

**LEISURE & COMMUNITY COMMITTEE**

**Tuesday 15 January 2013 at 7.02pm in The Studio, Haverhill Arts Centre,  
High Street, Haverhill**

**Present:**                      **Chair: Town Councillor: G Stroud**  
**Town Councillors: M Byrne, E Goody, P Hanlon  
and B Hawes**

**No members of the public were present.**

**MINUTES****ACTION**

1. **Apologies for Absence**  
Apologies for absence had been received from Cllrs Ager, Carr and Russo.
2. **Declarations of Interest**  
No councillors declared an interest in matters on the agenda.
3. **Minutes of the Last Meeting**  
The minutes of the meeting held on 13 November 2012 were agreed as a true record.
4. **Matters Arising**  
The Town Clerk reported that Warren Smyth was unable to attend, but had promised attendance at the next meeting to discuss Olympic/Paralympic legacy.  
  
He further reported that Caroline Maclean had been invited to attend Full Council on 29 January 2013.  
  
The Town Clerk gave information on the carnival in Saffron Walden and confirmed that thirteen businesses had been approached to ascertain their support or otherwise for a Haverhill Carnival. The Town Clerk agreed to facilitate a meeting between Cllr Hawes and representatives of the Lions and Rotary Clubs.
5. **For Members with Prejudicial Interests and/or Members of the Public to Speak on Matters on the Agenda**  
No members with prejudicial interests or members of the public spoke on matters on the agenda.

**TOWN CLERK**

6. **To Determine Current Grant Applications**  
The Committee agreed the following grant applications:

<b><i>Organisation Name</i></b>	<b><i>Amount Requested</i></b>	<b><i>Amount Awarded</i></b>
Clements Community Primary School	<b>£400.00</b>	<b>No award</b>
Friends of East Town Park	<b>£400.00</b>	<b>Insufficient detail - further information requested</b>
Haverhill Blackjacks Baseball Club	<b>£200.00</b>	<b>£200, subject to the club being based in Haverhill and evidence of a bank account</b>

Haverhill Silver Band	<b>£400.00</b>	<b>Defer – invite to next meeting</b>
Haverhill Silver Band (Youth & Community Section)	<b>£300.00</b>	<b>Defer – invite to next meeting</b>
Haverhill Tennis Club	<b>£429.98</b>	<b>£400</b>
MAGPAS – The Emergency Medical Charity	<b>No figure specified</b>	<b>£500</b>
Suffolk Accident Rescue Service (SARS)	<b>£250.00</b>	<b>£250</b>

Councillors agreed that all reply letters should include information about the ONE Haverhill Community Grants Scheme.

**7. To Receive a Report on Recent and Future Activities**

Nick Keeble, Arts and Leisure Manager, gave a verbal report on recent activities, including the successful Winter in Haverhill programme. Family Christmas Night had been a well-attended event, although the number of stalls had reduced this year due to the adverse weather conditions. Both the firework display and the ice skating had been very well attended and feedback had been exceptionally positive. The pantomime Dick Whittington had attracted 94% attendances, suggesting scope for expansion next year.

In respect of future activities, Nick gave further information about the Haverhill Flag Festival. The workshops and timings had been planned, and there was a hope that a community event could be included in the Festival.

The latest Arts Centre programme had been generally popular, with most events performing well, and some less so. The digital cinema projector had been installed, and a week of free films would be offered in January to enable 'live' testing of the equipment. The Mayor and Chair of the Leisure & Community Committee would be invited to formally unveil the new projector at a suitable date to be agreed. Alternative content such as ballet and opera would be available as a result of the new installation.

Nick reported that a new reception desk had been installed at the Arts Centre, and that comments had been entirely positive so far.

Cllr Hawes suggested that the Family Christmas Night should include a market and funfair. It was not a night for retailers. Cllr Hanlon agreed. Cllr Byrne suggested approaching shops to ask what they would like to see in terms of an event or activities, and the Town Clerk agreed to take this forward.

The Chair thanked Nick for his report.

