

HAVERHILL TOWN COUNCIL

TOWN COUNCIL



Dear Councillor,

You are hereby summoned to attend the meeting of Haverhill Town Council to be held in The Studio, Haverhill Arts Centre, High Street, Haverhill CB9 8AR on Tuesday 21st July 2015 commencing at 7.15pm for the purpose of transacting the following business:

CONSTITUTION:	Town Mayor:	B McLatchy
	Town Councillors:	A Bramwell, A Brown, J Burns, M Byrne, T Chivers, J Crooks, P Fox, Q Fox, P Hanlon, I McLatchy, D Roach, B Robbins, C Turner, A Williams, W Yang

This Meeting is open to the Press and Public

Before the meeting, Mr Roger André will present cheques from his Mayor's charity fund to recipients:

1451 (Haverhill) Squadron Air Training Corps
St John Ambulance
1st Haverhill Scout Group

AGENDA

1. **Apologies for absence**
Please give any apologies and reason for absence to the office by 5.00pm of the day of the meeting.
2. **Declaration of interests and requests for Dispensations**
For members to declare any interests they may have on items on the agenda and agree any dispensations to stay.
3. **To confirm the minutes of the Full Council meeting held 23rd June 2015**
4. **To deal with any urgent matters arising from the minutes not covered by this agenda**
 - a) C14/030b Haverhill Clock.

HAVERHILL ARTS CENTRE, HIGH STREET, HAVERHILL, CB9 8AR

Tel: 01440 712858 Fax: 01440 718931

Email: admin@haverhill-tc.gov.uk Web: <http://www.haverhill-tc.gov.uk>

5. **Haverhill Gymnastics Club Grant**
To agree to release the £25,000 funding agreed on 25th June 2013 and held as an earmarked reserve for the purpose of supporting the creation of a new home for the club, the provision being subject to the club securing the remaining funding necessary to complete their plans.

6. **Internal Audit Report 2014/15**
To officially note receipt of the Internal Auditor's report and that the recommendation contained therein has been dealt with. (attached)

6. **Reports from the Police and Borough/County Councillors on issues pertinent to HAVERHILL and the PUBLIC FORUM**

7. **Draft Response to Fire & Rescue Consultation.**
To approve a response to the consultation. (draft attached)

8. **One Haverhill**
To receive a verbal report from the Mayor and Town Clerk on Town Council involvement with One Haverhill.
 - a) ONE Haverhill constitutional reform
 - b) To approve a response to the consultation on the Town Centre Masterplan (draft attached)

9. **Mayor's Report**
To receive a report from the Mayor on her engagements in July.

10. **Adoption of Committee Reports**
 - a) **Appeals Committee**
To note that the Appeals Committee have not met since the last meeting.

 - b) **Finance Committee**
To note that the Finance Committee meeting due to be held on 14th July 2015 was cancelled.

 - c) **Leisure and Community Committee**
To move the adoption of the minutes of the Leisure and Community Committee meeting held on 7th July 2015.

 - d) **Personnel Committee**
To note the Personnel Committee has not met since the last meeting of the Full Council

 - e) **Planning Committee**
To move the adoption of the minutes of the Planning Committee meeting held on 23rd June and 14th July 2015 and to note any urgent matters arising from the meeting held 21st July 2015.

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12. **To receive a report from the Responsible Financial Officer**
a) Review of Internal Controls and arrangements for Internal Audit (attached)
b) To receive an update on finance admin arrangements.

13. **To authorise payments**

To authorise the following cheque lists:-

Date	Cheque Numbers	Value
23.06.15	10605 - 10635	17,750.32
06.07.15	10636 - 10663	31,998.21
14.07.15	10664 - 10696	21,761.70
	Total	71,510.23

14. **To receive urgent correspondence**

To consider any urgent correspondence received after the agenda was published.

15. **To Exclude the Press and Public**

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

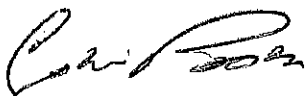
16. **Staffing Matters**

Recruitment of Finance Administrator
Recruitment of Community Ambassador Co-ordinator.
Noting staff holiday dates over August

17. **Date of next Meeting**

To consider moving the date of the next meeting to 29th September 2015, after Planning Committee, to avoid a clash with SEBC Full Council on 22nd September.

18. **Closure**



Colin Poole
Haverhill Town Clerk

Date: 15th July 2015

Copies of this and other Council agendas, and minutes, and supporting reports, are available to download from the Council's website (www.haverhill-tc.gov.uk) or on request from Haverhill Arts Centre

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Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

FULL COUNCIL

Held on Tuesday 23rd June 2015 at 7.45pm at Haverhill Arts Centre, High Street, Haverhill



HAVERHILL
TOWN COUNCIL

Present:

Mayor Councillor B McLatchy	
Deputy Mayor Councillor D Roach	
Councillor A Bramwell	Councillor Q Fox
Councillor A Brown	Councillor P Hanlon
Councillor J Burns	Councillor I McLatchy
Councillor M Byrne	Councillor B Robbins
Councillor T Chivers	Councillor C Turner
Councillor J Crooks	Councillor A Williams
Councillor P Fox	Councillor W Yang

Apologies: None

Absent: None

In Attendance: Colin Poole (Town Clerk)

12 members of the public were present.

Welcome:

Mayor B McLatchy welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded.

MINUTES

ACTION

C15 Apologies for Absence

/081 The above apologies were noted. Inspector Ferrie also gave his apologies. .

