



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 24th January 2012 commencing at 7.00 p.m., for the purpose of transacting the following business

CONSTITUTION:	Town Mayor:	Cllr. M Byrne
	Town Councillors:	L Ager, D André, R André, L Carr, T Cook, P French, E Goody, R Green, P Hanlon, B Hawes, D Russo, A Samuels, G Stroud, J Stroud, 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 the minutes of the meeting held 10th January 2012**
4. **To deal with any urgent matters arising from the minutes not covered by this agenda**
5. **Inspector Peter Ferrie**
To report on policing issues in Haverhill.
6. **To receive feedback on the Street Pastors Scheme and agree to a request for additional funding**
The Council previously agreed to provide a first grant of £3,000 towards the scheme (28th June 2010).
7. **To receive a presentation on the work of the REACH Centre and a request for future funding**
8. **To receive a presentation on Parkour Group, and a request for a contribution to funding for a park for free running**
9. **To receive a presentation and report on the use of the On The Spot Bus**
Report to be circulated at the meeting.

PUBLIC FORUM

10. **To receive a presentation from the Haverhill and District Flower Club and a request for funding for a flower festival in conjunction with the Dedication of St Felix Church**
11. **To receive a presentation from Samuel Ward Academy on the Employability for Life Charter**
Details of the Charter are attached to this agenda.
12. **Adoption of Committee Reports**

Planning Committee
To move the adoption of the minutes of the Planning Committee meetings held 6th December 2011 and 3rd January 2012.

Personnel Committee
To move the adoption of the minutes of the Personnel Committee meeting held 6th December 2011.

Finance Committee
To move the adoption of the minutes of the Finance Committee meeting held 17th January 2012.
13. **To Note The Statement Regarding Council Tax Increases for 2012/13 (attached)**
To note the Statement from the Government that there will be no restriction on Council Tax increases for Town/Parish Councils for 2012/13.
14. **To Agree to Merge Committees, Change Meeting Schedules, and Vary Numbers Required for a Quorum**
To agree to merge Committees, change meeting dates and vary numbers required for a quorum as per the attached paper.
15. **To agree the Town Council's open air meeting dates for 2012**
Proposed dates to be circulated at the meeting.
16. **To consider nominations for attendance at a garden party at Buckingham Palace**
To consider a request from SALC for nomination of a Mayor and accompanying guest to attend a garden party hosted by Her Majesty on Tuesday 29th May 2012.

17. **To authorise payments.**

To authorise the following cheque lists:-

Date	Cheque Numbers	Value
08.11.11	7354	1000.00
11.11.11	7355	500.00
15.11.11	7356-7374	9473.95
15.11.11	7375	1338.00
15.11.11	7376	37804.01
22.11.11	7377-7395	8861.63
22.11.11	7396	200.00
29.11.11	7397-7414	8363.05
06.12.11	7415-7440	25148.60
06.12.11	7441	36532.88
06.12.11	7442	500.00
06.12.11	7443	25.00
09.12.11	7444	2970.00
12.12.11	7445-7459	48864.00
13.12.11	7460	200.00
20.12.11	7461-7475	5996.31
20.12.11	7476	400.00
10.01.12	7477-7508	18063.83
10.01.12	7509	48619.54

18. **To consider support for Leiston and Chalkstone Community Centres**

See attached summary.

19. **To receive urgent correspondence**

20. **Closure**



Will Austin
Town Clerk

DATE: 17th January 2011

The Potential for a Referendum on Excessive Council Tax Increases

Members will recall that this Government introduced legislation to impose a referendum on “excessive” Council Tax increases, with no clear definition of “excessive”. Members may wish to note the following statement from the Government on this matter:-

“The Localism Act also includes powers to abolish Whitehall capping in England and instead allow local residents to veto excessive council tax rises. I can confirm that we are moving ahead with introducing arrangements for council tax referendums if an authority sets a council tax which exceeds principles endorsed by Parliament (i.e. is “excessive”). These provisions will be implemented for 2012-13 and I am also today giving an indication of the principles I am minded to propose for that year. I propose that local authorities will be required to seek the approval of their local electorate in a referendum if, compared with 2011-12, they set council tax increases that exceed:

- *3.5% for most principal authorities;*
- *3.75% for the City of London;*
- *4% for the Greater London Authority, police authorities, and single purpose fire and rescue authorities.*

I am proposing that no equivalent principles will apply for town and parish councils for 2012-13, although they may in future years.”

