

# HAVERHILL TOWN COUNCIL

## TOWN COUNCIL

Dear Councillor,



HAVERHILL  
TOWN COUNCIL

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 14<sup>th</sup> May 2019 commencing at 7.15pm for the purpose of transacting the following business:

CONSTITUTION: Town Mayor: Cllr. A Brown  
Town Councillors: J Burns, J Crooks, B Davidson,  
P Firman, P Fox, P Hanlon, A Luccarini,  
E McManus, M Marks, J Mason, L Miller-Jones,  
D Roach, D Smith, L Smith, A Stinchcombe

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. Signing of Declaration of Office of Town Mayor
  - b. Passing of the Chain of Office from the retiring Mayor to new Mayor
  - c. 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. Signing of Declaration of Office of Deputy Mayor
  - b. 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.

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

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

**8. Declarations of Interests and Dispensations**

For members to declare any interests they may have on items on the agenda and agree any dispensations to stay.

**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)

**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. Arts 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. (2 Vacancies)
- 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. To note the Town Clerk is appointed Responsible Financial Officer for the Council**

To note that the Town Clerk was appointed 3<sup>rd</sup> June 2014 as Responsible Financial Officer for the Council as part of his contract of employment.

**19. Annual Accounts & Return (To Follow)**

- a. Adoption of Annual Accounts.
  - i. Income and Expenditure
  - ii. Balance Sheet
  
- b. To approve sections 1 & 2 of the Annual Governance and Accountability Return for the year ending 31<sup>st</sup> March 2019
  - i. Annual Governance Statement
  - ii. Accounting Statements
  - iii. Earmarked Reserves as at 31<sup>st</sup> March 2019
  - iv. Assets Register
  - v. Risk Register

**20. To confirm all relevant insurances are in place**

**21. To Resolve that the Council is eligible to use the General Power of Competence**

To resolve that under Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Haverhill Town Council is eligible to use the General Power of Competence, noting that:

- a. The number of members of the council that have been declared to be elected at the ordinary elections is greater than two-thirds of the total number of members of the council and
- b. The clerk to the parish council holds the Certificate in Local Council Administration and has undertaken the relevant training in accordance with the national training strategy for parish councils.

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

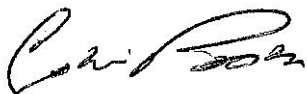
**23. To confirm minutes of the meeting held 30<sup>th</sup> April 2019 (Attached)**

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

**25. Date of Next Meeting**

To note that the next meeting of Haverhill Town Council is on Tuesday 18<sup>th</sup> June 2019

**26. Closure**



**Colin Poole**  
Haverhill Town Clerk

Date 7th May 2019

*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*