

**HAVERHILL TOWN COUNCIL**

**TOWN COUNCIL**



**HAVERHILL  
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 29<sup>th</sup> September 2015 commencing at 7.30pm for the purpose of transacting the following business:

<b>CONSTITUTION:</b>	<b>Town Mayor:</b>	<b>B McLatchy</b>
	<b>Town Councillors:</b>	<b>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</b>

**This Meeting is open to the Press and Public**

**AGENDA**

1. **Apologies for absence**  
Please give any apologies 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 23<sup>rd</sup> June 2015**
  
4. **To deal with any urgent matters arising from the minutes not covered by this agenda**
  - a) C14/030b Haverhill Clock.
  
5. **To consider what Haverhill as a town can do to help the migrant crisis**
  
6. **Consultation with Young People regarding the Youth Hub**  
To receive the early results of the consultation and proposals to meet demands.

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

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

8. **Haverhill Corn Exchange**  
To consider the future use of this building.

9. **One Haverhill**  
To consider proposals for ONE Haverhill constitutional reform.

10. **Borough Review of Area Working Parties**  
To consider a response to the review of Haverhill Area Working Party.

11. **Mayor's Report**  
To receive a report from the Mayor on her engagements in July, August and September.

12. **Parish Handyman**  
To receive an update on vehicle leasing options and consider whether the pilot should be approved.

13. **Adoption of Committee Reports**

- a) **Appeals Committee:** To note that the Appeals Committee have not met since the last meeting.
- b) **Finance Committee:** To move the adoption of the minutes of the Finance Committee meeting held on 15<sup>th</sup> September 2015.
- c) **Leisure and Community Committee:** To move the adoption of the minutes of the Leisure and Community Committee meeting held on 8<sup>th</sup> September 2015 and to consider the recommendation regarding being the Custodian Lessee of the "Pump Track" on the Clements estate.
- 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 8<sup>th</sup> September and to note any urgent matters arising from the meeting held 29<sup>th</sup> September 2015.

13. **To authorise payments**

To authorise the following cheque lists:-

<b>Date</b>	<b>Cheque Numbers</b>	<b>Value</b>
30.07.15	010697-010699	£1,110.00

Date	Cheque Numbers	Value
27.07.15	010700-010722	£29,981.87
29.07.15	010723-010731	£6,647.65
04.08.15	010732-010751	£26,151.07
11.08.15	010752-010772	£13,004.74
18.08.15	010773-010796	£35,502.69
26.08.15	010797-010799	£1,641.11
03.09.15	010800-010843	£35,544.83
15.09.15	010844-010870	£50,720.92
	<b>Total</b>	<b>£200,304.88</b>

14. **Annual Return**

To receive the report of the External Auditor and note any issues arising from it.

15. **To receive urgent correspondence**

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

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

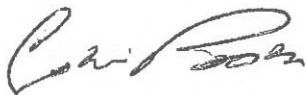
To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential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

18. **Staffing Matters**

To consider new National Minimum Wage rates & Apprentice rates from 1<sup>st</sup> October 2015 as they affect our staff.

19. **Date of next Meeting**

20. **Closure**



**Colin Poole**  
Haverhill Town Clerk

Date: 23<sup>rd</sup> September 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](http://www.haverhill-tc.gov.uk)) or on request from Haverhill Arts Centre*

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# Haverhill Town Council



**HAVERHILL**  
TOWN COUNCIL

## Minutes of a Meeting of Haverhill Town Council's

### FULL COUNCIL

Held on Tuesday 21<sup>st</sup> July 2015 at 7.15pm at Haverhill Arts Centre, High Street, Haverhill

**Present:**

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

**Apologies:** Councillor P Hanlon

**Absent:** None

**In Attendance:** Colin Poole (Town Clerk)

8 members of the public were present.

Before the meeting, Mr Roger André, previous Mayor of Haverhill, presented cheques from his Mayor's charity fund to recipients: 1451 (Haverhill) Squadron Air Training Corps; St John Ambulance; 1<sup>st</sup> Haverhill Scout Group.

### Welcome:

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

### MINUTES

**C15 /101**     Apologies for Absence  
The above apologies were noted. Inspector Ferrie also gave his apologies.

**C15 /102**     Declaration of Interests and requests for dispensation

Name	Item	Reason	Declaration
Cllr M Byrne	C15/105	Relative plays a role within club	Local Non-Pecuniary Interest
Cllr C Turner	C15/105	Relative attends club	Local Non-Pecuniary Interest
Cllr A Brown	C15/108	Board Member One Haverhill	Local Non-Pecuniary Interest
Cllr B McLatchy	C15/108	Board Member One Haverhill	Local Non-Pecuniary Interest

### ACTION

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 23<sup>rd</sup> June 2015**  
**/103**

The meeting agreed these were a true record.

**C15**      **Matters arising not on the agenda**  
**/104**      **a) C14/030b Haverhill Clock**

The clock structure is complete. The interpretive panel is being fabricated to match the style of the clock and the draft wording will be finalised over the summer. A meeting is being arranged with SEBC to get the clock structure installed over August, with the clock unveiling in September.

**C15**      **Haverhill Gymnastics Club**  
**/105**

The Council considered the release of £25,000 funding originally agreed on 25<sup>th</sup> June 2013 as a contribution towards the creation of a new home for the club. Mr Kevin Woolcott from the club explained that their capacity at the moment was 260 children and the project was to enable the club to accommodate the current additional 420 on their waiting list. The total cost of the project was £52,599 and therefore the contribution from the Town Council was pivotal.

It was proposed by Councillor M Byrne, seconded by Councillor D Roach, that £25,000 be released to the club, once the lease is signed.

**RESOLVED**

**C15**      **Internal Audit Report 2014/15**  
**/106**

The Clerk drew the meeting's attention to the report from the internal Auditor dated 6<sup>th</sup> May 2015. The only action required was to amend the tendering threshold in the Standing Orders and Financial Regulations so they read the same. This was completed under minute C15/069 on 18<sup>th</sup> May 2015.

**NOTED**

The replacement Standing Orders will be published.

**C15**      **Reports from the Police, borough and County Councillors and the**  
**/106**      **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.

The meeting noted that the Police and Crime Commissioner and temporary Chief Constable are holding a public consultation opportunity on the marketplace this Friday 24<sup>th</sup> July.

**C15**      **Response to the Suffolk Fire & Rescue Service Consultation**  
**/107**

It was proposed by Councillor T Chivers, seconded by Councillor J Burns, that the draft response as amended at the meeting be submitted as the formal response of this Council.