Haverhill Town Council is thus able to set its Council Tax for 2012/13 according to the needs of its residents.

This item is for information only.

Summary of Findings of Community Centres Working Party

At the Town Council meeting on 29 November 2011, a working party was established to consider the potential for support to Leiston and Chalkstone Community Centres. Its aim was to look at the full range of options open to the Town Council in helping to address concerns about:

- the centres' ability to provide management and administrative support on an ongoing basis
- reductions in financial support from St Edmundsbury Borough Council

and to consider how Town Council involvement might be mutually beneficial to both the community centres and the Council. The working party met twice during December 2011 and considered the available information on the finances and use of the centres. A SWOT analysis was also undertaken and reviewed.

These activities revealed that the Council does not have sufficient information or understanding of the funding/budgetary position, the costs of running the centres, or the condition of the buildings going forward. To obtain this information from the centres and from St Edmundsbury Borough Council will be a significant exercise – if indeed it is held. Some summary information has been provided, but it is incomplete, inconsistent and not fit for purpose in enabling the Town Council to judge whether it could or should offer to take over the management and/or funding of the centres altogether.

However, recognising the Town Council's commitment to supporting the centres, the working party identified the following areas where financial or operational assistance can be provided:

- Bookings – these could be undertaken by the Council using the Arts Centre's systems and procedures
- Marketing – use of the Arts Centre and Town Council websites, and other promotional activity to publicise the availability of these centres as event venues.
- Committee support/administration – direct support or funding to fill gaps in the management structure of the centres
- Caretaking/cleaning – direct assistance or funding support

The working party concluded that, in offering such support for a limited period – say, one year – this would provide time for a more detailed investigation of the issues associated with taking on more direct responsibility for the centres on a long-term basis. It would also enable the Council to consider how these centres might combine with the use of the Arts Centre, and discussions over the future of the Burton Centre, to widen the scope of its community activities and its offering in terms of venues for hire. Any such short-term support would not infer a guarantee of ongoing help.

The estimated cost of this limited support package for one year is £6000, and would be subject to the support of St Edmundsbury Borough Council.

New Committee Arrangements

The Council previously agreed to revise its Committees based on a merged Arts & Leisure/Community First Committee (tentatively titled Leisure & Community) meeting every two months, Planning Committee meeting three-weekly (usually), Finance Committee meeting every months, and Personnel and Appeals Committees meeting as required. Full Council would meet monthly.

A revised meeting schedule is shown below. If Members are in agreement with the schedule it is proposed that it be introduced once the budget for 2012/13 has been agreed, i.e. to commence in March 2012.

It will be necessary for Group Leaders to advise the Town Clerk of their nominees for the new Leisure & Community Committee, based on the current apportionment of 5 Labour seats, 3 Conservative seats. The existing membership of the two Committees is:-

Arts & Leisure

Les Ager
Diana André
Lisa Carr
Phillip French
Ann Samuels
Julie Stroud
Gary Stroud
(one vacancy)

Community First

Maureen Byrne
Ernie Goody
Ricky Green
Pat Hanlon
Bryan Hawes
David Russo
Julie Stroud
Gary Stroud

Finance Committee

Terms of Reference

1. Membership of the Committee will include the Town Mayor, Chair of Leisure and Community, Chair of Planning, and Chairs of Personnel and Appeals Committees plus such other Members as required to achieve political balance.
2. A Quorum shall be 3 Councillors.
3. Regular meetings will be normally be held bi-monthly. Additional meetings may be called by the Town Mayor or the Town Clerk.
4. The Committee will at each meeting review that overall receipts and expenditure are broadly in line with budgetary limits, or that sound reasons exist when variations occur.
5. The Committee will have delegated powers to:–
 - a. Authorise expenditure within budget;
 - b. Authorise transfer of budgeted sums to Reserve Funds;
 - c. Recommend budget to Council;
 - d. Authorise virements from heads of account where savings have been made;
 - e. Vary Insurance cover as necessary.
 - f. Appoint Independent Internal Auditors.
 - g. Review Investments
 - h. Review the Council's Risks and recommend changes to the Council.
 - i. Approve submissions to Grant-making Bodies
6. The Committee shall appoint from the Committee members such working groups as they see fit.

