

HAVERHILL TOWN COUNCIL

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Dear Councillor,

You are hereby summoned to attend the meeting of Haverhill Town Council to be held at the Haverhill Arts Centre, in the auditorium, on Monday, 28 June 2021 commencing at 7.00pm for the purpose of transacting the following business:

CONSTITUTION: Town Mayor: L Smith
Town Councillors: A Brown, Cllr. 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, A Stinchcombe

**THIS MEETING IS OPEN TO THE PRESS AND PUBLIC
YOUTUBE:**

<https://youtu.be/ximDWui7xz0>

PARTICIPANTS NOT WISHING TO ATTEND IN PERSON:

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

<https://us02web.zoom.us/j/4283744550?pwd=OVd3MUVDdeHVjbytwNUIMcUtOODM5QT09>

or by phone on 0203 481 5237
Meeting ID: 428 374 4550
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 Tuesday, 04 May 2021**
To confirm the minutes of the council meeting held Tuesday, 04 May 2021, as correct records.
4. **To note progress of actions arising from the minutes not covered by this Agenda**
C21/066 Mayoral Chain: Councillor J Burns to pass chain of office to Councillor L Smith.
5. **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.

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

Tel: 01440 712858 Fax: 01440 718931

Email: office@haverhill-tc.gov.uk Web: <http://www.haverhill-tc.gov.uk>

6. Festival of Suffolk 2022

To appoint a Councillors as Haverhill's Festival Champion to represent Haverhill in countywide discussions about this proposal.

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 31st 2021 (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 (attached)
 2. Balance Sheet (attached)
- ii. To approve sections 1 & 2 of the Annual Governance and Accountability Return for the year ending 31st March 2021
 1. Annual Governance Statement (to follow)
 2. Accounting Statements (to follow)
 3. Earmarked Reserves as at 31st March 2021 (To note adopted 26th April 2021)
 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 2020 (C20/148b) and remain in place.

8. Mayor's Report

- a) To receive a report from the Mayor.

9. ONE Haverhill Partnership

- a) To receive a verbal report from Members and Clerk on the Board meeting that took place 10th June 2021 and any other matter of note in respect of the Partnership.

10. Adoption of Committee Reports

- a) Planning Committee: To move the adoption of the minutes of the Planning Committee meeting held 27th April 2021. (attached)
- b) Planning Working Party: To move the adoption of the minutes of the Planning Working Party meetings and the recommendations contained therein, held 25th May and 8th June 2021. (attached)
- c) Energy & Sustainability Working Party: To move the adoption of the minutes of the Energy & Sustainability Working Party meeting and the recommendations contained therein, held 15th June 2021. (attached)
- d) Leisure & Community Working Party: To move the adoption of the minutes of the leisure & Community Working Party meeting and the recommendations contained therein, held on 17th May 2021. (attached)

11. **Walking Routes**
- e) a) Railway Walk Proposals: To receive the final report on proposals and authorise expenditure on this project (attached) and a report from Councillor Davidson on potential alternative benches. (attached)
 - b) Circular Walks: To receive a verbal report from Councillors Davidson and Stinchcombe and approve further £1000 funds for the circular walks project.
12. **Appointment to Committees (attached)**
To appoint Councillors to 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
 - g. Tendering Working Party
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. Energy & Sustainability Committee
 - g. Tendering Working Party
14. **Appointment of Finance Committee (attached)**
15. **Appointments to OHE Haverhill Partnership**
- a) Board: The Mayor is ex-officio, the other places on the Board are currently held by:
Councillor A Brown
Councillor P Hanlon
Councillor D Smith
In addition, the following Town Councillors are members of the Board through appointments from other bodies:
Cllr M Marks – West Suffolk Council
Cllr D Roach – Suffolk County Council
 - b) Appointments to OHP task groups. The current appointments are:

Crime and ASB:	Councillor J Burns
Education Training and Employment:	Councillors L Smith, P Hanlon
Health:	Councillors M Marks , A Stinchcombe
Masterplan:	Councillors J Burns, P Fox, A Brown, D Roach
Volunteering:	Councillors J Burns, P Fox, P Hanlon

Note, names in bold indicate appointment by the Board and not the Town Council. This item is only in respect of HTC nominees (not in bold). Councillor J Burns was appointed by the Board in all cases, but was a board member as Mayor, not in his own right, so has not been shown as a board appointee.

16. Financial Matters

a) To authorise the following payment list: -

Date	BACS Cheque Numbers	Value £
27.04.21	BACS	8,730.64
05.05.21	BACS	27,299.73
	DD	1,136.29
11.05.21	BACS	15,734.97
	DD	106.64
19.05.21	BACS	1,900.23
	DD	94.95
01.06.21	BACS	28,916.12
	DD	919.42
15.06.21	BACS	23,273.28
	DD	117.58
	TOTAL	108,229.85

17. Policy Review

a) Health & Safety Policy – The Zone (attached)

18. Actions taken under delegated powers

To note that the Clerk has taken the following decisions under delegated authority:

Grants:

- a) Made an advance payment of £1000 in respect of the grant recommendation for the Haverhill Show, on the grounds that not to do so would be contrary to the intention of the Council in respect of timely payment of grants for recipients.
- b) Instructed that the Christmas lights tender be advertised, on the grounds that the meeting of the Tendering Working Party was inquorate but those Councillors present approved the revised specification and the tender needed to be published as a matter of urgency.

19. Tender for Christmas Lights

To note that the tender opportunity for the Christmas lighting contract 2021-24 is currently live and to approve delegated authority to the Tendering Working Party to award the contract.

20. To receive urgent correspondence

To note any urgent correspondence received after the agenda was published

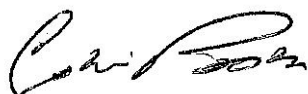
- a) DEFRA Consultation on kerbside collection (consistency in collection)

21. Dates of Next Meetings

- a) Tuesday, 27 July 2021 venue TBA.

22. Closure

Following the meeting there will be a short, private meeting to discuss a matter of importance.



Colin Poole
Haverhill Town Clerk

Date: 23rd June 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

Haverhill Arts Centre, High Street, Haverhill, CB9 8AR
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