



**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 21<sup>st</sup> February 2012 commencing at 7.45 p.m., or immediately following Finance Committee, whichever is the later, for the purpose of transacting the following business**

<b>CONSTITUTION:</b>	<b>Town Mayor:</b>	<b>Cllr. M Byrne</b>
	<b>Town Councillors:</b>	<b>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</b>

### **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 24<sup>th</sup> January 2012**
- 4. To deal with any urgent matters arising from the minutes not covered by this agenda**

### ***PUBLIC FORUM***

**5. Adoption of Committee Reports**

**Planning Committee**

To move the adoption of the minutes of the Planning Committee meetings held 7<sup>th</sup> February 2012.

**Personnel Committee**

To move the adoption of the minutes of the Personnel Committee meeting held 14<sup>th</sup> February.

**Arts & Leisure Committee**

To move the adoption of the minutes of the Arts & Leisure Committee meeting held 14<sup>th</sup> February 2012.

6. **To Agree the Town Council Budget and Precept for 2012/2013 (attached)**

To agree the Town Council budget and precept for 2012/2013.

7. **To authorise payments.**

To authorise the following cheque lists:-

<b>Date</b>	<b>Cheque Numbers</b>	<b>Value</b>
19.01.12	7510 – 7535	9825.12
24.01.12	7536 – 7544	2343.61
31.01.12	7545 – 7557	3219.15
07.02.12	7558 – 7572	5596.73

8. **To receive urgent correspondence**

9. **Closure**



**Will Austin  
Town Clerk**

**DATE: 13<sup>th</sup> February 2011**

	Annual Total	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed Grand Total	Change from
	2011/12	2012/13	2012/13	2012/13	2012/13	2012/13	2012/13	2011/12
	Budget	Comm First	F & GP	Personnel	Arts & Leisure	Arts Centre		
<b>Income Detail</b>								
Ticket Sales-Cinema	£ 13,000					£ 14,000	£ 14,000	-£ 1,000
Ticket Sales-Theatre	£ 69,400					£ 69,400	£ 69,400	£ -
Ticket Sales-Agency	£ -						£ -	£ -
Ticket Sales-Postage	£ 200					£ 150	£ 150	£ 50
Lettings-Main Hall	£ 16,500					£ 18,000	£ 18,000	-£ 1,500
Lettings-Studio	£ 5,000					£ 5,000	£ 5,000	£ -
Lettings - Other Areas	£ 1,000					£ 1,500	£ 1,500	-£ 500
Rents Received Bevan House	£ 6,000		£ 6,000				£ 6,000	£ -
Grants Received	£ 208,758						£ -	£ 208,758
Other Income	£ 500					£ -	£ -	£ 500
Income - Projects	£ -						£ -	£ -
Income - Hanging Baskets	£ -						£ -	£ -
Income - Xmas Lights	£ -	£ -					£ -	£ -
Income - Booking Fees	£ 400					£ 400	£ 400	£ -
Income - Sale of Merchandise	£ 100					£ 200	£ 200	-£ 100
Income - Technical Equipment	£ 250					£ 500	£ 500	-£ 250
Income - Technical Staff	£ 600					£ 1,000	£ 1,000	-£ 400
Precept Received	£ -						£ -	£ -
Interest Received	£ 6,000		£ 10,000				£ 10,000	-£ 4,000
Festival-Grant Received	£ -						£ -	£ -
Festival Income	£ 6,000				£ 6,000		£ 6,000	£ -
Leisure Pensioners Income	£ 1,600				£ 8,500		£ 8,500	-£ 6,900
Leisure Pensioners Bus Trip	£ 6,300						£ -	£ 6,300
Leisure Youth Income	£ 1,600				£ 500		£ 500	£ 1,100
Summer Event Income	£ 5,000				£ 15,000		£ 15,000	-£ 10,000
Autumn Event Income	£ 750				£ 750		£ 750	£ -
Winter Event Income	£ 750				£ 750		£ 750	£ -
Children/Kids Income	£ 1,700				£ 1,000		£ 1,000	£ 700
Arts Development Income	£ 150						£ -	£ 150
Vehicle Rally Income					£ 100		£ 100	-£ 100
Jubilee Income					£ 5,000		£ 5,000	-£ 5,000
Olympic Torch Income					£ 7,000		£ 7,000	-£ 7,000
	<b>£ 351,558</b>	<b>£ -</b>	<b>£ 16,000</b>	<b>£ -</b>	<b>£ 44,600</b>	<b>£ 110,150</b>	<b>£ 170,750</b>	<b>£ 180,808</b>

