

# 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 **MONDAY 29<sup>th</sup> January 2018** 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, J Crooks, P Fox, Q Fox, P Hanlon,  
                                                                                         B McLatchy, I McLatchy, B Robbins, L Smith,  
                                                                                         C Turner, A Williams, W Yang

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

### **PRAYERS** – Rev Canon Ian Finn, 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.     **Minutes of the Full Council meeting held 11<sup>th</sup> December 2017**  
To confirm the minutes of the Full Council meeting held 11<sup>th</sup> December 2017 as a correct record.
  
4.     **To deal with any urgent matters arising from the minutes not covered by this Agenda**
  - a) Terms of Reference for Chalkstone Fields Community Panel (CFCP)
  - b) Appointment of Councillor representatives to CFCP
  
5.     **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.
  
6.     **Mayor’s Report**
  - a) To receive a report from the Mayor on his engagements in December and January.

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

Tel: 01440 712858 Fax: 01440 718931

Email: [admin@haverhill-tc.gov.uk](mailto:admin@haverhill-tc.gov.uk) Web: <http://www.haverhill-tc.gov.uk>

**7. ONE Haverhill Partnership**

- a) To receive a verbal report from Members and Clerk.

**8. Adoption of Committee Reports**

- a) Appeals Committee: To note that the Appeals Committee has not met since the last meeting of the Full Council.
- b) Finance Committee: To note that the Finance Committee meeting scheduled for 23<sup>rd</sup> January 2018 was cancelled.
- c) Leisure and Community Committee: To move the adoption of minutes of the Leisure and Community Committee meeting held 16<sup>th</sup> January 2018.
- d) Personnel Committee: To move the adoption of minutes of the Leisure and Community Committee meetings held 11<sup>th</sup> December 2017 and 18<sup>th</sup> January 2018. Redacted matters to be taken in closed session at item 16.
- e) Planning Committee: To move the adoption of the minutes of the Planning Committee meetings held on 12<sup>th</sup> December 2017 and 9<sup>th</sup> and 23<sup>rd</sup> January 2018.
- f) Appointment to Planning Committee: To appoint Councillor A Brown to the vacant position on the Planning Committee.
- g) Chalkstone Fields Community Panel: To approve the draft ToR for the Panel and to appoint two Councillors to the Panel.

**9. Financial Matters**

- a) To authorise the following cheque lists:-

Date	Cheque Numbers	Value £
12.12.17	BACS	36,217.12
12.12.17	011983 - 011986	12,434.23
18.12.17	BACS	29,226.58
18.12.17	011987 – 011992	11,362.73
18.12.17	DD	217.84
09.01.18	011993	187.89
09.01.18	DD	435.53
11.01.18	BACS	42,165.72
16.01.18	BACS	2,803.73
16.01.18	DD	56.21
	<b>Total</b>	<b>£135,107.58</b>

- b) To receive the Responsible Financial Officer's Report to December 31<sup>st</sup> 2017  
To receive the report which would have gone to Finance Committee (To Follow).

**10. Budget & Precept 2018/19**

In reference to the Budget briefing document circulated with the agenda:

- a) To approve the 2018/19 budget  
b) Approve the precept.  
c) Authorise the Chairman and Clerk to serve the precept demand upon the Borough Council.

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**11. Review of policies**

To confirm Town Council Policies are up-to-date or agree amendments:

- a) Equality and Diversity Policy
- b) Health and Safety Policy
- c) Complaints Policy
- d) Recruitment Policy

**12. To receive urgent correspondence**

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

**13. Date of Next Meeting**

Monday 19<sup>th</sup> February 2018.

**14. 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 Property/Personnel matters.

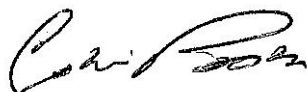
**15. Commercial Property Matters**

- a) To consider a budget of £15,000 to prepare topographical drawings, architectural sketches of the Arts Centre and obtain cost estimates.
- b) To consider a budget of £5,000 for topographical drawings and architectural sketches of Bevan House and obtain cost estimates.
- b) To appoint Hoopers Architects as architectural consultants to the Town Council.
- c) To appoint Merrifields as Surveyors to the Town Council.
- d) To approve the draft Terms of Reference for an Arts Centre Development Group and appoint Members to it (to follow).

**16. Personnel Matters**

- a) Minutes of the Personnel Committee held 11<sup>th</sup> December 2017 & 18<sup>th</sup> January 2018 (redacted matters)
- b) For any other urgent matters.

**17. Closure**



**Colin Poole**  
Haverhill Town Clerk

Date: 22<sup>nd</sup> January 2018

*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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