

LEISURE & COMMUNITY COMMITTEE

**Tuesday 21st January 2014 at 7.05pm in The Studio, Haverhill Arts Centre,
High Street, Haverhill**

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

By invitation: **Nick Keeble, Arts & Leisure Manager, Haverhill Town Council**
 Town Councillors: C Turner and R André

Eight members of the public were present.

MINUTES

ACTION

1. **Apologies for Absence**
Apologies for absence had been received from Cllrs Carr, Hanlon and Russo.
4. **Declarations of Interest**
No councillor declared an interest in items on the agenda.
3. **Minutes of the Last Meeting**
The minutes of the meeting held on 19 November 2013 were agreed as a true record.
4. **Matters Arising**
The Clerk reported that as requested at the last meeting, grant applicants had been advised to seek alternative funding and to take advice from Community Action Suffolk. He further reported that the overspend on subjective code 4030, raised at the last meeting, was due to an invoice incorrectly coded. This would be corrected. An overspend on code 1004 had also been queried at the last meeting, but this was in fact an income code, and the report showed an over-recovery of income. The Clerk had taken forward a request from the last meeting to involve the Air and Army Cadets in the poppy planting scheme.
5. **For Members with Prejudicial Interests and/or Members of the Public to Speak on Matters on the Agenda**
County Councillor Tony Brown asked whether the Council would be commemorating Holocaust Memorial Day this year. The Clerk advised that no commemoration had been planned, and that this may be a matter the Committee would want to consider at item 7. Cllr Byrne also advised this would be a matter for consideration at item 7.

Bill Austin said that a traffic warden was needed in the town and asked about the cost of a PCSO. Cllr Turner advised that the estimated cost was £33,000 per annum. Cllr Byrne said that other towns that had part-funded a PCSO had been contacted and the feedback highlighted concerns that funding did not guarantee control over their activity. It was therefore unlikely that the PCSO would be designated for parking enforcement only. Cllrs Byrne and Turner advised that Suffolk County Council had been approached to decriminalise parking enforcement in Haverhill, which would enable organisations other than the Police to become involved, but that this had been

declined.

Bill Austin said that using the Police for enforcement was a wasted effort.

The Clerk advised that traffic wardens, PCSOs and decriminalised parking enforcement officers could only deal with parking offences, and that their roles would not extend to moving traffic offences that also form part of the community's concern about traffic and parking in the High Street and elsewhere in the town.

Cllr McLatchy said that a barrier was needed to control access. This could be a short term measure pending further changes in the town centre.

Cllr Byrne said that a CCTV-type facility was to an extent working in Southend, to control traffic and parking issues.

The Clerk advised that part-funded PCSOs in Essex were being withdrawn by Essex Police, and that this may be a concern for the future in Suffolk.

Jack Tappin spoke in respect of the grant application to be considered at item 6. He said that he was arranging a half marathon and 10km race on 11th May 2014 for St Nicholas Hospice Care, the grant applicant. There was no such event in Haverhill and there were lots elsewhere. He hoped the event would become annual, and outlined the route that the races would take, the start and finish points, and the road closures involved. He advised that the race would be early on a Sunday and so would not cause disruption to the town centre.

At the request of the Clerk for clarity, Jack Tappin outlined those costs of the event that had not been included in the grant application form. He said that portaloos would cost £720, a race licence at approximately £200, waste collection costs of £150 (although Jack indicated that this may be carried out by volunteers), and additional medal costs of £250 (an estimated total of £400).

Cllr Turner asked about insurance arrangements. Jack indicated that these would be covered by St Nicholas Hospice Care and the race licence.

Cllr Byrne asked whether St Nicholas Hospice Care had committed to the future of the event. Jack said they had not, and this would be dependent on the success of the event.

The Clerk asked where toilet facilities would be provided. Jack said these would be on the Recreation Ground.

Cllr McLatchy asked about involvement by young people. Jack said they would not be on the roads, and that some would be based at the Burton Centre. They would be supervised as necessary.