C15 Declaration of Interests and requests for dispensation

/082

Name	Item	Reason	Declaration
Cllr A Brown	C15/085b	Board Member One Haverhill	Local Non-Pecuniary Interest
Cllr B McLatchy	C15/085b	Board Member One Haverhill	Local Non-Pecuniary Interest
Cllr P Hanlon	C15/085b	Board Member One Haverhill	Local Non-Pecuniary Interest

Haverhill Town Council adopted the General Power of Competence on May 18th 2015. All decisions are taken using that power unless otherwise stated.

The Clerk confirmed that those members named above were able to stay and take part in the discussion and any vote.

C15 **The minutes of the Full Council meeting held 18th May 2015**

/083 The meeting agreed these were a true record.

Councillors B Robbins and A Williams joined the meeting

C15 **Matters arising not on the agenda**

/084 a) **C14/030b Haverhill Clock**

The Clerk circulated photographs of the top section of the clock, which was now complete. Councillors expressed their congratulations to the school students, Neil Williams and Metcraft Engineering for what looked a very impressive structure. The foundations, now installed, have been designed by a Principal Engineer at Peter Brett Associates, reviewed following amendments to the structure and updated as a result. The draft wording for the interpretive panel is being considered as is a design for the panel plinth, to complement the main clock structure.

b) C15/073d Annual Return

It was proposed by Councillor D Roach, seconded by Councillor M Byrne, that Box 6 be amended to £638,763 so the rounding difference is eliminated, and Box 9 be amended to £205,025 so that the return matches the asset register.

RESOLVED

C15 **Matters Arising from the Annual Town Meeting**

/085

a) Link Road from Great Wilsey Development to Coupals Road – The meeting took the view that it was regrettable the Chamber of Commerce resurrected this idea. It was proposed by Councillor J Burns, seconded by Councillor A Bramwell, that this Council does not support a road linking the Great Wilsey Development to Coupals Road.

RESOLVED

b) ONE Haverhill meetings held in public – It was agreed that the town Council representatives should continue to push for meetings to be held in public.

c) Viability of Haverhill High Street (2 questions raised) – The town Centre masterplan process should deliver the environment to boost trade in the High Street. It was important that the general public engage with the consultation process. There were plenty of opportunities coming up for this to happen.

d) NW Relief Road – The meeting noted that the construction of this was within 5 years of the development commencing. Members expressed the feeling that the road cannot come soon enough.

e) On-street parking of lorries – Councillor Byrne provided a statement, which can be seen at Appendix 3. It was noted that a long-term solution won't happen overnight. The meeting agreed that a co-ordinated approach to the matter by all councillors from Town, Borough and County Councils was preferable. In addition, Cambridge, Essex and Suffolk Highways should all be talking to each other on this.

f) Infrastructure on Great Wilsey development – The Council noted the concerns of the member of the public and would play its role in seeing that

promised infrastructure was delivered.

g) Corn Exchange – This is a privately owned building that has been identified as a potential home for a youth hub, but its suitability depends on the outcome of the consultation with young people. It was agreed that this should be an agenda item in September, once the outcome of the consultation is known. In the meantime, the Clerk was asked to write to the Borough Conservation Officer asking what action was being taken to protect this listed building.

CLERK

C15 **Reports from the Police, borough and County Councillors and the**
/086 **PUBLIC FORUM**

The meeting received reports from the Police and Borough/County Councillors on issues pertinent to Haverhill and the Public Forum. See Appendix 1 for Details.

Councillor C Turner left the meeting

C15 **Haverhill Skatepark 2015**

/087

The meeting considered the request for supporting an additional provision for young people in Haverhill. It was suggested that we needed to understand the issues with the existing provision better. It was understood that antisocial behaviour was putting many young people off going to it. The Clerk reported that the YMCA had been commissioned to carry out a survey of young people in town as part of the business planning process for the Youth Hub. The young people putting forward this proposal, and other young people who have promoted alternative suggestions have all been asked to feed their ideas into this consultation. Councillors flagged up various potential funding streams the young people should investigate, including Community Action Suffolk for the People's Health Trust funding in South Ward.

C15 **Local Government Ombudsman consultation**

/088

The meeting considered the draft response to the consultation drawn up by the Clerk. It was proposed by Councillor, seconded by Councillor, that the draft be approved for submission.

RESOLVED

C15 **Open Air Surgeries**

/089

Following discussion, it was proposed by Councillor John Burns, seconded by Councillor A Brown, that Councillors form a rota to run a stall in the market one Saturday each month, in addition to holding a surgery in each ward.

RESOLVED

Councillor T Chivers left the meeting

C15 **One Haverhill**

/090

a) The meeting noted that the second round of consultation on the Masterplan has commenced. It was agreed to meet with the consultants to put forward the Town Council views on 1st July 2015.

b) The meeting noted that the ONE Haverhill Board was meeting on 20th July to consider how it should operate in the future. Concern was expressed about the level of authority ONE Haverhill may be proposed to attain to and whether that could potentially mean there were "two Town

Councils".

Concern was expressed that ONE Haverhill meetings were not open to the public. Councillor B McLatchy stated that she did not see any reason for the apparent secrecy as the recent meeting she attended as a new representative of the Town Council was a perfectly ordinary meeting with nothing confidential being discussed.

It was proposed by Councillor J Crooks, seconded by Councillor A Williams, that the Town Council representatives are mandated to propose that ONE Haverhill be disbanded on the completion of the Town Centre Masterplan. **Following debate, the motion was withdrawn.** It was agreed that the outcome of the constitutional reform discussions at ONE Haverhill be an agenda item at Full Council in September.