**8. Olympic/Paralympic Recognition**

The Town Clerk was asked to approach Abbeycroft to suggest renaming part of their facility to reflect local success at London 2012.

Councillors agreed proposals to recognise Caroline Maclean's contribution, to be considered at the Full Council meeting on 29 January 2013.

**9. To Agree The Draft Committee Budget for 2013/2014**

Councillors agreed the draft committee budgets for 2013/14 (attached).

**10. Town Council Grants Scheme**

TOWN CLERK

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Councillors agreed the following changes in respect of the grants scheme, effective from April 2013:

- To increase the grant limits as follows:

<b>Type of Grant</b>	<b>Agreed Limit</b>
Start-up Grants	£250
Sporting Grants	£400
General Equipment	£400
Support Grants	£400
Project Grants	£500
Matched Funding	£700

- To introduce greater number of rounds of applications during the year.
- To require an application form for all funding requests, including those not covered by the Grants Scheme.
- To require agreement to terms and conditions as a condition of all funding awards.
- To apply a limit to funding awards made by the Committee (this to be considered at Full Council as a change to Standing Orders would be required).

#### 11. **Closure**

The meeting was closed at 9.00pm.

## Draft Leisure Budget 2013/14 (Income)

		Budget	Proposed	Budget	Proposed	GRAND TOTAL 2011/12	Proposed Grand Total 2013/14
		2012/13	2013/14	2012/13	2013/14	2012/13	
		Arts & Leisure	Arts & Leisure	Arts Centre	Arts Centre		
<b>Income Detail</b>							
1000	Ticket Sales-Cinema			£ 14,000	£ 15,000	£ 14,000	£ 15,000
1001	Ticket Sales-Theatre			£ 69,400	£ 70,500	£ 69,400	£ 70,500
1002	Ticket Sales-Agency					£ -	£ -
1004	Ticket Sales-Postage			£ 150	£ 300	£ 150	£ 300
1010	Lettings-Main Hall			£ 18,000	£ 18,500	£ 18,000	£ 18,500
1011	Lettings-Studio			£ 5,000	£ 5,000	£ 5,000	£ 5,000
	Lettings - Other Areas			£ 1,500	£ 1,500	£ 1,500	£ 1,500
1020	Rents Received Bevan House					£ -	£ -
1050	Grants Received					£ -	£ -
1060	Other Income					£ -	£ -
1070	Income - Booking Fees			£ 400	£ 400	£ 400	£ 400
1071	Income - Sale of Merchandise			£ 200	£ 300	£ 200	£ 300
1075	Income - Technical Equipment			£ 500	£ 800	£ 500	£ 800
1076	Income - Technical Staff			£ 1,000	£ 1,000	£ 1,000	£ 1,000
1601	Festival Income	£ 6,000	£6,000			£ 6,000	£ 6,000
1606	Leisure Pensioners Income	£ 8,500	£ 8,800			£ 8,500	£ 8,800
1607	Leisure Pensioners Bus Trip					£ -	£ -
1611	Leisure Youth Income	£ 500	£ 200			£ 500	£ 200
1616	Summer Event Income	£ 15,000	£ 15,000			£ 15,000	£ 15,000
1621	Autumn Event Income	£ 750	£ 550			£ 750	£ 550
1626	Winter Event Income	£ 750	£ 1,500			£ 750	£ 1,500
1631	Children/Kids Income	£ 1,000	£ 1,000			£ 1,000	£ 1,000
1636	Arts Development Income					£ -	£ -
1655	Vehicle Rally Income	£ 100	£ 100			£ 100	£ 100
	Jubilee Income	£ 5,000				£ 5,000	£ -
	Donations		£ 1,000				£ 1,000
	Olympic Torch Income	£ 7,000				£ 7,000	£ -
		<b>£ 44,600</b>	<b>£ 34,150</b>	<b>£ 110,150</b>	<b>£ 113,300</b>	<b>£ 154,750</b>	<b>£ 147,450</b>

