

# HAVERHILL TOWN COUNCIL

## TOWN COUNCIL



HAVERHILL  
TOWN COUNCIL

Dear Councillor,

You are hereby summoned to attend the meeting of Haverhill Town Council to be held at the Haverhill Arts Centre, High Street, Haverhill, on Monday, 27 June 2022 commencing at 7.00pm for the purpose of transacting the following business:

**CONSTITUTION:** Town Mayor: B Davidson  
Town Councillors: A Brown, Cllr. J Burns,  
P Firman, 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 TO ATTEND IN PERSON:**  
To Register: email [town.clerk@haverhill-tc.gov.uk](mailto:town.clerk@haverhill-tc.gov.uk)

**Elected Members, the public and press are asked to note:**

- You should have tested negative for covid-19 within the 24 hours before attendance
  - Respect the personal space of others.

**YOUTUBE:** The meeting may be live-streamed, if so, it will be on the following channel:  
<https://youtu.be/Sd9PpJLqvYw>

### **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 Monday, 16 May 2022**  
To confirm the minutes of the council meeting held Monday, 16 May 2022, as a correct record.  
(to follow)
4. **To note progress of actions arising from the minutes not covered by this Agenda**
5. **Reports from District/County Councillors on issues pertinent to HAVERHILL and the PUBLIC FORUM**
  - a) Police Report
  - b) County Councillors
  - c) District Councillors

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

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d) Members of the public are welcome to make statements or put questions at this time.

**6. Mayor's Report**

a) To receive a report from the Mayor.

**7. Consultation**

West Suffolk Local Plan (closes 26<sup>th</sup> July)

West Suffolk Community Governance Review (closes 30<sup>th</sup> June)

**8. ONE Haverhill Partnership**

a) To receive a report from the Clerk on matters relating to ONE Haverhill Partnership.

b) To receive the draft minutes of the Board meeting held 9<sup>th</sup> June 2022.

**9. Adoption of Committee Reports**

a) Planning Working Party: To move the adoption of the minutes of the Planning Working Party meeting held 3<sup>rd</sup> and 24<sup>th</sup> May and 7<sup>th</sup> June 2022 and the recommendations contained therein.

b) Leisure & Community Working Party: To move the adoption of the minutes of the Working Party meeting held 10<sup>th</sup> May 2022 and the recommendations contained therein.

c) Energy & Sustainability Working Party: To move the adoption of the minutes of the Working Party held 14<sup>th</sup> June 2022 and the recommendations contained therein.

d) Report on Committee meetings in person

To note a report from the Clerk on meetings online v meetings to person (to follow).

**10. Code of Conduct**

To consider adopting the LGA model Code of Conduct for local councils, in common with other local and principal councils in Suffolk.

**11. Financial Matters**

a) To authorise the following payment list: -

Date	BACS Cheque Numbers	Value £
20.04.22	BACS	£44,150.24
	DD	803.13
27.04.22	BACS	£18,087.62
	DD	821.36
17.05.22	BACS	£54,983.78
	DD	£3,068.61
31.05.22	BACS	£39,445.82
	DD	£1,012.73
13.06.22	BACS	£32,582.12
	DD	£1,619.50

b) Grant Application: Junior Parkrun £914.95 for a defibrillator

c) Grant Application: Rotary Kids Out £500.00 for a day out for local disabled children

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**12. Actions taken under delegated powers**

None

**13. 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. (see Appendix 1)

**b) Review of Internal Controls**

- i. To consider the Review of Internal Controls for the Council. (attached)
- ii. To consider the Review of the Internal Audit. (attached)
- iii. 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 31<sup>st</sup> March 2022
  1. Annual Governance Statement (attached)
  2. Accounting Statements (attached)
  3. Earmarked Reserves as at 31<sup>st</sup> March 2022 (to follow)
  4. Assets Register (attached)
  5. Risk Register (to follow)

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

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

**14. Membership of Committees (attached)**

To note the membership of the following committees:

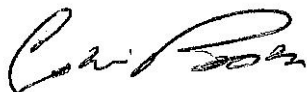
- a) Planning Committee
- b) Leisure and Community Committee
- c) Personnel Committee
- d) Appeals Committee
- e) Arts Centre Development Group
- f) Energy & Sustainability Committee
- g) Tendering Working Par
- h) Civic Events Working Party
- i) Community Events Working Party

**15. 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. Energy & Sustainability Committee

16. **To Appoint the Finance Committee (Attached)**  
a. To appoint a Chair of the Finance Committee  
b. To appoint a Vice-Chair of the Finance Committee
17. **Appointment to Outside Bodies (Attached)**  
To agree appointments of representatives to outside bodies  
g. ONE Haverhill – Mayor, Clerk and 3 other Councillors  
h. Haverhill Disability Forum  
i. Youth Advisory Group
18. **Casual Vacancy**  
To note that there now exist two casual vacancies to be filled by co-option, one each in Haverhill South and Haverhill West.
19. **To receive urgent correspondence**  
To note any urgent correspondence received after the agenda was published
20. **Date of Next Meeting**  
Originally planned for Tuesday, 26 July 2022. However, the District Council have called a Full Council meeting for this date. There are no alternative available dates in the Arts Centre at the end of July.

21. **Closure**



**Colin Poole**  
Haverhill Town Clerk

Date: Tuesday, 21 June 2022,

*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*

## **Appendix 1**

**15a** In 2021-22 the Council considered the ongoing impact of the pandemic and also the likely impact for the 2022/23 financial year. The council had already taken steps in January 2021 when setting the budget to act prudently in allowing for a full year of activity, even though it was unknown what impact the pandemic would have in its second year. This is reflected in the statement of accounts. The Council made further allowance in January 2022 for the impact of the pandemic of sales during 2022/23 and the impact of inflation, particularly relating to energy costs.

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