

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 20th October 2015 commencing at 7.30pm 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

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 29th September 2015**
4. **To deal with any urgent matters arising from the minutes not covered by this agenda**
5. **Reports from the Police and Borough/County Councillors on issues pertinent to HAVERHILL and the PUBLIC FORUM**
6. **Annual Budget proposals for 2016/17**
To formulate policy guidance for the Clerk when drafting the 2016/17 budget proposals for the November meeting.
 - a) Precept v Service continuity
 - b) Additional priorities
7. **To consider the Town Council responses to consultations being undertaken by the Borough Council**
 - a) Community Governance Review
 - c) Planning Enforcement
 - d) Gypsy and Traveller sitesDraft responses will be circulated ahead of the meeting.

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

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8. Arts Centre refurbishment

To agree funding of £70k for technical equipment for the Arts Centre and £33k funding to the Haverhill Community Trust for the redecoration and refurbishment of the Studio, Auditorium, bar and Café. All to come from earmarked funds held for this purpose.

See Attached Report

9. 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: To note that there has been no meeting of the ONE Haverhill Board since the last meeting of the Town Council.

10. Corn Exchange

To consider approving funding a full structural survey of the Corn Exchange in order to identify what works should be carried out to protect the building from further deterioration.

Also to approve sharing the survey report with the Borough Conservation Officer to use to require the current owners to carry out such works as may be identified.

11. Mayor's Report

To receive a report from the Mayor on her engagements in September and October.

12. Finance Regulations

To adopt the updated model finance regulations enabling online bank transfers and payments.

See separate document

13. Adoption of Committee Reports

- a) Appeals Committee: To note that the Appeals Committee have not met since the last meeting of the Full Council.
- b) Finance Committee: To note that the Finance Committee have not met since the last meeting of the Full Council.
- c) Leisure and Community Committee: To note that the Leisure and Community Committee have not met since the last meeting of the Full Council.
- d) Personnel Committee: To note the Personnel Committee have 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 29th September 2015.

14. To authorise payments

To authorise the following cheque lists:-

Date	Cheque Numbers	Value
29.09.15	010871 – 010890	£7,609.37
07.10.15	010891 – 010911	£32,497.92
13.10.15	010912 – 010926	£3,875.28
	Total	£43,982.57

15. Meetings in 2016

To agree proposed dates for meeting in 2016 – see attached report.

Also to consider any clashes this year with SEBC and also remembrance event on 10th November

16. 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 – Personal contractual details of non-senior staff.

18. Staffing Matters

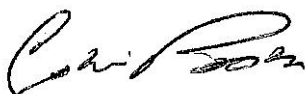
To agree Employer Contributions for those employees choosing the low-cost NEST pension option under our auto-enrolment scheme.

There are three options available to staff from January. The Local Government Pension Scheme, the “50/50” version of the LGPS and the low-cost NEST pension scheme. The LGPS employer & employee contributions are fixed by national agreement. Whilst an excellent scheme, it is expensive for staff, with employee contributions between 5.5% - 9.5%. NEST enables membership with a minimum 1% employee contribution. As an employer, we have to agree our own contribution rate to NEST.

19. Date of next Meeting

24th November 2015

20. Closure



Colin Poole

Haverhill Town Clerk

Date: 14th October 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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Upgrade of Technical Equipment at Haverhill Arts Centre

Councillors will be aware that officers are currently obtaining advice and information relating to an upgrade of the House Lighting of the auditorium and the sound equipment for live and cinematic events. This report is an update on the current position and a request for funding approval to carry out the works required.

House Lighting / Auditorium Lighting

The current system is failing and irreparable. It also has limited dimming controls and is relatively expensive to run.

Replacing like for like would involve manufacturing of bespoke lighting fittings and any repair is likely to involve removal of the bowls from the existing position to work on the floor, which could risk breakages.

Officers have taken advice about the specialist nature of this lighting which needs to act as dimmable lighting for theatrical events and general lighting for events and activities in the main hall. Tests have found that the frosted glass in the existing domes absorbs 50% of the light. An alternative system has been sourced and tested that will be fitted outside of the domes.

GDS specialise in replacing house lighting systems in older venues where it was difficult to remove everything and replace it. They create custom products to fit solutions in a wide range of venues. GDS visited the Arts Centre and demonstrated various products and worked with us to advice on the most suitable solution to our problem.

The domes will remain functional for the moment and be utilised just for decorative lighting in the future. The new system will be easier to install and avoid the cost of increasing the amount of lights needed for the domes to compensate for the heavy frosting

We expect the new system will give out at least 180 lumens of light - the most the current system provides being 80 lumens. The GDS lights also requires one quarter of the power that the current system uses.

The total cost of the supply of lights, fitting of new power supply, installation of a new equipment and control units will be between no more than £30,000.

Sound System

The current system is not integrated – it is composed of separate system for live and cinema - and was built in two stages. The equipment is a mix of non-standard cinema sound and aging amps and cabinets.

The cinema speakers are made up of three different brands of differing quality. The main speakers fall below the required standard to reproduce digital sound and some components are damaged and making offensive noises.

Much of the live sound equipment was purchased second hand by the Town Council 10 years ago. Replacement parts are becoming difficult to source and the system is unprotected.

Using speakers in different formats as different uses of the space require means unplugging and reconnecting cables inside units to change the configurations. Visually there is a lot of equipment in front of the stage, giving a very cluttered look. The systems use technology and methods which are outdated now.

Technicians and officers are currently receiving demonstrations of equipment that make use of the same speakers for both live sound and cinema sound and give the audience the best possible audio experience. It will consist of speakers suitable for a high quality digital cinema experience but have a lower cost of maintenance.

We are also looking for the system to have the ability to store / recall some simple preset settings and to ensure the system is powered up in the correct way to prevent damage, something the current system cannot do.

The total costs of removal of the current equipment, supply and installation of replacement sound system will no more than £40,000.

Other.

There may be a small residual second hand sale value for some of the current sound system.

The works will take some time and there are plans to carry out the works in early January before the Centre Stage pantomime. It is likely that the main hall will be out of action for approximately two weeks.

HAVERHILL TOWN COUNCIL

MEETING DATES January 2015 to May 2016 – Proposed changes in Bold

Committee	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	June 2015	July 2015	Aug 2015	Sept 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016
Planning	6	3	3 31	21	5	2 23	14	4	8 29	20	10 3 ?	1 15 ? 14 @ Leiston	5	2	1 29	19
Leisure & Community	20		10		5		7		8		10 3 ?		5		8	
Personnel						2										
Finance	13			7			14		15		17		12			5
Appeals						2										
Full Council	27	24	17	28	18	23	21		29	20	24	15 ? 14 @ Leiston	19	16	29	26
Town Meeting					18											
Town Hall Trustees					26						24					

All meetings are held at The Arts Centre, High Street, unless otherwise notified.

Committee meetings commence at 7.00 p.m.

Full Council meetings commence at 7.00 p.m. Annual General Meeting commences at 7.00 p.m.

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Planning	5	2	1 29	19	3 24	14	5 19	9	6 27	18	8 29	13	10 31	21	14	4 25
Leisure & Community	5		8		3		5		6		8		17		7	
Personnel						7										
Finance	12			5			12		13		15		10			4
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