## Draft Leisure Budget 2013/14 (Expenditure)

		Budgets	PROPOSED	Budgets	PROPOSED	Grand Total	PROPOSED GRAND TOTAL
		2012/13	2013/14	2012/13	2013/14	2012/2013	2013/14
		Arts & Leisure	Arts & Leisure	Arts Centre	Arts Centre		
	<b>Expenditure Detail</b>						
4016	Window cleaning	£ -		£ -		£ -	£ -
4020	Postage	£ -		£ 13,100	13500	£ 13,100	£ 13,500
4021	Stationery	£ -		£ 2,000	2000	£ 2,000	£ 2,000
4022	Telephone	£ -		£ 2,300	2300	£ 2,300	£ 2,300
4023	Office - Equipment hire	£ -		£ -			£ -
4024	Technical - Equip/Consumables	£ -		£ 4,000	4000	£ 4,000	£ 4,000
4025	Office - Equipment maintenance	£ -		£ -		£ -	£ -
4026	Technical - Equip. maintenance	£ -		£ 850	850	£ 850	£ 850
4027	Subscriptions	£ -		£ 500	500	£ 500	£ 500
4030	Sundry Expenses	£ -		£ 600	600	£ 600	£ 600
4032	Office - Equip/Consumables	£ -		£ 2,000	2000	£ 2,000	£ 2,000
4061	Visa Handling Charges	£ -		£ 3,000	3000	£ 3,000	£ 3,000
4080	IT Support Contracts	£ -		£ 3,500	1800	£ 3,500	£ 1,800
4082	IT Website Maintenance	£ -		£ 1,000	£1,000	£ 1,000	£1,000
4100	Printing & Design	£ -		£ 15,650	15650	£ 15,650	£ 15,650
4101	Advertising	£ -		£ 17,700	15700	£ 17,700	£ 15,700
4102	Marketing development	£ 2,000	£ 2,000	£ 2,500	2500	£ 4,500	£ 4,500
4120	Arts & Leisure equipment	£ 2,250	£ 2,250	0		£ 2,250	£ 2,250
4150	Multiarts - Artistic Programme	£ -		£ -			£ -
4151	Multiarts - Programme costs	£ 13,860	£ 13,860	£ -	0	£ 13,860	£ 13,860
4200	Cinema/Theatre Licence Costs	£ -		£ 150	150	£ 150	£ 150
4210	Film Hire	£ -		£ 9,000	9000	£ 9,000	£ 9,000
4211	Film Booking Fees	£ -		£ 6,750	6500	£ 6,750	£ 6,500
4212	Film Delivery Charges	£ -		£ 1,700	1740	£ 1,700	£ 1,740
4213	Theatre Artiste Charges	£ -		£ 64,000	£64,000	£ 64,000	£ 64,000
4214	Artistes Accommodation	£ -		£ 600	500	£ 600	£ 500
4215	Artistes Hospitality	£ -		£ 700	600	£ 700	£ 600
4220	Technical - hire	£ -		£ 3,000	3000	£ 3,000	£ 3,000
4225	Door Security	£ -		£ 1,300	1000	£ 1,300	£ 1,000
4230	PRS Fees	£ -		£ 3,450	3450	£ 3,450	£ 3,450
4601	Festival Costs	£ 25,000	£ 25,000	£ -		£ 25,000	£ 25,000
4606	Leisure Pensioners Costs	£ 15,500	£ 16,500	£ -		£ 15,500	£ 16,500
4611	Leisure Youth Costs	£ 2,000	£ 1,000	£ -		£ 2,000	£ 1,000
4616	Summer Event Costs	£ 40,000	£ 40,000	£ -		£ 40,000	£ 40,000
4621	Autumn Event Costs	£ 10,300	£ 10,700	£ -		£ 10,300	£ 10,700
4626	Winter Event Costs	£ 18,000	£ 20,000	£ -		£ 18,000	£ 20,000
4631	Children/Kids Costs	£ 2,000	£ 2,000	£ -		£ 2,000	£ 2,000
4636	Arts Development Costs	£ 3,300	£ 3,500	£ -		£ 3,300	£ 3,500
4641	Leisure Development	£ 800	£ 800	£ -		£ 800	£ 800
4655	Vintage Vehicle Rally	£ 3,600	£ 3,750	£ -		£ 3,600	£ 3,750
4660	Summer Food Market	£ -		£ -		£ -	£ -
4200	Licence Costs	£ 450	£ 450				£ 450
4231	PPL Fees	£ 250	£ 250				£ 250
	Jubilee Celebrations	£ 10,000				£ 10,000	£ -
	Olympic Torch Celebrations	£ 7,000				£ 7,000	
New 13	Flag Festival		£ 3,400				£ 3,400
New 13	Box Office Commission				£ 5,000		£ 5,000
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		£ 156,310	£ 145,460	£ 159,350	160340	314960	£ 305,800

