



**HAVERHILL**  
TOWN COUNCIL

# Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

## **LEISURE & COMMUNITY COMMITTEE**

Held on Tuesday 8<sup>th</sup> November 2022 at 7.00pm

**Present:** Councillor J Burns (Chair)  
Councillor A Brown  
Mayor B Davidson  
Councillor P Firman (until 8:02pm)  
Councillor A Luccarini  
Councillor M Marks  
Councillor J Mason  
Councillor D Roach  
Councillor L Smith  
Councillor D Smith (Vice-Chair)

**Apologies:** Councillor P Hanlon

**In Attendance:** Colin Poole, Town Clerk  
Daniel Schumann, Creative Director  
Celia Matthews, Chair Haverhill Singers

### **Welcome:**

The Chairman welcomed everyone to the meeting. A minute silence was held in memory of Christopher Gurteen who had been greatly involved in the life of the town and supported many groups and activities, including being president of the Haverhill Singers.

## **MINUTES**

		<b>ACTION</b>
<b>LC22 /048</b>	<b><u>Apologies for Absence</u></b> The above apologies were noted.	
<b>LC22 /049</b>	<b><u>Declarations of Interest and requests for Dispensation</u></b> None	
<b>LC22 /050</b>	<b><u>The Haverhill Singers Group Plans 2023</u></b> Mrs Celia Matthews advised the committee on the background to the group and upcoming events. They will be singing at a carol concert on 10 <sup>th</sup> December, 5pm in the Methodist church, to which all Councillors are welcome. They also hope to sing before of the Lesley Garrett show at the	

	<p>Arts Centre now scheduled for June next year, as part of a series of concerts planned for 2023.</p> <p>At the moment the group are not singing at outdoor events as they do not have the numbers or amplification equipment to produce the quality sound they want. However, they are welcoming new members and hope to get back to the necessary numbers to make that possible again.</p> <p>However, the group is keen to offer their services free of charge to promote their profile. The group meets 5pm on Fridays if anyone wishes to come along and join.</p> <p>The Chair thanked Celia for coming along to the meeting.</p>	
<b>LC22 /051</b>	<p><b><u>Minutes of the Last Meeting</u></b></p> <p>It was proposed by Councillor B Davidson, seconded by Councillor L Smith, that the minutes of the meeting held 3<sup>rd</sup> October 2022 be agreed as a true record.</p> <p><b>RESOLVED</b></p>	
<b>LC22 /052</b>	<p><b><u>Actions arising from the minutes</u></b></p> <p>None.</p>	
<b>LC22 /053</b>	<p><b><u>Public Forum</u></b></p> <p>None.</p>	
<b>LC22 /054</b>	<p><b><u>Reports From Officers</u></b></p> <p><b>a) Creative Director and Art Centre (Report attached – Appendix 1)</b></p> <p>Daniel Schumann referred the meeting to his previously circulated report.</p> <p>Lesley Garrett had to cancel due to family issues, a new date has been given for June 2023. Ticket holders can transfer to that date or get a refund.</p> <p>Pantomime sales are now ahead of where they were last year.</p> <p>Warm Space/Free Films – This is the project to provide a warm space for people unable to heat their own homes. Attendance started slowly, then numbers increased; My Fair Lady was sold out, Dad’s Army was 50% full. Currently the cost of providing free films is funded only to the end of November. A grant application has been submitted to the Winter Response Fund to carry on into future months.</p> <p>Refreshments offered at the coffee bar; Tea, Coffee, Tea Cakes, Scones etc. In response to a question regard how the provision of a warm space and free films impacts on other users of the coffee bar and upstairs performances, it was confirmed that free films are only shown on days when no paid-for performances are scheduled. Sales will be monitored so we will be able to detect if the warm space initiative impacts on sales, but of course helping keep elderly people warm comes with a cost to the</p>	

