



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Notes of a Meeting of Haverhill Town Council's

LEISURE & COMMUNITY COMMITTEE

Held remotely on Monday 3rd October 2022 at 7.00pm

Present: Councillor J Burns (Chair)
Councillor A Brown
Mayor B Davidson
Councillor P Firman
Councillor P Hanlon
Councillor A Luccarini
Councillor M Marks
Councillor D Smith (Vice-Chair)

Apologies: Councillor J Mason
Councillor D Roach
Councillor L Smith

In Attendance: Colin Poole, Town Clerk
Daniel Schumann, Creative Director

Welcome:
The Chairman welcomed everyone to the meeting.

MINUTES

		ACTION
LC22 /048	<u>Apologies for Absence</u> The above apologies were noted.	
LC22 /049	<u>Declarations of Interest and requests for Dispensation</u> None	
LC22 /050	<u>Minutes of the Last Meeting</u> It was proposed by Councillor M Marks, seconded by Councillor P Hanlon, that the minutes of the meeting held 5 th July 2022 be agreed as a true record. RESOLVED	
LC22 /051	<u>Actions arising from the minutes</u> LC22/043 The Creative Director updated the meeting on the process of approving grants in accordance with the policy which was outlined in July. It appears to be working and a report will be provided on those who have	

	been given grants for using the Arts Centre & Leiston Centre, in due course.	
LC22 /052	<u>Public Forum</u> None.	
LC22 /053	<p><u>Reports From Officers</u></p> <p>a) Creative Director and Art Centre Daniel Schumann referred the meeting to his previously circulated report. The Chair reminded Members that the recommendations on capital spend had been considered at Full Council and did not need to be revisited. It was proposed by Councillor D Smith, seconded by Councillor M Marks, that REACH be given £1000 worth of panto tickets for this year's production of Cinderella. RESOLVED The meeting was briefed on proposals for the café space to be relaunched as a coffee bar, staffed by a single person. Councillors welcomed the proposal, commenting that it is important that matinee films and the coffee bar need to be promoted strongly in the next programme, on the website and digital display. Councillors suggested various opportunities to link the fare available to the themes within the Arts Centre programme.</p> <p>b) Youth Skills Manager The meeting asked that their congratulations on the fundraising successes, raising £21k over the last 2 years plus the recent successful bid for just under £10k be communicated back to Karen and her team.</p> <p>c) Zone Manager The meeting noted that fundraising had contributed just over £15,000 to the youth-related work at the Zone and asked that their congratulations be communicated to Sandra, Sue and the rest of their team.</p> <p>d) Haverhill In The Park Financial Report Councillors noted that the event, held over 3 days at the end of August, came in just under budget.</p> <p>Expenditure £40,764.19 Income £ 2,517.18 Balance £38,247.01 Budget £39,000.00 Net (£ 752.99)</p> <p>Councillors described it as a great event with something for everyone. They had received feedback from residents that they had appreciated the letters delivered to all the homes surrounding the park advising of the event. It was noted that sound level readings were taken throughout the event to ensure compliance with licencing and prevent a statutory nuisance. The technician taking the readings on the surrounding roads was in live radio contact with the sound desk, facilitating immediate mitigation when individual sound channels were threatening to exceed limits, such as the snare drum on one act.</p> <p>It was proposed by Councillor B Davidson, seconded by Councillor A Luccarini that the event be held again in 2023, subject to the budget and the outcome of an upcoming wash-up meeting, and that the Community Village element be excluded in favour of holding a separate "Big Day Out" again in 2023. RESOLVED</p>	<p>Creative Director</p> <p>Clerk</p> <p>Clerk</p>

