13,287.05
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Note 5 - Debts outstanding

At the year end the following debts were due to the Council:

Debtor	Amount £	For
Hartseats Limited	4792.52	Staff Costs
Hartseats Limited	4179.37	Staff Costs
Hartseats Limited	4065.25	Staff Costs
David Doughty	44.00	Gallery Hire
Cross Stitch friends	10.00	Room Hire
Hartseats Limited	5263.38	Staff Costs
St Nicholas Hospice	180.00	Room Hire
S Stevens	120.00	Room Hire
Haverhill Flower Club	70.00	Room Hire
Hartseats Limited	4629.26	Staff Costs
Hartseats Limited	4531.88	Staff Costs

National Blood Service	567.00 Room Hire
Suffolk Mind	112.00 Room Hire
Suffolk Mind	245.00 Room Hire
Suffolk County Council	52.80 Room Hire
Dance East	90.00 Room Hire
Haverhill U3A	28.00 Room Hire
Hartseats Limited	250.08 Petty Cash
Mr B Hawes	28.00 Room Hire
Mr F Taverner	198.05 Room Hire
Cross Stitch Friends	5.00 Room Hire
E-Proc C&I	20.00 Room Hire
St Nicholas Hospice	54.00 Room Hire
National Blood Service	567.00 Room Hire
Haverhill Flower Club	140.00 Room Hire
Suffolk PCT	27.00 Room Hire
Haverhill Volunteer Centre	61.50 Room Hire
Suffolk Family Carers	35.20 Room Hire
Suffolk County Council	25.80 Room Hire
Haverhill History Group	24.00 Room Hire
Haverhill Electronic Keyboard Club	97.00 Room Hire
Haverhill U3A	71.80 Room Hire
West Suffolk Conservative Association	31.50 Room Hire
Haverhill School of Speech & Drama	112.00 Room Hire
Suffolk Stop Smoking	182.00 Room Hire
River of Life	25.00 Room Hire
Mrs Jennings	40.00 Room Hire
TOTAL	£30,975.39

£12,320.87 (39.8%) <30 days
£300.00 (1.0%) >= 30 days and < 60 days
£5,273.38 (17.0%) >=60 days and < 90 days
£13,081.14 (42.2%) >90 days

Hartseats is a related Trading Company of the Town Hall Charity, of which the Town Council is corporate Trustee. Excluding these debts the figures are:-
£2,909.65 (89.2%) <30 days
£300.00 (9.2%) >= 30 days and < 60 days
£10.00 (0.3%) >=60 days and < 90 days
£44.00 (1.3%) >90 days

Note 6 - Reserves

At the year end the Council had no Capital Receipts Reserve. The Capital Receipts Reserve represents the amount of money available within the Council's fund balance that can only be used to finance capital expenditure.

The movement on General Reserves is:-

<u>Reserve</u>	<u>Balance</u> <u>1.4.2010</u>	<u>Added</u> <u>in year</u>	<u>Used</u> <u>in year</u>	<u>Balance</u> <u>31.3.2011</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
General	255,364,	93,825		349,459

Note 7 - Earmarked reserves

At the year end the Council had the following earmarked reserves:

<u>Reserve</u>	<u>Balance</u> <u>1.4.2010</u>	<u>Balance</u> <u>in year</u>	<u>Added</u> <u>in year</u>	<u>Used</u> <u>31.3.2011</u>	<u>£</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Multiarts	6,440			6,440	
Elections	11,000			11,000	
Arts & Leisure Marketing					
	3,000		0	3,000	
Arts Centre Website	1,000		0	1,000	
Town Signs	4,500		0	4,500	
Youth Projects	12,195		970	11,225	
Town Centre Development					
	36,220		10,288	25,932	
Long-term Maintenance					
	130,553	40,000		170,553	
Staffing Reserve	57,043		32,043	25,000	
Play Area Project	10,000		10,000	0	
Arts & Leisure Development					
	2,000		0	2,000	
Arts & Leisure Youth	4,000		0	4,000	
Multimedia Costs	14,500		0	14,500	
Environment	2,250			2,250	
Arts & Leisure Marketing					
Development	2,0000		1,000	1,000	
Technical Equipment					
	1,500	1,500		3,000	
Accessible Changing Facility					
	10,000			10,000	
Safe Place to Be	0	1,000		1,000	
Middle Schools Celebration					
	0	345		345	
Grit Bins	0	2,613		2,613	
TOTAL	308,201	45,458	54,302	299,357	

Note 8 - Tenancies

During the year the Council held on tenancy from Havebury Housing two garages in Clarendon Road.

Note 9 - Local Government Act 1972, Section 137 Payments

The Town Council did not use its powers under Section 137 of the Local Government Act 1972.

Note 10 - Agency work

The Town Council did not undertake any Agency Work.

Note 11 - Advertising and publicity

The following costs were incurred in the year:

	<u>£</u>
Publicity for Arts Centre	15,205
Advertising for Arts Centre	17,275
Publicity for Town Council Events	6,023
Total	38,503

Note 12 - Contingent liabilities

There are no matters that are likely to result in an ongoing contingent liability.