Leisure & Community Committee

Terms of Reference

1. Membership of the Committee will be 8 Councillors
2. A Quorum shall be 3 Councillors.
3. Regular meetings will normally be held bi-monthly. Additional meetings may be called by the Town Mayor or the Town Clerk.
4. The Committee shall have delegated powers to manage, and to authorise expenditure within budget, the following matters: -
 - a) The Arts Centre (as Agents for the Haverhill Town Hall Charity No. 288092)
 - b) Leisure and Arts provision within the town
 - c) Haverhill Festivals
 - d) Community facilities and grants
5. The Committee will have delegated powers to:–
 - a. Comment on environmental, highways or “Town image” issues.
 - b. Prepare an annual budget for approval by the Finance Committee.
 - c. Review expenditure against budget.
 - d. Review Town Council’s Support for the Community.
 - e. Prepare and review annually a 5 Year Programme of Community Enhancement.
 - f. Review Town Marketing and Publicity.
 - g. Prepare bids for Grant-making Bodies for approval by Finance Committee.
 - f. Approve or refuse grant applications subject to sufficient funds being available within the overall budget
 - h. Review progress against Arts Centre Business Plan proposals
 - i. Prepare and recommend to Finance Committee annually a revised 5 Year Business Plan for the Arts Centre
 - j. Receive reports from Arts Centre User Panels
 - k. Review the Town Council’s Leisure Policy
 - l. Prepare bids for Capital expenditure
 - m. Prepare an annual estimate of expenditure for approval by Finance Committee
5. The Committee shall appoint from the Committee members such working groups as they see fit.

Personnel Committee

Terms of Reference

1. Membership of the Committee will be 5 Councillors.
2. A Quorum shall be 3 Councillors.
3. Meetings will be held as required. Meetings may be called by the Town Mayor or the Town Clerk.
4. The Committee shall have delegated powers to:–
 - a. Review staff terms and conditions.
 - b. Appoint staff graded SCP30 and above.
 - c. Receive staff grievances that have not been resolved via Line Managers.
 - d. Review the Council's Health & Safety Policies.
 - e. Review the Council's Staff Development Policies.
 - f. Recommend to the Finance Committee changes in staffing and staffing structures.
 - g. Recommend staffing structures to Finance Committee
 - h. Prepare estimates for training and development, recruitment, welfare, and health and safety for approval by Finance Committee.
5. The Committee shall appoint from the Committee members working groups as they see fit.

Appeals Committee

Terms of Reference

1. Membership of the Committee will be 5 Councillors.
2. A Quorum shall be 3 Councillors.
3. Meetings will normally be called by the Town Mayor or the Town Clerk.
4. The Committee shall have delegated powers to:–
 - a. Review and determine staff appeals
5. The Committee shall appoint from the Committee members working groups as they see fit.

Planning Committee

Terms of Reference

1. Membership of the Committee will be 8 Councillors.
2. A Quorum shall be 3 Councillors.
3. Regular meetings will be normally be held three-weekly. Additional meetings may be called by the Town Mayor or the Town Clerk.
4. The Committee will have delegated powers to:–
 - a. Determine responses to planning applications
 - b. Determine responses to consultations on planning matters
 - c. Determine amount of Community Infrastructure Levy
5. The Committee shall appoint from the Committee members such working groups as they see fit.



MM/leadership awards

12 October 2011

Dear Sir/Madam

Samuel Ward is proud to be introducing an **Employability for Life Charter**. This award offers our students the opportunity to display the standards that we believe employers feel are needed in the world of work. As an important member of the local business community we think it is vital to seek to involve you from the outset.

The **Employability for Life Charter** will focus on the development of personal qualities rather than particular skills. The five aspects within the Charter are:

- **Attendance and punctuality**
- **Appearance**
- **Communication**
- **Motivation**
- **Professional conduct**

Students will collect and collate evidence of their achievements in each of these key aspects and submit a portfolio for moderation at the end of Year 11. The Charter recognises three standards – **Bronze, Silver and Gold**. Enclosed with this letter are summary of these standards.

We believe that the Employability for Life Charter has many benefits for our students. It also stands to benefit employers; you will know that when a young person presents their Charter at interview they will have reached a recognised, required standard.

We would welcome the opportunity to meet with you to discuss this initiative further in the hope that you would be willing to recognise the Employability for Life Charter. We are also keen to further promote and develop the Charter and would be very pleased to work with you on the initiative.

Should you have any questions relating to the Employability for Life Charter please contact us and we'll be very happy to provide further information.