C15 **Mayor's Report**

/091 Mayor McLatchy read her report to the Council, on her first month's work as Mayor. (see appendix 2)

C15 **Adoption of Committee Reports**

/092

a) Appeals Committee

The meeting noted that the Appeals Committee had not met since the last meeting.

b) Finance Committee

The meeting noted that the Appeals Committee had not met since the last meeting.

c) Leisure and Community Committee

It was noted that the committee had not met since the last meeting of the Full Council.

d) Personnel Committee

It was proposed by Councillor M Byrne, seconded by Councillor A Bramwell, that the minutes of the meeting held on 2nd June be adopted.
AGREED

e) Planning Committee

It was proposed by Councillor P Hanlon, seconded by Councillor Q Fox, that the minutes of the meeting held on 2nd June 2015 be adopted.
AGREED

C15 **Communications Task And Finish Forum (TAFF)**

/093

It was proposed by Councillor D Roach, seconded by Councillor J Burns that the Task and Finish Forum looking at public engagement be reconstituted.

RESOLVED

The following Members were appointed to the TAFF

Councillor A Brown

Councillor Q Fox

Councillor J Burns

Councillor D Roach

Councillor P Fox

Councillor A Williams

C15 Authorisation of payments

/094 It was proposed by Councillor P Hanlon, seconded by Councillor Q Fox, that payments for cheques 10485 - 10604 totalling £152,823.36 be authorised.

RESOLVED

C15 Urgent Correspondence

/095 Councillor J Burns reminded the Members that Havebury Housing were holding an Estate Day event at 3pm on Wednesday 24th June, to inspect the Chalkstone Estate and engage with tenants on any issues of concern. Members were welcome to join the event.

Councillor J Burns also highlighted that the increasing number of unsightly vans parked on the highway advertising a car purchase company had been noted by the Police. However, all vehicles have been checked and are road-legal.

C15 To Exclude the Press and Public

/096 It was proposed by Councillor D Roach, seconded by Councillor A Williams, that the public and press be excluded from the meeting during the consideration of the following items, as publicity would be prejudicial to the public interest due to the confidential HR and commercial nature of the business to be transacted.

RESOLVED

C15 Christmas Lights Tenders

/097 The Clerk drew the meeting's attention to the confidential paper circulated with the agenda and briefed the meeting on the tender process. It was agreed that Blacheré Illuminations tender be accepted.

RESOLVED

The contract value will be published after final arrangements are agreed

CLERK

C15 Staffing Matters

/098 The meeting noted progress on modernisation of contracts and pension auto-enrolment and that a consultation with the staff would commence shortly.

C15 Date of next Meeting:

/099 The meeting considered the proposed Monday dates for Council meetings previously circulated. Councillor J Burns reported that as a result of the Clerk's comments to the St Edmundsbury Mayor at the Annual Meeting requesting that SEBC booked its meetings further in advance, it had agreed to do so. This would mean we could plan our meetings avoiding clashes with their meetings. It was therefore agreed to leave meeting dates and times **UNCHANGED**.

C15 Closure

/100 The Chairman declared the meeting closed at 9:50pm.

Signed

Date.....

Chairman

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Appendix 1

Reports from the Police, District/County Councillors on issues pertinent to Haverhill and the Public Forum.

Police Report:

1. Performance – In general terms we have had far more crime recorded in Haverhill this year compared to previous years. Much of this increase is down to new Government counting rules called NCRS – National Crime Recording Standards. This means that things that would never previously been recorded as crimes now are, such as children having a fight in a playground, teenagers sending nude pictures of themselves to friends via mobile phone, and crimes where third parties report an incident to the police but the alleged victim will not cooperate with the police. These new counting rules have seen a big increase in crimes around the whole Country, particularly in violent crime and sexual crime. I don't believe that Haverhill is any more violent than it was. The only real thing that has changed has been a big increase in the range of things that now count as crimes.

So far this year we have recorded 520 crimes in Haverhill Town, compared to a 3 year average of 375. Violence against the person has risen to 126, compared to the average of 67. Sexual offences have risen to 18 this year, compared to our average of 5. We have also had 41 Public Order offences this year, compared to our 3 year average of 22.

On the positive side, we have seen reductions in Robbery- 0 this year compared to an average of 3 and ASB is well down - 191 incidents this year compared to our average of 241.

Because of all the new crime that has been recorded where potentially we have very little to go on, or where victims are unwilling to help the police, our detection rate this year has fallen considerably – it is currently 24.6% for all Haverhill crime. I would generally expect it to be at least 10% above this.

2. Staffing – I'm delighted to say that Haverhill police station is still fully staffed. We have our full complement of 25 response officers and the Haverhill SNT still has a Sgt, 4 Constables and 6 PCSO's. We have now welcomed Pc Lawrence Allen back to Haverhill, and he will take Will Wrights place on the SNT as our new Domestic Violence and Vulnerable Victims Officer.
3. Police / Public engagement – A meeting is planned on Monday 6th July to discuss new methods to be used for the police and public to have a better understanding of each other. Colin Poole and Councillors Pat Hanlon, John Burns and Tony Brown from the Town Council will all be attending. We will hopefully be using students from Samuel Ward media classes to help us understand some of the newer engagement tools that are now available to us.

County Councillor Tony Brown:

Councillor Brown reported the following Highways matters:

1. He is working to get the BT green box in Swan Lane moved.

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2. The proposed footpath alongside the Sturmer Road is scheduled for construction in the autumn.
3. A town-wide review of Traffic Regulation Orders is planned, with an end date of autumn 2016.
4. The Chalkstone Way pedestrian underpass at Ickleton Place is planned for works to clear the flooding problem and enable it to be used.
5. Consultation on proposed cuts to the Fire and Rescue Service started on 23rd June and concludes on 24th July.