**RESOLVED**

**C15**      **One Haverhill**  
**/108**

a) The first Apprenticeships Awards event on Friday 17<sup>th</sup> July had gone extremely well and was very positive. It was with great pleasure that the success of our own apprentice, Emma Conroy, winning an award and being runner-up in two other categories, was noted.

b) The meeting noted that the ONE Haverhill Board met on 20<sup>th</sup> July to consider how it should operate in the future. The Clerk advised that the

CLERK

workshop was constructive and an options paper based on the considerable discussions will be tabled at the September board meeting. Councillor A Brown and the Town Clerk had very firmly made the point that meetings must be open to the public, with 'part b' sections for any confidential business. By the time of the next full council, the outcome of the discussion regarding the options paper will be known.

- c) It was proposed by Councillor J Burns, seconded by Councillor A Williams, that the draft response as amended by the meeting be submitted as the formal response of this Council.

**RESOLVED**

**C15** **Mayor's Report**

**/109**

Mayor McLatchy read her report to the Council, on her work as Mayor during the last month. (see appendix 2)

**C15** **Adoption of Committee Reports**

**/110**

**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 Finance Committee had been cancelled.

**c) Leisure and Community Committee**

It was proposed by Councillor J Burns, seconded by Councillor A Brown, that the minutes of the meeting held on 6<sup>th</sup> July be adopted.

**AGREED**

**d) Personnel Committee**

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

**e) Planning Committee**

It was proposed by Councillor T Chivers, seconded by Councillor I McLatchy, that the minutes of the meeting held on 14<sup>th</sup> July 2015 be adopted.

**AGREED**

***Councillor C Turner left the meeting***

**C15** **Report from the Responsible Financial Officer**

**/111**

- a) Subject to an additional section strengthening the Council's commitment to Councillor training, it was proposed by Councillor J Burns, seconded by Councillor M Byrne that the Review of internal controls and arrangements for the Internal Audit be adopted.

**RESOLVED**

The Clerk was asked to arrange in-house training for Councillors.

**Clerk**

***Councillor T Chivers left the meeting***

- b) The RFO advised the Council that in the interregnum between the temp Finance Administrator finishing and the permanent employee starting, it had proved impossible to get a temp to cover this period. He and the Assistant Clerk had processed sales and purchases to ensure creditors and debtors are kept under control. The VAT return

has been submitted on time. Details regarding the replacement of staff will be covered under staff matters later in the meeting.

**C15** **Authorisation of payments**

**/112** It was proposed by Councillor J Burns, seconded by Councillor Q Fox, that payments for cheques 10605 - 10696 totalling £71,510.23 be authorised.

**RESOLVED**

Following discussion regarding the process of signing, it was agreed a sample batch of cheque sheets would be emailed to Councillors for information. In the autumn the question of publication of payments exceeding £500 would be revisited.

Clerk

**C15** **Urgent Correspondence**

**/113** None.

**C15** **To Exclude the Press and Public**

**/114** It was proposed by Councillor J Burns, 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 nature of the business to be transacted.

**RESOLVED**

**C15** **Staffing Matters**

- /115**
- a) Finance Administrator: Mr Martin Page will commence work on Thursday 23<sup>rd</sup> July.
  - b) Community Ambassador Co-ordinator: Ms Nicola Hulyer will commence work on 1<sup>st</sup> September. This was a 1-year post.
  - c) The Clerk advised Councillors of the dates when senior staff would be on annual leave. There would always be one of the three on duty during August.
  - d) The meeting gave a vote of thanks to the Clerk and Assistant Clerk for their work on the finance system in the absence of a dedicated worker.
  - e) Parish Handyman: The Clerk thanked Members for their input into researching suitable deals for provision of a van for this project. Councillor A Brown advised the meeting that Bungay Town Council has recruited a handyman and considers it one of the best things they have done.
  - f) The Clerk confirmed that the Council pays at least the official National Living Wage set by the Living Wage Foundation each autumn, currently £7.85 for all our workers over 21. The Chancellor recently announced something he unhelpfully branded the "National Living Wage", but it is to start next year at £7.20, only for people over 25.

**C15** **Date of next Meeting:**

**/099** It was proposed by Councillor D Roach, seconded by Councillor J Crooks, that the next meeting be moved to 29<sup>th</sup> September 2015, to avoid clashing with SEBC full council on 22<sup>nd</sup> September.

**RESOLVED**

**C15** **Closure**

**/100** The Chairman declared the meeting closed at 9:10pm.



Signed .....  
**Chairman**

Date.....

## **Appendix 1**

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

### **Police Report:**

PC Simon Bourne gave the following report on behalf of Inspector Ferrie:

1. Crime is still higher than I would want in Haverhill town. So far this year we have had 707 crimes recorded, compared to a 3 year average of 510 – a significant increase ! We have large increases in the level of recorded crime for violence against the person( 180 compared to a 3 year average of 93), sexual offences (25 – 11), domestic burglary (26 -15), and shoplifting (78 – 58).

Vehicle crime and burglary other building have remained much the same as the 3 year average. We have had no recorded robberies in town this year, compared to our 3 year average of 3. Drug offences have gone down to 18, from a 3 year average of 30. ASB incidents have gone down to 270 this year, compared to an average of 347.

So, all in all it's a confusing picture, but with a general upward trend for crime. Some of this can be put down to a change in the way police record crime, but there does also seem to be a genuine short term increase in real crime as well.

2. Your Police teams in Haverhill (both response and SNT) are all currently fully staffed, with no vacancies.

3. The former SNT Priority Setting meetings are to be restarted under a different name and different format, as of Monday 7<sup>th</sup> September. 7pm in the Arts Centre at Haverhill. The exact format of the meeting is still being developed, but it will allow members of the public to talk directly with their Local Policing Commander and other key partners about issues in Haverhill that concern them. It's hoped that the meetings will be live-streamed again, to try and involve as many people as possible. There will however be no voting and no priority setting, as the SNT will be tasked directly in future.

### **County Councillor Julian Flood:**

Councillor Flood reported the following matters:

1. He attended a meeting of the Parkway Residents Association and found it very useful. He urged other Councillors to support their local Resident's Association.
2. He attended the initial Stakeholder Consultation earlier on the 21<sup>st</sup> July, being held by Cambridge City Deal, on the transport corridor improvements between Haverhill and Cambridge. The main focus is the potential for a rail connection. Councillor Turner, who also attended the event, provided details for the Clerk to invite representatives of City Deal to brief the Council later in the year.

