

Haverhill Town Council



HAVERHILL
TOWN COUNCIL

Minutes of the Annual Meeting of Haverhill Town Council's

FULL COUNCIL

Held on Tuesday 14th May 2019 at 7.15pm at Haverhill Arts Centre, High Street, Haverhill

Present: Mayor Councillor J Burns
Deputy Mayor Councillor L Smith
Councillor A Brown Councillor E McManus
Councillor J Crooks Councillor M Marks
Councillor B Davidson Councillor J Mason
Councillor P Firman Councillor L Miller-Jones
Councillor P Hanlon Councillor D Roach
Councillor Luccarini Councillor D Smith
Councillor A Stinchcombe

Apologies: Councillor P Fox

Absent: None

In Attendance: Colin Poole (Town Clerk)

33 members of the public were present.

Welcome:

Mayor A Brown welcomed everyone to the meeting.

MINUTES

C19 **Election of New Mayor**

/066 Mayor A Brown asked for nominations for the position of Mayor. It was proposed by Councillor P Hanlon, seconded by Councillor J Mason that Councillor J Burns be elected Mayor of Haverhill Town Council.

RESOLVED

C19 **Mayor's Declaration of Office**

/067 Councillor J Burns signed his declaration of office as Mayor. Councillor A Brown presented the Chain of Office to Mayor Burns. Councillor Brown 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 and Mrs A Brown for her support as Consort.

C19 **Vote of Thanks**

/068 Mayor J Burns thanked Councillor Brown for his work as Mayor over the last year. It was his pleasure to present Councillor Brown with his Past-Mayors' insignia.

ACTION

- C19** **Election of Deputy Mayor**
/069 Mayor Burns asked for nominations for the position of Deputy Mayor. It was proposed by Councillor A Brown, seconded by Councillor A Stinchcombe, that Councillor L Smith be elected Deputy Mayor of Haverhill Town Council.
RESOLVED
- C19** **Deputy Mayor's Declaration of Office**
/070 Councillor L Smith signed his declaration of office.
Mayor Burns presented Deputy Mayor Smith with her chain of office.
- C19** **Apologies for Absence**
/071 Councillor P Fox.
- C19** **Suspension of Standing Order 3e**
/072 It was proposed by Councillor J Burns, seconded by Councillor M Marks, that there be no public forum during this meeting, on the grounds that it directly followed the Town Meeting.
RESOLVED
- C19** **Declaration of Interests and requests for dispensation**
/073 None.
- C19** **Mayor's Allowance**
/074 It was proposed by Councillor A Brown, 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
- C19** **Standing Committees Terms of Reference**
/075 It was proposed by Councillor M Marks, seconded by Councillor E McManus, that the Terms of Reference (appendix 1) be adopted.
RESOLVED
- C19** **Appointments to Standing Committees**
/076 a) It was proposed by Councillor J Mason, seconded by Councillor L Miller-Jones, that the membership of all committees should be in accordance with the attached tabled (appendix 2).
RESOLVED
- C19** **Appointment of Chairs and Vice-Chairs of Standing Committees**
/77 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 A Brown
 b. Leisure and Community Committee – Cllr J Burns, Cllr P Fox
 c. Personnel Committee – Cllr J Burns, Vacant
 d. Appeals Committee – Cllr D Roach, Vacant
 e. Arts Centre Development Group – Cllr Burns, P Fox
And that any vacancies be filled by nominations from the first meetings of said committees
RESOLVED

C19 **Appointment of Finance Committee**

/78

- a) It was proposed by Councillor P Hanlon, seconded by Councillor D Roach, that Councillor B Davidson and Councillor P Fox be appointed to the Finance Committee and that Councillor J Burns be Chair of the Finance Committee.

RESOLVED

- b) It was proposed by Councillor D Roach, seconded by Councillor M Marks, that the appointment of a Vice-Chair be deferred to the first meeting of the Committee.

RESOLVED

C19 **Appointment to Outside Bodies**

/079

- a) It was proposed by Councillor J Burns, seconded by Councillor M Marks, that the appointment of representatives of the Town Council on the ONE Haverhill Partnership be deferred until the District has appointed its representative (as all ten District Councillors are also Town Councillors) and considered at the next meeting of the Town Council. The existing three appointed members will represent the Town Council at the June Board meeting as this predates the next Full Council meeting.