County Councillor Julian Flood:

Councillor Flood reported the following matters:

1. Councillor Flood had made a number of payments from his locality budget.

Mr E Goody:

1. The surface of the Footpath that runs from Quakers Lane to Helions Walk which runs parallel to the Cleales car park is in a poor state of repair with broken surface at the Helions Walk end. Also, there is a narrowing of the footpath caused by over growing vegetation from some rear gardens in Helions Park Avenue.

2. The former playing field of the former Chalkstone Middle School, which is clearly not needed as a playing field as it has been neglected for nearly two years. No effort has been made to keep it neat and tidy. At the very least the owner which I believe is still Suffolk County Council should keep the area tidy and cut. Following on from County Councillor Flood's efforts to get the county to use unwanted land for housing and considering there is now a fine Care Home on part of the site I would have thought the rest of the area would lend itself very nicely for adaptive housing. I note there is a severe shortage and therefore a long waiting list for this type of housing in the area. Being reasonable close to the town centre and on two bus routes should make this site a prime location for this type of accommodation especially, if a new pedestrian access to the site from the railway walk be made.

3. I would like to ask the council how people see the Arts Centre? If you look at the front of the building there is no indication as to what the building is used for or even the name of the building. I suggest that at the front of the building, possibly in the arch of the front window be engraved 'Haverhill Arts Centre'. In the spaces either side of this window I suggest 4 plaques be installed with the opening times and contact details of the Arts Centre, The Town Council, The Haverhill History Group, plus the café together with a menu.

Appendix 2

Mayor's Report for June 2015

Beginning end of May with two attendances at children's groups I have been very busy attending as many as four duties in one day.

Up until now, I have conducted twenty two duties and met with some very interesting people, these people have represented the very young, youth and the elderly residents of our area. I have met with business people, students and attended the Passing Out parade of a group of very important young cadets who have recently attended a course run by two of our local police force and I felt confident meeting these young people that our future safety and well-being is taken care of as out of twenty five cadets only two were unsure as to whether they would be taking it up as a career. This first joint Fire and Police cadet scheme is based in Haverhill and the cadets have gained valuable skills and values that will stay with them for the rest of their lives. We should feel very proud of this group of youngsters and the officers who have given time to the program.

Our very own Silver Band again did us proud at a concert in the Lavenham Church, the acoustics in the Church are terrific and the concert very successful. It is sad that the concert was to raise funds for the Women's Refuge, an organisation that is far too busy than is good for our society and they need our support. Ivor and I have added them to our charity list.

At the Thetford Civic Reception a lot of interest was shown to the Haverhill Mayoral chain, I was asked about its history and felt ashamed that I could not answer this properly. I will endeavour to find out more about it as it is a very special one. I also attended the Felixstowe Civic Service and met many Mayors and Councillors there. Several mentioned our Mayor Making ceremony and were impressed by the number of people who attended. They also liked the idea of the display of past Mayors shown as a background and thanks for this go to Colin and the team here at the Arts Centre.

O Monday I attended the AGM of the Suffolk NSPCC in Norton and was surprised that we have not branch of this in Haverhill, despite them having clients here. They are keen to be represented in Haverhill and it would be good to see someone interested in helping to start a branch, I have all contact details if there is some good person who would like them. Also it would be good to do some fund-raising for them as they are running help-lines for vulnerable children and also running programmes in schools giving guidance to children at risk.

On a very interesting visiting to Sanofi I learned a lot about the efficient use of space and equipment, also just how involved with the community the firm is. They are running an Apprentice scheme, also work experience and are a valuable employer in Haverhill. Hopefully, they will expand and bring in even more business as they supply such a valuable service to people in need of kidney treatments.

We all hear bad things about elderly care, but I was invited to the opening of the sensory garden at our local Eastcotts Home last week and am delighted to be able to tell you that it is one of the best I have seen. The atmosphere is great, it is first and foremost a Home not an institution and

the staff are warm and friendly and obviously very caring. Why do we not hear more of the goods homes as they outnumber the bad ones and make people nervous about elderly care.

There are more duties to perform before the end of June and I have only touched on some of the ones I have done, there is not enough space or time to tell you about the good things of Haverhill, of which there are many.

Appendix 3

On Street Lorry Parking

A second meeting has been held with the General Manager at Culina.

I understand that he has also met with Borough Councillors to provide them with information on issues arising.

Enquiries have established the ownership of the various plots of land and details of previous proposals for a lorry park have been viewed.

The General Manager has advised that action to provide sufficient bins to cope with waste on access roads has been taken. There has also been some action to enforce parking restrictions in the area.

The temporary closure of two lay-bys on the A1307 is protecting residents from noise and litter/waste nuisances. However lorries parking on roads on industrial estates are causing some inconvenience to local traffic.

Discussions are continuing with Suffolk County Council, St Edmundsbury Borough Council and landowners and their managing agents, to explore the feasibility of a lorry park, with appropriate facilities, in the local area.

The General Manager has prepared a leaflet advising drivers to respect the amenities for areas where they park. That leaflet is currently being translated into appropriate languages and will be distributed to drivers at their points of departure as well as on arrival.

I am exploring solutions proposed in Stafford where Culina have worked with local agencies to resolve similar issues.

Further meetings are being arranged. It is clear that Culina are committed to working with us to resolve these issues and I am optimistic that a solution can be found that will meet the expectations of our community whilst respecting the commercial needs of a prominent local business.