### **County Councillor Tony Brown:**

Councillor Brown reported on the following matters:

1. Chalkstone Playing Field being overgrown – Cllr Whiting, SCC portfolio holder for property, is looking into this.

2. Sainsburys pedestrian crossing remains on schedule for October
3. SCC Highways are looking to put bollards on Murton Slade to stop it being blocked by parking.
4. A review of cycle provision in Haverhill will shortly be carried out.

**Mr E Goody:** Asked if previous Councillors who were responsible for commissioning the new clock would be invited to the unveiling.

The Clerk confirmed this, and confirmed that the family of the late Borough Councillor Gordon Cox were involved in agreeing the wording of the dedication to him and would be guests at the unveiling.

Mr Goody also endorsed the response from the Town Council to the Fire & Rescue consultation.

**Resident:** What can be done about the state of the Corn Exchange?

The Clerk confirmed that Planning Enforcement/Conservation had been asked to intervene in the matter. The Council agreed pressure should be brought to bear on the owners to fulfil their obligations under law to protect a listed building.

**Resident:** Expressed his opinion that the Place Court residential home site should not be sold but should be made available to homeless people.

Councillors explained that this was a County Council site and the decision to sell it was theirs. It is likely to go for new housing and it is hoped that a high percentage will be affordable homes. Councillors noted that Bevan House occupied a plot at the far West end of the site. It would be useful to know the market value of Bevan House.

## Appendix 2

### Mayor's Report for July 2015

This has again been a busy month so I will just share the highlights with you.

We attended:

The Stepping Stones Fathers' Day Breakfast

The official opening of the St Nicholas Hospice sensory garden

Felixstowe Civic Service

The High Sheriff "At Home" evening

The opening of the new play area on the recreation ground which featured two ten-foot kangaroos, one of which had some rather realistic features sewn into the costume – you can ask me about that later.

The official opening of the Scouts new Constable Cabin.

The West Suffolk College "Celebration of Achievements" Awards

We represented the Town Council during the Town Twinning visit to Pont St Esprit in France and on the return journey became stranded in Avignon when the Eurostar train developed a technical fault, this resulted in us being taken to Marseille and we were put up for the night there. Other than that the trip went very well and our twinned town residents had a lot of very complimentary things to say about Haverhill. Elaine McManus and the leader of the twinning group in Pont St Esprit want to set up a pen-pal service between our local primary schools and theirs. This could lead to educational trips and I suggested taking a stage further by encouraging a local coach company to arrange tour holidays to and fro to encourage trade and tourism between the towns.





*St Edmundsbury*  
BOROUGH COUNCIL

**Leader's Office**

Mr Colin Poole  
Town Clerk  
Haverhill Town Council  
Haverhill

Our reference: JG/JEM

Date: 17 August 2015

Dear Colin

**Annual Review of Working Parties, Joint Committees/Panels and Other Groups**

Each year, as a Council, we review our Working Parties, Joint Committees, Panels and other groups to ensure that we are working effectively to deliver our priorities and objectives as Borough Councillors. As part of the review this year we have specifically looked at the Bury St Edmunds, Haverhill and Rural Area Working Parties, which were created by Cabinet some years ago to deliver specific Cabinet priorities in the rural, Bury St Edmunds and Haverhill areas.

Currently, each of the Working Parties meets four times a year to discuss issues affecting that locality; key issues are also discussed at the Parish Conference bi-annually. We have noticed that the workload of the three Area Working Parties (AWPs) has changed and diminished in recent years. In 2014/2015 a total of eleven AWP meetings were held, resulting in only three formal recommendations to Cabinet.

In the case of Haverhill AWP, there has been a strong focus over the last year on the development of the town centre master plan, a piece of work being carried out with the ONE Haverhill Partnership. Reflecting this partnership, the Haverhill AWP is already attended by representatives of both the Town Council and ONE Haverhill.

AWPs can potentially duplicate the constitutional role of scrutiny committees and other working parties. This also leads to a wider question as to whether we should be focused on new ways of locality working with partners in line with our Families & Communities Strategy and Suffolk's devolution and transformation agenda.

Continued overleaf .../

Continuation sheet 1

We are, therefore, looking for views as to potential alternative models for locality engagement.

We would appreciate your views on:

- The Haverhill Area Working Party before the last election;
- the possibility of building upon the existing arrangements of the ONE Haverhill Partnership (allowing for its current review of governance) to establish a new locality arrangement in Haverhill, working with ward members and locality officers.
- possible alternative models of liaison and engagement on issues relating to Haverhill (if applicable);

We will also be seeking views on this issue at the Parish Conference on 12 October 2015, however if you have any specific comments or suggestions regarding these proposals please email [democratic.services@stedsbcc.gov.uk](mailto:democratic.services@stedsbcc.gov.uk) before 30 September 2015.

Yours sincerely

A handwritten signature in black ink, reading "John Griffiths". The signature is written in a cursive style and is underlined with a single horizontal stroke.

John Griffiths  
**Leader**  
**St Edmundsbury Borough Council**

**DRAFT HAVERHILL TOWN COUNCIL JOB DESCRIPTION**

<b>JOB TITLE:</b>	Parish Handyman
<b>REPORTING TO:</b>	Town Clerk
<b>RESPONSIBLE FOR:</b>	Day-to-day upkeep of the town centre and surrounding area
<b>HOURS:</b>	22½ per week
<b>SALARY:</b>	National Living Wage, currently £7.85 per hour

**JOB PURPOSE:**

The role of Parish Handyman is to contribute to civic pride within Haverhill by helping to ensure that the town centre is clean, tidy and well maintained. The work augments and does not replace the work done by Borough and County Council operatives.

The project is part of the One Haverhill initiative to improve Haverhill's town centre and supported by the SCC Highways catchily titled "Locality Variation in Highways project" as a pilot. This is supported by Havebury and St Edmundsbury Borough Council.

**KEY RESPONSIBILITIES:**

**Work with Community Ambassadors, Havebury Housing and the County, Borough Council streetscene services to.**

1. Keep the following clear of litter: footpaths and walkways connecting areas of the town, routes leading to residential areas, cycle routes, perimeters of parks and sports areas.
2. Removal of graffiti and flyposting.
3. Painting and general maintenance of street furniture.
4. To act as a good ambassador for Haverhill Town Council. A uniform will be provided, along with Personal Protective Equipment. It is a condition of employment that these are worn appropriately at all times whilst working for the Council. A vehicle will be provided, which must be driven safely, competently and according to the Highway Code.