Bill Austin asked about advertising costs. Jack said he had support from the Haverhill Echo for this.

Cllr Byrne said she felt that greater clarity of costs was needed and asked about race entries. Jack said that the income would be held by ST Nicholas Hospice Care, and that a website for entries was up and running.

Cllr Byrne asked whether some costs would be after the event. Jack said this was the case. Cllr Byrne suggested that Jack could be asked to come to a further meeting with a more detailed breakdown of costs and income.

Cllr Turner asked whether the purchasing power of St Nicholas Hospice Care was being used to ensure that costs were kept down. Jack said that some quotes were through the charity, others had been obtained by him.

Cllr G Stroud asked whether the expected entry was no more than 500. Jack said it was hard to estimate. Stowmarket had attracted 200, and the figure should be higher in Haverhill. A lot had been done to attract participants.

Cllr G Stroud asked how far people would travel to this type of event. Jack said that this depended on the reputation of the race.

Nick Keeble asked about parking arrangements, and about administration before the event and on the day. Jack said that the Library and Cleales Car Parks were free on Sunday and would be the recommended locations. He was hoping that students would carry out the administration on the day, including the timekeeping. A pledge had been received from one school. The pre-race administration was mostly online.

6. To Determine Current Grant Applications

The Committee agreed the following in respect of current grant applications:

Organisation Name	Amount Requested	Amount Awarded
Haverhill Half Marathon (St Nicholas Hospice Care)	£500.00	Deferred for consideration at Full Council on 28 January pending provision of detailed and up-to-date cost/funding information

7. To Receive a Report on Recent and Future Activities

Nick Keeble reminded councillors that the Winter programme had been presented at the last meeting. The programme had been successful, with the following highlights:

- Family Christmas Night, incorporating a new lights switch-on event and firework display. The timing had been altered to condense attendance in the town. The event had gone well, especially the switch-on and the new lights designed by schoolchildren. The lighting had survived high winds and had been more reliable than in the previous year. There had been some comments about the late date of the switch-on, but the event had been generally very well received. The fireworks had attracted a very large turnout estimated at 7,000. Next year would be the 20th year of working with the current firing company, and there may be 'something special' to mark this. There had been no Police issues this year and the event as a whole had been very successful.
- Carols for All had sold 440 tickets before the event, compared with 180 in the previous year, possibly affected by the sad passing of Les Ager
- Two Christmas shows at the Arts Centre had both sold out
- Other events in the Winter programme had been generally successful

- There had been 13 pantomime performances compared with 9 in the previous year, and attendance had risen by 41%. Nick was working to get a good show and reasonable ticket prices. The same company would be used next year, with 15 or 16 performances of Jack and the Beanstalk.

Nick presented the forthcoming live event and cinema programmes. He highlighted:

- Theatre Makers – a new programme of drama skills workshops for 8 to 11 year olds had attracted good initial attendances and it was hoped it would grow
- Event cinema was really taking off. Nick was about to book a fourth performance of War Horse and a schools' performance was to be added. The Curious Incident of the Dog in the Night-Time was being scheduled too. This type of performance was now a significant income generator, whereas general cinema attendances were decreasing. Philomena had helped, and Oscar-nominated screenings were to follow which should help
- Michael Portillo was selling well, and good attendances were expected for The Real Thing and Only One Direction
- Jon Richardson had performed before Christmas, and Nick had now booked Alan Carr, who sold out within 90 minutes
- Nick was working with the History Group on 1970s-themed events including a 1970s band on the Market Square and films from the same period
- Nick had been in discussion with CATRA about community involvement in the Chalkstone Fun Day. This was taken from the successful similar arrangement with Parkway Residents' Association
- The Borough Council restructuring had led to some confusion over their future involvement in community activities. The Clerk reported that a Borough officer had been invited to address the Town Council to get clarification

Cllr G Stroud said that the attendance at the Family Christmas Night had been brilliant, a big increase on the previous year. He also reported that the feedback he had received about the pantomime had been very good, and offered his thanks to Nick.

