

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

LEISURE & COMMUNITY COMMITTEE

Held on Tuesday 13th November 2018 at 7.15pm at Haverhill Arts Centre, High Street, Haverhill, Suffolk CB9 8AR



HAVERHILL
TOWN COUNCIL

Present: Councillor J Burns (Chairman)
Councillor P Hanlon
Councillor J Mason
Councillor S Roach
Councillor B Robbins
Councillor L Smith
Councillor W Yang

Apologies: Councillor A Brown
Councillor P Fox (Vice-Chairman)

Absent: Councillor A Williams

In Attendance: Vicky Phillips, Assistant Town Clerk
Nick Keeble, Arts and Leisure Manager

1 member of the public was present.

Welcome:

The Chairman welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded.

MINUTES

LC18 Apologies for Absence

/073 The above apologies were noted.

LC18 Declarations of Interest and requests for Dispensations

/074 None.

LC18 Minutes of the Last Meeting

/075 It was proposed by Councillor P Hanlon, seconded by Councillor B Robbins that minutes of the meeting held 18th September 2018 be agreed as a true record.

RESOLVED

LC18 Matters Arising

/076 LC18/054 – No right turn sign at Crowland Road, no further update
LC18/062 – Community Transport have received a Community Chest Grant
LC18/069 – No update from the Clerk.

LC18 Public Forum

/077 Mr Pinnock was pleased to see that there had been a good turnout for the Sunday Remembrance Service at the Old Independent Church and for the lighting of the Beacon. Mr Pinnock also congratulated the Mayor and the Rev Finn on their speeches.

ACTION

LC18 Report on past and future Arts Centre and Leisure Activities

/078

See appendix 1

Nick Keeble referred members to his previously circulated report highlighting the following:

Halloween Trail had been extremely successful, with approximately 3000 people attending. The amount of people attending had resulted in huge queues forming half way around the East Meadow, through the park and back down Chalkstone Way. He reported that there had been a wonderful atmosphere. There had been many positive comments received about the event, but due to the large queues it had made it slightly more difficult for the acts to be as scary as previous years. Nick thanked John Burns and Tony Brown for doing the bucket collections. JB mentioned that the bucket collection had gone well. Some people had asked him where the pumpkins were! JB thanked Nick and the team for their hard work to make the event a success. Nick said that the event will need to be looked at next year.

Led by Sara, who had worked very hard on the project, the Haverhill Arts Centre Website was now live and had received good feedback. Nick suggested that Councillors take a look at the website and send some feedback, Cllr Burns agreed with this. Cllr Burns also read out some statistics that he had collected; there had been 330 visitors a day, 45,000 pages visited and the biggest file downloaded was Armistice 100 brochure. There has been no official launch as yet, just a 'soft' launch, as they are waiting for any niggles to be sorted and the site is working properly.

Nick reminded councillors of the up and coming Haverhill Community Kitchen event on 21st November 4.45pm for 5.00pm start. It will be a chance to experience the wow factor and meet the trades involved in putting the kitchen together and the existing users from the workshops. It will also be a chance to hear about the future and where the Town Council are to go next with the Community Kitchen.

Haverhill Armistice 100 leaflet had received a good reaction. 370-400 people had attended the exhibition and the pupils that had visited from local schools had enjoyed it. There were over 100 performers at the Old Independent Church, including the Samuel Ward Choir and Choral Society. Nick showed members pictures he had taken of the Remembrance Parade and the Service at the Cemetery. Nick requested that the hard work put in by those who contributed substantially to the Armistice event be recognised and it was agreed that Nick would look at various options. Cllr Burns had broadcast a live showing of the event and also, over 24hrs, 300 people had watched the download. Cllr Burns fully supported a thank you gift and also expressed his thanks to the Town Council team involved.

It had been discussed previously about the possibility of having Camels at the Family Christmas weekend, but Nick had talked with the Borough Council who will be holding a festive farm on the Saturday, Nick has decided that he will not go ahead with that idea now.

Up and coming new Projects; Saffron Screen have approached us about a Young Programmers group, supported by Saffron Screen and a grant, this project could start in the spring.

Nick highlighted that the new programme would mean that the Arts Centre would be continuously open for 7 months!

RESOLVED

Councillor J Burns again thanked Nick and his team for their work.

LC18 Determination of current grant applications

/079

The following grant was considered.