	That event was not possible in 2022 due to unavailability of the recreation ground, hence the Community Village element on the Saturday of Haverhill In The Park. This had been very successful, but stretched resources.									
LC22 /042	<p><u>Grant Applications</u> The Working Party considered grant applications and agreed the following recommendations to Full Council:</p> <table border="1"> <thead> <tr> <th>Requesting Group</th> <th>Cause</th> <th>Amount requested</th> <th>Amount Awarded</th> </tr> </thead> <tbody> <tr> <td>Suffolk MIND</td> <td>Allotment project</td> <td>£4878</td> <td>£Nil Councillor A Brown Councillor A Luccarini RESOLVED The meeting noted there were insufficient unallocated funds to support this request.</td> </tr> </tbody> </table> <p>Councillors requested that the Clerk provide a grant expenditure report to each meeting where grants are being considered, so that they can understand the cumulative impact on the grant making budget of the grant-making decisions they have been taking, before agreeing grants at that meeting.</p>	Requesting Group	Cause	Amount requested	Amount Awarded	Suffolk MIND	Allotment project	£4878	£Nil Councillor A Brown Councillor A Luccarini RESOLVED The meeting noted there were insufficient unallocated funds to support this request.	Clerk
Requesting Group	Cause	Amount requested	Amount Awarded							
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LC22 /045	<p><u>Grant Recipient Reports</u> The Committee noted the following grant reports:</p> <ul style="list-style-type: none"> a) Rotary Kids Out b) Haverhill Family History Group c) Homestart Mid & West Suffolk d) Haverhill U3A e) Haverhill Emergency Cadets f) Haverhill Gymnastics g) Haverhill Town FC U15 team h) Haverhill Arts Group i) Haverhill Silver Band <p>NOTED</p>									
LC22 /046	<p><u>Date of Next Meeting</u> Tuesday, 08 November 2022</p>									
LC22 /047	<p><u>Closure</u> The Chairman declared the meeting closed at 20:31pm.</p>									

Signed
Chairman

Date

Appendix 1

Creative Director & Arts Centre

General Update

It has been a busy time for the team at The Arts Centre. We have successfully launched the new programme, which not only has a new programme of events, but is also a complete re-design. This redesign includes a new look for the Arts Centre logo, new branding for the regular comedy nights and for the Pantomime, the launch of a new Friends Scheme and the opportunity to buy and dedicate a seat at the Arts Centre. The latter are just two examples of initiatives we are starting to introduce intended to support the Arts Centre, but also to link us with the community more closely. We have received a significant amount of positive feedback since the brochure 'door-matted' last at the end of August.

The new programme also includes the launch of *LOVE LITERATURE* which is a small literature festival coinciding with 'World Book Day' and in partnership with 'Get Haverhill Reading' and our new mini-*FAMILY FUN FESTIVAL* in February half term.

The team also assisted in planning and delivering the hugely successful Haverhill in the Park event.

Box Office Update

We have achieved over £13k of sales since 22 August which, for the first time, is equivalent to a strong pre-pandemic result. 67% of sales have been online

We have increased numbers of people on our mailing list by 2,000 since last mailing, which means we are now on around 8,500.

Best-selling shows include Lesley Garrett, The ELO Encounter and The Three Degrees, followed by The Bubble Man and a Tribute to Neil Diamond.

Unfortunately, the sales are poor for the Tribute to Patsy Cline, but everything else is building nicely at present.

Programming

The new brochure covers September to March, and so my attention will soon turn to programming the Late Spring into Summer period.

Highlights confirmed from April onwards so far include:

- Kiki Dee
- Robert Powell and Liza Goddard's Evening with Jane Austin
- Clare Teal (BBC Radio 2)

We will also be co-producing an Easter Pantomime (Alice in Easterland) again in 2023, which will then do a short tour. This time we have renegotiated the deal to make it more advantageous for HAC and have re-designed the performance schedule to maximise on the best-selling performance times (i.e., weekends) and reduce the harder to sell weekday slots. Despite the mixed response to the last Easter Panto, it is worth giving this project another chance as there is benefit in co-producing work as it allows us more control over the product, gives us a chance to make some additional income from the tour

and raises the profile of the Arts Centre outside of Haverhill and Suffolk. We will, however, continue to monitor whether this project is worth repeating.

Cinema

Apparently largely due to Netflix, the landscape has changed regarding cinema release and the distributors (who ultimately control all the cinema product) are now releasing titles much later and giving much less notice than ever before. The cinemas have attempted to force the distributors to address this, but to no avail. This means that our cinema programme will have to become much more short term, with programming cycles and announcements being monthly. We have decided to maintain the printed programme until January 2023, but to use the period between now and then to try to phase out posted printed cinema programmes and move as many people as possible onto email. To continue with a monthly hard copy would be too expensive. We will continue to do a limited print run each month and have these available at The Arts Centre.

Pantomime

This is now fully cast and on sale, and we have taken control of the design and print, which is working well as it allows us to increase the quality of the design and focus the design and print on aspects that we know our audiences will respond to. Pantomime is a competitive market, and it is important that ours does not look like the poor relation (in terms of quality) to Saffron Hall, Cambridge Arts and The Maltings, Ely. Regular planning meetings with the producers will commence this month. We are reinstating some of the large outdoor advertising such as the banner on the back of the Arts Centre and we also hoping to have a large banner on the Tesco site.