<p>host. It may be possible to do themed performances, bring in artists or put on activities such as bingo if funding to continue is successful.</p> <p>The coffee bar has special offers based on the Arts Centre programme.</p> <p><b>b) Reflection on proposals for capital improvements to the Arts Centre</b></p> <p>Daniel reminded the meeting that back in 2018 drawings had been prepared for a single-storey extension where the current temporary rear 'tunnel' sits, wrapping around the back of the Arts Centre to include a loading bay, accessible dressing room, new toilets and an extended bar. He felt this was the best proposal made for extending the Arts Centre and needed doing whether or not a new arts venue is created.</p> <p>Structural investigations are a first step in a feasibility study, from which an idea of the cost of works can be established and funding applications prepared.</p> <p>Timescales will depend on funding rounds for grants available i.e. Heritage Fund, or a Public Works Loan would mean getting started quicker. We will need to commit funds up-front now for architects and professional fees.</p> <p>The clerk advised that there were funds in the long-term maintenance reserve for major replacements, but that we should seek separate funds for new works. Professionals may be able to offer guidance and suggestions for these things.</p> <p>Councillors expressed enthusiasm for the proposal.</p> <p>It was proposed by Councillor J Burns and seconded by Councillor A Brown to recommend to full council that funds be allocated to move forward with instructing professional services to prepare a feasibility study.</p> <p><b>RESOLVED</b></p> <p>The Clerk advised that the West Suffolk Masterplan Implementation Team were looking to work up a feasibility study for a new arts venue of the sort proposed by the Arts Centre Review Group through the ONE Haverhill Partnership</p> <p><b>c) Youth Skills Manager (Report attached - Appendix 2)</b></p> <p>It was requested that the reports submitted could provide more empirical data to back up the qualitative data.</p> <p>It was asked that Karen ask young people their opinion on how reductions to the Bus Service impacts on them.</p> <p><b>d) Zone Manager (Report attached – Appendix 3)</b></p> <p>It was asked what impact it has specifically; how many young people are encountered whilst doing youth work</p>	<p><b>CLERK</b></p> <p><b>YS Manager</b></p> <p><b>YS Manager</b></p> <p><b>Zone Manager</b></p>
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	<p><b>e) Pop-up Market, old YMCA shop (Report attached)</b></p> <p>WSDC requested in spring for town councils to act as landlord for pop-up shops, at which time there was an offer of £100,000 to fund a one-off capital purchase of a pod on a High Street by one town. No council could meet the requirements within the timescale allowed and the fund is now not available anymore. Since then, the idea of pop-up shops remains appealing and the meeting was asked to consider an outline brief for an indoor market in the old YMCA shop premises.</p> <p>The Committee welcomed the proposal in principal, Councillors were enthusiastic about doing it and want it to be a success. Whilst they agree entirely that December would be a good time, they thought it impractical to achieve in time; Councillors expressed concern that an attempt to start now would slide right through to January, which is clearly not a good time to open a business. Instead, they would like to aim towards a spring opening when we will have a clearer idea of the economic outlook and can properly address issues they raised, which included insurances (ours as well as traders) legal costs for licences and renting the unit, clarifying how we do the caretaking, cleaning, administrating the letting diary etc and marketing ahead of opening. Councillors considered a 3-month trial as insufficient for a pilot, favouring a 12-month lease but recognised this is more of a commitment financially, so finding more support is essential.</p> <p>Councillors considered it likely that there were more funds to be had from West Suffolk and were willing to push on that when they meet with Julie Baird, AD for Economic Development and Ian Gallin, Chief Executive, later this month. Whist Councillors are willing to front the financial risk, they want to see the financial balance more likely to give taxpayers a chance of getting their money back. The Clerk advised he would approach Alex Till at Menta who may be able to point to funding and know of small businesses who might act as an anchor tenant.</p> <p>It was proposed by Councillor A Luccarini, seconded by Councillor B Davidson that the plan be developed further with a view to opening in spring.</p> <p><b>RESOLVED</b></p> <p>Councillors Marks, Firman and Davidson will form an advisory panel.</p>	<b>Clerk</b>
<p><b>LC22 /055</b></p>	<p><b><u>Grant Funding Policy</u></b></p> <p>The Clerk asked that the committee review the current policy, following the entire budget being spent within the first six months of the financial year, due to a significant amount of groups applying for and being given large grants.</p> <p>The Clerk advised that it is usual for parish councils to give grants measured in hundreds of pounds, but that recent applications coming in are asking for thousands and the budget was quickly exhausted. He considered these unsustainable requests more suited to grants from principal councils.</p>	

	<p>The clerk asked that a task and finish group form to review the Policy; to discuss application process, eligibility criteria and budget cap to be considered, to then report back to the committee.</p> <p>It was proposed by Councillor Marks and seconded by Councillor Brown to form a Working Party with members being Councillors Davidson, Marks, and Burns to review the policy.</p> <p><b>RESOLVED</b></p>	
<b>LC22 /056</b>	<b><u>Grant Recipient Reports</u></b> None,	
<b>LC22 /057</b>	<b><u>Date of Next Meeting</u></b> Tuesday, 10 January 2023	
<b>LC22 /058</b>	<b><u>Closure</u></b> The Chairman declared the meeting closed at 21:06pm.	

Signed .....  
**Chairman**

Date .....

## Appendix 1

### ARTS CENTRE REPORT NOVEMBER 2022

#### General Update

It has been an exciting and industrious time for the team at The Arts Centre. After the launch of the new programme sales have been very encouraging, and we have received large amounts of very positive feedback from our community.

The team also assisted in planning and delivering the hugely successful Haverhill Halloween Trail, which was attended by approximately 2,700 people.