Cllr Maureen Byrne

HEELIS&LODGE

Local Council Services • Internal Audit

Internal Audit Report for Haverhill Town Council – 2014/15

Income: £1,323,474

Expenditure: £1,071,061

Reserves: £1,361,720

Annual Return Completion:

Section One: No

Section Two: No

Section Four: Yes

The following Internal Audit was carried out on the adequacy of systems of control and should be read in conjunction with the Interim Internal Audit report dated 25 October 2014. The following recommendations/comments have been made:

Financial regulations Standing Orders and Financial Regulations

Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

Financial Regulations and Standing Orders are in place. It is noted that the threshold for contract tendering is £60,000 (SO 18.c) and £20,000 (FR 11.3). It is suggested that both figures need to be the same.

VAT records were inspected. Quarterly returns have been made and supporting paperwork is in place to confirm the figures submitted in the returns.

Recommendation: *To align the contract tender threshold in Standing Orders and Financial Regulations.*

Risk Assessment

Appropriate procedures in place for the activities of the council

The Risk Register was reviewed by the Finance Committee on 7/4/2015. A new register has been adopted based on a template from BDO.

Internal Controls were reviewed at a meeting of the Finance Committee on 30/9/2014 (Ref: F14/018).

Income controls	<p>Precept and other income, including credit control mechanisms</p> <p><i>All were found to be in order. Income controls were checked and income received and banked cross referenced with the Cash Book and bank statements.</i></p>
Petty Cash	<p>Associated books and established system in place</p> <p><i>A satisfactory petty cash system is in place with supporting paperwork. A selection of transactions were examined for accuracy and cross referenced with the petty cash book. All were found to be in order.</i></p>
Payroll controls	<p>PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment</p> <p>PAYE System in place: Yes</p> <p><i>The Council are operating RTI in accordance with HMRC regulations. A selection of payments were examined for accuracy and all were found to be order, corresponding with the telepay sheet.</i></p>
Asset control	<p>Inspection of asset register and checks on existence of assets Cross checking on insurance cover</p> <p><i>The Asset Register was reviewed by the Finance Committee at a meeting held on 4/11/2015 (Ref: F14/028).</i></p>
Bank Reconciliation	<p>Regularly completed and cash books reconcile with bank statements</p> <p><i>All were in order. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.</i></p> <p><i>It is noted that the Payroll account is now dormant and may be closed in the 2015-2016 financial year.</i></p>
Year-end procedures	<p>Appropriate accounting procedures are used and can be followed through from working papers to final documents Verifying sample payments and income Checking creditors and debtors where appropriate.</p> <p><i>End of year accounts are prepared on an Income and Expenditure basis. Sample audit trails were undertaken and all were found to be in order.</i></p> <p><i>Reserves are reviewed in line with the Reserves Policy at least annually.</i></p>

**Internal Audit
Procedures**

Heelis & Lodge were appointed Internal Auditor for 2015-2020 at a meeting of the Finance Committee held on 13/1/2015 (Ref: F15/007).

The Council reviewed the effectiveness of the internal audit at a meeting of the Finance Committee held on 30/9/2014 (Ref: F14/018) and again on 13/1/2015 (Ref: F15/007) as part of the tender process.

Additional Comments/Recommendations

- It is noted that the name of the Town Hall Charity has been changed to the Haverhill Community Trust.
- There are no additional comments/recommendations to make in relation to this audit.
- As mentioned in previous reports, the commitment shown by the Town Council to the people of Haverhill is commendable. I have no doubt that the services that are provided both at the Arts Centre and in the wider community directly improve the quality of lives of the people that live and work in the town.
- I would like to record my appreciation to the Clerk to the Council for his assistance during the course of the audit work



**Heather Heelis
Heelis & Lodge**
6 May 2015

ITEM 7 – Draft response to Fire & Rescue Consultation

Response by Haverhill Town Council to the Suffolk Fire & Rescue Service “Shape the Future” Pre-consultation

The draft responses are in **BOLD**, the questions are in plain type. A final response will be formed from agreed clauses.

What could we look at? Some options include:

- Consider alternative crewing arrangements for fire engines and fire stations

This should take into account the future growth predictions and distance between resources. Haverhill is predicted to grow to a population of 35,000+ by 2031 and should therefore be planned to have a full-time crew, as Bury St Edmunds does with the same population. This is particularly crucial given that the closest on-call stations to Haverhill are 20 minutes away, plus muster time for the crew.

- Look at the type and number of calls we receive and consider whether we need to change the way we spend our money, including on fire stations and fire engines
- Review senior manager posts and ensure the number is suitable for the size of the service when compared to Firefighter numbers
- Increase the amount we work with others to save money by reducing duplication
- Use new firefighting technologies, vehicles and equipment to make firefighters safer and also help us to be more effective and efficient when attending an incident
- Improving and extending our use of IT and other technology to help staff work more effectively and to make our services more accessible
- Improve our on-call fire station availability

Incident in Haverhill on June 29th at Meadowlands demonstrates the need for significant improvement. The Haverhill Appliance was called to a shed fire and took 25 minutes to arrive, by which time the fire had spread and was a house fire.

- Increase the number of shared Fire, Police and Ambulance stations, and work together in areas where this creates advantages

Haverhill’s fire station is in the middle of the town. With increased traffic issues that situation should be reviewed, particularly as the development of the North West Relief Road and Great Wilsey housing development to the North East opens up the opportunity for appliances to drive quickly around the outskirts of Haverhill and enter directly onto the many housing estates rather than battle across town. In addition, the fire station and police station sites are within the Town Centre Masterplan development area and releasing those sites would provide significant capital receipts enabling both organisations and the ambulance service to create a blue-light centre in a more strategic location.

