

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

FULL COUNCIL

Held on Monday 29th January 2018 at 7.00pm at the Haverhill Arts Centre,
Haverhill, CB9 8AR



Haverhill
Town Council

Present: Mayor Councillor D Roach
Deputy Mayor Councillor A Brown
Councillor A Bramwell
Councillor J Burns
Councillor M Byrne
Councillor P Hanlon
Councillor P Fox
Councillor Q Fox
Councillor B Robbins
Councillor L Smith
Councillor W Yang

Apologies: Councillor J Crooks
Councillor B McLatchy
Councillor I McLatchy
Councillor C Turner
Councillor A Williams

Absent: None

In Attendance: Councillor M Marks, St Edmundsbury Borough Council
Colin Poole (Town Clerk)

2 members of the public was present.

Welcome:

Mayor D Roach welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded.

MINUTES

- | | | |
|---------------------------|---|---------------|
| C18
/001 | <u>Apologies for Absence</u>
The above apologies were noted. | ACTION |
| C18
/002 | <u>Declaration of Interests and requests for dispensation</u>
None. | |
| C18
/003 | <u>The minutes of the Full Council meetings held 11th December 2017</u>
It was proposed by Councillor J Burns, seconded by Councillor A Brown that the minutes of the meetings held 11 th December 2017 be adopted as a true record.
RESOLVED | |
| C18
/004 | <u>Matters arising not on the agenda</u>
There were no matters arising not on the agenda. | |

Haverhill Town Council adopted the General Power of Competence on May 18th 2015. All decisions are taken using that power unless otherwise stated.

C18 /005 **Reports from the Police, borough and County Councillors and the PUBLIC FORUM**

- a) The Council considered the January SNT Newsletter, circulated prior to the meeting. It was noted the newsletter predated the two recent street robberies that were of concern. The subject of policing in town was also considered during County and Borough Councillor reports. See appendix 1 for details.
- b) The meeting received reports from County Councillors on issues pertinent to Haverhill. See Appendix 1 for details.
- c) The meeting received reports from Borough Councillors on issues pertinent to Haverhill. See Appendix 1 for details.
- d) Public Forum – See Appendix 1 for details.

C18 /006 **Mayor's Report**
See Appendix 2.

C18 /007 **ONE Haverhill Partnership**
The Clerk reported on the successful hosting of the third Haverhill Apprentice Awards by Sanofi. Not only was this an excellent showcase for the work of the Town Council's Youth Skills Manager, it was also a great PR opportunity for ONE Haverhill Partnership. Two other Business Angels also sponsored awards, helping keep costs down.

C18 /008 **Adoption of Committee Reports**

a) Appeals Committee

The Appeals Committee had not met since the last meeting of Full Council.

b) Finance Committee

The meeting noted that the Finance Committee meeting scheduled for 23rd January was cancelled.

c) Leisure and Community Committee

It was proposed by Councillor A Bramwell, seconded by Councillor A Brown, that the minutes of the meeting held 16th January 2018 be adopted.

RESOLVED

d) Personnel Committee

it was proposed by Councillor P Fox, seconded by Councillor W Yang that the redacted minutes of the Personnel Committee meetings held on 11th December 2017 and 18th January 2018 be adopted

RESOLVED.

e) Planning Committee

It was proposed by Councillor L Smith, seconded by Councillor P Hanlon, that the minutes of the meetings held 12th December 2017, 9th and 23rd January 2018 be adopted.

RESOLVED

f) Appointment to Planning Committee

It was proposed by Councillor M Byrne, seconded by Councillor J Burns, that Councillors A Brown, M Byrne and Q Fox be appointed to the Planning Committee.

RESOLVED

g) Chalkstone Field Community Panel

It was proposed by Councillor M Byrne, seconded by Councillor L Smith, that

Councillors P Hanlon and J Burns be appointed to the Chalkstone Field Community Panel with Councillor A Brown as a substitute and that the Terms of reference as amended be approved.

RESOLVED

**C18
/009**

a) Authorisation of payments

It was proposed by Councillor J Burns, seconded by Councillor M Byrne, that the listed payments totalling £135,107.58 be authorised.