Cllr Byrne thanked Nick and his team, and said that their tremendous work made the community proud of its town.

8. **Town Council 25th Anniversary**

The Clerk and Nick Keeble introduced this item. They advised that Haverhill Town Council was officially formed in 1989 and constituted on 1 April 1989. This had followed a residents' campaign and a series of public meetings. The main driving force was the lack of arts and leisure activities in Haverhill and the need for the town to have a very local representative voice. The following ideas to celebrate the 25 anniversary were suggested, bearing in mind the financial constraints faced by the Council:

- A 25th anniversary logo to 'stamp' on events and activities taking place in 2014
- Press features around the anniversary
- Facts and figures indicating the Council's activity over the last 25 years, including numbers attending events and Council meetings
- Use of the annual Town and Town Council meetings to focus on the work of the Council – inviting back founding councillors, past Mayors and

TOWN CLERK

Clerks

- Revisiting the Council's guiding principles

Cllr Goody suggested a booklet featuring people and activities to sell.

Cllr Turner said that although the objectives remained now much as they were in 1989, this was not an indication of failure and any reflections should be careful not to give such an impression.

Cllr McLatchy said that the Town Council had grown with the town's population.

Cllr Turner suggested a commemorative enamel badge.

Cllr McLatchy suggested a social event.

The Committee agreed that ideas should be further developed and brought back to the next meeting.

9. To Agree The Draft Committee Budget for 2014/2015

The Town Clerk introduced the briefing note and draft budgets appended to these minutes. Nick Keeble explained the Arts and Leisure and Arts Centre budgets in more detail, and the Clerk ran through the detail of the Community First budget.

Cllr Stroud asked whether sponsorship had been pursued for events. Nick Keeble said it had not, but that he was looking at using an intern for that purpose. Ticket wallets with advertising were being obtained, a form of sponsorship as they were at no cost. There were no plans to include advertising in brochures.

Cllr Turner suggested a business focus group to look at sponsorship. The Clerk said he would pursue this.

Cllr McLatchy said there should be community group involvement in the funding of Christmas lights and roundabouts should be sponsored. The Clerk explained that roundabouts were the responsibility of the highway authority.

Cllr Turner said that the role of planters in restricting parking should be remembered when considering reducing spending on planters.

Cllr Goody proposed that the draft budgets for Arts & Leisure, the Arts Centre and Community First be agreed. The Committee agreed this proposal.

10. Closure

The meeting was closed at 8.50pm.

Leisure & Community Committee

21 January 2014

Budgets 2014/15

Overall the Council faces some significant financial challenges. It has not increased the precept for three years, with real terms savings made to achieve this through effective procurement, strong ticket sales, careful budget management, and some support from the Council's reserves.

In this context, the announcement of the phased withdrawal over four years of £129,000 in support funding by St Edmundsbury BC presents a major threat to our ability to maintain services without significant increases in the precept. Town Councillors have asked for a range of budget options from a further standstill to a 5% increase, with an emphasis on maintaining community activities and support to community organisations. This approach has driven the draft budgets attached.

The overall reduction amounts to some 12.4% across the three budgets overseen by Leisure & Community Committee. The most significant impact falls on the Community First budget, although it is expected that a different approach to those areas subject to the greatest reductions will limit the extent to which these reductions are visible to residents. It would be inappropriate, however, to indicate that the reductions will not be without adverse consequences.

Salaries aside, these budgets represent the largest areas of expenditure for the Council.

These reductions will contribute to a larger overall draft budget reduction to be presented to Full Council in February, and assume an aim of an overall standstill budget, though at this stage not all budgets have been drafted. Dependent on the decision of Full Council however, there may be opportunities to mitigate some of the reductions.

A more detailed explanation of the draft changes will be provided verbally at the Committee meeting.

