

Haverhill Town Council

Minutes of the Annual Meeting of Haverhill Town Council's

FULL COUNCIL

Held on Tuesday 15th May 2018 at 7.15pm at Haverhill Arts Centre, High Street, Haverhill



HAVERHILL
TOWN COUNCIL

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

Apologies: Councillor J Crooks
Councillor C Turner
Councillor A Williams

Absent: None

In Attendance: Colin Poole (Town Clerk)

74 members of the public were present.

Welcome:

Mayor D Roach welcomed everyone to the meeting, particularly Councillor J Mason and Councillor S Roach, who were newly elected Members.

MINUTES

C18 **Election of New Mayor**
/075 Mayor D Roach asked for nominations for the position of Mayor. It was proposed by Councillor Q Fox, seconded by Councillor B Robbins that Councillor A Brown be elected Mayor of Haverhill Town Council.
RESOLVED

C18 **Mayor's Declaration of Office**
/076 Councillor A Brown signed his declaration of office as Mayor. Councillor D Roach presented the Chain of Office to Mayor Brown. Councillor Roach made a short address thanking the Council and staff for their support and presented gifts of thanks to Mrs Vicky Phillips, Mayoral Secretary; Mr Colin Poole, Town Clerk; Cllr Sue Roach for her support as Consort and Mayor Brown for his previous role as Deputy Mayor. He also announced that cheques will shortly be sent to the Mayoral Charities for his years as Mayor, Reach and the TT Dementia Group.

ACTION

C18 **Vote of Thanks**

/077 Mayor A Brown thanked Councillor Roach for his work as Mayor over the last two years. It was his pleasure to present Councillor Roach with his Past-Mayors' insignia. Councillor Brown also announced that his chosen mayoral charity would be the Joshua Tarrant Trust, a local charity supporting children with brain tumours.

C18 **Election of Deputy Mayor**

/078 Mayor Brown asked for nominations for the position of Deputy Mayor. It was proposed by Councillor P Fox, seconded by Councillor L Smith, that Councillor J Burns be elected Deputy Mayor of Haverhill Town Council.
RESOLVED

C18 **Deputy Mayor's Declaration of Office**

/079 Councillor J Burns signed his declaration of office.
Mayor Brown presented Deputy Mayor Burns with his chain of office.
Deputy Mayor Burns made a short speech of acceptance, committing himself to support both the Mayor and the town as Deputy Mayor.

C18 **Apologies for Absence**

/080 Apologies were noted from Councillor J Crooks, Councillor C Turner and Councillor A Williams.

C18 **Suspension of Standing Order 3e**

/081 It was proposed by Councillor A Brown, seconded by Councillor D Roach, that there be no public forum during this meeting, on the grounds that it directly followed the Town Meeting.
RESOLVED

C18 **Declaration of Interests and requests for dispensation**

/082 None.

C18 **Mayor's Allowance**

/083 It was proposed by Councillor D Roach, seconded by Councillor P Hanlon, that the budget for the Mayor's allowance be £1,500, to be spent in accordance with section 15(5) of the Local Government Act 1972.
RESOLVED

C18 **Standing Committees Terms of Reference**

/084 It was proposed by Councillor Q Fox, seconded by Councillor A Bramwell, that the Terms of Reference (appendix 1) be adopted.
RESOLVED

C18 **Appointments to Standing Committees**

/085

- a) It was proposed by Councillor Q Fox, seconded by Councillor D Roach, that the membership of all committees should be in accordance with the attached tabled (appendix 2).

RESOLVED

C18 **Appointment of Chairs and Vice-Chairs of Standing Committees**

/86

- a) It was proposed by Councillor J Burns, seconded by Councillor Q Fox, that the following appointments for Chairs and Vice Chairs of committees be made:

- a. Planning Committee – Cllr P Hanlon, Cllr Q Fox
- b. Leisure and Community Committee – Cllr J Burns, Cllr P Fox
- c. Personnel Committee – Cllr M Byrne, Cllr C Turner
- d. Appeals Committee – Cllr J Burns, Cllr Q Fox
- e. Arts Centre Development Group – Cllr Burns, P Fox
- f. Volunteering in Haverhill – Cllr P Hanlon, M Byrne

RESOLVED

C18 **Appointment of Finance Committee**

/87

It was proposed by Councillor M Byrne, seconded by Councillor D Roach, that Councillor L Smith and Councillor P Fox be appointed to the Finance Committee and that Councillor A Brown and Councillor J Burns be Chair and Vice-Chair of the Finance Committee respectively.

