

**HAVERHILL TOWN COUNCIL**  
**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, 30 June 2025 commencing at 7.00pm for the purpose of transacting the following business:

<b>CONSTITUTION:</b>	<b>Town Mayor:</b>	<b>Q Cox</b>
	<b>Town Councillors:</b>	<b>R André, A Brown, J Burns, J Crooks, B Davidson, P Firman, P Hanlon, A Luccarini, M Martin, J Mason, L Miller-Jones, D Page, D Smith, L Smith, A Stinchcombe.</b>

**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)

**YOUTUBE:** The meeting may be live-streamed, if so, it will be on the following channel:  
[https://youtube.com/live/OWsAg\\_qbQ6w?feature=share](https://youtube.com/live/OWsAg_qbQ6w?feature=share)

**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.
  - a) Disclosable Pecuniary Interests
  - b) Other Registrable Interests
  - c) Non-Registrable Interests
3. **Minutes of the Meetings of the Town Council held Monday, 12 May 2025**  
To confirm the minutes of the council meeting held Monday, 12 May 2025, as a true record.
4. **To note progress of actions arising from the minutes not covered by this agenda**  
**C24/170** s106 obligations in Haverhill – Town Clerk  
**C25/006c** CPE performance in Haverhill – Town Clerk  
**C25/020c** Toilet facilities at Haverhill Library – County Councillor J Mason
5. **Reports from District/County Councillors on issues pertinent to HAVERHILL and the PUBLIC FORUM**
  - a) Police Report
  - b) Ambulance Report
  - c) County Councillors
  - d) District Councillors
  - e) Town Councillors' matters to report
  - f) Members of the public are welcome to make statements or put questions at this time.

Haverhill Town Council adopted the General Power of Competence on May 15<sup>th</sup> 2023. All decisions are taken using that power unless otherwise stated.

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6. **Mayor's Report**

To receive a report from the Mayor.

7. **ONE Haverhill Partnership**

- a) Report from the Clerk – LGR engagement event at St Mary's Church 29<sup>th</sup> July.
- b) Wellbeing Hub Proposal (see attached)

8. **Financial Matters**

- a) To authorise the payment list:

Date	BACS/DD	Value £
23/04/2025	BACS/CARD	37,630.40
	DD	78.24
30/04/2025	BACS/CARD	10,959.65
	DD	3,195.03
07/05/2025	BACS/CARD	20,896.17
	DD	1,247.71
13/05/2025	BACS/CARD	7,378.26
	DD	112.40
27/05/2025	BACS	15,055.24
	DD	1,127.04
04/06/2025	BACS/CARD	34,111.23
	DD	3,212.71
12/06/2025	BACS/CARD	34,124.51
	DD	36.00
17/06/2025	BACS/CARD	35,059.77
	DD	952.22
	<b>Total</b>	<b>£205,176.58</b>

9. **End of Year Accounts**

a) **Significant events**

To consider if any events that occurred during the 2024/25 financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances which need to be reflected in the statement of accounts.

- i. To note the RFO advises no such events occurred.

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).
- iv. To consider the Internal Auditor's report for the year ending 31<sup>st</sup> March 2025 (attached) and their report to External Auditor (attached).

c) **Annual Accounts & Return**

- i. Adoption of Annual Accounts.
  - 1. Income and Expenditure (attached)
  - 2. Balance Sheet (attached)

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- ii. To approve sections 1 & 2 of the Annual Governance and Accountability Return for the year ending 31<sup>st</sup> March 2025
  1. Annual Governance Statements (attached)
  2. Accounting Statements (attached)
  3. Earmarked Reserves as at 31<sup>st</sup> March 2025 (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 November 2024 (C24/161c) and remain in place.

**10. Adoption of Committee Reports**

- a) Finance Committee: To move the adoption of the minutes of the meeting held 29<sup>th</sup> April 2025, and any recommendations contained therein.
- b) Planning Committee: To move the adoption of the minutes of the meetings held 6<sup>th</sup> & 19<sup>th</sup> May, 2<sup>nd</sup> & 16<sup>th</sup> June 2025, and any recommendations contained therein.
- c) Energy & Sustainability Working Party: To move the adoption of the minutes of the meeting held 10<sup>th</sup> June 2025 and any recommendations contained therein.

**11. Membership of Committees (See attached matrix)**

To note the membership of the following committees:

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

**12. Appointment of Chairs and Vice-Chairs of Committees (Also see attached matrix)**

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

**13. Appointment to Outside Bodies (See attached matrix)**

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

**14. Approval of terms of references for committees and Working Parties**

To approve the terms of references for committees and Working Parties

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**15. Actions taken under delegated powers**

Approved £500 grant to Rotary for their annual children's day out, following a majority of councillors on the Leisure and Community Committee indicating their support.

**16. Date of Next Meeting**

Monday, 21 July 2025

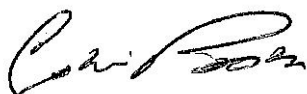
**17. Exclusion of Press and Public**

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted –future planning, as publicity would undermine the Council's ability to have unfettered debate and result in less robust, well-considered or effective policies.

**18. Vision 2030**

To consider a budget for the engagement of a consultant to carry out a feasibility study for the Vision 2030 project.

**19. Closure**



**Colin Poole**

Haverhill Town Clerk

Date: Monday, 23 June 2025

*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*

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