The post holder must comply with the Council's Equal Opportunities and Health and Safety Policies.

**Equipment**

You will be provided with a vehicle, cleaning equipment and any personal protective equipment required for your role. The equipment is not permitted to be used for personal use.

## **Duties**

- Meet with the Community Ambassadors to agree priorities;
- Provide feedback to the Ambassadors;
- Report any instances of damage beyond simple repair and any instances of general defects (e.g. missing items, potholes, bursts and floods) to the Town Clerk;
- Report fly-tipped waste to SEBC;
- Work safely in the public environment;
- Ensure all uniform and appropriate PPE is worn at all times
- Carry out daily checks on the vehicle and ensure any routine maintenance or required repair are carried out according to the vehicle manufacturers requirements.
- Carry out basic daily safety checks on cleaning equipment and carry out any maintenance required.

Where it is not possible for the work to be promptly carried out by others:

- Clearing litter using pickers, broom and shovel;
- Cutting back undergrowth on path verges;
- keep gully grid tops, drainage grips and highway culverts free of leaves and other debris;
- Remove graffiti in the town on a responsive basis from public street furniture;
- Remove fly posting from public street furniture;
- clean road signs ensuring their general visibility;
- Carry out basic public street furniture repair/maintenance/painting as required;

## **Further Responsibilities**

- Provide assistance to exceptional council activities outside your normal sphere of work;
- Carry out any other task as directed by the Town Clerk;
- Undertake training as required;
- Undertake the role of issuing Fixed Penalty Notices if approved by the Town Council.
- Some additional work out of normal office hours and at weekends may be required, for which notice will be given in advance, with either time off in lieu or additional pay at your normal rate, at the sole discretion of the Town Clerk.

**This is a new post. Duties will be reviewed and may be amended in agreement with the post-holder**



## Parish Handyman

## Budget

Parish Handyman	2014/15		2015/16		2016/17	
Salary Costs	2725		10327		11,047	
Vehicle Lease	900		3720		5,038	
Insurance	175		700		700	
Fuel	95		352		352	
recruitment	400		0		400	
Equipment	1500		500		1,500	
training	2000		500		2,000	
Contingency	1000		0		1,000	
	<b>8795</b>	<b>0</b>	<b>16099</b>	<b>0</b>	<b>22,036</b>	
Precept		8795		16099		22,036
Locality Grants		0		0		0
	<b>8795</b>	<b>0</b>	<b>16099</b>	<b>0</b>	<b>22,036</b>	<b>0</b>
		8795		16098		22,036

Notes: The project was originally priced to start in Q4 of 2014/15. This meant the impact of capital and one-off costs relating to a new post were offset by the fact revenue costs were for only three months.

A one-year lease is approximately £1300 a year more expensive than a 3-year lease. If the scheme got the go-ahead, we would be able to offer something concrete to potential sponsors, so this figure is an upper limit.

Any locality grant offered from County or Borough Councillors may help offset capital costs of equipment. It should be noted that some equipment may be provided through Suffolk Highways and access to training through them may make a difference to the price we have to pay.

The recent walk around Haverhill by borough and town representatives flagged up a lot of work to be done, some of which would never reach the top of the priority list for principal councils due to the 'trivial' nature of them. In addition, some of the items flagged up were on thoroughfares across private land in the town centre, which principal councils won't touch but we can just get on with it.



# Haverhill Town Council



**Haverhill**  
TOWN COUNCIL

## Minutes of Haverhill Town Council's

### FINANCE COMMITTEE

Held on Tuesday 15<sup>th</sup> September 2015 at 7.00pm at Haverhill Arts Centre, High Street, Haverhill

**Present:** Mayor Councillor B McLatchy (Chairman)  
Councillor J Burns  
Councillor A Bramwell  
Councillor A Brown  
Councillor P Hanlon  
Councillor B Robbins

**Apologies:** Councillor M Byrne  
Councillor I McLatchy

**Absent:** None

**In Attendance:** Councillor J Crooks  
Councillor A Williams  
Colin Poole (Responsible Financial Officer)  
Martin Page (Finance Administrator)

No members of the public were present.

### Welcome:

Mayor McLatchy welcomed everyone to the meeting, especially Martin Page as this was his first Finance Committee and advised members of the public attending that the meeting was being recorded.

- |                 |  | <b>Action</b> |
|-----------------|--|---------------|
| <b>F15 /020</b> | <b><u>Apologies for Absence</u></b><br>The above apologies were noted.   |               |
| <b>F15 /021</b> | <b><u>Declaration of Pecuniary Interests and requests for Dispensations</u></b><br>No Councillor declared an interest in items on the agenda.  |               |
| <b>F15 /022</b> | <b><u>Minutes of the Last Meeting</u></b><br>It was proposed by Councillor P Hanlon, seconded by Councillor J Burns, that the minutes of the meeting held on 7 <sup>th</sup> April 2015 be agreed as a true record.<br><b>RESOLVED</b> |               |

**F15**     **Matters Arising**

**/023**

- a) F14/007 7a(v) Historic Debt. All non-recovered historic debt was written off. That which has subsequently been recovered will be treated as income in this year.
- b) F15/016 End of year balances and transfers. The proposed movements were all implemented.
- c) F15/017b High Interest Deposits. The RFO advised that £1.55m was currently on deposit. However, the interest received was so low that we are likely to achieve half the budgeted £14k interest anticipated unless we can find a better rate. £1m deposit for 3 months gave a yield of just £1,400 interest (0.5%). The meeting noted that SEBC, with considerably more funds, gains only 0.75%. The meeting agreed that the Council should investigate additional places for investment to both put sums on longer-term/higher return deposit and spread risk of bank failure

**RFO**

**F15**     **Public Forum**

**/024**

No member of the public was present.

**F15**     **Asset Register to September 2015**

**/025**

The RFO referred Members to the updated Asset Register to consider. The cost of assets is 'as at' the point of being acquired and it is accounting convention that these are not revalued. This is why the insurance column is there, so we can ensure that all assets are considered within the insurances and that the replacement value is tracked.

The Movements list on page 2 shows the disposal of the Arts Centre CCTV – this was bought by and recently upgraded by the Charity and should not have appeared on the Town Council Asset Register. The Clock and interpretive panel have been added to the Asset Register.

