



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 26th June 2012 commencing at 7.00pm, for the purpose of transacting the following business:

CONSTITUTION: Town Mayor: Cllr P Hanlon
 Town Councillors: L Ager, D André, R André,
 M Byrne, L Carr, T Cook,
 P French, E Goody,
 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 5.00pm of the day of the meeting.
2. **Co-option of Councillor for West Ward**
 To co-opt a Councillor for the West Ward, and for the co-optee to sign their Declaration of Acceptance of Office.
3. **Declaration of interests**
 For members to declare any interests they may have on items on the agenda.
4. **To confirm the minutes of the meeting held 15th May 2012**
5. **To deal with any urgent matters arising from the minutes not covered by this agenda**
6. **To receive a presentation on the Heartstart Haverhill Project and a request for funding (introductory briefing attached)**
7. **To receive a presentation on the Haverhill & District Gateway Club and a request for funding**
8. **PC Will Wright**
 To report on policing issues in Haverhill.

PUBLIC FORUM

9. **Adoption of Committee Reports**
 Appeals Committee
 To move the adoption of the minutes of the Appeals Committee meeting held on 12th June 2012.

Finance Committee

To move the adoption of the minutes of the Finance Committee meetings held on 29th May 2012 and 19th June 2012.

Leisure and Community Committee

To move the adoption of the minutes of the Leisure and Community Committee meeting held on 29th May 2012.

Personnel Committee

To move the adoption of the minutes of the Personnel Committee meeting held on 12th June 2012.

Planning Committee

To move the adoption of the minutes of the Planning Committee meetings held on 29th May 2012 and 19th June 2012.

10. **To Agree and Approve the 2011/12 Accounts (to follow)**
To agree and approve the 2011/12 accounts.
11. **To Agree and Approve The Annual External Audit Form (to follow)**
To agree and approve the Annual External Audit Form.
12. **To Consider the Internal Auditor's Report (to follow)**
To consider the Internal Auditor's Report.
13. **Code of Conduct**
To consider the adoption of the model Code of Conduct drafted by the Suffolk Association of Local Councils and Suffolk Monitoring Officers (attached).
14. **General Power of Competence**
To consider adoption of the General Power of Competence (report attached).
15. **Crown Health Centre**
To consider further actions in respect of the Crown Health Centre.
16. **High Street Pedestrianisation**
To consider further actions in respect of the pedestrianisation of Haverhill High Street.
17. **Councillors' Surgeries**
To review arrangements for councillors' surgeries.
18. **To authorise payments.**
To authorise the following cheque lists:-

Date	Cheque Numbers	Value
17/04/12	7747-7751	£3,828.63
17/04/12	7752-7762	£91,720.79
24/04/12	7763-7777	£6,089.00

Date	Cheque Numbers	Value
01/05/12	7778-7802	£7,878.46
01/05/12	7803-7804	£499.00
09/05/12	7805-7825	£21,192.35
15/05/12	7829-7845	£5,174.44
22/05/12	7846-7859	£10,398.11
22/05/12	7860	£200.00
29/05/12	7861-7877	£7,498.97
29/05/12	7878	£1,612.02
12/06/12	7879-7918	£30,966.95
12/06/12	7919-7920	£31,158.00
19/06/12	7921-7938	£25,014.45

19. **To receive urgent correspondence**

20. **Closure**



**Will Austin
Town Clerk**

DATE: 19th June 2012



Dear Sir/Madam

I would like to take a moment of your time to introduce **Heartstart Haverhill**

Heartstart is a British Heart Foundation (BHF) initiative which teaches people what to do in an emergency . 124,000 people in the uk suffer a heart attack each year and someone in the uk dies of a heart attack every 2 minutes. As a local Paramedic with 20 years experience, and a volunteer for both MAGPAS and Suffolk Accident Rescue Service (SARS) I know the importance of early cardiopulmonary resuscitation (CPR) and defibrillation.

I am currently setting up a **Heartstart** scheme for Haverhill. **Heartstart Haverhill** is affiliated to the BHF with the aims of providing free emergency life support (ELS) training in our community. In addition I also want to promote and encourage the placing of defibrillators in the workplace and for public access at community sites and key locations in the town

“Knowing what to do when someone has a cardiac arrest is important. If you can do CPR you can buy the time needed for professional help to arrive and save the life of your loved one. Being able to do CPR more than **doubles their chance of survival**. About half of all people who suffer a cardiac arrest can be resuscitated successfully, but only if defibrillation is given within about **four minutes** of the person collapsing. For every minute that passes without defibrillation the chances of survival decrease by 14 per cent. Research shows that applying a controlled shock within five minutes of collapse provides the best possible chances of survival”. (BHF)

Doctor Fiona Andrews local GP and BASICS Doctor has agreed to take on the role of scheme Director. I will be Scheme coordinator and training supervisor. Local Ambulance staff, firefighters and first responders have all shown their support and willingness to become heartstart instructors to help deliver the training courses and make the scheme a success.