#### Box Office Update

Pantomime: We have achieved 96% of tickets bought for the equivalent week last year – this is very positive news given the cost-of-living crisis and better results than many other theatres are currently reporting.

Recent sell-outs include:

- ✓ The Three Degrees – We have received lots of compliments, online and in person
- ✓ The Amazing Bubble Man – We have received lots of compliments, online and in person
- ✓ Viva Neil Diamond
- ✓ Tom Allen

Cinema: We achieved good sales on Mrs Harris Goes to Paris and Moonage Daydream (70+). The Live Broadcasts are continuing to achieve respectable numbers, even for less mainstream and more challenging content such as La Boheme (37) and Much Ado About Nothing (44). I have met with the organisers of the Dementia Group, and we are re-starting the HAC Dementia Screenings. The first of these will be on 15th November. Our Coffee Bar will provide the catering.

#### Programming

The next brochure will in December and will cover December until May/June.

#### Capital Improvements Update

Following approval of the proposed capital improvements, the following actions have been taken:

Description	Recommendation	Action/Update
Refurbishment of the 2 Dressing Rooms (New floors, Paint, new ceilings, improved Air-circulation).	Approve a budget of £10,840	Best prices being obtained – proposed start date is February 2022.
Refurbishment of the dressing room toilets/shower rooms.	Approve a budget of £10,480	Best prices being obtained – proposed start date is February 2022
Repair of the Cinema Projector Server.	Approve a budget of £6,855.55	Technical Team have ordered the necessary equipment.
Purchase of 120 new and matching banqueting chairs and 15 Round Tables.	Approve a budget of £3,480 and £2,625 (Totalling - £6,105)	Purchased and delivered. This was achieved under budget at a total of £5,692 including VAT.

#### Arts Centre Coffee Bar

The Coffee Bar is now open, and all marketing materials have been produced. We have received a large amount of very positive feedback and the community are definitely very happy to see this facility open. Although it is early days the food/beverage offer we have created seems to be going down very well with customers and, as you can see from the figures supplied, trade is building

nicely. The offer also allows for a very lean staffing arrangement (one) and very little waste. As promised, we have also produced a SPECIALS programme linked to events at HAC – a copy of this is attached.

### **Watch in the Warm Project**

We have now launched our WATCH IN THE WARM project. This is a project designed to provide a warm space for people to come to and offers participants a free film as part of the offer. A new mini cinema system has been installed in the Coffee Bar to enable this and I have negotiated a special rate with the distributors, reducing the cost from the usual £120 per film, to £80 per film. A full programme has been published for November, with each week having a theme. Please see attached for more information. This will obviously also bring people into the Coffee Bar who will, hopefully, purchase refreshments.

### **Heritage Lottery Application**

I have submitted an Expression of Interest to The National Lottery Heritage Fund and received positive enough feedback to progress to the next stage. I have also met with Charles Gurteen, who has agreed to join the list of partners and supporters of the project.

The lottery requires community consultation to be carried out, so we have actioned this and received a very strong response of over 120 people indicating enthusiasm for the idea.

Headlines are:

- 91% thought it would be good to celebrate 140 years of the Town Hall/HAC
- 92% thought Haverhill would benefit from a permanent exhibition space.
- 88% expressed a definite interest in the visual arts and
- 71% a definite interest in social history and the history of Haverhill.

### **Locality Applications**

I submitted two applications for Locality Funding to support the mini–Literature Festival at HAC (LOVE LITERATURE) and both were successful, this means that this event is now fully funded.

### **West Suffolk Meetings**

I have now joined the district council's project group regarding the proposed possible new venue in Haverhill. So far, along with Colin, I have attended two meetings which have been mostly information gathering and establishing the actions necessary to move this forward.

### **Norfolk and Suffolk Culture Board**

While this is not a huge time commitment, I feel it is important for Haverhill to have a seat at this potentially influential table.

## **Appendix 2**

### **7b Youth Skills Report September / October 2022**

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**

- Attended a "Post 16 evening" at Castle Manor Academy where we offered advice and guidance to years 10 and 11, mainly speaking about apprenticeships. We also promoted our Junior Signpost Project.
- We worked from a stall on the Haverhill Saturday market, to raise awareness of "National Mental Health Day". We spoke to the public and shared information on the services we offer to young people, especially those that are struggling with low mood.
- Secured Lottery Funding for a "Well Being Hub ". We received £9680. We will offer wellbeing hubs on a Tuesday and Thursday evenings. They will take place at The Zone and we will offer them out of the Leiston Community Centre during school holidays. They will be a place where young people can hang out together whilst trying out new activities. We have art classes, and wellbeing sessions booked along side dodge ball and Zumba. At present we are offering pilot sessions, youth staff have given positive feedback, and shared that meaningful conversations have taken place. A safe place, a listening ear with good quality advice and guidance is proving to be a winner.
- Catherine has grown the "Toddler and Me" signpost project, it is nice to see some positive progressions. One of our young parents has volunteered with us and helped at The Zone. She is now on stand-by for times of staff sickness/shortness for paid hours at The Zone. Catherine passed her food hygiene level 2.



