

Haverhill Town Council

Minutes of the Annual Meeting of Haverhill Town Council's

FULL COUNCIL

Held on remotely on Tuesday 4th May 2021 at 7.15pm under regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020



HAVERHILL
TOWN COUNCIL

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

Apologies: Councillor L Miller-Jones

Absent: None

In Attendance: Colin Poole (Town Clerk)
Alisha Jenkins (Office Administrator)

1 member of the public were present.

Welcome:

Mayor J Burns welcomed everyone to the meeting.

MINUTES

C21 Election of New Mayor

/065 Mayor J Burns asked for nominations for the position of Mayor. It was proposed by Councillor P Hanlon, seconded by Councillor J Mason that Councillor L Smith be elected Mayor of Haverhill Town Council.

RESOLVED

C21 Mayor's Declaration of Office and Acceptance Speech

/066 a. Declaration of Office:

Councillor L Smith signed her declaration of office as Mayor. Councillor J Burns to confirm a date and time to drop off the Chain of Office to Mayor L Smith. An event is being planned later in the year to have a more formal handover.

ACTION

Cllr JB

b. Acceptance Speech:

Mayor L Smith thanked fellow councillors for putting their faith in her and bestowing her with the immense privilege of representing Haverhill as the town's mayor for the coming year. This town gave her and her family a great welcome many years ago when they arrived here and she is sure that the same welcome will be extended to all new arrivals as the town expands in the coming years. It has been a tough year for all of us, but the community spirit shown by residents which Councillor J Burns spoke about in his mayoral report earlier, and the hard work put in by Town Councillors and Officers, gives Mayor Smith the confidence that we can all work together to make this town an even better place to live, and work, and play for the benefit of all as we emerge from this virus. As a town council at times, we can have a difference in opinions, but you can be certain that we will have the best interest of the town at our hearts and do everything in our power to ensure that we continue to advance to that common goal.

Mayor Smith looks forward to promoting our wonderful town when the opportunity arises, meeting other dignitaries from across the county where the opportunity presents itself, because we have much of which to be proud. Haverhill cannot exist in isolation, and it is important that we hold out the hand of friendship to our neighbours.

C21
/067

Vote of Thanks

a. Vote of Thanks:

Mayor L Smith proposed, and Councillor T Brown seconded a vote of thanks to the previous mayor Councillor J Burns.

RESOLVED.

b. Address by the retiring Mayor:

Councillor Burns congratulated Councillor Liz Smith on her election to the wonderful position of Mayor of this great town for the coming year and thanked her for supporting over the past two years. He wished her a successful period in office as the year goes on, as we emerge from lockdown, ably supported by her consort and husband, Councillor Dave Smith.

Councillor Burns sincerely thanked all Councillors who elected him as Mayor in May 2019.

"I certainly did not expect to continue beyond a one-year stint but who would have thought we would have had the last year to deal with. The 1st year was brilliant with visits to other towns, meeting many people and sticking up for our town but especially attending events here in Haverhill. I suspect the best part for me was the Freedom Parade in Oct 2019 which I look back on with great pride despite getting a tad wet in the morning setting up.

"The last year really has been more of a non-event other than helping to organise and attend the VE, VJ and Remembrance Day events which unfortunately ended up being a fraction of what we had planned. But meeting the late Ron Mayes in 2019 and going to Ipswich last year to represent the late Ernie Brett was certainly a highlight. Sadly, I represented the town at Ernie's funeral recently.

“Let us hope that the coming year brings more cheer for everybody and I, for one, will be ready and willing to help our new Mayor as and when needed.

Thank you to our Town Clerk and Assistant Town Clerk for your continued support and I hope I have not been too much of a pain. To all the other Town Council staff, I thank them for their cooperation and willingness to sometimes listen to what I said. And to my fellow Councillors, I thank you again for making my time as Mayor enjoyable and something to look back on with pride and fondness in my dotage. Thank you.”

C21 **Election of Deputy Mayor**

/068 Mayor L Smith asked for nominations for the position of Deputy Mayor. It was proposed by Councillor M Marks, seconded by Councillor D Roach, that Councillor E McManus be elected Deputy Mayor of Haverhill Town Council.
RESOLVED

C21 **Deputy Mayor’s Declaration of Office**

- /069**
- a. Declaration of Office:
Councillor E McManus signed her declaration of office as Deputy Mayor.

 - b. Acceptance Speech:
Mayor E McManus thanked fellow councillors for their support in this role and promised to support our new Mayor Councillor L Smith to the best of her ability and offered her congratulations.

C21 **Apologies for Absence**

/070 Apologies were noted from Councillor L Miller-Jones.