Organisation Name	Purpose of funding	Amount Requested	Amount Awarded
Haverhill & District Local History Group	The compilation of a list of existing notable buildings in Haverhill followed by the production of an illustrated book.	£245.00	£245.00
Revitalise Respite Holidays	To provide respite break for a disabled person and their carer	£354.00	*Deferred
Kernos Centre	To fund counselling sessions for people from Haverhill	£500.00	**Refused
Haverhill & District Art Group	To assist with general running costs for the provision of demonstrations, workshops and exhibitions	£232.00	£232.00

* Defer to the next meeting, the Clerk to ask for more information. The councillors would like to see a report back on the previous grant the Town Council had given, providing details on the selection process for the Carer and person who received the break. Councillors would also like to know what disabilities Revitalise cover.

Proposed LS Seconded BR (1 Against JM)

** It was proposed to refuse this application, there was a lack of information on the application form and councillors could see no guarantee that the money will be spent on Haverhill people.

Proposed PH Seconded LS

CLERK

LC18 Youth Strategy Report

/080

a) **Youth Skills Project Report** See appendix 2

Councillors had received Youth Skills Project Report with the Agenda. Cllr Burns had heard good reports on the new premises for West Suffolk College, Cllr Smith liked the fact that the report included case studies, Cllr Hanlon encouraged other Councillors to attend the Apprenticeship Awards. It was decided that the Clerk should invite Karen Chapple to the next Leisure & Community meeting.

b) **Youth Work (OTS) Report** Clerk to circulate the report after the meeting, any queries to contact Clerk.

c) **Youth Strategy Report** See appendix 3

CLERK

CLERK

LC18 Parish Handyman Report

/081

See appendix 4

LC18 Date of Next Meeting

/082

It was noted that the next meeting would be held on Monday 14th January 2019 at the Arts Centre.

LC18 Closure

/083

The meeting was declared closed at 20:22pm.

Signed
Chairman

Date

Appendix 1

Art & Leisure Manager's report

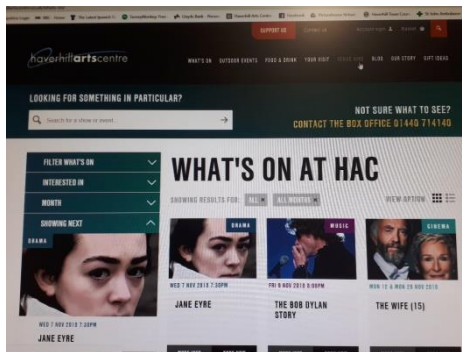
Nick Keeble

REPORT FOR ARTS & LEISURE MEETING of 13 November 2018



Halloween Trail The 2018 version of the Halloween Trail was completed successfully and safely with approximately 3000 people attending. The entertainment was a mixture of fire, Day of the Dead, unusual characters and a macabre Victorian Fairground. The bucket collection at the end of the event raised £880. Feedback was that it wasn't as scary as last year but there were many positive comments too. One email was particularly pleasing:

*I am contacting you to say a HUGE thank you for such a fantastic evening. We were three generations together and we all had such a great time. Everyone from stewards to lighting techs, actors and actresses, were kind, talkative, interactive and great fun. Again thank you. All best wishes
The Phillips Family*



Haverhill Arts Centre new website – The new website went live on 23 October. Web sales over the last month were 54% compared to 45% in the same period last year. We believe the site is a big improvement on the previous version – both for the image of the Arts Centre, the way in which we speak to customers and user friendliness. The project was led by Sara Marsh. Feedback from Councillors would be welcome. sara.marsh@haverhillartscentre.co.uk



Haverhill Community Kitchen - The first course at the Community Kitchen has been completed with 6 grandparents and 6 grandchildren. Work is underway to develop a series of regular clubs and taster workshops in advance of launching a regular programme of activity. An event is scheduled for Wednesday 21 November for Councillors to meet some of the people who took part in the workshops and see the facilities.

Haverhill Armistice 100 - This report is prepared before the Remembrance Day Events. At the time of writing we have had: 300 students attend screenings of the film Journeys End, 135 individuals make candle bags for the Remembrance Day Beacon event, the launch of the Royal British Legion's Giant Poppy in the High Street and the first of two Family History Group exhibitions at the Arts Centre.



We also know that more than 200 schoolchildren will visit the Cemetery as part of the WW1 War Graves project and 130 students will visit the Exhibition in the Arts Centre alongside members of the public. We have sold more than 220 tickets for the evening concert on November 10th. It would be fitting to recognise the huge amount of effort put in by members of the Family History Group and Royal British Legion, particularly Charmian & Brian Thompson and Alan Bumpstead & Brian Mills.