- Reviewing our support services roles so that these are in the correct ratio to, and can effectively support, our front-line, and

- Reviewing our response standards based on our current and foreseeable risks and the demand we see.

It is also important that we are clear on the criteria we should use to evaluate ideas against.

The following would seem important:

- Being able to effectively respond to emergencies and manage risk in Suffolk but recognise the demand on us has changed
- Maintaining our focus on firefighter safety and preventing fires and other incidents happening in the first place
- Ensuring your service remains resilient and financially sustainable
- Maximising collaborative opportunities and continuing to explore new governance arrangements where these save money and create advantages and opportunities.

We refer you to the proposal for co-location of blue light services above.

If there are other criteria that you think should be included please let us know what they are and why you think they are important.

Telling us what you think

You can email us at: FireServiceRedesign@suffolk.gov.uk

You can call us on: 01473 260588 between 9am and 5pm (Monday to Friday)

You can send us a letter: Service Redesign Programme Manager, Suffolk Fire and Rescue Service HQ, 8 Russell Rd, Ipswich, IP1 2BX

**Response by Haverhill Town Council to the Town Centre Masterplan consultation
Draft v1 2015/07/02**

1. Overall, the proposals are welcomed. It is important that some “quick” wins are achieved in order to keep the public engaged. The overarching goal is to create a town centre fit for a town that is going to be home to 35,000 by 2013, but this number is going to rise and what is done now must be appropriate for the town long into the future – the task isn’t going to get easier, so it must be done right. It must be done to the quality Haverhill deserves.
2. The importance of health and the opportunity to increase the capacity of the surgery at Stourbrook should be acknowledged within the document, so that this site does not become constrained by other developments.
3. General support for the Jubilee Place proposals on the Brook Service Road car park. The rear yards of the properties laying between the High Street and Brook Service Road should be remodelled to create attractive walkways through, retaining service access but resolving the issue of unsightly bins and car parking areas. Echoing the existing small boutique units on some of the walkways, perhaps a row of purpose-built small units with gated archways through to shared service areas and open walkways to the High Street would work here.
4. As the Co-op and car park are owned by the Borough, this provides an opportunity for a “quick” win as described in 1 above. This would provide a great benchmark for quality and an incentive for other developers to take on other projects within the Masterplan and raise Haverhill’s profile on retailers ‘hit list’ of towns to target future provision.
5. A strategic car park review must be carried out promptly by SEBC to inform the final outcome of the Masterplan. This needs to include a practical resolution for blue badge parking if the parking situation on the High Street is to be resolved. The Shopmobility Scheme, currently situated at the very far end of Queens Street within Haverhill House, may be better located in the bus station/hotel complex in Jubilee Place. This would raise its profile (it is underused) and provide scooters/power wheelchairs enabling less ambulant shoppers to park in Jubilee Place and access the High Street without parking in it.
6. Blue light services should consider co-locating to a new site releasing the fire station and police station site.
7. The Stourbrook cross-section should be re-profiled to maintain the capacity required for flood protection but in a broader, shallower format to create a pleasing environment for Eringshausen Way, and attractive waterside setting for Jubilee Walk development, the Stourbrook medical centre site and police station site. The derelict building between the Stourbrook and Lordcroft Lane should be cleared as part of this work. River crossings should be reconstructed to form attractive features, not utilitarian walkways. Existing gardens on the Eringshausen Way should be retained and echoed on the opposite side. The Environment Agency and County Council Flood Manager should be engaged in the process at an early opportunity, so that the aspirations of the Masterplan and any technical challenges this proposal presents in flood management is taken into account in their planning processes too.

8. a) Access between the Cleales car park and the High Street should be enhanced – Quakers Lane should be reconstructed to create a pleasant public realm, removing derelict structures and create a new gateway into the Chantry Mill opposite the car park gates, to allow direct access for the public.

b) Any redevelopment of the buildings on that side of the High Street should include creating new access between the car parks and High Street. The Arts Centre proposals for enhancing the entrance to the centre from the Town Hall Car Park could be an early win on this point, providing lift-access to the High Street level as well as attractive new facilities.
9. Chantry Mill should be a focal point of its quarter, creating small shopping arcades and indoor market/café in the various buildings. The main mill, with the “Caroline” steam engine could form a heritage centre and new venue for the Local History Group to create a Haverhill museum. With extant planning permission, this presents another early win if coupled with public realm improvements outlined in 8a above.
10. The High Street needs to remain open to through traffic but with good designs of the public realm to prevent the indiscriminate parking of vehicles on pedestrian walkways. Public realm design should take into account the need for a town to dress for celebrations – e.g positioning and robustness of lighting columns must be based on quality of the realm and not cheap procurement, so Christmas lighting or flower baskets can still be installed. Areas for street café tables and entertainment should be incorporated.
11. Queen Street provides an excellent opportunity for a café quarter but requires a great deal of investment to encourage quality providers to take space there. At the Withersfield Road end of Queen Street and the Duddery Hill end of the High Street, new attractive vistas should be created so that approaching visitors can see the central shopping area and be enticed to want to stop and walk in.
12. The town needs a better focal point for civic events than Jubilee Plaza – the Marketplace is currently the ideal site and unless the Jubilee Place development creates a better option, this area should be developed with that in mind. The new Haverhill Clock will need to be factored into designs for Jubilee Walk.
13. The traffic issues along Eringshausen Way are not going to simply go away. Whilst safe crossing points are essential, traffic flow could become a quality of environment issue very quickly if traffic is constantly stopping for uncontrolled pedestrian crossing, whilst the existing traffic light controlled crossing may not be in keeping with the envisaged environment.
14. Traffic issues in the market place needs resolution and the proposal to make Swan lane two-way is supported. Consideration therefore should be made to reviewing the current traffic restrictions in Queen Street, including direction of flow. Whilst this must not compromise the environmental ambience necessary for a successful café quarter, it could recognise the usefulness of allowing at least cycles and taxis to head directly up the High Street rather than be added to the southbound traffic using Lordscroft Lane.
15. The Masterplan is silent on the added potential for the café quarter if the 1970s shopping precinct “Queens Square” was redeveloped and opened up onto Murton Slade, bringing the Pightle back into the mix. This area has become anachronistic with the opening of the new roundabout at Tesco's but offers significant opportunity to make more of the Stourbrook and