RESOLVED

b) RFO Report to December 31st 2017

The meeting considered the RFO report previously circulated, presenting the financial report and bank reconciliation to 31st December 2018. Councillor Q Fox confirmed that the balances reported matched those on the printed bank statements. It was noted that overall the figures were satisfactory but that within some of the cost centres there were adverse variations due to the purchase of new equipment and an unavoidable overlap of telecoms contracts during the migration to a single provider. These may erode the favourable balances as ongoing costs for the last three months of the year accumulate. Administration was showing a very strong performance because it had not yet been necessary to make balancing grants to the Community Trust as Sole Trustee.

The RFO advised that balances in the day-to-day bank accounts were very low. The emphasis had been on keeping as much funds as possible in interest-bearing accounts so that with careful stewardship the target of £22k interest would be exceeded.

The Chairman thanked the RFO for his report.

**C18
/010**

Budget 2018/19

The Meeting considered the budget recommended by the Finance Committee.

- a) It was proposed by Councillor M Byrne, seconded by Councillor L Smith, that the proposed 2018/19 be adopted.

RESOLVED

	2017/18	2018/19
Income	£ 258,813	£ 305,684.90
Expenditure	£1,171,860	£1,264,626.37
Spending from reserves	£ 022,000	£ <u>34,431.16</u>
Balance	£ 891,047	£ 924,510.31
Precept	£ 901,900	£ 930,972.66
Band D Equivalent	£124.41	£126.90
Increase	10%	2%
General Reserves	£242,000	£249,500

- b) It was proposed by Councillor A Brown, seconded by Councillor M Byrne, that the precept for 2018/19 would be £930,972.66, an increase of 2%, equivalent to £2.49 a year extra on a Band D property.

RESOLVED

- c) It was proposed by Councillor J Burns, seconded by Councillor P Fox, that the Chairman and Clerk sign the precept demand and serve it upon St Edmundsbury Borough Council

RESOLVED

Local Government Finance Act 1992 s41

C18 **Review of Council Policies**

/011 The Meeting reviewed the wording of the following policies:

- a) Equality and Diversity Policy
- b) Health and Safety
- c) Complaints Policy
- d) Recruitment Policy

Subject to a number of minor amendments, it was proposed by Councillor L Smith, seconded by Councillor J Burns, that the above policies be adopted as reviewed.

RESOLVED

In addition, the Council considered the fire evacuation arrangements for the Arts Centre. Whilst noting that the recent evacuation of the building during a panto with a full audience was achieved within 4 minutes, the meeting was concerned that the existing fire detection system was based on broad area 'zone alerts' and could not report exactly which detector had been triggered in an alarm. This meant staff had to manually check the zone in alarm state to find the source of the trigger. The Clerk was asked to obtain quotes for upgrading the system panel to one able to indicate which specific detector had triggered the alarm.

C18 **Urgent Correspondence**

/012 None.

C18 **Date of Next Meeting**

/013 Monday 19th February 2018.

C18 **Exclusion of press and Public**

/014 It was proposed by Councillor P Hanlon, seconded by Councillor Q Fox, 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 – commercial property and personnel matters.

RESOLVED

C18 **Commercial Property Issues**

/015 It was proposed by Councillor Q Fox, seconded by Councillor J Burns, that the following proposals be implemented:

- a) Approval of a budget of not more than £15,000 to prepare topographical drawings, architectural sketches of the Arts Centre and obtain cost estimates.
- b) Approval of a budget of not more than £5,000 for topographical drawings and architectural sketches of Bevan House and obtain cost estimates.
- b) Appointment of Hoopers Architects as architectural consultants to the Town Council.
- c) Appoint of Merrifields as Surveyors to the Town Council.

RESOLVED

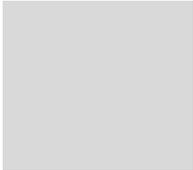
Councillors A Brown, J Burns, P Fox, P Hanlon and L Smith were appointed to form an Arts Centre Development Group to provide oversight to the above activities. This group would also take on the legacy work of the Arts & Leisure Review TAFF, as the strands of that body's work are all in the completion stages and may have overlapping matters with the Arts Centre Development Group.

C18 **Personnel Matters**

/016 The meeting noted the matters pertaining to the redacted sections of the

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Personnel Committee minutes dated 11th December 2017 and 18th January 2018.



C18
/017

Closure

The Chairman declared the meeting closed at 21:32pm.

Signed
Chairman

Date.....