RESOLVED

C18 **Appointment to Outside Bodies**

/088

- a) It was proposed by Councillor J Burns, seconded by Councillor P Hanlon, that the appointment of representatives of the Town Council on the ONE Haverhill Partnership be deferred in the absence of Councillor A Williams, and considered at the next meeting of the Town Council.

RESOLVED

- b) It was proposed by Councillor Q Fox, seconded by Councillor L Smith, that the following Member be appointed as representative of the Council on the Haverhill Disability Forum: Cllr P Fox.

RESOLVED

- c) It was proposed by Councillor Q Fox, seconded by Councillor L Smith, that the following Members be appointed as representative of the Council on the Youth Advisory Group: Cllr J Burns, Cllr P Fox.

RESOLVED

C18 **Review of Standing Orders and Financial Regulations**

/089

The Clerk advised that the Standing Orders and Financial Regulations remain up to date following their review and adoption in April and March 2018 respectively.

NOTED

C18 **Confirmation of appointment of an Internal Auditor**

/090

It was proposed by Councillor W Yang, seconded by Councillor D Roach that Heelis and Lodge be confirmed as Internal Auditor for 2018/19.

RESOLVED

C18 **Annual Accounts and Return**

/091

- a) Adoption of Annual Accounts 2017/18:
 - i. Income and Expenditure Accounts – It was proposed by Councillor J Burns, seconded by Councillor B Roach that the Income and Expenditure Accounts be adopted.
RESOLVED (appendix 3)
 - ii. Balance Sheet – it was proposed by Councillor J Burns, seconded by Councillor B Roach, that the Balance Sheet be adopted.
RESOLVED (appendix 4)
The Balance sheet was signed by the Mayor and the Responsible Financial Officer.

- b) Approval of the Annual Return:
- i. The meeting noted that the effectiveness of the system of internal control within the Town Council was reviewed on 19th February 2018 and found to be satisfactory.
NOTED
 - ii. It was proposed by Councillor B Roach, seconded by Councillor L Smith, that section 1, the Annual Governance Statement, be approved and signed by the Chairman and Clerk.
RESOLVED
 - iii. The meeting noted that the year-end closedown had been overseen by Rialtas Business Systems and the Annual Accounting Statements signed by the Responsible Financial Officer that all was in good order prior to the preparation of section 2 of the Annual Return.
NOTED
 - iv. It was proposed by Councillor P Hanlon, seconded by Councillor P Fox, that section 2 of the Annual Return, the Accounting Statements, be approved and signed by the Chairman.
RESOLVED
- c) It was proposed by Councillor M Byrne, seconded by Councillor B Robbins, that the Earmarked Reserves at March 31st 2018 be approved
RESOLVED (appendix 5)
- d) It was noted that the Asset Register was approved as an accurate record at the meeting held 26th March 2018.
NOTED (appendix 6)
- e) It was proposed by Councillor M Byrne, seconded by Councillor P Hanlon, that the risk register, which had been updated to include data loss as part of the Council's GDPR compliance work, be approved.
RESOLVED (appendix 7)

C18 **Council Insurances**

/092 It was proposed by Councillor J Burns, seconded by Councillor P Hanlon that the relevant insurances were in place.
RESOLVED

C18 **Update of Register of interests**

/093 The Clerk reminded all Councillors that it was their duty to ensure their Register of Interests were up to date at all times. Members who were double or triple-hatted should note that they have a different entry in the register for each public authority and must update them individually.
NOTED
Councillor J Mason submitted his Register of Interests to the Clerk.