Winter in Haverhill – The next seasonal brochure is in production. Plans are well underway for the annual event. Family Christmas Weekend includes: **Friday 7 December** – Christmas Lights Switch On, Charity Stalls, Late night opening, Craft Fair, Queen Street Christmas Market, Entertainment and Fireworks Finale

Saturday 8 December – Queen Street Christmas Market, Festive Farm, Ice Rink, Street Market, Craft Fair.

Haverhill Arts Centre

Forthcoming projects

Dementia Friendly Screenings -We will be looking to launch Dementia Friendly Screenings in Spring 2019. Partners on this project may include the Terrific Tuesday Dementia Group, Cleves Place, St Nicholas Hospice, the Dementia Action Alliance and the Suffolk Cinema Network. We will also be looking at how other cinemas run their screenings and taking advice from our film programmers.

Young Programmers Group - Initial discussions have been held regarding forming a Young Programmers Group for the Arts Centre. This would bring together a group of 16-30 year olds who would programme film content into the Arts Centre schedule. The project would be part of a network of Young Programmers groups across the region in a project led by Saffron Screen in Saffron Walden.

Programme

The autumn / winter is traditionally the busiest time of year at Haverhill Arts Centre. To demonstrate this - checking back through the bookings diary it shows that there has been, or will be something going on at the Arts Centre every day (including Sundays) from August 26th 2018 until March 23rd 2019 (except for Bank Holidays).

Current sales for the annual Christmas pantomime are ahead of 2017 and we have had excellent sell out performances for Cliff Richard screenings, ELO Encounter, The Musical Puzzle, LDN Wrestling, Guess How Much I Love You and Funk Odyssey alongside a screening of They Shall Not Grow Old.

January-April 2019 The programme for the first 4 months of 2019 is finalised and will feature:

Centre Stage Pantomime Aladdin 7 performances

Comedy from Ardal O'Hanlon, Gyles Brandreth and Ivo Graham

Tribute nights to Little Mix, Status Quo, Genesis and the music of the Rat Pack.

Music includes 1960's Cliff Bennett and the Rebel Rousers, Lindisfarne and Mary Coughlan.

There will be 3 events raising money for the Mayors Charity, The Joshua Tarrant Trust.

HAVERHILL ARTS CENTRE FILM FIGURES

Months	No of Screenings	Film Attendance (no of screenings)	Event Cinema Attendance (no of screenings)	Average per screening
May/ June	29	937 (23)	147 (6)	37.38
July/August	23	594 (17)	165 (6)	33
Sept/October	26	763 (22)	210 (4)	37.42
Nov/December	19	753 (11)	226 (5)	61.19
Jan / Feb	27	1111 (23)	292 (4)	51.96
March /April	26	845 (20)	260 (6)	42.5
May/June	24	702 (20)	199 (4)	37.5
July/August	19	694(14)	187 (5)	46.37
September/October	29	926 (20)	428 (9)	46.69

Forward Diary and happenings

Family Christmas Night 2018 – Friday 7 December

Nick Keeble

Arts & Leisure Manager

November 2018

Appendix 2

Youth Skills Report

Karen Chapple

September and October were busy months ensuring young people settled in to college courses, started work/apprenticeships. Some progression plans were affected by exam results and other more suitable plans needed to be put in place. We supported our young clients to ensure they didn't miss the opportunity to take positive next steps.

The Jobs Fair was planned and took place

We have started to visit Haverhill upper schools and work with year 11's. These are targeted students who the school feel may find the transition from education into FE/employment /apprenticeships difficult.

We have continued to support a new and existing clientele of young people who are suffering from low mood and anxiety, via our Signpost Projects both adult and junior.

Our apprenticeship project continues, we promote it at every opportunity and have supported with the upcoming awards ceremony by encouraging local businesses to their apprentice for an award .

A project to improve confidence and self-esteem was organised in partnership with WEA and delivered to our Adult Signpost group.

Apprenticeships

We have supported a few local businesses to offer opportunities via the apprenticeship scheme. Accounting, engineering, building trade, hairdressing, business and administration as well as digital marketing being the most recent apprenticeships supported.

We have since the start of the project promoted over 272 apprenticeship opportunities.

Young people

We have supported a new and existing case load of young people to take next steps towards employability. We have slowly encouraged, gently pushed and referred to suitable courses to ensure they are more job-ready. We have helped them to apply for jobs and secure them; developed CV's for those that were without them. We always aim to offer the right support at the right time, to ensure we maximise on positive outcomes. We continue to offer a drop in Job Hub in the Media Hub on a weekly basis.

Schools

The current NEET figures (16-18 years old) released for April 18 stood at 4.4% in Haverhill. It was felt that if both upper schools' careers departments, the county council youth intensive worker and the youth skills department worked together we could together positively improve upon this figure for the coming year.