RESOLVED

- b) It was proposed by Councillor P Hanlon, 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 P Hanlon, seconded by Councillor E McManus, that the following Members be appointed as representative of the Council on the Youth Advisory Group: Cllr J Burns, Cllr L Miller-Jones.

RESOLVED

C19 **Review of Standing Orders and Financial Regulations**

/080

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

NOTED

C19 **Confirmation of appointment of an Internal Auditor**

/081

It was proposed by Councillor E McManus, seconded by Councillor D Smith that Heelis and Lodge be confirmed as Internal Auditor for 2019/20.

RESOLVED

C19 **Responsible Financial Officer**

/082

It was proposed by Councillor M Marks, seconded by Councillor A Brown that it be noted the Town Clerk was appointed 3rd June 2014 as Responsible Financial Officer for the Town Council, as part of his contract of employment

NOTED

C19 **Annual Accounts and Return**

/083

- a) Adoption of Annual Accounts 2018/19:
- i. Income and Expenditure Accounts (appendix 3)
 - ii. Balance Sheet (appendix 4)

it was proposed by Councillor D Roach, seconded by Councillor A Stinchcombe, that the Annual Accounts be adopted.

RESOLVED

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 has been reviewed within the year and found to be satisfactory.

NOTED

- ii. It was proposed by Councillor E McManus, seconded by Councillor A Brown, 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 L Smith, seconded by Councillor P Hanlon, that section 2 of the Annual Return, the Accounting Statements, be approved and signed by the Chairman.

RESOLVED

- c) It was proposed by Councillor D Roach, seconded by Councillor M Marks, that the Earmarked Reserves at March 31st 2019 be approved

RESOLVED (appendix 5)

- d) It was proposed by Councillor P Hanlon, seconded by Councillor A Brown, that the Asset Register be approved as an accurate record.

RESOLVED (appendix 6)

- e) It was proposed by Councillor A Luccarini, seconded by Councillor B Davidson, that the risk register be approved.

RESOLVED (appendix 7)

C19 **Council Insurances**

/084 It was proposed by Councillor P Firman, seconded by Councillor D Roach that the relevant insurances were in place.

RESOLVED

C19 **General Power of Competence**

/085 It was proposed by Councillor P Hanlon, seconded by Councillor M Marks, that under Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Haverhill Town Council is eligible to use the General Power of Competence, noting that:

- a. The number of members of the council that have been declared to be elected at the ordinary elections is greater than two-thirds of the total number of members of the council and
- b. The clerk to the parish council holds the Certificate in Local Council Administration and has undertaken the relevant training in accordance with the national training strategy for parish councils.

RESOLVED

C19 **Dates and times of meetings of the Council and Committees**

/086 It was proposed by Councillor L Smith, seconded by Councillor J Mason, that the dates and times of meetings be approved.

RESOLVED

- C19 /087** **The minutes of the Full Council meeting held 30th April 2019**
It was proposed by Councillor E McManus, seconded by Councillor D Roach, that these be signed as a true record.
RESOLVED
- C19 /088** **Report on any actions arising, not on the agenda**
None.
- C19 /089** **Date of next Meeting:**
The meeting noted that the next meeting will be held on 18th June 2019.
- C19 /090** **Closure**
The Chairman declared the meeting closed at 7:57pm.

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

APPENDIX 2 – Membership of Committees

Finance Committee 10

Name
Town Mayor – Cllr J Burns (Chair)
Chair of Leisure – N/A
Chair of Planning – Cllr P Hanlon
Chair of Personnel – N/A
Chair of Appeals – Cllr D Roach
Cllr B Davidson
Cllr P Fox
Vacant
Vacant
Vacant
Vacant

Leisure & Community Committee 9+Mayor

Name
Town Mayor – N/A
Cllr J Burns (Chair)
Cllr P Fox (Vice Chair)
Cllr A Brown
Cllr M Marks
Cllr J Mason
Cllr D Smith
Cllr L Smith
Cllr D Roach
Cllr P Firman