- We have completed a grant application for £8,000, from the Suffolk Public Mental Health Programme to enable us to support covid recovery groups, for the remainder of this year. We have groups of people that have been impacted by covid and need help to recover from anxiety and low mood.
- We have applied to The West Suffolk Community Chest Fund, for £11,620. This will enable us, if successful, to support young people on our Signpost projects for the first half of the next financial year.
- We have applied to Assura Health for £12,350 to enable us to support young people for the latter half of next financial year. (We will keep you posted on all grant application outcomes).
- Dan has returned to working fulltime. He said, “It feels fantastic to get back into the swing of things – engaging and connecting with clients and partner organisations new and old”. He has started a Level 2 Information, Advice and Guidance qualification with New City College London. Dan is currently working on the Have You web site, transferring it to a new server to simplify it. This will make it easier when we need to update it in the future.
- We attended a session of “The Voice” for those that have experienced Domestic Abuse. We met survivors with their children. We are working on creating links to enable us to work together in the future.
- We were successful in our application to be part of the Local Co-op Community Fund. Co-op customers who shop at the Co-op, (Claire, Suffolk) and use their loyalty card, will donate 1p to every £1.00 spent (Co-op branded products only) to our Signpost fund. We are assured of at least £1,000 over the year it runs.

**Case Study DG** – DG is a 19-year-old man who has quite severe autism, in addition to having a criminal record and having spent time in a young offender institution. Referred to us by the Suffolk Youth Justice Service, he was unable to find support from other organisations due to his previous convictions. As DG had moved to turn over a new leaf, the initial aims were to support him in building rapport, getting out of the house and setting achievable goals. Additionally, with his deeply damaged social skills and confidence, he was also supported in attending Job Centre appointments. He was supported in completing a skills booklet and in creating a bespoke CV to apply for a local vacancy. DG was one of the most challenging and complex cases to date, but with time, patience, and perseverance, he has now spent almost a year working at the same business he was supported in creating a CV for. DG has been diverted away from reoffending and has avoided ‘falling through the cracks’ and we hope that our support will positively affect him for the rest of his life

## **Appendix 3**

### **7c Sandra Linnane, Zone Manager and Lead Youth Worker November 2022**

**Staffing** – We are sharing Karen’s work experience person on a Friday at The Zone. Also, from Karen’s team a volunteer who has been with them for a year is seeking paid hours, so she will be trained up and called upon to cover sickness and holiday leave at The Zone.

Halloween Trail - Zone staff were offered the opportunity to work at this event if they are not working at The Zone or wish to help after The Zone closes.

Remembrance Event - Zone staff have once again been offered the opportunity to work at this event if they are not working at The Zone or wish to help after The Zone closes.

**Training** – This is provided as needed. Updating of First Aid certificates were undertaken in October for the staff requiring them. Other training delivered in-house covered a variety of topics. DBS have been applied for.

**The Zone** – We were open all week during October half term. Monday pm session closed for SEND Group which we have been funded for. Sunday 30th was The Zone Halloween parties and both sessions sold out. (Fancy dress, games, prizes). 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) We had a baby shower held at The Zone (No alcohol). 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 both adults and children. Toddler and Me (Signpost group) meet on occasion at The Zone.

**Funding** – Our National Lottery funding bid was successful, and we have run a couple of wellbeing youth sessions. November sees the start of the twice-weekly youth session at The Zone and planning to deliver some activities such as cooking at the Leiston. We are looking at volunteers to assist and funding was gained to train 2 additional youth workers.

**Youth Work** – Hannah from Room4 with funding through 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 counsellor (from Room4) delivers counselling on a Wednesday and Thursday evening at The Zone.

**Detached Youth Work** – We aim to go 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 night and whether they want, or have time to, engage with us. We are consulting with young people regarding the reopening of the Chill-out youth club at The Zone.

**Chill Out** – On hold for the time being.

**SEND Youth Night** – We have one booked in for Wednesday 26th October which is part of our Monday SEND group.

**On Spot Van** – This has been in the garage for various repairs, a recall from Mercedes-Benz and servicing. We may have to alternate when the van goes out and detached due to the opening of the youth clubs and availability of youth workers. Any councillors who would like to observe the work of youth workers are welcome to join us on the van for an evening. Please contact me if you are interested.

Thank you for your continued support.