Historically Haverhill Town Council purchase £1,000 of tickets which are distributed via REACH to disadvantaged groups. I would like to recommend to members that this should be continued this year and would ask members to approve the purchase of these tickets.

Capital Improvements

We have identified some capital improvements that would hugely benefit the Arts Centre in terms of audience experience, community and arts usage, future proofing and profile and reputation. I would like to recommend the following investments to members:

Description	Reason	Recommendation
Refurbishment of the 2 Dressing Rooms (Floors, Paint, Ceilings, and improved Air-circulation).	The current state of the dressing rooms and shower/toilet facilities is not acceptable, especially if we are to continue to raise the quality of the visiting artistes at HAC. Visiting performers, particularly higher profile ones, have noted that the dressing rooms are unpleasant with comments like, "It is more comfortable to sit in my car". One dressing room doesn't	Approve a budget of <u>£10,840</u>

	<p>even benefit from hot water anymore.</p> <p>The proposed refurbishment would also make it easier for groups that involve young people to comply with the ever increasing 'Safeguarding' requirements. Also, improved air circulation would make the dressing rooms far more useable year-round and more COVID-safe for users.</p>	
Refurbishment of the dressing room toilets/shower rooms.	As above.	This has been more complex to cost, but I will have a figure for the meeting. I would recommend approval of this cost.
Repair of the Cinema Projector Server.	The technical team have been warning for over a year that we are on the brink of failure with the current equipment. It would be a huge blow to the Arts Centre programme to lose the cinema, and so this preventative measure is now desperately needed.	Approve a budget of <u>£6,855.55</u>
Purchase of 120 new and matching banqueting chairs and 15 Round Tables for the Auditorium.	We receive fairly regular comments from users/hirers and customers that the seating is uncomfortable. Also, the plastic seating and tables that we currently use for cabaret style shows and private hires do make our beautiful auditorium look far less attractive and professional than it deserves. If we are to compete in the private hire market, we do need to 'up our game'. The comfort of our audiences is also extremely important in terms of building and maintaining a strong audience base for HAC. Finally	Approve a budget of <u>£3,480 and £2,625 (Totalling - £6,105)</u>

	circular tables would mean better sightlines for everyone, easily circulation and escape routes and improving spacing of audience members.	
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Arts Centre Café

I am working up a proposal for the longer term regarding the café and how it relates to the re-development of the Arts Centre in general. This proposal will be designed to maximise the Arts Centre’s income and community benefit now and into the future (regardless of possible other venue plans within the town). However, in the short term we need to consider redeployment of the kiosk staff as it closes at the end of September. It is my recommendation that we re-open the café but change the opening times and offer so that we can use the Arts Centre programme to drive footfall to it more effectively.

My recommendation is that the café should open at 12:30pm and close at 6:30pm. This means we can use matinees and film matinees (which tend to start around 1:30pm/2pm) to drive people into the café pre-show and evening shows and film screenings (which tend to start around 7pm/7:30pm) to drive people into the café for pre-show eats/drinks. This will also offer a warm space for people who cannot afford to heat their homes.

In a similar way, we are also investigating starting an affordable monthly family film screening on a Saturday in the spirit of the recent National Cinema Day scheme.

Halloween Trail 2022

I have also been assisting with the planning and organising for The Halloween Trail and, in particular, sourcing and appointing a lead artist.

It is not yet known whether Members would prefer the venue to be East Town Park or The Scout Site, and so I would request that Members consider this and conclude which venue they would like the event to take place at, so that further and more advanced planning can progress.

Other News

I have started work on a Heritage Lottery Fund bid for a project to celebrate 140 years since the opening of the Arts Centre (then the Town Hall), which will be in 2023. Partners for this include Haverhill & District Local History Group, Haverhill Family History Group and The National Fashion and Textile Museum.

I have also had meetings with Hannah Horton Jazz, Haverhill Silver Band, Centre Stage and Haverhill Singers to provide support and make stronger links between the Arts Centre and the wider community.

**Daniel Schumann
July 2022**

Appendix 2

Youth Skills

Youth Skills offer a full range of support provisions for local young people. Most of our work remains the same month-on-month, with adaptations to suit the needs of our clients.