It was proposed by Councillor J Burns, seconded by Councillor P Hanlon, that the Asset Register be adopted.

**RESOLVED.**

**F15**     **Report from Responsible Financial Officer**

**/026**

The RFO Presented his report to the meeting. The main issue was the work of getting Martin up to speed with the accounts. This had been a relatively rapid process enabling us to catch up on the backlog of work.

- a) Figures provided were for the cashbook up to 31<sup>st</sup> July 2015. We are rapidly getting up to date.
- b) The Council now has internet access to banking. The meeting noted that rules will need to be drawn up. The RFO will provide a draft to the next meeting.
- c) Councillor Robbins checked that the bank balances reported in the RFO report matched the actual printed bank statements as

**RFO**

at 31<sup>st</sup> July. This was confirmed as correct.

- d) The meeting noted that three attempts to cash forged cheques drawn on our account had been intercepted by the bank in the preceding 3 months. A fourth cheque was successfully cashed but detected by our internal control system and refunded by the bank. The meeting agreed that a change of signatory would be a sensible precaution. It was proposed by Councillor B Robbins, seconded by Councillor A Williams, that Councillor P Hanlon be removed as a signatory.

RFO

**RESOLVED**

It was proposed by Councillor J Burns, seconded by Councillor P Hanlon, that Councillor B Robbins be appointed a cheque signatory.

RFO

**RESOLVED**

- e) Councillors requested a customer list for Bevan House

RFO

**F15** Insurances

**/027**

The RFO advised that he had met with WPS insurance brokers for the annual review of insurances.

- a) The Arts Centre, Bevan House and the Horse Trough insurance value had been increased following the valuation survey.
- b) The Town Clock had been added to the insurance.
- c) Business interruption insurance was extended to 24 months, as it was unrealistic to expect a total rebuild of the Arts Centre to be achieved within the 12 months existing insurance.
- d) Other minor amendments were made to ensure the Demands and Needs report was as accurate as possible.
- e) The value of contents for the Arts Centre needs to be reviewed as it is some time since it was calculated and may not be a fair reflection of the value. The RFO has instructed the Arts & Leisure Manager to find an appropriate person to do this work.

**ARTS &  
LEISURE  
MANAGER**

The above information was **NOTED**. It is the role of the Full Council to approve the purchase of insurances.

**F15** Date of next Meeting:

**/028**

The next meeting of the Finance Committee will be held on **MONDAY 16<sup>th</sup> November 2015.**

**F15** Closure

**/029**

The Chairman declared the meeting closed at 8.17pm

Signed .....

Date.....

**Chairman**



# Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

## LEISURE & COMMUNITY COMMITTEE

Held on Tuesday 8<sup>th</sup> September at 8.08pm at the Leiston Community Centre, Haverhill



**Haverhill**  
TOWN COUNCIL

**Present:** Mayor Councillor B McLatchy  
Councillor J Burns (Vice-Chairman)  
Councillor M Byrne  
Councillor P Fox  
Councillor P Hanlon  
Councillor A Williams

**Apologies:** Councillor A Brown – On holiday

**Absent:** Councillor W Yang

**In Attendance:** Councillor J Crooks  
Councillor B Robbins  
Councillor I McLatchy  
Colin Poole (Town Clerk)  
Nick Keeble (Arts and Leisure Manager)

8 members of the public were present.

### Welcome:

The mayor welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded.

### MINUTES

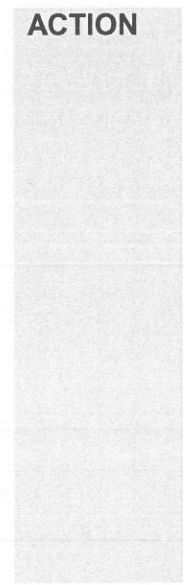
**LC15 /046** Apologies for Absence  
The above apology was noted.

**LC15 /047** Declarations of Interest and requests for Dispensations  
None.

**LC15 /048** Minutes of the Last Meeting  
The minutes of the meeting held on 5<sup>th</sup> May 2015 were agreed as a true record.

**LC15 /049** Matters Arising  
**LC15/042 Public Sports Facilities.** The Clerk reported that he had worked with the Haverhill Weekly News as requested. The subsequent article had generated several comments from the public and meetings with providers. The Clerk reported that the leisure centre is often operating at capacity already and that participants in minority sports such as martial arts found it hard to secure a

### ACTION



suitable location for regular meetings. This meant people were travelling far out of the area – to Cambridge and Colchester, to play sport. There was a need for greater capacity. He noted that New Croft had space to expand.

Councillors noted the report.

**LC15 Public Forum**

**/050** No member of the public wished to speak.

**LC15 Proposed Haverhill Pump Track, Greenfields Way**

**/051** Mr Jon Easton from Community Action Suffolk introduced members of the residents committee who were co-ordinating the People's Heath Trust funded work in South Haverhill. They provided a video and spoken presentation and answered Councillor's questions on the pump track and the role they were hoping the Town Council would play.

The Clerk advised that the role of Custodian Lessee was to be the legal body which was the named leaseholder, whilst a management committee of volunteers present at the meeting would have the responsibility for the safety and security of the site and operations therein.

The risk to the Council was therefore limited. However, if the management committee folded (albeit an unlikely scenario) and no successor community group came forward to manage the pump track, responsibility for the site would fall back on the Town Council, unless it gave up the lease at that point.

Councillor M Byrne stated she was proud that this project was in her ward and congratulated the residents. She felt it was something HTC should take on. Various Councillors and the Mayor echoed these comments.

It was proposed by Councillor P Hanlon, seconded by Councillor M Byrne that the Committee recommends to Full Council that, subject to lease details, the Town Council agrees to act as Custodian Lessee.

**RESOLVED**

**LC15 Signage for Arts Centre, Bevan House and the Leiston Centre**

**/052** The Clerk advised that he had received a quote of £30,000 for digital signage and displays to replace the "Spaceship" and provide a sign in the brick planter adjacent the steps to the Arts Centre. These would allow much better advertising of all the events and entertainment at the Centre, rather than just static posters of films. However, he observed that this was very expensive. He would seek additional quotes to put this one in context.

Clerk

Signage requirements for Bevan House could not be considered until its future use, if any, was agreed and the Leiston Centre was not yet ours.