C18 **Civic Protocol Handbook**

/094 It was proposed by Councillor D Roach, seconded by Councillor J Burns, that the Civic Protocol Handbook for the Town Council be approved.
RESOLVED

C18 **Dates and times of meetings of the Council and Committees**

/095 It was proposed by Councillor M Byrne, seconded by Councillor P Hanlon, that the dates and times of meetings be approved.
RESOLVED

- C18 /096** **The minutes of the Full Council meeting held 23rd April 2018**
 It was proposed by Councillor B Robbins, seconded by Councillor P Hanlon, that these be signed as a true record.
RESOLVED
- C18 /097** **Urgent Matters arising not on the agenda**
 None.
- C18 /098** **Adoption of Committee Reports**
- a) Planning Committee**
 It was proposed by Councillor P Hanlon, seconded by Councillor L Smith, that the minutes of the meeting held on 8th May 2018 be adopted.
RESOLVED
- b) Leisure and Community Committee**
 It was proposed by Councillor P Fox, seconded by Councillor W Yang that the minutes of the meeting held on 8th May 2018 be adopted.
RESOLVED.
- C18 /099** **Date of next Meeting:**
 The meeting noted that the next meeting will be held on 18th June 2018.
- C17 /100** **Closure**
 The Chairman declared the meeting closed at 8:25pm.

Signed

Chairman

Date.....

- Appendix 1 – Terms of Reference**
- Appendix 2 – Membership of Committees**
- Appendix 3 – Income and Expenditure Statement**
- Appendix 4 – Balance Sheet**
- Appendix 5 – Earmarked Reserves**
- Appendix 6 – Asset Register**

APPENDIX 1 - Terms of Reference for Committees

Finance Committee

1. Membership: 10 Councillors
2. Composition
Ex-officio Members: Town Mayor
Chairman of leisure and Community Committee
Chairman of Planning Committee
Chairman of Personnel Committee
Chairman of Appeals Committee
General Membership: Other elected members as appointed by the Council.
Attendees: Town Clerk/Responsible Financial Officer
Finance Administrator
Other officers as the Committee requires from time to time
2. Quorum: 3 Councillors
3. Frequency of Meetings: Quarterly meetings will normally be held.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Receive reports from the RFO & Finance Administrator confirming overall receipts and expenditure are broadly in line with budgetary limits, or that sound reasons exist when variations occur;
 - b) Review current bank balances and check reconciliation
 - c) Review Investments.
 - d) Recommend budget to Council;
 - e) Review policies and procedures as necessary for good financial management.
 - f) Review the Council's Risks and recommend changes to the Council.
5. Delegated powers: The Committee may
 - a) Authorise expenditure within budget;
 - b) Authorise transfer of budgeted sums to Reserve Funds;
 - c) Authorise virements from heads of account where savings have been made;
 - d) Vary Insurance cover as necessary.
 - e) Approve submissions to Grant-making Bodies
 - f) Set up sub-committees and working groups
6. The Committee shall appoint from the Committee members to such working groups as they see fit.

Leisure & Community Committee

1. Membership: 9 Councillors plus Mayor
2. Composition
Ex-officio Members: Town Mayor
General Membership: Other elected members as appointed by the Council.

Attendees: Town Clerk
Arts & Leisure Manager
Other officers as the Committee requires from time to time
2. Quorum: 3 Councillors
3. Frequency of Meetings: Bi-Monthly meetings will normally be held.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Comment on environmental, highways or "Town image" issues.
 - b) Prepare an annual budget for approval by the Finance Committee.
 - c) Review expenditure against budget.
 - d) Prepare and review annually a 5 Year Programme of Community Enhancement.
 - e) Review Town Council's Support for the Community.
 - f) Prepare and recommend to Full Council annually a revised 5 Year Business Plan for the Arts Centre
 - g) Review progress against Arts Centre Business Plan proposals
 - h) Receive reports from Arts Centre User Panels
 - i) Review the Town Council's Leisure Policy
 - j) Review Town Marketing and Publicity.
 - k) Prepare bids for Capital expenditure
 - l) Prepare an annual estimate of expenditure for approval by Finance Committee
5. Delegated powers: The Committee may
 - a) Authorise expenditure within budget, the following matters: -
 - i. Arts Centre activity
 - ii. Leisure and Arts provision within the town
 - iii. Haverhill Festivals
 - iv. Community facilities
 - v. Approve submissions to Grant-making Bodies
 - vi. Set up sub-committees and working groups
 - b) Approve or refuse grant applications subject to sufficient funds being available within the grants budget.
6. The Committee shall appoint from the Committee members to such working groups as they see fit.

Personnel Committee

1. Membership: 5 Councillors plus Mayor
2. Composition
Ex-officio Members: Town Mayor
General Membership: Other elected members as appointed by the Council, who are not members of the Appeals Committee.