The BHF heartstart can help by supplying the initial equipment and educational support materials. The BHF may also support part of the cost of defibrillators with a grant. However the ongoing costs of the scheme, for example replacement manikins, consumables, booklets, stationery and venue costs have to be met by the scheme as

well as the cost of any defibrillators. My aim in the schemes first year is to train 300 people in ELS and hopefully provide 2 defibrillators at key sites in Haverhill.

I would be grateful for any advice and support regarding local and government funding initiatives that may be available to help get the scheme through its first year and hopefully see its continued success. I am hopeful the launch date will be towards the end of March If you would like to support **Heartstart Haverhill** in any way, have any contacts that may be able to help us or indeed want to be one of the first to book a place on one of the free courses then please feel free to contact me as detailed below. More information about the BHF heartstart can be found at www.bhf.org.uk

Without resuscitation cardiac arrest is always fatal. With early CPR and defibrillation the chances of survival increases to around 70%

Thank you for your time

Yours faithfully

Mark Milsom

Coordinator
Heartstart Haverhill

SUFFOLK CODE

XXXX Council

Local Code of Conduct for Members

In accordance with S 26 to 37 of the Localism Act 2011 on [date] XXXX Council (the Council) resolved to adopt the Suffolk Local Code of Conduct for the purposes of discharging its duty to promote and maintain high standards of conduct within its area.

Until otherwise amended or replaced by a decision of the Council, the Suffolk Local Code of Conduct set out below shall hereafter apply to all elected members and any co-opted members entitled to vote on any decisions of the council or its committees, sub committees or joint committees when acting in their capacity as a member of the Council.

Preamble

The Suffolk Local Code of Conduct shall be interpreted in accordance with the following 7 principles of public life identified by the Committee on Standards in Public Life chaired by Lord Nolan:

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

**SUFFOLK LOCAL CODE OF CONDUCT APPLICABLE TO ELECTED
MEMBERS AND CO-OPTEEES APPOINTED TO THE COUNTY BOROUGH
DISTRICT [AND PARISH] COUNCILS IN SUFFOLK**

1. You must treat others with respect.
2. You must not —
 - (a) do anything which may cause your authority to breach any of the Council's duties under the Equality Act 2010
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be—
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.
3. You must not —
 - (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is—
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
 - (b) prevent another person from gaining access to information to which that person is entitled by law
4. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
5. You —
 - (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
 - (b) must, when using or authorising the use by others of the resources of your authority—
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
6. (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—
- (a) your authority's chief finance officer;
 - (b) your authority's monitoring officer;
 - (c) your authority's head of paid service; or
 - (d) any other officer,
- where that officer is acting pursuant to his or her statutory duties.
6. (2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

7) Registration of interests (pending issue of the Regulations**)**

- 7.1. You must register within 28 days of becoming a member of the Council (and to notify the Council's Monitoring Officer of any changes within 28 days) any Disclosable Pecuniary Interests (DPIs) you may have for publication in the Register of Members' Interests.
- 7.2. You may not at any time discharge any function or participate in any Council business or discussions, or vote on any issues that relate to or concern any of your DPIs where you are aware that you have a relevant DPI. You may not remain in the chamber or meeting room or in the public gallery when any matter that relates to any of your DPI is under discussion or debate unless you have requested and obtained a written dispensation from your [*Council's Monitoring Officer or other arrangement*] in advance of the relevant meeting.
- 7.3. You must register within 28 days of becoming a member of the Council and to notify your Council's Monitoring Officer of any changes within 28 days any non statutory Local Non Pecuniary Interests (LNPIs) set out in Appendix A to this code but you may participate in any discussions or debates relating or concerning any of your LNPIs after the date of registration.
- 7.4. You must declare any DPIs or LNPIs to a meeting where business is relevant to those interests, including those interests that are already registered with the Monitoring Officer or where registration is pending.
- 7.5. You must register, within 28 days, any gifts and hospitality received by you in accordance with the instructions issued within your Council by the Monitoring Officer.
- 7.6. The Council's Register of Interests will be available for inspection at xxxxxxxxxxxx during normal office hours, and will be published on the Council's website.

8) Sensitive Interests

You may also apply to your Council's Monitoring officer for non publication of the full details of any of your DPIs or LNPIs where you reasonably believe that publication of the details of a particular DPI or LNPI could result in you being subjected to violence or intimidation. In considering such applications the Monitoring Officer shall have regard to any representations made by you in determining whether he or she considers the relevant DPI or LNPI should be treated as a Sensitive Interest and excluded from the published version of the Register of Members' Interests.