"The Academies benefit greatly from having the support of both Karen and Justine (SCC Young People's Worker), working and supporting the students we have identified as being at risk of NEET. With limited staffing and resources within school, and the loss of the SCC Transition Coach in schools, the role they play is now vital. We hope that the group work they carry out will encourage ideas and inspiration around the students Post 16 choices, but also support the student's confidence and decision-making process. I feel that by introducing external support into the Academy, this will aid the process. Students often have little opportunity to build relationships with adults away from their home and school environment, again this is an important aspect of their Post 16 transition, especially if they are liable to continue their education away from their current school."

Jacqui Singleton Advice and Guidance Samuel Ward

Dan also supports the Town Council youth workers to cover the chill-out zone, On the Spot van and some detached youth work. He enjoys this role and offers a very natural supportive and encouraging nature around young people.

Jobs Fair

Following our support for the Stand Guide, *Moving Toward Work* employability course, it was suggested that a Jobs Fair should be held as a finale to the project, inviting those who had yet to get a job to explore the current opportunities. As representatives of Haverhill Town Council/One Haverhill Partnership, we worked in conjunction with Elaine Simmons, Centre Manager of West Suffolk College in Haverhill, and Peter Carter, Manager of Job Centre Plus in Haverhill. The event was held on Wednesday 3rd October, between 10am-2pm at the new West Suffolk College in Haverhill learning campus.

The planning period was an extremely short period of just over 1 month – from concept, organising and hosting the event itself. The workload was distributed as follows: -

- The Youth Skills department were provided with approaching the majority of the employers, creating letters/leaflets and advertising the event through social media.
- Elaine assisted with advertising and with the work surrounding the facilities.
- Peter and his colleagues at JCP/DWP, used the materials Karen and Dan provided to advertise the event and refer local job seekers – attracting the numbers.

Participation from businesses, voluntary and support organisations was fantastic – with around 30 stalls on the day. From large employers like Culina, to smaller employers like the Red Lion Inn (from Horseheath) – employer participation was pleasing. Job-seeker numbers were lacking, we estimated 80 people arrived and engaged in the jobs fair.

We will in the future allow a longer time to plan and look at other methods of advertising.

Training Courses

The following courses are currently taking place in Haverhill, we are supporting these courses and referring our clients to.

Confidence Building Course

We recognised that our Adult Signpost clients' chances of employment would benefit from improving their confidence. So, we located a training provider that had available funding and could deliver such a course. The Workers Education Association agreed to deliver a 6 week initial pilot course to 12 of our clients, at the Leiston Centre. It has been greatly welcomed by all attendees. It has given us the opportunity to add further value to our lunch club and allotment project under the Signpost banner. We will, if successful, look to extend the offer of additional training and investigate other suitable training courses which will benefit this group of 12 clients.

Project U WSC

Young people aged 16 – 18 who have various barriers to learning, which may have impacted attendance, achievement and progression at school or within further education.

Small class sizes engagement focused on delivering employability skills, maths, English, preparing for an Interview, work experience.

We have referred 8 clients to this course and will offer support by attending some sessions to support learning and agree some input in the delivery.

Signpost Projects

Junior Signpost

We began planning our second course as a young wellbeing project, as we have provided in the past, however we quickly established the need to, once again, begin with the core group which had grown from our summer provisions. We have, therefore, placed greater emphasis on encouraging the participation of males, as well as continuing to increase the number of new participants. Whilst not the final number, an estimated 16 young participants have been referred to us, these include 10 females, 5 males and 1 transgender individual. We look forward to the final positive outcomes on conclusion of this course that we have come to expect. The course starts this week.

Adult Signpost

On the allotment now, we are working on clearing and tidying up any old crops in preparation for next year. We need to clear remains of the summer crops to ensure they don't rot and harbour pests and diseases. We have a regular group of 12 attending. We will, weather permitting, continue to visit the allotment but will not see it as our main focus. Our lunch club now takes over some of the time allocated for the allotment. We are now using the new kitchen at the Leiston and we have started to prepare some healthy hot lunches together and discuss the importance of healthy eating being linked to healthy minds. We have started to plan a week ahead and set a budget of £2 per head. The menu is decided by the group and lunch is produced as a joint effort.

Case Study

K is an anxious young woman who is 19 years old, who currently lives with her parents and boyfriend in Haverhill.

K is almost inseparable from her boyfriend, and they have both participated in several projects that we have led or supported; these have included: SignPost, Allotment Project, Inspire Suffolk's Prince's Trust and Stand Guide.