**LC15 Commonwealth Day 2016/Fly a Flag for Commonwealth Day**

**/053** Councillor J Crooks asked that the Council take up the sponsorship offer from Norfolk and Waveney Enterprise Services and fly the Commonwealth Flag on 14<sup>th</sup> March 2016. Mr Keeble advised that the flagpole on the St Mary's Church Tower belonged to the Town Council and could be used for this purpose. It was proposed by Councillor J Burns, seconded by Councillor P Hanlon, that the offer be taken up and the flag flown.

**RESOLVED**

**LC15 Determination of current grant applications**



- /053 The Committee determined the following grants
- a) **Leading Lives in partnership with Phoenix Rising - £500** to enable them to work with the Arts Centre to increase opportunities to gain knowledge of the Arts by developing a monthly autism-friendly cinema club, film-making club and drama club. Proposed by Councillor M Byrne, seconded by Councillor P Hanlon, the Committee **RESOLVED** to approve this request.
  - b) **St Nicholas Hospice - £500** to cover the costs of the St John's Ambulance medical cover for the Haversports Fun Run. The Committee heard that this fun run currently only appeared to have five participants and, whilst the application did not say so, it appeared this bid was also to cover the half marathon following the fun run, which was a pay-to-enter event. The meeting was uncomfortable with the recipient of planned fundraising apparently applying for funding to pay the costs of the third-party running the event. The Committee felt this was an unnecessarily elaborate way to give £500 to the hospice and as the event made a surplus to present to the hospice, it could simply present a smaller surplus. Councillors J Burns, M Byrne and P Hanlon declared their intention to abstain from any vote given their discomfort with the application. It was proposed by Councillor P Fox, seconded by Councillor A Williams, that the application be refused.  
**RESOLVED**  
The meeting noted that if the organisers of the Fun Run/half marathon wanted financial backing for the event in the future they should approach the council themselves.
  - c) **Suffolk Family Carers - £939.47** towards enabling local the family carers group to meet for the purpose of mutual support and careering break. Proposed by Councillor P Hanlon, seconded by Councillor A Williams, the committee **RESOLVED** to approve this request. The Committee voiced its disappointment that social care funding for this important activity had been cut and hoped that alternative long-term solutions could be found.

**LC15 Reports from Grant Recipients**

/055 Mr Greg Street had provided an update on the progress of the Haverhill Cricket Club securing tenure over their additional ground at Calford Green. Legal matters were progressing satisfactorily and it was hoped the conditions for release of the grant would be fulfilled by the autumn.

**LC15 Report on past and future Arts Centre and leisure activities**

- /056
- a) The Arts and Leisure Manager's report was tabled. (see Appendix 1).
  - b) The committee welcomed the proposals for refurbishment as the lighting really does need to be improved, so more people would use it for events.
  - c) Councillor J Burns asked that the catering at tribute nights be reviewed, as the prices being charged by the sole outlet on the square were very expensive. Mr Keeble agreed to review how this is provided, in time for future events.

**Arts &  
Leisure  
Manager**

**LC15 Date of Next Meeting**

/057 It was noted that the next meeting would be held on 10<sup>th</sup> November 2015.

**LC15 Closure**

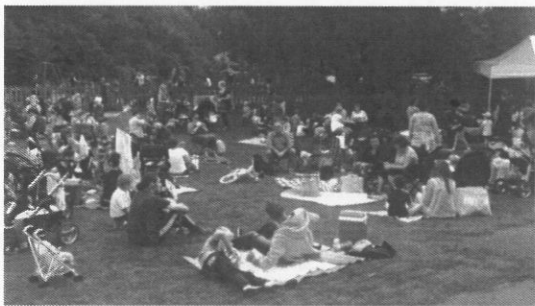
/058 The meeting was declared closed at 9:32pm.

Signed .....  
Chairman

Date .....

Appendix 1

**Arts & Leisure Report for meeting on 8 September 2015**



**SUMMER IN HAVERHILL 2015**

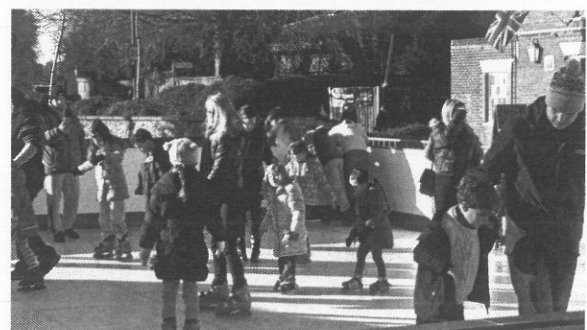
We moved outside for the majority of the summer to deliver the programme of large scale outdoor events.

The majority of the events took place while the weather was good and were well received by the public. There were many compliments about the amount of good quality free entertainment that is put on by the Town Council and people feel lucky to have this provided.

We received good support for all of the events.

**Attendances at major events**

Transport Rally	1500
Summer Bash	5000
Big Day Out	2000
Tribute Night	2500
Chalkstone Fun Day	950
Picnic in the park	1150
Parkway Fun Day	1000
Tribute Night	2000



## **HALLOWEEN TRAIL /WINTER IN HAVERHILL**

Plans are in development for the Halloween Trail (Friday 30 October) and the winter programme. Further details at the next Leisure meeting. The new Christmas Lights Scheme has been ordered.

## **ARTS CENTRE PROGRAMME**



While July/August cinema was sporadic and slow, in general, cinema admissions remain strong. The next event cinema programme includes David Suchet in *The Importance of being Earnest*, Benedict Cumberbatch in *Macbeth* and Roger Waters *The Wall*.

Presales of pantomime tickets are 50% higher than they were at this time last year

Nick Keeble September 2015.

## **Arts Centre refurbishment Update**

Councillors will be aware that we are currently undertaking work to obtain costings for an extensive refurbishment of parts of the Arts Centre. Part of the work is replacement of aging failing technical equipment and part is to upgrade the decoration and upgrade resources.

### **House Lighting / Main Hall lighting**

The house lighting system in the main hall has been failing for some years and is currently working at less than 50% of capacity. It has never provided a suitable coverage to act as general lighting for hire events. The system is more than 20 years old and cannot be repaired. We are currently sourcing a suitable system to act as house light and general lighting that can be installed while maintaining the architectural integrity of the building. This is specialist equipment. We will acquire a system that is adaptable, energy efficient and provides a pleasing customer experience at events.

### **Auditorium PA**

Following the installation of the digital projector, we have completed the replacement of the surround sound system and are now moving on to the main PA system. Since we took on the Centre, we have been working with two separate PA systems for Live Sound and Cinema. Parts of both systems are beginning to fail and the current cinema speakers are not up to the standard of the digital sound that we need to produce. Much of the live sound equipment was installed second hand between 10 and 20 years ago.