Note 13 - Capital commitments

The Council had no capital commitments at the year end.

Note 14 - Pensions

The Council obtained membership of the Suffolk County Council Local Government Pension Scheme with effect from 1 April 2000, with a liability to pay employers contributions at the rate of 15% of pensionable salary. The fund was revalued during 2007 and from 1st April 2010 the employer's contributions have been changed to 19.2%.

In 2010/11 the Council paid £44,908.25 into the fund in respect of its employees.

Note 15 – Employee Remunerations

No employee's remunerations exceeded £50,000 during 2010/11.

This supporting statement is approved by the Council:

Local Councils in England

Annual return for the year ended

31 March 2011

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's internal audit provider.

Each council must ensure this annual return is approved no later than 30 June 2011.

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 2011, 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 2010 £	31 March 2011 £								
1 Balances brought forward	491,713	563,835	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	600,922	720,427	Total amount of precept received or receivable in the year.							
3 (+) Total other receipts	427,412	403,200	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.							
4 (-) Staff costs	385,617	397,117	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 the council's borrowings (if any).							
6 (-) All other payments	570,595	641,349	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	563,835	648,816	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	601,119	695,896	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	212,153	217,010	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 P.W.L.B).							
11 Trust funds (including charitable) disclosure note	<table border="1"> <tr> <td>YES</td> <td>NO</td> <td>YES</td> <td>NO</td> </tr> <tr> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> </table>	YES	NO	YES	NO	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	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.)
YES	NO	YES	NO							
<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>							

I certify that for the year ended 31 March 2011 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.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

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 2011, that:

	Agreed –		Yes means that the council:
	Yes	No	
1 We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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 that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We have taken appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
			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 body and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

***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 4 – Annual internal audit report to

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 2011.

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 kept properly throughout the year.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
H Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
I Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

K Trust funds (including charitable) The council met its responsibilities as a trustee. Yes No Not applicable

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

Signature of person who carried out the internal audit

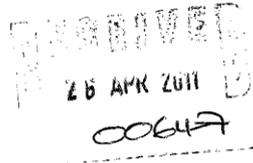
Date

***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).

Private & Confidential

Mr G Mussett
Town Clerk
Haverhill Town Council
Camps Road
Haverhill
Suffolk CB9 8HF



19 April 2011

Dear Mr Mussett

Ill Health Liability Insurance – A new product designed exclusively for LGPS Employers

If one of your employees in the LGPS is granted ill health early retirement then they may be awarded early payment of accrued pension benefits, together with an additional element based on an enhancement to their accrued membership. Both of these elements can considerably increase your liabilities (so called "strain costs") and the Suffolk County Council Pension Fund will ask you to make a payment to the Fund over and above your normal contributions.

As you know, April 2008 heralded significant changes to the ill health retirement rules in the Local Government Pension Scheme (LGPS). In particular, the level of 'enhancement' provided to individuals forced to retire due to their ill health will increase significantly in many cases from that which was previously provided, which will add considerable costs to employers individual ill health retirement decisions.

The purpose of this letter is to explain some of the financial implications of these changes and also to bring to your attention a new product that has recently been launched by Legal & General exclusively for employers within the LGPS to provide insurance cover against the costs associated with ill health early retirement decisions.

It is perhaps worth pointing out that the costs associated with ill health retirement decisions under the former LGPS ill health rules were by no means insignificant themselves. One of the main issues with the recent changes is that, while we have a wealth of data on the old ill health provisions, there may be more uncertainty over future costs as we do not currently have sufficient knowledge on the impact of the new ill health retirement rules.

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The current LGPS ill health rules are summarised below.

- **Tier 1:** An active scheme member is expected never to return to work again - they should receive their accrued LGPS pension - **plus 100% of their expected future service as an 'enhancement'**;
- **Tier 2:** An active scheme member is expected not to work again for at least three years, but might be expected to be able to work again before retirement age - they should receive their accrued LGPS pension - **plus 25% of their expected future service as an 'enhancement'**; and
- **Tier 3:** An active scheme member might be expected to return to work within 3 years - they should receive their accrued LGPS pension – **but only for a limited period and with no enhancement awarded.**

The changes introduced from April 2008, whilst a positive move for many of those individuals forced to retire due to ill health, do increase the financial risks to LGPS employers, who could be facing significant costs as a result. This risk could have very real impact on some LGPS employers' ability to trade, while other employers may simply be looking to remove the uncertainty of unpredictable ill health retirement costs.

The following case study seeks to demonstrate just how much more individual ill health retirements could cost, compared to the costs that would previously have been expected under the old rules, as shown below.

Case Study:

Male age 40, £30,000 salary, 15 years service

Tier 1 Strain cost pre- 2008 - £129,000

Tier 1 Strain cost post -2008 - £364,000

As you can see from the above, the potential additional financial risks you could be exposed to as a result of the changes to the LGPS ill health retirement provisions are not insignificant. This is where insurance can help.