K appears a quiet young person; the perfect example of how low confidence and self-esteem can prevent progression into stable employment/full time education. Despite this, she always appears friendly, jovial and caring and has always remained willing to seek a means forward (so long as they are upon her own terms).

Her real turning point was she has made new friends whilst engaging with our Adult Signpost project. She has grown in confidence and found the motivation to proceed with her education. With her new-found motivation, and the support of a new friend, K has enrolled on an Access Course at West Suffolk College in Haverhill. She has begun taking steps towards a brighter future for herself. On successful completion this could lead to a university place. Her boyfriend has also found part time work. K still engages with us in our new Confidence and Self-Esteem Course and the Jubilee Allotment Project.

K represents how important youth support services, like our own, are endeavouring to ensure that no-one falls through the cracks and that no-one gets left behind. We will continue to support K as she continues to grow, both in her skills, confidence and her wellbeing.

We also continue to support clients that were previously on the Standguide Course and have had two positive results in the past couple of weeks.

Case Study Stand Guide

T is a 45-year-old man who started engaging with us during our support of the Stand Guide: Moving Towards Work employability course.

T left school at the age of 12 due to severe anxiety, which he has to this day. He is a carer for his elderly mother. Additionally, he will not eat in front of others and has crowd-phobia. After completing the employability course, T had begun slowly building his confidence and was keen to continue working with us. Following a few months of continuous engagement with us, working on our allotment project and attending 1-to-1 sessions, T was persuaded to begin volunteering at a local charity shop. With the support from our 1-1 sessions he was successful in securing a part-time job at a local retail store. Despite his overwhelming issues, he only required dedication, encouragement and support to be successful in securing work with a suitable employer.

T is a prime example of the importance of early-intervention. Had he received the right support as a child, he may not have experienced the barriers that he has started working hard to reduce. T has also proved that the right support at the right time is imperative to produce positive results. T is keen to continue engaging with our projects, including our confidence course, whilst working. We will be his safety-net going forwards and will continue to support him.

Looking ahead

We will continue to offer our Job Hub on a Monday and support a case load of young people with various supportive needs. We will offer weekly follow up one to one appointments for those that need it.

We are currently working on putting together a "Young Parents Course". This will include a "Pick and Mix" type course to ensure parents are equipped and ready to work in the future. We will attract candidates on to the course with fun activities with children present: Parent and children's Yoga, Preparing Healthy Snacks and Art Activities. When individuals are ready to engage further we will look at funded childcare for 3 days a week whilst parent attends WSC in Haverhill to study. Parents could achieve for example, First Aid, Food Hygiene, Customer Service, IT, Parenting Qualification whilst underpinning English and Maths Skills. We will Link-up with employers who are parent-friendly to add value to the course and potentially build relations for future employment.

Junior signpost programme will begin and run for 8 weeks starting in October; we will be working with a group of new and existing clients.

We will look for another short course to add value to our Adult Signpost Course, once our Confidence Course is finished. We will ask the group for subject ideas.

We are currently in the process of applying for “Children in Need” funding to allow us to continue to work on our projects.

We will continue visit both upper schools on a weekly basis and work with their ear marked potential NEET Students to try and improve their chances of positive progression on leaving education.

Karen Chapple
 Youth Skills Manager
 3/7/2018

Appendix 3

Youth Strategy Update

Colin Poole

Recommendation	Last Action Reported	Update
1 – On The Spot Van	Please see Sandra Linnane’s report 13b	
2 – Social Media Project	No further update	No further update
3 – Youth Skills Project	See report 13a above	
4 – Skate Park	The survey was not launched before the summer holidays due to some last minute glitches.	The survey has received xxx responses, showing significant support for a skate park and parkour area.
5 Extend Arts Centre	Now out of scope of the YAG	
6 – Creative Arts Strategy	See Arts Manager’s Report	
7 – Chill-out Zone at Leisure Centre	Numbers dropped significantly during the summer holidays, we hope they will recover now school has restarted.	Numbers of young people attending has returned to pre-summer levels.
8 – Councillor Involvement	Ongoing	