## Draft Community First Budget 2013/14

Income					Budget 2011/12	Budget 2012/13	Budget 2013/14
					Annual Total	Annual Total	Annual Total
401	Community First						
4460	Christmas Lights						
	St Edmundsbury Borough Council				£ -	£ -	£ -
<b>TOTAL COMMITTEE INCOME</b>					£ -	£ -	£ -
<b>Expenditure</b>					<b>Budget 2011/12</b>	<b>Budget 2012/13</b>	<b>Budget 2013/14</b>
					Annual Total	Annual Total	Annual Total
<u>Community First</u>							
401	Community First						
4450	Environment						
	Summer Planters				£ 4,200	£ 4,420	£ 4,420
	Watering				£ 1,800	£ 1,800	£ 1,800
	Winter Planters				£ 2,050	£ 2,250	£ 2,250
	Grant to Haverhill in Bloom				£ 3,000	£ 2,500	£ 2,500
	Bulbs (grant to HIB)						
	Grant to Haverhill Flower Club for Flower F				£ 600	£ 1,000	£ 1,000
4453	Grit Bins				£ 1,000	£ 2,000	£ 2,000
4455	Street Furniture (new)				£ -		
	Litter Bins (emptying)				£ -		
4457	Street Furniture Maintenance				£ -	£ 1,000	£ 1,000
4458	Bus Shelters				£ -		
4459	Sponsorship of Telephone Kiosk				£ 500	£ 300	£ 300
4460	Christmas Lights				£ 48,000	£ 48,000	£ 48,000
4500	Grants to Local Organisations				£ 13,000	£ 13,000	£ 13,000
	Arts Centre AGM Grants				£ 1,500	£ 1,500	£ 1,500
4501	Grant-Summer Fun Play Scheme				£ 6,000	£ 6,500	£ 6,500
4502	Grant-Detached Youth Worker				£ 6,450		
4503	Grant-Youth Projects				£ 6,000	£ 20,000	£ 20,000
	Glyders				£ 2,300		
	Youth Club				£ 4,100		
4508	Suffolk Youth Games				£ 2,000	£ 2,000	£ 2,000
4510	Town Twinning				£ 1,000	£ 1,000	£ 1,000
4511	Grant - 3CT				£ 2,900	£ 3,000	£ 3,000
4507	Grant - Volunteer Bureau				£ 1,250	£ 1,400	£ 1,400
4512	Opportunity Fund - Masterplan				£ -		
4513	Continental Markets				£ -		
new	Shopmobility				£ 2,000		
new	Street Calming, Queensway				£ -		
new	Centre for Computing History				£ -		
new	Family History War Memorial Event				£ -		
new	Youth Bus				£ 4,500	£ 4,500	£ 4,500
new	Leiston/Chalkstone Comm Ctr Support					£ 6,000	£ 6,000
new	Grant - Wednesdays for Women					£ 4,000	£ 4,000
<b>TOTAL COMMITTEE EXPENDITURE</b>					£ 114,150	£ 126,170	£ 126,170
<b>NET COMMITTEE</b>					£ 114,150	£ 126,170	£ 126,170