We are obtaining quotes to fit an integrated system that will better cope with the demands of live and cinema sound whilst retaining the excellent acoustic qualities of the auditorium.

### **Café**

We are exploring options to replace the furniture in the café, redecorate the walls and install new lighting. The furniture is gradually wearing out and we have had to throw away some chairs that are no longer suitable to sit on. We are also looking at installing an area suitable for internet and as well as exploring some new menu options.

### **Studio**

We are currently costing up a redecoration and refurbishment of the studio. This will include new flooring and the installation of a fixed projector, sound system and a roll down screen. The walls will be redecorated and we are also looking at costs of improving the acoustics and soundproofing of the room.

### **Bar**

The bar has not been decorated for 9 years. We also now use this as a hire space. We are looking at redecorating and incorporating new lighting.

In view of the extensive works that are needing to be carried out, we are looking at closing the building to the public in the New Year to carry out the majority of the works and reopening for the Centre Stage pantomime in mid January.

Operations Manager Gary Wilson is talking with West Suffolk College regarding involving students on their MA Interior Design course who will work on to produce a brief for the café, bar and studio.

Ben Prickett, Assistant Technical Officer, who is acting up while Dylan Mills is off sick has been leading on the specification and sourcing of the technical equipment and has been complimented on the background material that he has prepared for companies to consider.

# Haverhill Town Council



Minutes of a Meeting of Haverhill Town Council's

## PLANNING COMMITTEE MEETING

Held on Tuesday 8<sup>th</sup> September 2015 at 7.00pm at Haverhill Arts Centre, High Street, Haverhill CB9 8AR

**HAVERHILL**  
TOWN COUNCIL

**Present:** Councillor P Hanlon (Chairman)  
Councillor T Chivers (Vice Chairman)  
Councillor J Crooks  
Councillor I McLatchy  
Councillor D Roach  
Councillor B Robbins  
Councillor C Turner

**Apologies:** Councillor Q Fox – Work commitments

**In Attendance:** Councillor J Burns  
Councillor M Byrne  
Mayor Cllr B McLatchy  
Councillor A Williams  
Councillor P Fox  
Colin Poole (Town Clerk)

County Councillor J Flood and 5 members of the public were present.

**Welcome:**

Councillor Hanlon welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded.

**ACTION**

- P15**    **Apologies for Absence**  
/124    The above apologies and reasons given were noted.
  
- P15**    **Declarations of Interest and requests for Dispensation**  
/125    No declarations were made and no requests for dispensation had been received.
  
- P15**    **Minutes of the Previous Meeting**  
/126    Minutes of Meeting held 14<sup>th</sup> July 2015 were signed as a true record.
  
- P15**    **Matters arising from the Minutes**  
/127    There were no matters arising.
  
- P15**    **Public Forum on planning matters other than applications before the committee**  
/128    No members of the public wished to speak on any other matters.
  
- P15**    **Planning Applications determined by the Clerk and Chair under**

**/129 Delegated Powers (List A attached)**  
No applications were determined under delegated powers.

**P15 Planning Applications currently before St. Edmundsbury Borough**  
**/130 Council and received by publication of agenda (List B attached)**  
Applications determined by the Committee are shown on List B attached to the Minutes.

**P15 Matters to Report**

- /131**
- a) Cllr C Tuner highlighted issues with the one-way signage on Eden Road. The Clerk will raise this with the Highways Engineer. **CLERK**
  - b) Cllr J Burns advised that the re-lining of the double yellow lines in the High Street is being chased.
  - c) Cllr J Burns advised that a tree outside the co-op pharmacy needs the crown rising, as it is a hazard for passers-by. **CLERK**
  - d) Cllr C Turner reported a raised manhole cover on Bergamot Road. He would email the Clerk so it could be reported to Anglian Water **CLERK**

**P15 Date of next Meeting:**  
**/132** The next meeting of the Planning Committee will be held on Tuesday 29<sup>th</sup> September 2015.

**P15 Closure**  
**/133** The meeting was closed at 8.02pm.

Signed .....  
**Chairman**

Date.....

**List A – Approved by Chairman and Clerk under delegated powers**

05.08.15 Expires 26.08.15	<b>1</b>	DC/15/1500/TCA  <b>DELEGATED POWERS</b>	Trees in a Conservation Area Notification – 1 no. Yew – (Y1 on plan) – Crown reduce by 30%  Mr & Mrs Marsh	38 Hamlet Road	NO OBJECTION
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**List B – To be considered at the Committee Meeting**

		PLAN NO.	PROPOSAL	LOCATION	TOWN COUNCIL DECISION
29.07.15 Expires 19.08.15	<b>2</b>	DC/15/1346/HH  *Extension granted to 09.09.15	Conservatory to rear elevation  Mr & Mrs Williams	18 Cross Close	No Objection
04.08.15 Expires 25.08.15	<b>3</b>	DC/15/1484/ADV  *Extension granted to 09.09.15	Application for Advertisement Consent – display of 1 no. non-illuminated fascia sign and 1 no. non-illuminated banner sign  Sue Ryder	4 Jubilee Walk	No Objection
10.08.15 Expires 31.08.15	<b>4</b>	DC/15/1525/HH  *Extension granted to 09.09.15	Single storey rear extension to house and single storey side extension to garage  Mr White	27 Aragon Road	No Objection
11.08.15 Expires 01.09.15	<b>5</b>	DC/15/1518/TPO  *Extension granted to 09.09.15	TPO 041 (1977) – Tree Preservation Order – (i) 1 no. Lime – pollard to 6m (122 on plan) (ii) 1 no. Lime – crown reduce by 20% (166) on plan) (iii) 1 no. Copper Beech – crown reduce by 20% (125 on plan) (iv) 1 no. Horse Chestnut – crown reduce by 20% (126 on plan)	Cemetery adjacent to Horace Eves Close.	No Objection