Our Actuaries, in conjunction with Legal and General have created a unique insurance policy to protect you from unpredictable and costly ill health retirement liabilities.

Any decision to take out this insurance rests with you, the employer, and not with the Suffolk County Council Pension Fund. The policy allows you as a scheme employer to take out your own individual policy to cover your potential ill health liabilities. As part of this arrangement Legal and General will review your absence management and ill health assessment processes with your occupational health advisors. This should then ensure that any resultant claims can be processed as smoothly as possible and that all requests for payment from the Fund will be matched off by a payment to the employer from Legal and General. However, it should be born in mind though that there is no guarantee of a claim being paid by Legal & General. In the unlikely event that a claim is not accepted by Legal and General, you would still be liable for any funding strain payment requested by the fund as a result of an ill health retirement.

You will need to insure all staff who have liabilities within the scheme and cannot choose to include or exclude any particular employees.

There are though some exceptions to this. **Any one currently undergoing the ill health early retirement assessment process cannot be covered via this scheme. Anyone off sick currently, who subsequently does not return to work and becomes an ill health early retirement pension claimant will also not be eligible to join the scheme.**

The strain cost will be insured for both Tier 1 and Tier 2 ill health early retirement cases as defined within the regulations and set out above.

Premiums will be calculated by the application of a rate, **unique to the Suffolk County Council Pension Fund**, calculated by the insurer on a per £100 payroll basis. This will mean specific costs to you as an employer can be calculated and a formal quotation from Legal & General will be issued to you once you express an interest in setting up the policy. Premiums can be paid monthly or annually.

It has been agreed by the actuary and Suffolk County Council that the pension contributions you pay to the Suffolk County Council Pension Fund will be reduced if you take out this insurance policy. The reduction reflects the fact that the insurer will be covering this risk and it no longer needs to be covered by an element of the pension funding. The reduction will simply be the amount of the insurance premium, which means that **the total outlay to you is unchanged** i.e. the sum of the reduced pension contributions and the insurance premium equals the current pension contributions.

In order to find out more please contact me on 0207 082 6327, or email marcia.mcfarlane@hymans.co.uk.

The address for any correspondence is:

**Hymans Robertson
1 London Wall
London
EC2Y 5EA**

Yours sincerely



**Marcia McFarlane
Risk Consultant**

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Gordon Mussett

From: William Wright <William.Wright@suffolk.pnn.police.uk>
Sent: 30 April 2011 09:42
To: Gordon Mussett
Subject: Request [Restricted]

[Restricted]

Hi Gordon:

I have been tasked with looking at theft of motorcycles in the town. I must stress that there is nothing to be concerned about at this time Inspector Galley has requested I look at crime reduction in advance this year to prevent a rise in the total thefts.

I am looking at smart water, data tag, alpha dot kits, selecta DNA and a project around reducing the pay off:

Smart water is £23.88 per motorcycle and £35.88 per motor vehicle.

Data Tag are £22.40-£60 per kit, I have e-mailed the managing director for a quote for a project.

Alpha dot - £29.99 per kit.

Selecta DNA kits- price on request but to the public they are £49.99 each kit.

I would like to run a media campaign early this year to reduce the payoff to criminals. I see this as reducing thefts of motorcycles, then moving onto theft of and from motor vehicles then in June 2011 I have a group of young people in schools to discuss property and security etc, this part of the campaign would incorporate moving into the winter months where my aim is to reduce burglaries etc.

My request is funding in three parts with a continual evaluation after each stage. I am requesting £500 per stage, with current economical times people have less disposable cash to implement crime reduction and this may be seen in crime figures and the lack of security measures in place to prevent these sort of crimes.

Stage 1 motorcycles
stage 2 motor vehicles
stage 3 Burglaries etc.

As you can see from some of the figures above £500 would not purchase many kits at each stage but I am hoping to get a Police crime reduction price which will hopefully give me more kits to use. in stage 3 the idea is to educate young people early in life to reduce crime in the future, I did initially ask for £1000 for stage 3 last year, but it has evolved since to incorporate 3 stages.

Regards and many thanks for considering this in advance.

Will

Pc WRIGHT 1269
HAVERHILL
SH7W SNT officer Haverhill

01284 774100

FUNDING FOR SUMMER SCHOOL

Samuel Ward Academy run a summer school for Year 5 children in the Haverhill Primary Schools. Of the 150 children in the year group, they have 128 attending, each for a week, plus 15 Chinese students, who will add a cultural dimension to the activities.

They have 12 members of staff mentoring / teaching / supporting the Summer School
The children learn, filming, editing, art techniques, explore a foreign language, visit the Science Museum and take-in a 3D film at the IMAX in London

Costs include:

Transport to London = £2000

Materials = £500

Salaries = £9000

Pupils/Parents contribute £10 per week.

As Samuel Ward is now an Academy they are no longer eligible to apply for LA money for this which is what they have done in the past. Samuel Ward have asked if the Town Council would be able to contribute some towards these costs?

(This money could be found from the Youth Grants budget).