Will Austin, Town Clerk
January 2014

		Budget	Budget	Proposed	Budget	Budget	Proposed	GRAND TOTAL	Proposed
		2012/13	2013/14	2014/15	2012/13	2013/14	2014/15	2011/12	2013/14
		Arts & Leisure	Arts & Leisure		Arts Centre	Arts Centre			
	Income Detail								
1000	Ticket Sales-Cinema				£ 14,000	£ 15,000	£ 17,500	£ 14,000	£ 15,000
1001	Ticket Sales-Theatre				£ 69,400	£ 70,500	£ 72,000	£ 69,400	£ 70,500
1002	Ticket Sales-Agency							£ -	£ -
1004	Ticket Sales-Postage				£ 150	£ 300	£ 500	£ 150	£ 300
1010	Lettings-Main Hall				£ 18,000	£ 18,500	£ 20,000	£ 18,000	£ 18,500
1011	Lettings-Studio				£ 5,000	£ 5,000	£ 5,500	£ 5,000	£ 5,000
	Lettings - Other Areas				£ 1,500	£ 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	£ 500	£ 400	£ 400
1071	Income - Sale of Merchandise				£ 200	£ 300	£ 400	£ 200	£ 300
1075	Income - Technical Equipment				£ 500	£ 800	£ 850	£ 500	£ 800
1076	Income - Technical Staff				£ 1,000	£ 1,000	£ 1,000	£ 1,000	£ 1,000
1601	Festival Income	£ 6,000	£6,000	£5,000				£ 6,000	£ 6,000
1606	Leisure Pensioners Income	£ 8,500	£ 8,800	£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	£13,000				£ 15,000	£ 15,000
1621	Autumn Event Income	£ 750	£ 550	£ 550				£ 750	£ 550
1626	Winter Event Income	£ 750	£ 1,500	£ 2,500				£ 750	£ 1,500
1631	Children/Kids Income	£ 1,000	£ 1,000	£ 1,000				£ 1,000	£ 1,000
1636	Arts Development Income			£ 1,200				£ -	£ -
1655	Vehicle Rally Income	£ 100	£ 100	£ 150				£ 100	£ 100
	Jubilee Income	£ 5,000						£ 5,000	£ -
	Donations		£ 1,000	£ 1,200					£ 1,000
	Olympic Torch Income	£ 7,000						£ 7,000	£ -
New 14	Event Bucket Collections			£ 1,000					
New 14	Media Hub Income			£ 2,500					
		£ 44,600	£ 34,150	£36,900	£ 110,150	£ 113,300	£ 119,750	£ 154,750	£ 147,450