development opportunities around it, if the development is sympathetic to those buildings in Queens Street that deserve conservation status. The "Haverhill horse trough" could make an interesting centrepiece to a new shopping/restaurant/café area.

16. The anticipated announcement of a retail development at the Project site should be factored in.

Adopted on 21st July 2015

Cllr Betty McLatchy
Mayor of Haverhill

Colin Poole
Town Clerk

DRAFT

Haverhill Town Council

Review of Internal Control – July 2015

The Town Council is required to review its risks regularly. This does not mean undertaking a detailed Health and Safety risk assessment for all of its functions and services, but reviewing whether the processes, procedures and checks are robust enough to ensure that the Town Council:-

- acts within its legal powers
- fulfils its legal duties
- ensures the proper use and safety of its resources

Legal Powers

Power to act - Much of the Town Council's current portfolio of services and support is long-established, and is undertaken under powers provided through existing legislation. In terms of additional services, or enhancements to existing services, the Council relies upon the Clerk to ensure that the powers exist in law to provide these services. The Clerk in turn relies upon the availability of advice, either directly from the acknowledged standard textbook (Local Council Administration by Charles Arnold-Baker), or from the National Association of Local Councils (via the Suffolk Association of Local Councils). Further advice is available from the Society of Local Council Clerks.

To ensure that the Town Council acts within its legal powers for all new services the Clerk confirms, and notes in the minutes, the legislation empowering the Council to provide the service, the Council subscribes to the National Association of Local Councils, the Council budgets for purchase of each new edition of Local Council Administration, and the Council continue to pay the Clerk's subscription to the Society of Local Council Clerks.

In 2012 the Council adopted the General Power of Competence, enabling it to do in law "...anything that individuals generally may do" [Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012], widening the legal power to carry out activities. This power of first resort is used as the legal power for all decisions the Council makes.

In May 2015 the Council resolved that it is still eligible to use this power. .

The Clerk holds the Certificate in Local Council Administration, a nationally-recognised qualification. The Assistant Clerk is currently working towards the same qualification.

The Town Council's trusteeship of the Haverhill Community Trust requires additional knowledge of the law relating the Charities. The Trustees rely upon the Clerk to the Trustees to ensure that they act in accordance with Charity and Company Law in providing services within the Arts Centre. The Clerk to the Trustees holds a Post-Graduate Diploma in Voluntary Sector Management and has 20 years' experience in running charities. In addition advice is available from organisations such as Community Action Suffolk and the Charity Commission.

Following advice sought from the Charity Commission, the objects clause of the Trust has been widened to give legal power for it to run the Leiston Centre and the process of vesting the Town hall with the Official Custodian is underway.

Knowledge and skills

The Town Council recognises the benefit of a well-trained and knowledgeable staff team and that the same applies to Councillors. Training via SALC and other suitable providers is accessed.

Whole-Council training is also arranged. An induction session for new Councillors was undertaken on 12th May 2015.

A new Councillor Handbook was provided to all Councillors in May 2015, which includes copies of key documents and a copy of the Good Councillor Guide.

The Town Council budgets for the purchase appropriate training for staff and Councillors and any reference works required.

Staff training is identified on the basis of the need of the organisation and scheduled to ensure skills are kept up-to-date.

Legal Duties

The Town Council has a duty in law to its staff and the general public. This includes employment law and Health and Safety, as well as general duties covering diversity and disability.

The Council is working through a programme of revision of policies to ensure they are in place and reflect best practice to form a new Employee Handbook.

The Town Clerk ensures that an annual overall risk assessment for the Council's staff and permanent/regular places of work is carried out, and the newly appointed Operations Manager will undertake a risk assessment for all of the Council's "occasional" events and provide a comprehensive briefing to staff before the event commences. Aviva Insurance provided a risk improvement review for us which usefully identified issues which have been addressed.

Proper Use and Safety of Resources

The Town Council's financial resources (including items on its balance sheet) are controlled by an independent internal audit of its financial procedures and an independent external audit of its published accounts. Segregation of duties within the organisation is incorporated as far as reasonably possible and has proved satisfactory for both internal and external audit. In addition to these independent checks the Council insures its assets, not only against the usual risks, but also against fraud by the Clerk and other officers. In December 2014 an insurance revaluation was carried out for the buildings belonging to the Council and Haverhill Community Trust. Insurances were reviewed and the Council, Trust and its trading subsidiary Hartseats form an insurance group, ensuring both comprehensive and optimal value insurance for all three entities. Stock is subject to a twice-yearly stock take. The independent internal auditor's report is circulated to every Member of the Council and noted at Full Council and the external auditor's report reported to Full Council.

Balances

The Town Council has addressed the need to maintain balances at an appropriate level and reviews its earmarked reserves annually. It has set a target for General Reserves and is on target to achieve that by March 2016, as planned.

