

# HAVERHILL TOWN COUNCIL

## TOWN COUNCIL



HAVERHILL  
TOWN COUNCIL

Dear Councillor,

Under regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, you are hereby summoned to attend the meeting of Haverhill Town Council to be held by videoconference, on MONDAY 22<sup>nd</sup> June 2020 commencing at 7.00pm for the purpose of transacting the following business:

**CONSTITUTION:** Town Mayor: Cllr. J Burns  
Town Councillors: A Brown, 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 VIDEO-CONFERENCE MEETING IS OPEN TO THE PRESS AND PUBLIC**  
**YOUTUBE:** <https://youtu.be/AwbvS6WDJww>

**COUNCILLORS AND PARTICIPANTS:**

Join this meeting (ideally 3 mins beforehand) by **past**ing the following link into your browser:

<https://us02web.zoom.us/j/3290712858?pwd=QXFkckdyL25ROFY3a3RzMzNgejRrUT09>

or by phone on 0203 481 5237  
Enter the Meeting ID: 329 071 2858  
and enter the Passcode: 329

### **AGENDA**

1. **Apologies for absence**  
Please give any apologies by email or telephone 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 Meeting of the Town Council held 26<sup>th</sup> May 2020**  
To confirm the minutes of the council meeting held 26<sup>th</sup> May 2020, as correct records.
4. **To note progress of actions arising from the minutes not covered by this Agenda**
  - a) C20/070 – Community Engagement under Lockdown (see report to follow)

HAVERHILL ARTS CENTRE, HIGH STREET, HAVERHILL, CB9 8AR  
Tel: 01440 712858 Fax: 01440 718931

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

**5. Covid-19 Coronavirus**

To receive

- a) Clerk's Report (to follow)
- b) Art & Leisure Manager's Report (to follow)
- c) Youth Skills Manager's Report (to follow)
- d) Zone Manager's Report (to follow)
- e) Customer Experience & Marketing Manager (to follow)
- f) Operations manager (to follow)

**6. Revised Annual Budget**

To receive a report from the RFO in respect of a revised annual budget following the forced closure of services, to consider the impact on the loss of income on the ability to deliver precept-funded services and to consider adopting a revised budget. (to follow)

**7. End of Year Accounts**

**a) Significant events**

To consider if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts.

**b) Review of Internal Controls**

- i. To consider the Internal Auditor's report for the year ending March 31<sup>st</sup> 2020 (attached)
- ii. To consider the Review of Internal Controls for the Council. (attached)
- iii. To consider the Review of the Internal Audit. (attached)
- iv. To review the Terms of Reference, Specification and effectiveness of the Internal Audit. (attached)

**c) Annual Accounts & Return**

- i. Adoption of Annual Accounts.
  1. Income and Expenditure (to follow)
  2. Balance Sheet (to follow)
- ii. To approve sections 1 & 2 of the Annual Governance and Accountability Return for the year ending 31<sup>st</sup> March 2020
  1. Annual Governance Statement (to follow)
  2. Accounting Statements (to follow)
  3. Earmarked Reserves as at 31<sup>st</sup> March 2020 (attached)
  4. Assets Register (attached)
  5. Risk Register (attached)

**d) To confirm all relevant insurances are in place**

To note that insurances were reviewed in October 2019 (C19/145b) and remain in place.

**8. Reports from District/County Councillors on issues pertinent to HAVERHILL and the PUBLIC FORUM**

- a) Police
- b) County Councillors
- c) District Councillors
- d) Members of the public are welcome to make statements or put questions at this time.

**9. Mayor's Report**

- a) To receive a report from the Mayor

10. **ONE Haverhill Partnership**

- a) To receive a verbal report from Members and Clerk
- b) Haverhill Volunteer Centre & Good Neighbour Scheme

11. **Local Footpaths**

To consider a project to waymark, signpost, provide seating and otherwise improve local footpaths to encourage walking and exercise. (paper attached)

12. **Financial Matters**

- a) To authorise the following payment list: -

<b>Date</b>	<b>BACS Cheque Numbers</b>	<b>Value £</b>
27.05.20	BACS	6410.21
	DD	651.73
04.06.20	BACS	808.41
	DD	397.17
08.06.20	BACS (for HCT)	67.32
11.06.20	BACS	24609.97
	DD	203.52
16.06.20	BACS (for HCT)	2173.20
	<b>TOTAL</b>	<b>35321.53</b>

- b) To consider a grant application from the Haverhill Silver Band: £700 to purchase replacement baritone horns. (attached)
- c) To consider a grant application from the Haverhill Gymnastics Club: £2,294 to fund challenging a rent increase of 50%. (attached)
- d) To consider allocating a budget of £3000 towards the purchase of a portable CCTV camera to assist the police in tackling crime and antisocial disorder, of which £2000 to come from S17 earmarked reserve (Section 17 Crime & Disorder Act).

13. **Actions taken under delegated powers**

To note that the Clerk has instructed all staff to take at least two weeks' leave between July 6<sup>th</sup> and September 27<sup>th</sup> 2020. This is to avoid potential disruption to service delivery through staff shortages due to accrued annual leave being taken in a short space of time.

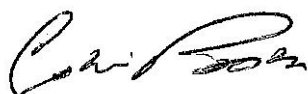
14. **To receive urgent correspondence**

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

15. **Dates of Next Meetings**

- a) Tuesday 28<sup>th</sup> July 2020 at Haverhill Arts Centre.
- b) To agree proposed dates for Council and Planning Committee meetings until May 2021

16. **Closure**



**Colin Poole**  
Haverhill Town Clerk

Date: 16<sup>th</sup> June 2020

*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*

HAVERHILL ARTS CENTRE, HIGH STREET, HAVERHILL, CB9 8AR  
Tel: 01440 712858 Fax: 01440 718931

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