

To:

The Chairman and Members
of Cranbrook Town Council

09 May 2023

NOTICE OF ANNUAL TOWN COUNCIL MEETING

The Chairman and Members of Cranbrook Town Council are hereby summoned to attend the Council's annual meeting:

Meeting: Cranbrook Town Council
Date: Monday, 15 May 2023
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook EX5 7DR

Janine Gardner
Town Clerk

A G E N D A

1. ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2023-24 AND DECLARATION OF ACCEPTANCE OF OFFICE

2. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2023-24 AND DECLARATION OF ACCEPTANCE OF OFFICE

3. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

5. MINUTES

To accept as a true record the minutes of the meeting held on 24 April 2023.

6. PUBLIC PARTICIPATION

To consider requests from members of the public to make representations, answer questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

7. REVIEW OF THE CODE OF CONDUCT

To review and adopt the Town Council's Code of Conduct dated 23 May 2022.

8. REVIEW OF FINANCIAL REGULATIONS

- a) To review and adopt the Council's Financial Regulations 27 June 2022 and review and confirm the delegation arrangements (especially sections 4.1 and 5.5).
- b) To review and approve the Council's regular payments (ref. section 5.6).
- c) Fees and charges (ref. section 9.3).

9. REVIEW OF STANDING ORDERS

To review and adopt the Town Council's Standing Orders dated 23 May 2022.

10. DISPENSATIONS PROCEDURE

To consider the attached document, determine the options highlighted and adopt the procedure.

11. GENERAL POWER OF COMPETENCE

To confirm that the Council meets the eligibility criteria to operate the General Power of Competence and to adopt it as the Power of First Resort for Council actions.

An eligible council is one which has resolved to adopt the General Power of Competence, with at least two thirds of its members being elected or declared elected and the Clerk holding an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).

12. COUNCIL OPERATING PRINCIPLES

To reaffirm the Town Council's operating principles as a non-party-political and non-religious organisation which serves all members of the community in accordance with current equality legislation. These principles were last adopted on 17 June 2019 (minute ref. 19/117) following the last ordinary elections in 2019.

13. SERVING OF SUMMONS ELECTRONICALLY

Councils must obtain councillors' consent to receive agendas via email, otherwise the agendas will need to be sent by post posted with three clear days' notice. The Council has been operating as a paper-free organisation since its creation as a local authority in 2015.

To confirm that all councillors are content to receive agendas via email.

14. APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO TOWN COUNCIL COMMITTEES AND WORKING GROUPS

To agree the appointment of Council Committees and Working Groups and to appoint Members to Council Committees and Working Groups for the year 2023-24.

15. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF TOWN COUNCIL COMMITTEES

To appoint the Chairman and Vice-Chairman of each Town Council Committee.

16. TERMS OF REFERENCE AND REVIEW OF DELEGATION ARRANGEMENTS

To review and agree the terms of reference for

- a) Council Committees
- b) Working Groups

and associated delegation arrangements where applicable.

17. APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES

18. APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

19. RISK MANAGEMENT STRATEGY, RISK REGISTER, RISK ASSESSMENTS AND REVIEW OF RISK MANAGEMENT ARRANGEMENTS

On 27 June 2022, the Council reviewed its risk management arrangements and resolved to review the Council's arrangements relating to risk management, fire safety, health and safety and emergency planning once in a Council period, i.e. every four years as well as to receive reports as and when a need arises at any time in relation to risk management, fire safety, health and safety and/or emergency planning (ref. minute 22/123(e)).

To approve the following documents:

- a) Risk management strategy and risk register

- b) The following risk assessments:

- i. Slips and Trips Generic
- ii. Manual Handling Generic
- iii. Office Safety
- iv. Kitchen
- v. Playground Safety
- vi. Councillor
- vii. Allotments Safety
- viii. Christmas Tree
- ix. Lone Working
- x. Country Park General Tasks
- xi. Country Park Events
- xii. Driving
- xiii. Younghayes Centre
- xiv. Homeworking all staff
- xv. Returning to Work (following prolonged illness)

- c) To archive the following risk assessments:

- i. Play Parks Safety
- ii. Country Park River Work (N.B. this risk assessment may become live again following the appointment of a Ranger)
- iii. Volunteer
- iv. Risk Assessment Temp A – Return to Work Post Covid-19
- v. Risk Assessment Temp B – Re-Opening Playgrounds Post Covid-19
- vi. Risk Assessment Temp C – Council Meetings

d) Health and Safety Policy

e) Younghayes Centre Fire Management Plan and Fire Risk Assessment

20. REVIEW OF COUNCIL POLICIES

Review of the Council's HR-related policies: Absence Management Policy, Grievance and Disciplinary Policy and Capability Procedure, Lone Working Policy, Personal Use of Council Equipment Policy, Training and Development Policy, Whistleblowing Policy

Review of Council policies: Accessibility Policy, Assets Policy, CCTV Policy, Cash Handling Policy, Credit Control Policy, Community Engagement Strategy, Councillor Officer Protocol, Customer Service Policy and Complaints Procedure and Freedom of Information Procedure, Document Retention Policy, Equality and Diversity Policy, Grants Policy and application form, Media and Social Media Policies, Privacy Policy, Procurement Policy, Sandbag Scheme, Street Trading Guidelines, Unacceptable Behaviour Policy, Unauthorised Encampment Policy, Use of Public Open Spaces including Code of Conduct for Cyclists and Professional Dog Walkers

The Maternity Policy and Peninsula Pensions Employer Discretion Policy are not recommended for review at present.

N.B. The Council may decide to create a new working group dedicated to the review of Council policies under agenda item 14 above.

21. REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OTHER BODIES

The Council is a member of the Devon Association of Local Councils and, therefore, the National Association of Local Councils.

The Clerk and Deputy Clerk are members of the Society of Local Council Clerks.

22. PUBLICATION SCHEME

Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

23. COUNCIL MEETINGS CALENDAR

To note the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

24. BANK SIGNATORIES

To confirm the Council's current duly authorised bank signatories as follows:

"View and Submit" level of access: Janine Gardner and Alexandra Robinson

"View and Authorise" level of access: Cllrs Kevin Blakey, Ray Bloxham and Colin Buchan

25. DELIVERY OF AN OUTDOOR GYM IN THE STONE MEADOW ARE OF THE COUNTRY PARK

To approve the attached tender documents relating to the delivery of an outdoor gym in the Stone Meadow area of the Country Park for launching the tender in accordance with the proposed timetable.

Please note that grant funding will be sought for this facility and the Council has successfully completed Stage 1 of the Valencia Communities Fund (formerly known as Viridor Credits). The submission of a Stage 2 application requires a completed public procurement exercise. It is not proposed to fund an outdoor gym via the Town Council's precept.

26. REQUEST TO USE COUNTRY PARK EVENT SPACE

To consider the attached report.

27. COMMERCIAL SPONSORSHIP OPPORTUNITIES

To consider the attached report.

28. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

29. EXCLUSION OF THE PRESS AND PUBLIC

Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

30. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

To consider the Council's insurance schedule for the 2023-24 financial year as well as the Council's asset register dated 31 March 2023.

31. EMERGENCY PLAN

To review and adopt the Council's emergency plan.

32. PAYROLL PROVIDER

To appoint a new payroll provider in accordance with the Council's Financial Regulations.