Attendees: Town Clerk
Other officers as the Committee requires from time to time
2. Quorum: 3 Councillors
3. Frequency of Meetings: Quarterly meetings will normally be held.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Review staff terms and conditions.
 - b) Receive staff grievances that have not been resolved via Line Managers.
 - c) Review the Council's Health & Safety Policies.
 - d) Review the Council's Staff Development Policies.
 - e) Recommend to the Finance Committee changes in staffing and staffing structures.
 - f) Recommend staffing structures to Finance Committee
 - g) Prepare estimates for training and development, recruitment, welfare, and health and safety for approval by Finance Committee.
5. Delegated powers: The Committee may
 - a) Appoint staff graded SCP30 and above.
6. The Committee shall appoint from the Committee members to such working groups as they see fit.

Appeals Committee

1. Membership: 5 Councillors
2. Composition
General Membership: Elected members as appointed by the Council, who are not members of the Personnel Committee.

Attendees: Town Clerk
Other officers as the Committee requires from time to time
2. Quorum: 3 Councillors
3. Frequency of Meetings: One annual meeting will normally be held.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Review and determine staff appeals
5. The Committee shall appoint from the Committee members to such working groups as they see fit.

Planning Committee

1. Membership: 8 Councillors
2. Composition
General Membership: Elected members as appointed by the Council.
Attendees: Assistant Town Clerk
Other officers as the Committee requires from time to time
2. Quorum: 3 Councillors
3. Frequency of Meetings: Meetings will normally be held every three weeks.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Consider matters relating to development within Haverhill and the surrounding area
5. Delegated powers: The Committee may
 - a) Determine responses to planning applications
 - b) Determine responses to consultations on planning matters
6. The Committee shall appoint from the Committee members to such working groups as they see fit.

Arts Centre Development Group

1. Membership: 4 Councillors
2. Composition
General Membership: Other elected members as appointed by the Council.
Representatives of the voluntary and community sector.
Attendees: Town Clerk
Art & Leisure Manager
Marketing Manager
Other officers as the Committee requires from time to time
2. Quorum: 2 Councillors + 1 officer
3. Frequency of Meetings: TBA.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - a) Provide democratic oversight for the development of the Bevan House site and extension to the Haverhill Arts Centre
 - b) Provide the Full Council with a report including any recommendations for action by the Town Council.
5. Delegated powers: The Committee may
 - c) Appoint non-councillors to its membership

Volunteering In Haverhill Working Group

1. Membership: 4 Councillors
2. Composition
General Membership: Other elected members as appointed by the Council.
Representatives of the voluntary and community sector.

Attendees: Town Clerk
Other officers as the Committee requires from time to time
2. Quorum: 2 Councillors + 1 officer
3. Frequency of Meetings: TBA.
Additional meetings may be called.
4. Summary of Purpose: The Committee shall
 - c) Consider matters relating to the vitality of the voluntary and community sector in Haverhill
 - d) Provide the Full Council with a report including any recommendations for action by the Town Council.
5. Delegated powers: The Committee may
 - d) Appoint non-councillors to its membership

Delegated Authority to the Town Clerk/Responsible Financial Officer

Delegated powers: The Town Clerk may

Appoint staff up to SCP29

Spend to the limits of expenditure relating to identified budgetary headings, in accordance with limits set by the Financial Regulations

Sign orders, contracts and rental agreements on behalf of the Council

Effect all insurances as required by the Council.

Carry out all other tasks as set out in their job description.

APPENDIX 2 – Membership of Committees

Finance Committee 10

Name
Town Mayor – Cllr A Brown (Chair)
Chair of Leisure – Cllr J Burns (Vice Chair)
Chair of Planning – Cllr P Hanlon
Chair of Personnel – Cllr M Byrne
Chair of Appeals – N/A
Cllr A Bramwell
Cllr P Fox
Cllr Q Fox
Cllr B Robbins
Cllr L Smith
Cllr C Turner

Leisure & Community Committee 9+Mayor

Name
Town Mayor – Cllr A Brown
Cllr J Burns (Chair)
Cllr P Fox (Vice Chair)
Cllr P Hanlon
Cllr J Mason
Cllr S Roach
Cllr B Robbins
Cllr L Smith
Cllr A Williams
Cllr W Yang