Appendix A

Description of categories of Local Non Pecuniary Interests:

(None)

or

List of categories of Local Non Pecuniary Interests adopted by the relevant Council

The General Power of Competence

Section 1 of the Localism Act 2011 provides for a new General Power of Competence for councils in England. The General Power replaces the Power of Well-being provided under section 2 of the Local Government Act 2000.¹ The General Power is available to parish and town councils which meet conditions of eligibility for the exercise of the power as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.²

The General Power

Section 1 of the Act says that a local authority has power to do anything that individuals generally may do (s 1(1)).

A 'local authority' includes principal councils in England and 'eligible parish councils' (see 'Eligibility' below), but not local authorities in Wales.

An 'individual' means an individual with full capacity, i.e. a sane adult (s 1(3)).

The power includes the power to do an act anywhere in the United Kingdom or elsewhere; and the power to do it for a commercial purpose or otherwise for a charge, or without charge; and the power to do it for, or otherwise than for, the benefit of the authority, its area or persons resident or present in its area (s 1(4)).

It is not limited by the existence of any other power of the authority which (to any extent) overlaps the general power (s 1(5)), nor is any such other power limited by the existence of the general power (s 1(6)).

But there are boundaries to the general power (set out in section 2), and limits on charging (s 3), and on doing things for a commercial purpose (s 4).

If your council is planning to use the general power, you will need to familiarise yourself with sections 1 to 8 of the Act and any secondary legislation which may apply.

Eligibility

¹ Schedule 1 to the Localism Act 2011 repeals and replaces the Power of Well-being in England and came into force on 4 April 2012. However, under transitional provisions set out in SI 2012/1008, a council which was eligible to use the Power of Well-being on 4 April 2012 may continue to use the Power of Well-being until the end of the day of its next annual meeting in a year of ordinary elections (and after that day it may do so for the purpose of completing any activity which it has undertaken in the exercise of the Power of Well-being, but not completed before the day of the meeting). If a council ceases to meet the Power of Well-being eligibility criteria before the date of its next annual meeting in a year of ordinary elections, the transitional arrangements in SI 2008/3095 apply, and the council will only have the power to complete any activity which it has undertaken in the exercise of the Power of Well-being, but not yet completed. Forward-thinking councils will take steps now to ensure that they meet the eligibility criteria for the General Power of Competence as soon as they can.

The Power of Well-being provisions remain in force for community councils in Wales (see section 126 of the Local Government (Wales) Measure 2011, which amends the LGA 2000 Power of Well-being provisions).

² SI 2012/965

To qualify as an “eligible parish council”, a parish council in England must meet conditions prescribed by the Secretary of State in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. This Order says that, to be eligible to use the General Power of Competence, parish councils must meet the following conditions:

1. The council has resolved at a meeting of the council and each subsequent relevant annual meeting that it meets the conditions in paragraph 2 below.

2.- (1) At the time a resolution under paragraph 1 is passed—

the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council,³

the clerk to the parish council holds-

the Certificate in Local Council Administration;

the Certificate of Higher Education in Local Policy;

the Certificate of Higher Education in Local Council Administration; or

the first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire or its successor qualifications; and

the clerk to the parish council has completed the relevant training, unless such training was required for the purpose of obtaining a certificate of a description mentioned in paragraph (b).

For the purposes of this paragraph “relevant training” means training—

in the exercise of the general power;

provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils and Commission for Rural Communities, as revised from time to time.⁴

If a parish council resolves that that it meets the prescribed conditions, it shall be an eligible parish council for the duration of the eligibility period, ie it shall be eligible to use the General Power from the time that the resolution is passed until the day of the next annual meeting of that parish council (held after the resolution is passed) that takes place in a year of ordinary elections (the ‘relevant annual meeting’).

If, at the relevant annual meeting, the parish council does not pass a (further) resolution that it meets these eligibility criteria, it ceases to be an eligible parish council, but a transitional provision specifies that the council shall continue to be an eligible parish council for the purpose of completing any activity undertaken in the exercise of the general power but not completed before of the day of that meeting.

The resolution that the council meets the prescribed conditions cannot be delegated to a committee or sub-committee.

³ “Elected” councillors includes councillors who were elected unopposed. Councillors who were co-opted or appointed as councillors are not included, however, as they have not stood for election.

⁴ Clerks who already hold CiLCA and received their training in the power of well-being rather than in the new General Power of Competence must complete the new CiLCA section 7 module and sit the assessment to meet this condition.