- Offering a bespoke support service to our caseload of young people to ensure they reach their full potential.
- Guiding our clients in creating CVs and assisting them with education, employment, and training applications.
- We offer job search, interview practice and preparation for work support.
- Providing an apprenticeship/employment matching service to match young people with businesses. Promoting the value of apprenticeships and connecting training providers to businesses and encouraging the uptake of government grants.
- Arranging and attending meetings with our partners throughout the town, district, and county; ensuring that our service is promoted, encouraging joined-up services and maintaining up-to-date knowledge of other services. Chairing the YAG 5 times a year.
- Collaborating with our partners to advocate for the improvement of existing youth services, including mental health, domestic abuse, school refusers; ensuring that those most difficult to reach have appropriate support.
- Working with training providers and organising them to deliver training in Haverhill. To ensure our young people have a local offer, who may otherwise be NEET.
- Maintaining a strong social media presence on Facebook, Twitter, and Instagram, to share relevant information with our 2,300 followers and the local community.
- To ensure Haveyou is updated and promoted to young people.
- Organising, planning, and providing Adult SignPost, Junior SignPost, SignPost Toddler 'n' Me, SignPost 2gether; sourcing grants to provide money to enable these well-being projects to take place.
- Offering "Walk and Talk" twice weekly, thus promoting positive wellbeing in the fresh air and encouraging improved fitness levels, mobility, and general confidence.

Activities in addition to the above since last report

- We promoted the Haverhill Town Council offer of support to young people, "Youth Have Options" at the fun days throughout August and at Picnic at the Park. Acrylic paint pens were used to decorate over 300 tiles/stones. Both young people and parents sat outside the "On the Spot Van". We discussed with some young people how they would like to see a youth club operate and asked for their ideas on how sessions should look and be advertised.
- Next Steps Support took place the day after GCSE result day at the Art Centre. We invited both local further education colleges and our local 6th form to offer support and guidance. Staff from both Haverhill academies supported.
- Secured some locality budget for our Signpost Toddler and Me project.
- We sent off the application for the National Lottery Community Fund. We await the outcome. We hope to offer a youth club with signpost wellbeing entwined. This will happen three times a week. One session will focus on active activities such as Zumba/laser nerf. The second session we have pencilled in mindfulness/yoga. The third session will be more

creative, art/baking. All sessions will offer a listening ear of support whilst feeding advice and guidance in for careers/sexual health /guest speakers to inspire and inform. One of the sessions will be ear marked for young people who have additional needs.

- We have met to discuss how we will now take on the responsibility of the Have You web site. We look forward to guiding more traffic via the website and getting young people involved with the running of it.
- We attended the jobs faire at the Art Centre and promoted our service and networked with other organisations/businesses.
- We arranged mindfulness sessions for our clients, from over our various projects.
- Met with Sue Ling (Operations Manager for Women's Aid in BSE) we planned how we will link up together to support domestic abuse survivors whilst they attend the Voice Programme in Haverhill.

Parents emails of thanks.

Karen, Dan and the Youth Skills team have gone above and beyond to support my son with finding an apprenticeship locally.

As someone quite shy and nervous he was apprehensive about the application and interview process and the team supported him every step of the way, from revising his CV, job suggestions and interview practice.

They were a big part of giving him the confidence in himself to even apply for an apprenticeship and attend interviews and I can't thank them enough or stress how important this service is to the young people in Haverhill.

Quotes -

"Youth Skills really helped my son bridge that gap between 6th form and work - can't praise them highly enough"

"If you want support to find work or an apprenticeship, I would highly recommend the Youth Skills team, the support they have given my son has been brilliant and he had now secured an apprenticeship"

**Karen Chapple
July 2022**

Appendix 3

The Zone Report

Sandra Linnane

Staffing

- East Town Park (Picnic in the Park) - Zone Staff supported an activity with a whale.
- Haverhill Festival– Zone staff helped with stewarding and enjoyed the days on the rec.
- Some members of staff are needing to update their first aid certificates. This is being arranged.

The Zone

We have been opening 7 days a week through School holidays. Some sessions were blocked off for our SEND group, private hire and for staff to help at events arranged by Haverhill Town Council. Monday and Tuesdays varied for numbers, ranging from 0 to 48 per session. Mostly the lower end.

Parties at The Zone have continued to go well with good feedback and some customers have chosen to have private hire for their party. (Which gives them sole use of the soft play)

Zone 3rd Birthday Party - Friday 5th August. The Zone staff were happy how the party went. Thank you to our mayor and councillors who gave us a visit. 38 customers in the morning and 57 in the afternoon session. We would have liked to have had more but on reflection If the numbers had been too high it would have made it difficult to manage the games as it was very hot inside and out.

