

HAVERHILL TOWN COUNCIL

TOWN COUNCIL



Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Haverhill Town Council to be held in The Auditorium, Haverhill Arts Centre, High Street, Haverhill CB9 8AR on Tuesday 15th May 2018 commencing at 7.15pm for the purpose of transacting the following business:

CONSTITUTION:	Town Mayor:	Cllr. D Roach
	Town Councillors:	A Bramwell, A Brown, J Burns, M Byrne, J Crooks, P Fox, Q Fox, P Hanlon, B Robbins, L Smith, C Turner, A Williams, W Yang

This Meeting is open to the Press and Public

AGENDA

1. **Election of Town Mayor**
2. **Mayor's Declaration of Office and Acceptance Speech**
 - a. Passing of the Chain of Office from the retiring Mayor to new Mayor
 - b. Address by the retiring Mayor.
3. **Vote of Thanks**

To propose a vote of thanks to the outgoing Town Mayor & presentation.
4. **Election of Deputy Mayor**
5. **Deputy Mayor's Declaration of Office**
 - a. Presentation of the Chain of Office by the Mayor to the Deputy Mayor.
6. **Apologies for Absence**
7. **To Resolve to suspend Standing Order 3e**

Suspension of Standing Order 3e, that there will be no Public Forum, on the grounds that this meeting directly followed the Annual Town Meeting.
8. **Declarations of Interests**

For Members to declare any interests in matters on the agenda.

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>

9. Mayor's Allowance

To agree the payment of the Mayor's Allowance in accordance with Section 15(5) of the Local Government Act 1972. The budget allowed for this to be £1,500.

10. Standing Committees' Terms of Reference

To confirm the Terms of Reference for Standing Committees previously circulated.

11. To consider the appointment of any new Committee.

12. Appointment to Committees (attached)

To appoint Councillors to the following committees:

- a. Planning Committee (No vacancies)
- b. Leisure and Community Committee (2 vacancies)
- c. Personnel Committee (1 vacancy)
- d. Appeals Committee (To appoint Cllr J Burns + 1 vacancy)
- e. Arts Centre Development Group (No vacancies)
- f. Volunteering in Haverhill Working Group (1 vacancy)

13. Appointment of Chairs and Vice-Chairs of Committees (Attached)

- a. Planning Committee
- b. Leisure and Community Committee
- c. Personnel Committee
- d. Appeals Committee
- e. Art Centre Development Group
- f. Volunteering in Haverhill Working Group

14. To Appoint the Finance Committee (Attached)

- a. To appoint additional members to the Finance Committee in addition to the Mayor and Chairs appointed under the above item. There are 2 vacancies on this committee.
- b. To appoint a Chair of the Finance Committee
- c. To appoint a Vice-Chair of the Finance Committee

15. Appointment to Outside Bodies (Attached)

To agree appointments of representatives to outside bodies,

- a. ONE Haverhill – Mayor, Clerk and 3 other Councillors
- b. Haverhill Disability Forum
- c. Youth Advisory Group

16. Review of Standing Orders and Financial Regulations

To note that Standing Orders and Financial Regulations remain up to date following their review and adoption in April and March 2018 respectively.

17. To confirm the appointment of an Independent Internal Auditor

To confirm continuation of the five-year contract with Heelis and Lodge, which started October 2015 and expires May 2020.

18. Annual Accounts & Return (To Follow)

- a. Adoption of Annual Accounts.
 - i. Adoption of the Annual Accounts 2017/18
 - ii. Income and Expenditure Accounts
 - iii. Balance Sheet

- b. To approve section 1 & 2 of the Annual Governance and Accountability Return for the year ending 31st March 2018
 - i. Annual Governance Statement
 - ii. Accounting Statements
 - iii. Earmarked Reserves as at 31st March 2018 (To note these were approved in April)
 - iv. Assets Register (To note these were approved in March)
 - v. Risk Register (To note the addition of Data Loss to the risk register as part of our GDPR Compliance work.) (Attached)

19. To confirm all relevant insurances are in place

20. To review Register of Interests

21. To Approve Civic Protocol Handbook (Attached)

22. To confirm the date and times of meetings of the Council and Committees (Attached)

23. To confirm minutes of the meeting held 23rd April 2018 (To Follow)

24. To deal with any urgent matters arising from the minutes

25. Adoption of Committee Reports (To Follow)

a. Planning Committee

To move the adoption of the minutes of the Planning Committee meetings held 8th May 2018.

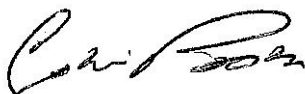
b. Leisure and Community Committee

To move the adoption of the minutes of the Leisure and Community Committee meeting held 8th May 2018.

26. Date of Next Meeting

To note that the next meeting of Haverhill Town Council is on 18th June 2018

27. Closure



Colin Poole
Haverhill Town Clerk

Date 8th May 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) or on request from Haverhill Arts Centre

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