Governance

The Accounts and Audit Regulations place an emphasis on governance arrangements, particularly the role of Council and Councillors in ensuring that matters, most notably financial, are as reported. Town Councillors receive regular financial reports of income/expenditure against budget, and have the opportunity to question any item at the Finance Committee.

The RFO holds an accounting qualification and oversees the work of the Finance Administrator.

Petty cash is now an imprest system

No officers can be cheque signatories (except the RFO for administrative permissions on the account)

Year-end closedown of accounts is by RBS Accounting, adding an additional audit layer and checking that the book-keeping has been carried out competently.

Internal Audit

In adopting good practice the Town Council should review the internal audit procedure, and that the review should consider, at a minimum, the following points:

1. Is the internal auditor (internal audit function) independent of the financial control/management of the council?
2. Is the internal auditor competent?
3. Is the level of internal audit proportionate to the needs, size and circumstance of the council?
4. Is the scope of the internal audit fit for purpose (in relation to the above question)?

For Haverhill Town Council the answers to these questions are:

1. The internal audit function was subject to a tender exercise in December 2014. The Internal Auditor is an independent person, appointed by the Town Council annually and employed by the partnership of Heelis and Lodge.
2. Heelis and Lodge supply internal audit to a number of Town and Parish Councils throughout Suffolk. One of the partners was previously Deputy Chief Executive of Suffolk Association of Local Councils, so there can be said to be an understanding of the role of the internal auditor and the Parish Council framework.
3. There will be a number of visits from the Internal Auditor during the financial year.
4. The Internal Auditor was appointed to work to the guidance in Appendix 8 of the Practitioners Guide, but with the expectation that areas requiring further, more detailed, investigation would be included, albeit at additional charge.

Both the Internal Auditor's Report and the External Auditor's Report are reported to Full Council and appropriate action agreed to address any issues contained within those reports.

Councillors are asked to review these arrangements and consider any necessary changes.

Colin Poole, Town Clerk
July 2015



HAVERHILL
TOWN COUNCIL

Full Council
July 21st 2015
Agenda Item 12a(ii)
Specification for Internal Audit

7b (i) Terms of Reference for internal Audit

1. The Town Council on the recommendation of its Finance Committee will appoint an Internal Auditor who satisfies the principle of independence and competence. The continuation of the contract will be approved each year at the Annual Meeting of the Town Council.
2. The Appointee will receive a letter of appointment which sets out the terms of the appointment. The appointment will be remunerated. The appointment itself and rate of remuneration will be minuted at the time of appointment. The terms of the appointment may be varied to respond to changes in audit and governance requirements.
3. The Council will require the Internal Auditor to conduct three audit exercises: the first in October/November reviewing insurances, asset register and systems of internal control; the second at the same time in respect of the Haverhill Community Trust and Hartseats; and the third within one month of the financial year end reviewing the annual accounts.
4. The Internal Auditor will have access to all the documents they require and access to officers and councillors to enable the auditor to undertake an effective audit on each occasion.
5. The Internal Auditor will be given full access to the evidence that will enable them to complete Section 4 of the Annual Return
6. Should the Internal Auditor be unable to complete any of the boxes in Section 4 s/he will provide an explanation.
7. The Internal Auditor will provide a written independent opinion of its system of internal control that will underpin the Council's Annual Governance Statement
8. The Town Council shall consider at an appropriate time the findings of the review and incorporate them in its Statement of Internal Control.
9. The Council will conduct a review once during each financial year of the effectiveness of its System of Internal Control based on the table below.

The Terms of Reference for Internal Audit were approved by Haverhill Town Council on 21st July 2015

7b (ii) Specification For Internal Audit

Haverhill Town Council requires that an internal audit is undertaken in order to check upon and report to the Council on the adequacy of the system of Internal Control.

The Council also requests recommendations for improvement where considered necessary by the Internal Auditor. The Annual Internal Audit is to consider the following:

1. Proper Book keeping

Confirm receipts and payments records are kept in good order; reconciliation of books, bank statements, supporting vouchers, invoices and receipts is carried out regularly.

2. Financial Regulations

Confirm Standing Orders and Financial Regulations are in place. Tenders, appropriate payment controls are in place, including acting within the legal framework and are referenced within Council minutes. VAT payments and reclamation are up to date and correct. Chequebooks, paying in books and other relevant documents are correctly completed and kept.

3. Risk Assessment

Confirm appropriate procedures are in place for the activities of the Council, including event management and insurances.

4. Budgetary Controls

Confirm a verifiable budgeting process with reference to Council minutes and supporting documentation in the determination of the annual precept requirement.

5. Income Controls

Precept and other income

6. Treasury Controls

Confirm appropriate controls are in place to counter fraud and corruption – Segregation of duties is adhered to.

7. Petty Cash

Confirm associated records and an established system in place to record petty cash transactions.

8. Payroll Controls

Confirm PAYE and NIC in place where necessary; Compliance with HMRC procedures; Records relating to contracts of employment.

9. Asset Control

Inspection of asset register and checks on existence of assets. Cross checking on insurance cover.

10. Bank Reconciliation

Confirm regularly completed and cash books reconciled with bank statements

11. Year-end procedures

Confirm appropriate accounting procedures are used and can be followed through from working papers to final accounts.

12. Charity Funds

Confirm that funds held by the Council as Trustee of Haverhill Arts Centre and Hartseats are properly recorded and all necessary returns are submitted to the Charity Commission and HMRC.

The Specification for the Internal Audit was approved by Haverhill Town Council on 21st July 2015