LC18/070 - Parish Handyman Activity Report June – November 2018

06/06/2018	Leiston Centre	Clear broken glass	Parish Handyman	Complete	06/06/2018	Y
07/06/2018	Handyman Van	Take vehicle to BSE for remedial works	Parish Handyman	Complete	07/06/2018	Y
12/06/2018	Bevan House	Weed front garden	Parish Handyman	Complete	12/06/2018	Y
13/06/2018	Greenfields Way Pump track	Cut grass	Parish Handyman	Complete	13/06/2018	Y
13/06/2018	Arts Centre	Cut grass	Parish Handyman	Complete	13/06/2018	Y
14/06/2018	Greenfields Way Pump track	Finish levelling footpath	Town Clerk	Complete	14/06/2018	Y
14/06/2018	Leiston Centre	Cut grass and litter pick	Parish Handyman	Complete	14/06/2018	Y
14/06/2018	New Croft car park	Litter pick	Parish Handyman	Complete	14/06/2018	Y
15/06/2018	High Street	Paint street furniture	Town Clerk	Completed	19/06/2018	Y
18/06/2018	Arts Centre	weed flower beds in centre and around steps	Nick Keeble	Complete	18/06/2018	Y
21/06/2018	Queens Street	Paint black street furniture	Town Clerk	25,26,27/06/2018, 5,7,		
21/06/2018	Keebles Yard	Litter pick and clear fly-tipped bags	Parish Handyman	Complete	21/06/2018	Y
21/06/2018	Camps Road	Cut back low-hanging branches of trees in footway	Parish Handyman	Complete	21/06/2018	Y
25/06/2018	Arts Centre Car park	Weed Town hall Car park	Parish Handyman	Complete	26/06/2018	Y
26/06/2018	Shardlow Road	Clear blocked gully	Cllr Bramwell	Complete	26/06/2018	Y
26/06/2018	Shardlow Road	Cut back overgrown hedging	Cllr Bramwell	Complete	05/07/2018	
27/06/2018	Leiston Centre	Litter pick	Parish Handyman	Complete	27/06/2018	Y
27/06/2018	Arts Centre	Move gazebos for weekend event	Nick Keeble	Complete	27/06/2018	Y
28/06/2018	Arts Centre	Tidy up and prepare for events	Nick Keeble	Complete	28/06/2018	Y
28/06/2018	Events	Collect Gazebos from Clare	Nick Keeble	Complete	28/06/2018	Y
28/06/2018	High Street	Move plant tower prior to Sam Ward Ball	Nick Keeble	Complete	28/06/2018	Y
28/06/2018	Duddery Hill	Cut back growth around tree roots	Town Clerk	Complete	03/07/2018	Y
28/06/2018	Quakers lanes	General tidy up of gulleys, weeds and leaves	Town Clerk	Complete	28/06/2018	Y
02/07/2018	High Street	Clean under poster tower outside Arts Centre	Nick Keeble	Complete	02/07/2018	Y
02/07/2018	High Street	Correctly realign one way signs and Ex-Servicemen's Club signage	Town Clerk	Complete	02/07/2018	Y
02/07/2018	Castle Avenue/Burton Close	Litter Pick	Parish Handyman	Complete	02/07/2018	Y
03/07/2018	Arts Centre	weeding at the front	Nick Keeble	Complete	03/07/2018	Y
03/07/2018	Arts Centre	Touch up paintwork on railings at front	Town Clerk	Complete	03/07/2018	Y
04/07/2018	Quakers Lane	Weed/Litter Pick	Town Clerk	Complete	04/07/2018	Y
04/07/2018	Quakers lane	Clear flytipped rubbish	Parish Handyman	Complete	04/07/2018	Y
04/07/2018	Helions Walk	Weed & litter pick by Ex--Servicemen Club	Parish Handyman	Complete	04/07/2018	Y
04/07/2018	Arts Centre	Unload delivery of stage risers	Operations Manager	Complete	04/07/2018	Y
05/07/2018	Sainsburys	Litter pick	Cllr Bramwell	Complete	05/07/2018	Y
07/07/2018	Queen Street	Clean around benches @ Woolpack PH	Parish Handyman	Complete	07/07/2018	Y

