

HAVERHILL TOWN COUNCIL

TOWN COUNCIL



Dear Councillor,

You are hereby summoned to attend the meeting of Haverhill Town Council to be held in The Haverhill Arts Centre, High Street, Haverhill, on Tuesday 21st June 2016 commencing at 7.00pm for the purpose of transacting the following business:

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

This Meeting is open to the Press and Public

PRAYERS – Rev Canon Graham Owen, Mayor’s Chaplain

Councillors and members of the public not wishing to take part may remain in the lobby area and will be invited in at the end of prayers.

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. **NHS England and CCG Presentation and question and answer session**

4. **Minutes of the Full Council meeting held 17th May 2016**
To confirm the minutes of the Full Council meeting held 17th May 2016 as a correct record.

5. **To deal with any urgent matters arising from the minutes not covered by this Agenda**
 - a) Community Emergency Plan
 - b) Haverhill Area Forum 27th June – update on progress

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>

6. **Reports from the Police and Borough/County Councillors on issues pertinent to HAVERHILL and the PUBLIC FORUM**
a) Police Report – circulated ahead of the meeting, if available
b) County Councillors
c) Borough Councillors
d) Members of the public are welcome to make statements or put questions at this time.
7. **To confirm changes to dates of meetings of the Council and Committees**
See attached amended schedule.
8. **Annual Audit**
a) To note the year-end report of the Internal Auditor dated 18th May and consider any matters arising.
b) To note that the Annual Report was submitted to the External Auditor on 6th June.
c) To note that the notice of public inspection of our accounts is being displayed in accordance with the regulations.
9. **Mayor's Report**
To receive a report from the Mayor on his engagements in March and April.
10. **ONE Haverhill Partnership**
To receive a verbal report from Members and Clerk
11. **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 move the adoption of the minutes of the Personnel Committee meeting held on 7th June 2016 (to follow).
e) Planning Committee: To move the adoption of the minutes of the Planning Committee meeting held on 14th June 2016. (to follow)
12. **Appointment of Corn Exchange Working Party**
To confirm arrangements for a working party to provide democratic oversight to the Corn Exchange project.

13. **To authorise payments**

To authorise the following cheque lists:-

Date	Cheque Numbers	Value
18.04.16	011336	£25,813.25
19.04.16	011337 – 011351	£8,331.08
26.04.16	011352 – 011366	£9,739.89
03.05.16	011367 – 011385	£28,180.34
10.05.16	011386 – 011397	£13,417.38
18.05.16	011398 – 011415	£22,287.60
24.05.16	011416 – 011435	£14,031.95
31.05.16	011436 – 011446	£19,642.33
	Total	£141,443.82

14. **To receive urgent correspondence**

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

15. **Date of next Meeting**

Outdoor Surgeries: Market Square 25th June (Armed Forces Day)
Leiston Road shops – South Ward, Monday 27th June 6pm
Strasbourg Square – East Ward, Wednesday 29th June 6pm
Brybank Road – West Ward, Wednesday 6th July 6pm
Chapple Drive – North Ward, Wednesday 13th July 6pm

Next Full Council Meeting: 19th July 2016

16. **To Exclude the Press and Public (if required)**

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 – Commercial & HR matters.

17. **Report from Corn Exchange Working Party**

18. **Staffing Matters**

19. **Closure**



Colin Poole
Haverhill Town Clerk

Date: 14th June 2016

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

MEETING DATES January 2016 to April 2017 – Proposed changes due to SEBC Clashes

Committee	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017
Planning	5	2	1	19	3	14	5	9	6	18	8	13	10	20	14	4
Leisure & Community	5		22		24		19		27		29		31			24
Personnel			8		3	7	5		6		8		17		7	
Finance	12			5			12		13		15		10			4
Appeals						7										
Full Council	19	16	22	26	17	21	19		26	18	22	13	24	20	28	24
Town Meeting					17											
Town Hall Trustees					24						22					

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.

All meetings are open to the public, and the public may raise matters of concern to the Town Council at the meetings.

The Town Meeting is organised by the Town Council on behalf of the public.

All Agendas are displayed on the Noticeboard in the High Street and on the Town Council website (<http://www.haverhill-tc.gov.uk>)

All Minutes are displayed on the Town Council website

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HEELIS&LODGE

Local Council Services • Internal Audit

Year End Internal Audit Report for Haverhill Town Council – 2015/16

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 28/10/2015. The following recommendations/comments have been made:

Income: £1,230,765

Expenditure: £1,758,441

Reserves: £834,044

Annual Return Completion:

Section One: **Yes**

Section Two: **Yes**

Section Four: **Yes**

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

Standing Orders in place: **Yes**

Reviewed: **22/3/2016**

Financial Regulations in place: **Yes**

Reviewed: **20/10/2015 (Ref: C15/147)**

VAT reclaimed during the year: **Yes** Registered: **Yes**

General Power of Competence: **Yes**

Financial Regulations and Standing Orders in place. Financial Regulations have been updated to include the Public Contracts Regulations 2015.

Quarterly VAT returns have been submitted and supporting paperwork is in place.

Risk Assessment

Appropriate procedures in place for the activities of the council

Risk Assessment document in place: **Yes**

Contact details : 52 Parkway, Wickham Market, Suffolk, IP13 0SS

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy PILCM

Lynne Lodge Dip HE Local Policy

Insurance was renewed in November 2015. The Risk Register was reviewed again on 19/1/2016 (Ref: C16/012).

Invoices are supported by payment request slips which contain detailed information and dual signatory approval. An examination was undertaken on a random sample of invoices. All were found to be in order.

Income controls

Precept and other income, including credit control mechanisms

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.

Petty Cash

Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork. A selection of petty cash vouchers were examined between December 2015 – March 2016. All were found to be in order.

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment

PAYE System in place: **Yes**

The Council are operating RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork was examined and cross referenced for accuracy. All was found to be in order.

Asset control

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

A separate asset register is in place. Values are recorded at cost value. The Council have invested £500,000 into the CCLA property fund. The treatment of these funds are in compliance with advice from the External Auditor and are now classed as a fixed asset until date of maturity.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances were confirmed and reconciled at the year end:

- *Current Account* £15,509.53
- *30 Day Deposit Account* £135,970.54
- *Payroll Account* £0
- *Scottish Widows* £118,247.22
- *Lloyds Treasury* £600,993.94
- *Petty Cash* £152.53

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Year-end procedures 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.

*End of year accounts are prepared on an Income & Expenditure Basis.
Creditors, Debtors and accruals are identified.*

Internal Audit Procedures

The Council reviewed the effectiveness of the internal audit at a meeting held on 19/1/2016 (Ref: C16/013).

The Interim Internal Audit report was considered by the Council at a meeting held on 24/11/2015 (Ref:C15/163) .

Additional Comments/Recommendations

- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to Colin and Martin for their assistance during the course of the audit work



Heather Heelis
Heelis & Lodge
18 May 2016