	Annual Total	Proposed	Proposed	Proposed	Proposed	P r o p o s e d 2 0 1 2 / 1 3	Proposed Grand Total	Change from 2011/12	
	2011/12	2012/13	2012/13	2012/13	2012/13		2012/13		
	Budget	Comm First	F & GP	Personnel	Arts & Leisure	Arts Centre			
<b>Expenditure Detail</b>									
Salaries	£ 323,782			£ 124,562	£ 12,163	£ 186,190	£ 322,915	-£ 867	
Employers National Insurance	£ 22,925			£ 9,166	£ 760	£ 10,762	£ 20,689	-£ 2,236	
Employers Pension	£ 64,871			£ 25,037	£ -	£ 29,201	£ 54,238	-£ 10,633	
Training	£ 6,500			£ 2,500		£ 4,000	£ 6,500	£ -	
Recruitment	£ 1,000			£ 1,000			£ 1,000	£ -	
Clothing/Safety Equipment	£ 1,500			£ 500		£ 1,000	£ 1,500	£ -	
Travel & Subsistence	£ 3,333			£ 2,500		£ 850	£ 3,350	£ 17	
Hospitality	£ 300		£ 300				£ 300	£ -	
Rent Payable	£ 710		£ 710				£ 710	-£ 0	
Window cleaning	£ 825		£ 825				£ 825	£ -	
Postage	£ 15,000		£ 2,300			£ 13,100	£ 15,400	£ 400	
Stationery	£ 7,250		£ 4,000			£ 2,000	£ 6,000	-£ 1,250	
Telephone	£ 5,100		£ 3,500			£ 2,300	£ 5,800	£ 700	
Office - Equipment hire	£ 2,675		£ 2,750				£ 2,750	£ 75	
Technical - Equip/Consumables	£ 3,850					£ 4,000	£ 4,000	£ 150	
Office - Equipment maintenance	£ 2,200		£ 200			£ -	£ 200	-£ 2,000	
Technical - Equip. maintenance	£ 1,150					£ 500	£ 500	-£ 650	
Subscriptions	£ 3,470		£ 3,500			£ 500	£ 4,000	£ 530	
Books & Journals	£ 200		£ 200				£ 200	£ -	
Insurance	£ 7,500		£ 9,000				£ 9,000	£ 1,500	
Sundry Expenses	£ 1,600		£ 500			£ 600	£ 1,100	-£ 500	
Office - Equip/Consumables	£ 2,000		£ -			£ 2,000	£ 2,000	£ -	
Legal & Professional	£ 5,516		£ 4,000				£ 4,000	-£ 1,516	
Audit Fees	£ 14,000		£ 4,250				£ 4,250	-£ 9,750	
Bank Charges	£ 250		£ 250				£ 250	£ -	
Visa Handling Charges	£ 3,000					£ 3,000	£ 3,000	£ -	
IT Support Contracts	£ 5,364		£ 3,250			£ 3,500	£ 6,750	£ 1,386	
IT Repairs	£ 10,000		£ 1,000				£ 1,000	-£ 9,000	
IT Website Maintenance	£ 2,200		£ 1,300			£ 1,000	£ 2,300	£ 100	
Off-site Data and IT storage	£ 1,140		£ 600				£ 600	-£ 540	
Printing & Design	£ 15,195				£ -	£ 15,650	£ 15,650	£ 455	
Advertising	£ 17,185					£ 17,700	£ 17,700	£ 515	
Marketing development	£ 4,500				£ 2,000	£ 2,500	£ 4,500	£ -	
Directory Costs	£ -						£ -	£ -	
Arts & Leisure equipment	£ 2,250				£ 2,250		£ 2,250	£ -	
Multiarts - Artistic Programme	£ -						£ -	£ -	
Multiarts - Programme costs	£ 13,860				£ 13,860		£ 13,860	£ -	
Cinema/Theatre Licence Costs	£ 500					£ 150	£ 150	-£ 350	
Film Hire	£ 9,000					£ 9,000	£ 9,000	£ -	
Film Booking Fees	£ 6,750					£ 6,750	£ 6,750	£ -	
Film Delivery Charges	£ 1,620					£ 1,700	£ 1,700	£ 80	
Theatre Artiste Charges	£ 64,000					£ 64,000	£ 64,000	£ -	
Artistes Accommodation	£ 400					£ 600	£ 600	£ 200	
Artistes Hospitality	£ 1,000					£ 700	£ 700	-£ 300	
Catering Cost Recharges	£ -					£ -	£ -	£ -	
Technical - hire	£ 4,000					£ 3,000	£ 3,000	-£ 1,000	
Door Security	£ 1,300					£ 1,300	£ 1,300	£ -	
PRS Fees	£ 3,700					£ 3,450	£ 3,450	-£ 250	
Members Travel/Subsist.	£ 350		£ 350				£ 350	£ -	
Members Training	£ 2,000		£ 1,000				£ 1,000	-£ 1,000	
Members Other Costs	£ 600		£ 350				£ 350	-£ 250	
Hire of External Meeting Rooms	£ 750		£ 1,000				£ 1,000	£ 250	
Mayoral Allowance	£ 1,575		£ 1,700				£ 1,700	£ 125	
Civic Expenses	£ 4,050		£ 4,850				£ 4,850	£ 800	
Electoral Costs	£ 8,000		£ -				£ -	-£ 8,000	
Environment	£ 11,650	£ 11,970					£ 11,970	£ 320	
Street Furniture	£ -	£ -					£ -	£ -	
Litter Bin Emptying	£ -	£ -					£ -	£ -	
Street Furniture Maintenance	£ -	£ 1,000					£ 1,000	£ 1,000	
Bus Shelters	£ -	£ -					£ -	£ -	
Sponsorship of Telephone Box	£ -	£ 300					£ -	£ 300	
Christmas Lights	£ 48,000	£ 48,000					£ 48,000	£ -	