Yours sincerely

Mr M McCullough
Vice Principal

E4L Gold Award

Full Award
40
points or more,
8 points
each

Communication	Completed and points awarded	Evidence [reference]	Learning Coach and Moderator confirmation and signature
I have been a tour guide on several open evenings.			
I took a lead in my house assembly.			
I was asked to show a visitor around the school.			
I have helped to raise money for a charity.			
I take an active role in Meeting Time discussions.			
I have been on a school exchange or residential trip.			
I have represented the school at a conference/community event.			
I have given my thoughts and opinions via survey monkey.			
Motivation			
I have achieved a Leadership Award at Samuel Ward e.g. D of E or Sport's Leader.			
My progress checks show 'Excellent' levels of effort in most subjects.			
I attended a minimum of 5 revision sessions over Easter.			
I attended all enhancement/revision clubs provided for me.			
I have visited a University.			
I am a Samuel Ward Ambassador.			
I have been a successful Peer Mentor.			
I am a member of a club outside of school.			
Professional Conduct			
I have achieved a minimum of 15 'Excellent' levels in my progress report for behaviour, effort and homework.			
I have received many House Points from each of my subject teachers.			
I have delivered a public presentation/performance e.g. School Play and Stars in Their Eyes.			
I have achieved an 'Excellent' Work Experience report.			
I have volunteered to work in the community.			
I have received Samuel Ward praise postcards.			
I have captained/represented Samuel Ward in team Sports.			
My Learning Coach has received excellent reports on my progress at college/school.			
Attendance and Punctuality			
I have achieved 98% attendance.			
I am never late for school.			
Uniform or Appropriate Dress			
My Learning Coach can confirm that I always adhere to the school uniform.			
I wore appropriate business wear for my mock interview and Work Experience placement.			

E4L Silver Award

Full Award
25
points or more,
5 points each

Communication

- I have been a tour guide on several open evenings.
- I took part in my House Assembly.
- I was asked to show a visitor around the school.
- I have helped to raise money a charity.
- I get involved in all Meeting Time discussions.
- I have completed a presentation in class by myself/with others.

Motivation

- I have achieved a Leadership Award at Samuel Ward e.g. D of E or Sport's Leader.
- I attended a minimum of 4 revision sessions over Easter.
- I attended all enhancement/revision clubs provided for me.
- I have visited the University.
- I am a member of a club outside of school.
- I am always willing to help/volunteer when necessary e.g. classroom display.

Professional Conduct

- I have achieved a minimum of 8 'Excellent' levels in my progress report for behaviour, effort and homework.
- I have received House Points from most of my subject teachers.
- I had a successful Work Experience report.
- I had a successful mock interview.
- I have volunteered to work in the community.
- I have received Samuel Ward praise postcards.
- I have represented Samuel ward in team Sports.
- My Learning Coach has received very good reports on my progress at college/school

Attendance and Punctuality

- I have achieved 95% attendance.
- Unfortunately I have been late for school on more than one occasion

Uniform or Appropriate Dress

- My Learning Coach can confirm that I always adhere to the school uniform.
- I wore appropriate business wear for my mock interview and Work Experience

Completed and
points awarded

Evidence [reference]

Learning Coach and Moderator
confirmation and signature

E4L Bronze Award

Full Award
15
points or more,
3 points
each

Communication	Completed and points awarded	Evidence [reference]	Learning Coach and Moderator confirmation and signature
I have been a tour guide on an open evening.			
I took part in my House Assembly.			
I was asked to meet a visitor.			
I have been involved in Peer Assessment.			
I have been involved in Meeting Time discussions.			
I have completed a presentation in class by myself/with others.			
Motivation			
I have achieved a Leadership Award at Samuel Ward e.g. D of E or Sport's Leader.			
I attended a minimum of 3 revision sessions over Easter.			
I attended all enhancement/revision clubs provided for me.			
I have attended a Further Education talk e.g. Options evening.			
I am a member of a club.			
I am always willing to help/volunteer when necessary e.g. classroom display.			
Professional Conduct			
I have achieved a minimum of 15 'Good' levels in my progress report for behaviour, effort and homework.			
I have received House Points from some of my subject teachers.			
I participated in a mock interview.			
I have completed Work Experience.			
I have received Samuel Ward praise postcards.			
I have a regular job.			
I have represented the school at sport.			
I am in a club.			
Attendance and Punctuality			
I have achieved 90% attendance.			
Unfortunately I have been late for school three times.			
Uniform or Appropriate Dress			
My Learning Coach can confirm that I always adhere to the school uniform.			
I wore appropriate business wear for my mock interview and Work Experience placement.			