		Budgets		PROPOSED	Budgets		PROPOSED	Grand Total	PROPOSED GRAND	GRAND TOTAL 2014/2015	
		2012/13	2013/14	2014/2015	2012/13	2013/14	2014/2015		TOTAL		
		Arts & Leisure	Arts & Leisure	Arts & Leisure	Arts Centre	Arts Centre	Arts Centre	2012/2013	2013/14		
Relevant Legislation		Expenditure Detail									
LGA 1894 S8(1)(i)	4016	Window cleaning	£ -		£ -			£ -	£ -		
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	4020	Postage	£ -		£ 13,100	13500	13900	£ 13,100	£ 13,500	13900	plus 3%
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	4021	Stationery	£ -		£ 2,000	2000	2000	£ 2,000	£ 2,000	2000	
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	4022	Telephone	£ -		£ 2,300	2300	2300	£ 2,300	£ 2,300	2300	
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	4023	Office - Equipment hire	£ -		£ -			£ -	£ -		
LGA 1972 S145	4024	Technical - Equip/Consumables	£ -		£ 4,000	4000	4000	£ 4,000	£ 4,000	4000	
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	4025	Office - Equipment maintenance	£ -		£ -			£ -	£ -		
LGA 1972 S145	4026	Technical - Equip. maintenance	£ -		£ 850	850	850	£ 850	£ 850	850	
LGA 1972 S145	4027	Subscriptions	£ -		£ 500	500	500	£ 500	£ 500	500	
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	4030	Sundry Expenses	£ -		£ 600	600	600	£ 600	£ 600	600	
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	4032	Office - Equip/Consumables	£ -		£ 2,000	2000	2000	£ 2,000	£ 2,000	2000	
LGA 1972 S145	4061	Visa Handling Charges	£ -		£ 3,000	3000	4000	£ 3,000	£ 3,000	4000	Increased use of Credit cards
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S145	4080	IT Support Contracts	£ -		£ 3,500	1800	1800	£ 3,500	£ 1,800	1800	
LGA 1972 Sch 12 para 10(2)b and LGA 1972 S142 and S145	4082	IT Website Maintenance	£ -		£ 1,000	£1,000	£1,000	£ 1,000	£1,000	£1,000	
LGA 1972 S145	4100	Printing & Design	£ -		£ 16,650	16650	16150	£ 16,650	£ 15,650	16150	plus 3%
LGA 1972 S145	4101	Advertising	£ -		£ 17,700	15700	16200	£ 17,700	£ 15,700	16200	plus 3%
LGA 1972 S145	4102	Marketing development	£ 2,000	£ 2,000	£ 2,000	2500	2500	£ 4,500	£ 4,500	4500	
LGA 1972 S145	4120	Arts & Leisure equipment	£ 2,250	£ 2,250	£ 1,500	0	0	£ 2,250	£ 2,250	£ 1,500	
LGA 1972 S145	4150	Multitarts - Artistic Programme	£ -		£ -			£ -	£ -		
LGA 1972 S145	4151	Multitarts - Programme costs	£ 13,860	£ 13,860	£ 14,500	0	0	£ 13,860	£ 13,860	£ 14,500	plus 5%
LGA 1972 S145	4200	Cinema/Theatre Licence Costs	£ -		£ 150	150	150	£ 150	£ 150	150	
LGA 1972 S145	4210	Film Hire	£ -		£ 9,000	9000	11000	£ 9,000	£ 9,000	11000	more event cinema
LGA 1972 S145	4211	Film Booking Fees	£ -		£ 6,750	6500	6500	£ 6,750	£ 6,500	6500	
LGA 1972 S145	4212	Film Delivery Charges	£ -		£ 1,700	1740	2000	£ 1,700	£ 1,740	2000	increase already informed
LGA 1972 S145	4213	Theatre Artists Charges	£ -		£ 64,000	£64,000	£65,000	£ 64,000	£ 64,000	£65,000	
LGA 1972 S145	4214	Artists Accommodation	£ -		£ 600	500	500	£ 600	£ 500	500	
LGA 1972 S145	4215	Artists Hospitality	£ -		£ 700	600	500	£ 700	£ 600	500	
LGA 1972 S145	4220	Technical - hire	£ -		£ 3,000	3000	3000	£ 3,000	£ 3,000	3000	
LGA 1972 S145	4225	Door Security	£ -		£ 1,300	1000	1000	£ 1,300	£ 1,000	1000	
LGA 1972 S145	4230	PRS Fees	£ -		£ 3,450	3450	3450	£ 3,450	£ 3,450	3450	
LGA 1972 S145	4501	Festival Costs	£ 25,000	£ 25,000	£ 24,000			£ 25,000	£ 25,000	£ 24,000	
LGA 1972 S145	4505	Leisure Pensioners Costs	£ 15,500	£ 16,500	£ 17,000			£ 15,500	£ 16,500	£ 17,000	plus 3%
LGA 1972 S145	4511	Leisure Youth Costs	£ 2,000	£ 1,000	£ -			£ 2,000	£ 1,000	£ -	part of Youth funding
LGA 1972 S145	4515	Summer Event Costs	£ 40,000	£ 40,000	£ 40,000			£ 40,000	£ 40,000	£ 40,000	
LGA 1972 S145	4521	Autumn Event Costs	£ 10,300	£ 10,700	£10,700			£ 10,300	£ 10,700	£10,700	
LGA 1972 S145	4526	Winter Event Costs	£ 18,000	£ 20,000	£ 20,000			£ 18,000	£ 20,000	£ 20,000	
LGA 1972 S145	4531	Children/Kids Costs	£ 2,000	£ 2,000	£ 2,000			£ 2,000	£ 2,000	£ 2,000	
LGA 1972 S145	4536	Arts Development Costs	£ 3,300	£ 3,500	£ 4,000			£ 3,300	£ 3,500	£ 4,000	New drama classes
LGA 1972 S145	4541	Leisure Development	£ 800	£ 800	£ 800			£ 800	£ 800	£ 800	
LGA 1972 S144	4555	Vintage Vehicle Rally	£ 3,600	£ 3,750	£ 3,750			£ 3,600	£ 3,750	£ 3,750	
LGA 1972 S144	4560	Summer Food Market	£ -		£ -			£ -	£ -		
	4200	Licence Costs	£ 450	£ 450	£ 450			£ 450	£ 450	£ 450	
	4231	PPL Fees	£ 250	£ 250	£ 250			£ 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	£ 7,000		£ 5,000	£ 7,000	Increased box office income
	New 14	World War Commemoration			£3,000					£3,000	
								£ -	£ -		
			£ 156,310	£ 146,480	£ 143,950	£ 159,350	180340	167900	314980	£ 305,800	311850

