

HAVERHILL TOWN COUNCIL

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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 Annual Meeting of Haverhill Town Council to be held by videoconference, on Tuesday, 4th May 2021 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:**

COUNCILLORS AND PARTICIPANTS:

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

<https://us02web.zoom.us/j/85287429685?pwd=aDJsemU3VTF0dmI1SklyUW5tQTdNdz09>

Meeting ID: 852 8742 9685
Passcode: 329

Dial by your location
+44 208 080 6591 United Kingdom

AGENDA

1. Election of Town Mayor
2. Mayor's Declaration of Office and Acceptance Speech
 - a. Declaration of Office
 - b. Acceptance Speech
3. Vote of Thanks
 - a. To propose a vote of thanks to the outgoing Town Mayor & presentation.
 - b. Address by the retiring Mayor.

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>

4. **Election of Deputy Mayor**

5. **Deputy Mayor's Declaration of Office**
 - a. Declaration of Office
 - b. Acceptance Speech

6. **Apologies for Absence**

7. **To Resolve to suspend Standing Order 3e**

No public speaking as this meeting followed the Annual Town Meeting.

8. **Declarations of Interests**

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

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.**

To note there are no new committees to be appointed

12. **Membership of Committees**

To note the membership of the following committees:

 - a) Planning Committee
 - b) Leisure and Community Committee
 - c) Personnel Committee
 - d) Appeals Committee
 - e) Arts Centre Development Group
 - f) Energy & Sustainability Committee

13. **Appointment of Chairs and Vice-Chairs of Committees**
 - a. Planning Committee
 - b. Leisure and Community Committee
 - c. Personnel Committee
 - d. Appeals Committee
 - e. Art Centre Development Group
 - f. Energy & Sustainability Committee

14. **To Appoint the Finance Committee**
 - a. To appoint a Chair of the Finance Committee
 - b. To appoint a Vice-Chair of the Finance Committee

15. Appointment to Outside Bodies

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 in May 2020.

17. To confirm the appointment of an Independent Internal Auditor

To confirm a one-year extension to the five-year contract with Heelis and Lodge, which started October 2015 and would have expired in May 2020.

18. To note the Town Clerk is appointed Responsible Financial Officer for the Council

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

19. To confirm minutes of the meeting held 26th April 2021 (to follow)

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

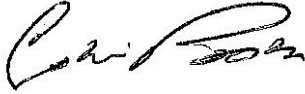
21. To Approve the formation of working parties

- a) To approve the setting up of the following working parties:
 - a. Planning Working Party
 - b. Leisure and Community Working Party
 - c. Personnel Working Party
 - d. Appeals Working Party
 - e. Energy & Sustainability Working Party
- b) To approve memberships of these working parties will be the same as the existing committees of the same name.
- c) To approve that the Terms of Reference for these working parties will be the same as the committees of the same name, save for any delegated powers, which are excluded. Working Parties will have the power to recommend actions. It is noted that the Planning Working Party will make recommendations to the Planning Committee Clerk and Chair, who will use their existing delegated powers to respond accordingly to consultations.
- d) These working parties will be reviewed at each full council meeting and will be disbanded if the council determines it is practical for committees to meet.

22. Date of Next Meeting

- a. To note that the next meeting of Haverhill Town Council is on 28th June 2021

23. Closure



Colin Poole
Haverhill Town Clerk

Date: 28th April 2021

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