We continue to work as Literacy Champions with Suzanne from Get Suffolk Reading, supporting events and getting fresh top ups of books and magazines for adults and children.

Toddler and Me (Signpost group) attend the indoor play area on a Thursday morning.

Through August we introduced a session on a Tuesday morning at a special rate for parents and their child starting school in September. This came about after a parent asked if there was anywhere, they could meet for them and their children to get to know parents and peers before starting school in September. We had a few takers for this and will develop it for next year.

Funding – National Lottery funding application has been sent off, so fingers crossed regarding the youth club.

Youth Work – 1 to 1 counselling - Hannah from Room4 with funding from us continues to provide 1 to 1 counselling from her office in the High Street. This has been arranged to enable young people without transport to access the counselling more easily. Another 6 sessions are also being delivered by another counsellor (from Room4) on a Tuesday and Thursday evening at The Zone. All well attended with a waiting list.

Detached – We have been out once a week. Seeing familiar faces and meeting new ones. Building on relationships is key and the amount of engagement will depend on the young people out on any particular session and whether they want to or have time to engage with us. We are consulting with young people regarding the reopening of the youth club at The Zone.

Urban Sports Park Meeting – Youth workers attended the Skate Park on the 5th July where plans were once again shared with the young people who gave their feedback. Fewer young people than last time but still as valuable as previous meetings.

Chill Out – Looking to open in the Autumn term. Looking at Year 7's.

Youth Night – An application for funding for a fuller youth club night to take place. Cooking, well-being activities, visits from other professionals. Learning of new skills, creative activities. Not forgetting the traditional pool table, table tennis.

Our SEND pilot youth club took place on Wednesday 31st August. We have interested families wanting something specifically for their teenage children with special needs. Depending on the family circumstances and the disability of the young person will decide whether all the family attends the youth night, or just parent and teenager, or just the teenager. Younger siblings are able to access the soft play but not the pool table, table tennis or PlayStation 5. This was a free session as funding had been sought. The session went well with positive comments. We had 23 altogether including parents. Youngest person attending was 11 as most parents/carers wanted the session to be about their teenager and not other siblings. We are holding another funded session October half term as couple of the parents said there is nothing for their children in the holidays. Parents spoken to are happy to pay if it becomes a regular event and funding does not get granted.

On Spot Van – The van attended the Haverhill Show Sunday 3rd July which is not usually an event where we have lots of young people use the van but allows us to answer questions from parents about the van and network with other agencies at the show. The van also attended the Picnic in the Park at East Town Park and the Haverhill Festival. The Chalkstone Fun day and Clements Fun day were also attended by the van. All of these events we paired up with Karen and her team. Rock and tile painting drew younger children in and their parents, not the demographic group we were aiming for, but once again allowed conversations and relationships to start. All of these events are a good place for networking with other agencies. The large Jenga that the van has attracts all ages and encourages conversations to start up with our young people. We have been given some books from Get Suffolk Reading for the van (aimed at 12-year-olds) these proved popular at the events we attended.

The free lunches at the Skate Park varied in numbers. The skate park area in general seemed very quiet even on days that we did not have the van on site. This may have been due to families away on holidays. We had the very hot weather to content within an open space and our last visit we had rain. While we did have some teenagers most of the visitors to the van were 10 - 11-year-olds. Whilst not allowed on the van most took up the offer of a free lunch or water (they had to make lunch themselves) This also gave us the opportunity to start building the relationships. Although disappointed at not engaging with many 12 to 19 years of age two encounters stand out. One young person has visited us at all the events that the van has attended. We have had good conversations with the young person and hope that they continue to use the van and youth workers for support. The other young person joined us for lunch and told us that they never eat in front of other people, and this was their first time of sitting at a table with young people they didn't know. At parties the young person would always go to another area and eat with their parent. We have met this young person before on detached and talked with her and her mother and sister about their health and mental wellbeing and where they were getting support from. Talking with the young person now they say school is a better place to be and is getting the support they need. Wanting to attend school now. Great to hear.

Outreach – Activity event organised by Cheryl Claydon (Community Engagement Officer) and supported by fellow police officers, youth workers, and rugby club staff held at the Leisure Centre Astro turf on what was one of the hottest days of the year was attended by 8 young people. A couple of families with younger children turned up but due to the heat nobody stopped for the whole session. Shade, refreshments, and sweets were on offer. Youth workers walked around the town, rec and Clements estate but not many people about. The few that we saw were sat in the shade and not interested in joining in on this very hot day.

Thank you for your continued support.

Sandra Linnane
July 2022