	Income					Budget 2012/13	Budget 2013/14	Budget 2014/15
						Annual Total	Annual Total	Annual Total
	401	Community First						
	4460	Christmas Lights						
		St Edmundsbury Borough Council				£ -	£ -	£ -
	TOTAL COMMITTEE INCOME					£ -	£ -	£ -
	Expenditure					Budget 2011/12	Budget 2012/13	Budget 2013/14
						Annual Total	Annual Total	Annual Total
		Community First						
	401	Community First						
	4450	Environment						
		Summer Planters				£ 4,420	£ 4,420	£ 4,000
		Watering				£ 1,800	£ 1,800	£ 1,800
		Winter Planters				£ 2,250	£ 2,250	£ 2,000
		Grant to Haverhill in Bloom				£ 2,500	£ 2,500	£ 2,000
		Bulbs (grant to HIB)						
		Grant to Haverhill Flower Club for Flower F				£ 1,000	£ 1,000	£ 1,000
	4453	Grit Bins				£ 2,000	£ 2,000	£ 1,500
	4455	Street Furniture (new)						
		Litter Bins (emptying)						
	4457	Street Furniture Maintenance				£ 1,000	£ -	£ -
	4458	Bus Shelters						
	4459	Sponsorship of Telephone Kiosk				£ 500	£ 500	£ -
	4460	Christmas Lights				£ 48,000	£ 45,000	£ 30,000
	4500	Grants to Local Organisations				£ 13,000	£ 13,000	£ 13,000
		Arts Centre AGM Grants				£ 1,500	£ 1,000	£ 700
	4501	Grant-Summer Fun Play Scheme				£ 6,500	£ 6,500	£ -
	4502	Grant-Detached Youth Worker						
	4503	Grant-Youth Projects				£ 20,000	£ 20,000	£ 20,000
		Glyders						
		Youth Club						
	4508	Suffolk Youth Games				£ 2,000	£ 2,000	£ -
	4510	Town Twinning				£ 1,000	£ 1,000	£ 1,000
	4511	Grant - 3CT				£ 3,000	£ 3,000	£ 3,000
	4507	Grant - Volunteer Bureau				£ 1,400	£ 1,400	£ 1,400
	4512	Opportunity Fund - Masterplan						
	4513	Continental Markets						
	new	Shopmobility						
	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	£ 4,000
	new	Grant - Haverhill & Dist Local History					£ 2,500	£ 2,500
	TOTAL COMMITTEE EXPENDITURE					£ 126,370	£ 124,370	£ 92,400
	NET COMMITTEE					£126,370	£ 124,370	£ 92,400