07/07/2018	Keebles Yard	Litter Pick	Parish Handyman	Complete	07/07/2018	Y
07/07/2018	Arts Centre	Unload delivery of road cones	Operations Manager	Complete	07/07/2018	Y
10/07/2018	Bevan House	Repairs to fencing & doors, leaf clearance	Operations Manager	Complete	10/07/2018	Y
10/07/2018	Greenfields Way	Cut grass	Parish Handyman	Complete	10/07/2018	Y
10/07/2018	Ladygate	Clear litter & flytipped rubbish	Public	Complete	10/07/2018	Y
07/08/2018	Old Rope Walk, Burton End	Cut back brambles overhanging pathway	Cllr Byrne	Complete	07/08/2018	Y
13/08/2018	Leiston Centre	Put out/pack away tables for Joan Key	Mary Argent	Complete	13/08/2018	Y
13/08/2018	Burton End	Cut back bushes by school Lane	Vicky Phillips	Complete	13/08/2018	Y
13/08/2018	Leiston Centre	Sand/fill walls prior to decoration	Nick Keeble	Complete	13/08/2018	Y
14/08/2018	Leiston Centre	Remove radiator cages	Nick Keeble	Complete	14/08/2018	Y
14/08/2018	Leiston Centre	Scrape back loose paint	Nick Keeble	Complete	14/08/2018	Y
14/08/2018	Leiston Centre	Put out/pack away tables for Joan Key	Mary Argent	Complete	14/08/2018	Y
15/08/2018	Leiston Centre	Strip out old kitchen	Nick Keeble	Complete	15/08/2018	Y
15/08/2018	Leiston Centre	Count ceiling tiles for order	Nick Keeble	Complete	15/08/2018	Y
16/08/2018	Leiston Centre	filling holes after electrical strip-out	Nick Keeble	Complete	16/08/2018	Y
16/08/2018	Old Rope Walk, Burton End	Cut back bush around electrical substation	Town Clerk	Complete	16/08/2018	Y
17/08/2018	Leiston Centre	Paint walls.	Nick Keeble	Complete	17/08/2018	Y
20/08/2018	Leisotn Centre	Painting	Nick Keeble	Complete	20/08/2018	Y
20/08/2018	Leiston Centre	Put out/pack away tables for Joan Key	Mary Argent	Complete	20/08/2018	Y
20/08/2018	Haverhill	Collect Gazebos from Clare	Nick Keeble	Complete	20/08/2018	Y
21/08/2018	Leiston Centre	Remove back wall of bin store	Gary Wilson	Complete	21/08/2018	Y
21/08/2018	Quakers Lane	Litter pick	Parish Handyman	Complete	21/08/2018	Y
21/08/2018	Leiston Centre	Litter pick and weed	Nick Keeble	Complete	21/08/2018	Y
21/08/2018	Clements Estate	Deliver letters re fun day to residents	Nick Keeble	Complete	21/08/2018	Y
23/08/2018	Leiston Centre	Painting	Nick Keeble	Complete	23/08/2018	Y
24/08/2018	St Mary's chaurchyard	set up gazebos	Karen Chapple	Complete	24/08/2018	Y
28/08/2018	Leiston Centre	Painting	Nick Keeble	Complete	28/08/2018	Y
28/08/2018	Leiston Centre	Assist B&Q delivery	Nick Keeble	Complete	28/08/2018	Y
29/08/2018	Arts Centre	Fill holes and sand back/paint the display boards in the gallery	Nick Keeble	Complete	29/08/2018	Y
29/08/2018	Leiston Centre	Change lock and handle to kitchen door	Town Clerk	Complete	29/08/2018	Y
30/08/2018	Leiston Centre	Put together kitchen cabinets with Town Clerk	Town Clerk	Complete	30/08/2018	Y
31/08/2018	Leiston Centre	Put together kitchen cabinets with Town Clerk	Town Clerk	Complete	31/08/2018	Y
06/09/2018	Leiston Centre	Remove packaging to recycling	Nick Keeble	Complete	06/09/2018	Y
06/09/2018	Town Hall Car park	Cut back hedge of car park to improve visibility	John Burns	Complete	06/09/2018	Y
07/09/2018	Quakers lane	Litter Pick	Town Clerk	Complete	07/09/2018	Y
07/09/2018	Leiston Centre	piant outside panels	Nick Keeble	Complete	07/09/2018	Y
24/09/2018	Leiston Road	Litter pick and rubbish removal	Nick Keeble	Complete	24/09/2018	Y
24/09/2018	Shardlow Close	General tidy up of area	Cllr Bramwell	Complete	24/09/2018	Y
24/09/2018	Adjacent Sainsburys	Litter pick banking	Cllr Bramwell	Complete	24/09/2018	Y
24/09/2018	Adjacent Sainsburys	Remove music festival banner	Parish Handyman	Complete	24/09/2018	Y
24/09/2018	Leiston Centre	Litter pick and rubbish removal	Nick Keeble	Complete	24/09/2018	Y
25/09/2018	Duddery Hill	Curt back bush overhanging	Town Clerk	Complete	25/09/2018	Y