Grants to Local Organisations	£ 13,000	£ 13,000					£ 13,000	£ -
Grant-Summer Fun Play Scheme	£ 6,000	£ 6,500					£ 6,500	£ 500
Grant-Detached Youth Worker	£ 6,450						£ -	-£ 6,450
Grant-Youth Projects	£ 12,400	£ 20,000					£ 20,000	£ 7,600
Grant to Town Hall Charity	£ 119,675		£ 129,575				£ 129,575	£ 9,900
Grant - Town Twinning	£ 1,000	£ 1,000					£ 1,000	£ -
Grant - 3CT	£ 2,900	£ 3,000					£ 3,000	£ 100
Grants for AGMS	£ 1,500	£ 1,500					£ 1,500	£ -
Grant to H & D Volunteer Bureau	£ 1,250	£ 1,400					£ 1,400	£ 150
Sponsorship of Telephone Kiosk	£ 500	£ 500					£ 500	£ -
Shopmobility	£ 2,000						£ -	-£ 2,000
Suffolk Youth Games	£ 2,000	£ 2,000					£ 2,000	£ -
Opportunity Fund	£ -	£ -					£ -	£ -
Street Calming	£ -						£ -	£ -
Grit Bins	£ 1,000	£ 2,000					£ 2,000	£ 1,000
Suffolk Family History Project	£ -						£ -	£ -
Centre for Computing History	£ -						£ -	£ -
Festival Costs	£ 25,000		£ 25,000				£ 25,000	£ -
Leisure Pensioners Costs	£ 13,500		£ 15,500				£ 15,500	£ 2,000
Leisure Youth Costs	£ 4,000		£ 2,000				£ 2,000	-£ 2,000
Summer Event Costs	£ 30,000		£ 40,000				£ 40,000	£ 10,000
Autumn Event Costs	£ 10,000		£ 10,300				£ 10,300	£ 300
Winter Event Costs	£ 17,500		£ 18,000				£ 18,000	£ 500
Children/Kids Costs	£ 3,350		£ 2,000				£ 2,000	-£ 1,350
Arts Development Costs	£ 3,300		£ 3,300				£ 3,300	£ -
Leisure Development	£ 800		£ 800				£ 800	£ -
Vintage Vehicle Rally	£ 3,500		£ 3,600				£ 3,600	£ 100
Summer Food Market	£ 100	£ -	£ -				£ -	-£ 100
Youth Bus	£ 4,500	£ 4,500					£ 4,500	£ -
Leiston/Chalkstone Support	£ -	£ 6,000					£ 6,000	£ 6,000
Wednesdays 4 Women Grant	£ -	£ 4,000					£ 4,000	£ 4,000
Licence Costs			£ 450				£ 450	£ 450
PPL Fees			£ 250				£ 250	£ 250
Jubilee Celebrations			£ 10,000				£ 10,000	£ 10,000
Olympic Torch Celebrations			£ 7,000				£ 7,000	£ 7,000
	<b>£ 1,026,671</b>	<b>£ 126,670</b>	<b>£ 181,260</b>	<b>£ 165,265</b>	<b>£ 169,234</b>	<b>£ 391,003</b>	<b>£ 1,033,132</b>	<b>£ 6,461</b>