C21 **Suspension of Standing Order 3e**

/071 It was proposed by Councillor L Smith, seconded by Councillor A Stinchcombe, that there be no public forum during this meeting, on the grounds that it directly followed the Annual Town Meeting.
RESOLVED

C21 **Declaration of Interests and requests for dispensation**

/072 None.

C21 **Mayor’s Allowance**

/073 It was proposed by Councillor J Burns, seconded by Councillor M Marks, 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

C21 **Standing Committees Terms of Reference**

/074 It was proposed by Councillor E McManus, seconded by Councillor P Hanlon, that the Terms of Reference (appendix 1) be adopted.
RESOLVED

C21 **To consider the appointment of any new Committee.**

/075 To note that there are no new committees to be appointed.
NOTED.

- C21 /076** **Membership of Committees**
It was proposed by Councillor J Mason and seconded by Councillor D Smith that membership of Committees be deferred and considered at the next meeting of the Town Council.
RESOLVED.
- C21 /077** **Appointment of Chairs and Vice-Chairs of Committees**
It was proposed by Councillor M Marks and seconded by Councillor J Burns that the Chairs and Vice-Chairs of Committees be deferred and considered at the next meeting of the Town Council.
RESOLVED.
- C21 /078** **To Appoint the Finance Committee**
a) To appoint a Chair of the Finance Committee:
It was proposed by Mayor L Smith and seconded by Councillor P Fox that Councillor J Burns be appointed the Chair of the Finance Committee.
RESOLVED.
b) To appoint a Vice-Chair of the Finance Committee:
It was proposed by Councillor D Smith and seconded by Councillor J Burns that Mayor L Smith be appointed the Vice-Chair of the Finance Committee.
RESOLVED.
- C21 /079** **Appointment to Outside Bodies**
a) ONE Haverhill Partnership – Mayor, Clerk and 3 other Councillors:
It was proposed by Mayor L Smith, seconded by Councillor P Fox, that the appointment of representatives of the Town Council on the ONE Haverhill Partnership be deferred until Suffolk County Council have nominated their representatives, and considered at the next meeting of the Town Council.
RESOLVED
b) Haverhill Disability Forum:
It was proposed by Councillor J Burns, seconded by Councillor P Hanlon, that the following Member be appointed as representative of the Council on the Haverhill Disability Forum: Cllr P Fox.
RESOLVED
c) Youth Advisory Group:
It was proposed by Councillor E McManus, seconded by Councillor P Hanlon, that the following Members be appointed as representative of the Council on the Youth Advisory Group: Councillor J Burns, Councillor P Fox.
RESOLVED
- C21 /080** **Review of Standing Orders and Financial Regulations**
The Mayor advised that the Standing Orders and Financial Regulations remain up to date following their review and adoption in May 2020, respectively.
NOTED
- C21 /081** **Confirmation of appointment of an Internal Auditor**
It was proposed by Mayor L Smith, seconded by Councillor J Burns that Heelis and Lodge be confirmed as Internal Auditor for 2021/22.
RESOLVED

C21 /082 **Town Clerk is appointed Responsible Financial Officer for the Council**
It was proposed by Mayor L Smith and seconded by Councillor M Marks to note that the Town Clerk was appointed 3rd June 2014 as Responsible Financial Officer for the Council as part of his contract of employment.
RESOLVED

C21 /083 **The minutes of the Full Council meeting held 26th April 2021**
It was proposed by Councillor A Luccarini, seconded by Councillor J Burns, that these be signed as a true record.
RESOLVED

C21 /084 **Formation of Working Parties**
To approve the formation of working parties to meet remotely:
a) To approve the setting up of the following working parties:
i. Planning Working Party:
ii. Leisure and Community Working Party
iii. Personnel Working Party
iv. Appeals Working Party
v. Energy & Sustainability Working Party
b) To approve memberships of these working parties will be the same as the existing committees of the same name:
c) To approve that the Terms of Reference for these working parties will be the same as the committees of the same name, save for any delegated powers, which are excluded. Working Parties will have the power to recommend actions. It is noted that the Planning Working Party will make recommendations to the Planning Committee Clerk and Chair, who will use their existing delegated powers to respond accordingly to consultations.
d) These working parties will be reviewed at each full council meeting and will be disbanded if the council determines it is practical for committees to meet.

It was proposed by Councillor J Burns and seconded by Councillor P Hanlon to accept the above proposals excluding the additional Full Council Working Party.

Unanimously RESOLVED.

It was proposed by Councillor D Smith and seconded by Councillor P Hanlon that a Full Council Working Party be established.

6 members voted for and 7 members voted against. LOST.

C21 /085 **Date of next Meeting:**
The meeting noted that the next meeting will be held on 28th June 2021.

C21 /086 **Closure**
The Mayor declared the meeting closed at 8:03pm.

Signed
Chairman

Date.....

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.