Personnel Committee 5+Mayor

Name
Town Mayor – Cllr J Burns (Chair)
Cllr P Fox
Cllr E McManus
Cllr L Miller-Jones
Cllr L Smith
Cllr A Stinchcombe

Appeals Committee 5

Name
Cllr D Roach (Chair)
Cllr J Crooks
Cllr B Davidson
Cllr A Luccarini
Vacant

Planning Committee 8

Name
Cllr P Hanlon (Chair)
Cllr A Brown (Vice Chair)
Cllr J Crooks
Cllr A Luccarini
Cllr D Smith
Cllr L Smith
Cllr A Stinchcombe
Vacant

Art Centre Development Group 4

Name
Cllr J Burns (Chair)
Cllr P Fox
Cllr J Mason
Cllr D Roach

Appendix 3 – Income and Expenditure

Haverhill Town Council

Income and Expenditure Account for Year Ended 31st March 2019

31st March 2018		31st March 2019
	Operating Income	
£ 689,919	Central Administration	£ 716,350
£ 7,443	Democracy	£ 7,863
£ 1,054	Mayor's Charity	£ 3,777
£ 136,484	Art & Leisure	£ 130,179
£ 596,701	Arts Centre	£ 601,340
£ 87,159	Community	£ 153,626
£ 18,809	Handyman	£ 27,948
£ 7,122	One Haverhill	£ 16,700
£ 33,707	Youth Co-ordinator	£ 44,552
£ 5,298	Bevan House	£ 4,569
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£ 1,583,695	Total Income	£ 1,706,904
	Running Costs	
£ 647,897	Administration	£ 650,756
£ 2,988	Democracy	£ 11,002
£ 79	Mayor's Charity	£ 1,600
£ 111,012	Arts & Leisure	£ 123,364
£ 585,674	Arts Centre	£ 605,821
£ 87,127	Community	£ 203,540
£ 17,956	Handyman	£ 14,368
£ 18,426	One Haverhill	£ 10,492
£ 44,813	Youth Co-ordinator	£ 55,375
£ 7,937	Bevan House	£ 7,933
£ 31,963	From Earmarked Reserves	£ 57,279
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£ 1,555,872	Total Expenditure	£ 1,741,530
	General Fund Analysis	
-£ 276,899	Opening Balance	-£ 213,256
£ 1,583,695	Plus: Income for Year	£ 1,706,904
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£ 1,306,796		£ 1,493,648
£ 1,555,872	Less: Expenditure for Year	£ 1,741,530
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-£ 249,075		-£ 247,882
-£ 35,819	Transfers TO/FROM Reserves	-£ 64,016
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-£ 213,256	Closing Balance	-£ 183,866

Appendix 4 – Balance Sheet

Haverhill Town Council

Balance Sheet as at 31st March 2019

31st March 2018		31st March 2019
	Fixed Assets	
209,474	Physical Assets	209,474
500,000	CCLA Property Fund Units	500,000
709,474		709,474
	Current Assets	
21,696	Sales Ledger	22,686
4,989	Accrued Income	5,369
12,269	Prepayments	16,597
134,414	Lloyds Combine Curr & 30 day	189,261
776,230	Lloyds Treasury	701,647
7,198	Cardnet Account	3,109
5,684	One Haverhill Partnership	18,904
7	Petty Cash	18
962,487		957,591
1,671,961	Total Assets	1,667,065
	Current Liabilities	
96,342	Purchase Ledger	100,108
0	Year-End BACS not paid	21,571
-3,536	HCT Current Account	-6,650
-8,065	VAT Control	-20,111
15,816	Accruals	11,108
9,019	PAYE/NI Control	10,346
8,852	Pension Control	9,768
14	Unison	14
-167	Wages Control	0
33,994	Receipts in Advance	35,056
19,640	Grants in Advance	40,000
945	Gift Vouchers Issued	1,377
12	Bar Vouchers	12
172,868		202,599
789,619	Current Assets Less Current Liabilities	754,992
1,499,093	Total Assets less Total Liabilities	1,464,466
	Represented By	
- 213,257	General Reserves	- 183,866
1,002,876	Earmarked Reserves	938,858
709,474	Fixed Assets	709,474
1,499,093		1,464,466