Personnel Committee 5+Mayor

Name
Town Mayor – Cllr A Brown
Cllr M Byrne (Chair)
Cllr C Turner (Vice-Chair)
Cllr A Bramwell
Cllr P Fox
Cllr B Robbins

Appeals Committee 5

Name
Cllr J Burns (Chair)
Cllr Q Fox (Vice-Chair)
Cllr J Crooks
Cllr W Yang
Cllr D Roach

Planning Committee 8

Name
Cllr P Hanlon (Chair)
Cllr Q Fox (Vice Chair)
Cllr A Brown
Cllr M Byrne
Cllr J Crooks
Cllr B Robbins
Cllr L Smith
Cllr A Williams

Art Centre Development Group 4

Name
Cllr J Burns (Chair)
Cllr M Byrne
Cllr P Fox
Cllr D Roach

Volunteering in Haverhill Working Group 4

Name
Cllr M Byrne
Cllr P Hanlon
Cllr J Mason
Cllr B Robbins

Appendix 3 – Income and Expenditure

Haverhill Town Council

Income and Expenditure Account for Year Ended 31st March 2018

31st March 2017			31st March 2018	
Operating Income				
£	682,663	Central Administration	£	689,919
£	7,200	Democracy	£	7,443
£	427	Mayor's Charity	£	1,054
£	116,144	Art & Leisure	£	136,484
£	564,211	Arts Centre	£	596,701
£	86,175	Community	£	87,159
£	18,184	Handyman	£	18,809
£	0	One Haverhill	£	7,122
£	12,000	Youth Co-ordinator	£	33,707
£	4,096	Bevan House	£	5,298
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£	1,491,099	Total Income	£	1,583,695
Running Costs				
£	709,100	Administration	£	647,897
£	6,206	Democracy	£	2,988
£	325	Mayor's Charity	£	79
£	117,989	Arts & Leisure	£	111,012
£	550,720	Arts Centre	£	585,674
£	71,002	Community	£	87,127
£	19,868	Handyman	£	17,956
£	29,511	One Haverhill	£	18,426
£	38,584	Youth Co-ordinator	£	44,813
£	7,205	Bevan House	£	7,937
£	12,838	From Earmarked Reserves	£	31,963
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£	1,563,347	Total Expenditure	£	1,555,872
General Fund Analysis				
-£	223,865	Opening Balance	-£	276,899
£	1,491,099	Plus: Income for Year	£	1,583,695
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£	1,267,234		£	1,306,796
£	1,563,347	Less: Expenditure for Year	£	1,555,872
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-£	296,113		-£	249,075
-£	19,214	Transfers TO/FROM Reserves	-£	35,819
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-£	276,899	Closing Balance	-£	213,256

Appendix 4 – Balance Sheet

Haverhill Town Council

Balance Sheet as at 31st March 2017

31st March 2017		31st March 2018
	Fixed Assets	
208,019	Physical Assets	209,474
500,000	CCLA Property Fund Units	500,000
708,019		709,474
	Current Assets	
40,070	Sales Ledger	21,696
5,369	Accrued Income	4,989
10,883	Prepayments	12,269
190,460	Lloyds Combine Curr & 30 day	134,414
0	Scottish Widows	0
603,445	Lloyds Treasury	776,230
2,092	Cardnet Account	7,198
0	One Haverhill Partnership	5,684
9	Petty Cash	7
852,328		962,487
1,560,347	Total Assets	1,671,961
	Current Liabilities	
21,974	Purchase Ledger	96,342
147	HCT Current Account	-3,536
11,572	VAT Control	-8,065
17,516	Accruals	15,816
9,245	PAYE/NI Control	9,019
9,124	Pension Control	8,852
14	Unison	14
-116	Wages Control	-167
20,312	Receipts in Advance	33,994
0	Grants in Advance	19,640
731	Gift Vouchers Issued	945
12	Bar Vouchers	12
90,532		172,868
761,796	Current Assets Less Current Liabilities	789,619
1,469,815	Total Assets less Total Liabilities	1,499,093
	Represented By	
- 276,899	General Reserves	- 213,257
1,038,695	Earmarked Reserves	1,002,876
708,019	Fixed Assets	709,474
1,469,815		1,499,093