13.08.15 Expires 03.09.15	6	DC/15/1075/FUL <i>Extension applied for</i>	<p>(v) 1 no. Oak -0 reduce lateral branches over cemetery by 4m (140 on plan) (vi) 1 no. Hornbeam raise to 1.2m for formative pruning (142 on plan) (vii) 1 no. Pine (crown lift by 3m (152 on plan) (viii) 1 no. Scots Pine – crown lift by 3m (153 on plan) (ix) 1 no. Lawson Cypress – Fell (918 on plan) All G1 on Order</p> <p>West Suffolk</p> <p>4 no. three storey bed houses and 5 no. two storey three bed houses with car parking and associated works</p> <p>H.C. Moss Ltd</p>	Land adj. Care Home Brybank Road	<p><b>OBJECT</b> – HTC note the claim within the application that the land was de-zoned as for community use within the Haverhill Vision 2031 document. However, we fail to find any reference within HV2031 to this site and would certainly have noted and resisted any such attempt to re-zone this land. HTC believe this claim if incorrect and the application is therefore NOT in accordance with HV2031. We challenge the applicant to publish the specific documentation and DCC decision amending HV2031, on which this claim is based.</p> <p>Also – The land was zoned for community use and there is plenty of evidence that the community DO use this land. The failure of the developers (now seeking to cash in) to clean this land of building detritus is regrettable but has not stopped children playing on it. The fact that the developers have inexplicably ‘failed’ in finding a ‘suitable community use’ for the land, which would have cost them money, should not entitle them to build on the land in order to make profit on the back of their broken undertaking to use the land for the community. So HTC contend that the land has had historic use as community land and therefore this application to build on what is an existing play area is based on misleading information being provided to the planning authority.</p>
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							Also – The application itself is over-development of the site, with tall buildings out of keeping with the open and low-rise nature of the area.  Also – The design is out of keeping with the street scene, which is for relatively large open-plan frontages, whereas this shows buildings very close to the kerbside.  Also – HTC notes objections from Highways and Environment and support those objections.
14.08.15 Expires 04.09.15	<b>7</b>	DC/15/1449/FUL  *Extension granted to 09.09.15	Provision of communal refuse bin store  The Havebury Housing Partnership	Amenity Area adj. 14 Falcon Close	No Objection		
14.08.15 Expires 04.09.15	<b>8</b>	DC/15/1563/HH  <i>Extension applied for</i>	(i) First floor extension over garage (ii) link extension (and to rear) to dwelling  Mr & Mrs T David	2 Henry Close	No Objection		
17.08.15 Expires 07.09.15	<b>9</b>	DC/15/1558/HH  <i>Extension applied for</i>	Pitched roof first floor extension on an existing ground floor flat room extension at the rear of the property  Dr P Grover	12 Hamlet Road	No Objection		
19.08.15 Expires 09.09.15	<b>10</b>	DC/15/1534/HH	i) Installation of wheelchair platform stair riser and associated pavement works to front of property ii) Installation of a level threshold, UPVC front door and domestic threshold drain  Mr John Gay	6 Orchard Close	No Objection		
20.08.15 Expires 10.09.15	<b>11</b>	DC/15/1567/FUL	Remediation of the former gasworks, for the improvement of the site and to reduce potential environmental liabilities	Former Gas Works, Withersfield Road	No Objection		

			Mr Matt Pearce, National Grid Property Holdings			
20.08.15 Expires 10.09.15	<b>12</b>	DC/15/1570/HH	Householder Planning Application – extension to the rear of the property to create a bedroom with en-suite, render front elevation and alterations to porch.  Ms J Brewin	23 Western Avenue	No Objection, however the Council notes the concern of the neighbour regarding privacy due to 'overlooking' from the ground floor window. HTC proposes therefore that a condition is set that the boundary treatment between 23 & 25 provides sufficient privacy to mitigate this concern.	
21.08.15 Expires 11.09.15	<b>13</b>	DC15/1389/FUL	Retention of storage unit  Mr G Taylor	5 Hollands Road	No Objection, however, the Council noted potential concerns should any flammable material be stored within this unit. The fire service should be asked to comment accordingly.	
25.08.15 Expires 15.09.15	<b>14</b>	DC/15/1606/FUL	Installation of retractable awning to front elevation to provide shading to shop interior  Saffron Building Society	2 Queen Street	No Objection	

Mr C J Poole  
Haverhill Arts Centre  
High street  
HAVERHILL  
Suffolk  
CB9 8AR

20 July 2015

our ref: 2015/F6/HAVE08/FINAL

Dial: 023 8088 1700  
Email: councilaudits@bdo.co.uk

Dear Mr Poole

### Haverhill Town Council - Audit for the year ended 31 March 2015

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit *sent up 23/7/15 @ 1pm*
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2015/16
- Contact details
- Survey 2014/15
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the council/body/board, now that our audit opinion has been given, and a minute should be made to show that the annual return has been approved and accepted by the council/body/board. The annual return and notice of conclusion of audit should be displayed in a conspicuous place(s) for 14 days as soon as reasonably possible and before the 30 September 2015.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely



Mrs Emma Prince  
For and on behalf of BDO LLP

Enc.



# Section 3 – External auditor certificate and report 2014/15

## Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

EN 145/2014 COUNCIL NAME HERE *Haverhill Town Council*

Council/Meeting

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

~~(Except for the matters reported below)~~\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. ~~(\*delete as appropriate)~~.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature

*[Handwritten Signature]*

External auditor name

**BDO LLP Southampton  
United Kingdom**

Date

*14/15*

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

**MINIMUM WAGE**

With effect from the 1<sup>st</sup> October 2015, the minimum wage will increase as follows:

<b>Age</b>	<b>New Rate</b>	<b>Age</b>	<b>New Rate</b>
New Apprentice Rate	£3.30	Under 18	£3.87
18-20	£5.30	21 and over	£6.70

The Town Council Personnel Committee has previously advised (and the Council implemented) that

1 – The Apprentice rate paid be £1.00 higher than the national rate. This would mean an increase from £3.73 to £4.30.

Currently we have 1 apprentice and 1 vacant apprenticeship on this rate.

2 – That the Under 18 NMW rate is not used and all workers under the age of 21 who are on the NMW are paid the 18-20 rate. This would mean an increase from £5.13 to £5.30.

Currently 2 permanent and 7 casual staff are on this rate.

3 – That the 21 and over rate is not used and all workers aged 21 and over who would otherwise be on the NMW are paid the National Living Wage set each November by the Living Wage Foundation. This is currently £7.85. The rate for 2016 will be announced in November.

Currently 3 permanent and 2 casual staff are on this rate, but it is anticipated that a 3<sup>rd</sup> casual worker will move to the new NLW rate as they are paid on SCP11, which is only just above the living wage and therefore likely to be overtaken.

The part-time/casual nature of the above jobs means that the impact on the budget is approximately £4000pa – well within budget calculations.

**The Council are asked to consider adoption of these increases.**