		roadway				
25/09/2018	Arts Centre	Cut grass	Town Clerk	Complete	25/09/2018	Y
26/09/2018	Hanchett Village	Tidy away weeds around safety barriers	Town Clerk	Cleared	02/10/2018	Y
26/09/2018	Arts Centre flower beds	weeding at the front	Town Clerk	Complete	26/09/2018	Y
26/09/2018	Leiston Centre	Cut grass	Parish Handyman	Complete	26/09/2018	Y
26/09/2018	Greenfields Way	Strim back entrance to pump track area	Parish Handyman	Complete	26/09/2018	Y
26/09/2018	Greenfields Way	Litter Pick	Parish Handyman	Complete	26/09/2018	Y
27/09/2018	Shardlow Close	Weed around drain gulleys	Cllr Bramwell	Complete	27/09/2018	Y
27/09/2018	Greenfields Way	Cut back hedge to create opening for temporary site access	Town Clerk	Completed	01/10/2018	Y
28/09/2018	Jubilee Green	Stone memorial adjacent to clock	Haverhill in Bloom	cleaned bird mess off, but need to use a small brush to get into lettering	03/10/2018	Y
01/10/2018	Arts Centre	Fill exhibition board holes	Nick Keeble	Completed	01/10/2018	Y
02/10/2018	Brybank Road shops	Litter picked area - lots of cigarette butts	Parish Handyman	Completed	02/10/2018	Y
02/10/2018	Wrattling Road	Removed dumped vacuum cleaner	Assistant Town Clerk	Cleared	02/10/2018	Y
03/10/2018	Jubilee Place	Clean around cat statue and Jubilee Walk	Parish Handyman	Complete	03/10/2018	Y
03/10/2018	High Street	Litter picking alleyways	Parish Handyman	Complete	03/10/2018	Y
05/10/2018	Leiston Centre	Change locks and cut keys	Town Clerk	Complete	05/10/2018	Y
05/10/2018	Lower Down Slade	Cut back brambles	Member of Public	Complete	05/10/2018	Y
05/10/2018	Leiston Road	Litter pick around shopping area	Parish Handyman	Complete	05/10/2018	Y
08/10/2018	Greenfields Way	Paint backing boards for new banners	Town Clerk	Complete	09/10/2018	Y
08/10/2018	Leiston Centre	Open shutters for coffee club	Town Clerk	Complete	08/10/2018	Y
08/10/2018	High Street	remove flyposted anti-brexit stickers	Parish Handyman	Complete	08/10/2018	Y
09/10/2018	Cambridge Way	Clear flytipped rubbish	Parish Handyman	Complete	09/10/2018	Y
10/10/2018	Arts Centre	Install new key box	Town Clerk	Complete	10/10/2018	Y
10/10/2018	Greenfields Way	Buy wooden stakes for signage	Town Clerk	Complete	10/10/2018	Y
10/10/2018	Bevan House	Litter picked	Parish Handyman	Complete	10/10/2018	Y
11/10/2018	Quakers Lane	Litter picking	Parish Handyman	Complete	11/10/2018	Y
11/10/2018	Jubilee Allotments	Construct planter	Karen Chapple	Complete	25/10/2018	Y
11/10/2018	Greenfields Way	Erect signage at pump track	Town Clerk	Complete	11/10/2018	Y
22/10/2018	Leiston Centre	Litter pick	Parish Handyman	Complete	22/10/2018	Y
22/10/2018	Bevan House	Litter pick	Parish Handyman	Complete	22/10/2018	Y
22/10/2018	Arts Centre	Cut grass	Parish Handyman	Complete	22/10/2018	Y
22/10/2018	Greenfields Way	Cut back hedge at pump track for fence	Town Clerk	Ongoing 29/10	06/11/2018	Y
23/10/2018	Burton End	Cut back brambles	Cllr P Fox	cleared	24/10/2018	Y
25/10/2018	Chalkstone Way	Cut back brambles	Assistant Town Clerk	cleared	25/10/2018	Y

25/10/2018	Old Rope Walk, Burton End	Cut back brambles	Parish Handyman	cleared	25/10/2018	Y
29/10/2018	Jubilee Walk	Change Clock time	Parish Handyman	Complete	29/10/2018	Y
31/10/2018	Chalkstone Open Space	Cut walkway for tree planting	Town Clerk	Complete	31/10/2018	Y
01/11/2018	Arts Centre	Fill holes and sand back/paint the display boards in the gallery	Nick Keeble	Complete	01/11/2018	Y
02/11/2018	Chalkstone Open Space	dig hole for tree planting and attend event	Town Clerk	Complete	02/11/2018	Y
03/11/2018	Greenfields Way	Mark out fence route through scrub	Town Clerk	Complete	03/11/2018	Y
06/11/2018	Greenfields Way	erect additional fencing at pump track and change signage to 'opening soon'	Town Clerk	Complete	06/11/2018	Y
07/11/2018	Greenfields Way	Clearing scrub at pump track	Town Clerk	Ongoing 8/11	07/11/2018	