

# Haverhill Community Trust

Registered Charity No. 288092



**HAVERHILL**  
TOWN COUNCIL

## TRUSTEE MEETING

Minutes of a Meeting of Haverhill Community Trust held on Tuesday 21<sup>st</sup> November 2017 at 7:00pm at Haverhill Arts Centre, High Street, Haverhill

- Present:** Mayor D Roach  
Deputy Mayor A Brown  
J Burns  
J Crooks  
P Hanlon  
B McLatchy  
I McLatchy  
B Robbins  
L Smith  
W Yang
- Apologies:** A Bramwell  
P Fox  
Q Fox  
M Byrne
- Absent:** C Turner  
A Williams
- In Attendance:** Mayoress Sue Roach  
Colin Poole (Clerk to Trustees)  
Representatives of Haverhill in Bloom  
Elizabeth Flower (Note taker)

## Welcome:

The Chairman welcomed everyone to the meeting. The Clerk introduced Elizabeth Flower who will be taking the meeting minutes. A disclaimer was read regarding the audio recording of the meeting.

## MINUTES:

- HCT 17/19**     **Apologies for absence**  
A Bramwell, P Fox, Q Fox and M Byrne had sent apologies.
- HCT 17/20**     **Minutes of previous meeting:**  
it was proposed by J Burns, seconded by A Brown, that the minutes of the meeting held on 20<sup>th</sup> June 2017 be agreed as a true record.  
**RESOLVED**
- HCT 17/21**     **Matters Arising:**  
a) HCT 16/06 Pump Track – The Clerk advised that a company

## ACTION:

has been selected for the project but their name cannot be disclosed until the completion of the 28 day moratorium, which is in progress. Planning permission will be applied for upon completion of the moratorium and the company name will then be announced.

- b) HCT 16/08 Hartseats Credit Card Terminal – The card terminal is in use at the bar and is currently taking 5% of the sales. A second machine is being ordered as the one at the Box Office is unable to accept contact payments. The Clerk asked that all Trustees completed a form for the bank to allow for the Arts Centre card machine to be upgraded.
- c) HCT 17/04 Haverhill Corn Exchange – The meeting noted this matter was now closed.

**HCT  
17/22**

**Haverhill in Bloom (HIB)**

The Clerk advised that HIB was seeking approval to become a sub-committee of the Trust. A proposal for how this would be done would be put to the Charity Commission. If agreed, all assets would be transferred to a restricted reserve within the Community Trust's accounts, as those funds would be used only for HIB's purposes. They are a small group and their time needs to be spent keeping Haverhill beautiful not filling out paperwork. Ben Humphreys from HIB was in attendance to present their case. He stated that all projects would be planned in advance. All invoices would be submitted to the Community Trust. It was proposed by J Burns and seconded by Betty McLatchy that HIB can become a sub-committee of the Trust and that the Clerk be given delegated powers to enable all necessary actions to be done which would enable Haverhill In Bloom to join the Trust.

**RESOLVED UNANIMOUSLY**

**CLERK**

**HCT  
17/23**

**Company Secretary's Report**

The Clerk asked the Trustees for their opinion about the 'direction of travel' in hosting smaller community groups (i.e. Synergy Café, The Men's Group) which have found the need for administrative support having had their support from voluntary organisations withdrawn as a result of social care funding cuts. It was agreed unanimously that these groups provide the community with important support and that ultimately the Trust exists to help the people of Haverhill. It was agreed to approve the direction of travel and look at future groups on a case-by-case basis. Terms of reference need to be drawn up for these groups, HIB and any additional groups joining, setting out very clearly issues such as budget and spending authority.

**CLERK**

**HCT  
17/24**

**Authorisation of Trustee to Act**

It was proposed by B McLatchy, seconded by B Robbins, that the Council, as Trustee, may act on the Trust's behalf in considering future development of the Arts Centre, Hartseats and Leiston Centre.

**RESOLVED**

**HCT  
17/25**

**Any Other Business**

B McLatchy informed the Committee that she will be finalising details on an ultrasound clinic on the 30<sup>th</sup> of November 2017 at the Burton Centre which will be run by the Hospital, not by GPs. J Burns asked that Steve Barton (Haverhill Echo) be made aware when this is completed.

**B  
McLatchy**

**HCT  
17/26**

**Closure**

The Chairman declared the meeting closed at 19.36.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date