	2012/13 Figures		Year on Year Increase		2011/12 Figures	
Projected Expenditure	£	1,033,132	-£	1,764	£	1,034,896
Projected Income	£	170,750	-£	180,808	£	351,558
<b>Net Requirement</b>		<b>£ 862,382</b>				<b>£ 683,338</b>
<b>Less</b>						
Directory Monies Returned to Balances at end of Year						
Multiarts Monies Returned to Balances at end of Year						
Less Elections Monies Taken From Balances			-£	8,000	£	8,000
Less Staffing Reserve Monies Taken From Balances			-£	17,000	£	17,000
Town Signs Monies Taken from Balances	£	3,000	£	3,000		
From General Reserves	£	24,000	£	24,000		
<b>Net Deduction</b>		<b>£ 27,000</b>				<b>£ 25,000</b>
<b>Add on</b>						
Contribution to Balances	£	-	£	-	£	-
Loan repayment						
Repairs & Renewals	£	40,000	£	-	£	40,000
Staffing Long-Term Absence Fund						
Loss of Arts Centre Grant Security			-£	173,167	£	173,167
<b>Net Addition</b>		<b>£ 40,000</b>				<b>£ 213,167</b>
<b>Gross Precept Requirement</b>		<b>£ 875,382</b>	£	3,877		<b>£ 871,505</b>
<b>Approximate Band D</b>	£	<b>107.80</b>			£	<b>107.88</b>
<b>Band B</b>	£	<b>83.85</b>			£	<b>83.91</b>

<b>Reserves</b>	<b>2007/2008 Out-turn Figures</b>		<b>2008/2009 Out-turn Figures</b>		<b>2009/2010 Out-turn Figures</b>		<b>2010/11 Out-turn Figures</b>		<b>Likely 2011/12 Out-turn Figures</b>
<b>Earmarked</b>									
Christmas Lights	£	3,300	£	3,900	£	-	£	-	£ -
Multiarts	£	6,440	£	6,440	£	6,440	£	6,440	£ 6,440
Directory	£	16,000	£	9,500					£ -
Elections	£	12,800	£	11,000	£	11,000	£	11,000	£ 11,000
Arts & Leisure Marketing	£	3,000	£	3,000	£	3,000	£	3,000	£ 1,000
Arts Centre Website	£	1,000	£	1,000	£	1,000	£	1,000	£ -
Town Signs	£	4,500	£	4,500	£	4,500	£	4,500	£ 3,000
Youth Projects - Comm First	£	4,770	£	12,020	£	12,195	£	11,225	£ 11,225
Leisure for Youth	£	2,000	£	4,000	£	4,000	£	4,000	£ 4,000
Leisure Development	£	2,000	£	2,000	£	2,000	£	2,000	£ 2,000
Multimedia Projects	£	8,000	£	12,000	£	14,500	£	14,500	£ 14,500
Town Centre Development	£	20,000	£	36,500	£	36,220	£	25,932	£ 46,500
Long-term Maintenance	£	71,300	£	90,553	£	130,553	£	170,553	£ 137,000
Staffing Reserve	£	21,015	£	21,715	£	57,043	£	25,000	£ 25,000
Cemetery Fencing	£	8,500	£	-	£	-	£	-	£ -
Marketing Development	£	-	£	2,000	£	2,000	£	1,000	£ 2,000
Environment	£	-	£	2,500	£	2,250	£	2,250	£ 2,250
Technical Equipment					£	1,500	£	3,000	£ -
Accesible Changing Facility					£	10,000	£	10,000	£ -
Play Area Project	£	10,000	£	10,000	£	10,000	£	-	£ -
Grit Bins							£	2,613	
Safe Place To Be							£	1,000	
Middle Schools Celebration							£	345	
<b>Earmarked</b>	£	194,625	£	232,628	£	308,201	£	299,358	£ 265,915
<b>General</b>	£	177,672	£	259,085	£	255,634	£	349,459	£ 349,459
<b>Total</b>		<b>£ 372,297</b>		<b>£ 491,713</b>		<b>£ 563,835</b>		<b>£ 648,817</b>	