

To:

The Chairman and Members  
of the Finance & Personnel  
Committee

30 May 2023

## **NOTICE OF FINANCE & PERSONNEL COMMITTEE MEETING**

The Chairman and Members of the Council's Finance & Personnel Committee are hereby summoned to attend the following meeting:

**Meeting:** Finance & Personnel Committee  
**Date:** Monday, 5 June 2023  
**Time:** 7:00pm or on the rising of the Planning Committee  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

Janine Gardner  
Town Clerk

### **PUBLIC PARTICIPATION**

The Town Councillors very much welcome members of the public to attend and take part in Council meetings.

Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

## **A G E N D A**

### **1. 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.

## 2. DECLARATIONS OF INTEREST

- 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

## 3. MINUTES

To accept as a true record the minutes of the meeting held on 16 January 2023.

## 4. 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.

## 5. TERMS OF REFERENCE

To review the Terms of Reference for the Finance and Personnel Committee.

## 6. GRANT APPLICATIONS

To consider the following grant applications:

- a) Cranbrook United Football Club for £3,000.00 to help the Club cover the costs of unexpected venue hire costs, as a result of the closure at the Ingrams Sports Pitches.
- b) Cranbrook Girl Guides for £1,056.00 in recognition of the first Girlguiding units opening in Cranbrook 10 years ago in May 2013. The Guides are requesting funds to enable them to subsidise a special "10th Birthday" activity evening at the Bear Trail (nr. Cullompton) which would be open to all current Rainbows, Brownies and Guides. The applicant is also requesting funds to purchase customised items for two new local girlguiding units which closed due to Covid but have recently reopened.
- c) Hospiscare for £500.00 towards the cost of the nurse call system which is urgently needed for the inpatient unit at Searle House in Exeter.

## 7. GRANT FEEDBACK

To consider grant feedback from the Cranbrook Football Club and the Cranbrook Little Library.

<b>Cranbrook Little Library</b>	Purchase of a weatherproof cabinet to house the library	£142.80	26/09/2022	22/164(a)
<b>Cranbrook Football Club</b>	Support towards alternative training grounds during the development of the Ingrams Pavilion	£650.00	26/09/2022	22/164(b)

## **8. GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES**

To note the attached updated Practitioners' Guide to Proper Practices dated March 2023.

## **9. 2021-22 YEAR-END FINANCIAL STATEMENTS**

### *a) Receipts and Payments from 1 April 2022 to 31 March 2023*

To consider and approve the following receipts and payments:

- i. Receipts and Payments Cash Book 1 (Bank Accounts)
- ii. Receipts and Payments Cash Book 2 (Credit Card)
- iii. Receipts and Payments Cash Book 3 (Younghayes Centre)

### *b) 2022-23 Year-End Budget Monitoring Report*

To consider and approve the budget monitoring report for quarter 4 (year-end).

### *c) 2022-23 Year-End Bank Reconciliations*

On 16 June 2019, the Council appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who verifies and signs bank reconciliations and the underlying hard copy bank statements relating to the 2022-23 fourth quarter.

To approve the attached year-end bank reconciliations dated 31 March 2023.

### *d) Use of Underspends at Year-End*

To consider the attached report recommending transferring some of the underspends at the financial year end into earmarked reserves.

## **10. CONFIRMING LEVEL OF MATERIALITY FOR YEAR-END ADJUSTMENTS**

To consider the attached report.

## **11. VALUE ADDED TAX (VAT) EXEMPTION CALCULATION**

To consider the attached report.

## **12. ASSET REGISTER**

To note the attached asset register dated 31 March 2023.

## **13. REPORT BY THE INTERNAL AUDITOR**

On 21 February 2022, the full Council appointed the Devon Audit Partnership as the Council's internal auditor (ref. minute 22/45).

To consider the report by the internal auditor covering the year 2022-23 financial year.

## **14. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

To approve the following:

### **a) Section 2: Statement of Accounts 2021-22**

To approve the attached Accounting Statements set out in Section 2 of the Annual Governance and Accountability Return (AGAR) and recommend it to the Town Council.

### **b) Period for the Exercise of Electors' Rights**

The period for the exercise of public rights is the period during which the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. The period lasts for 30 working days set by the smaller authority and must include the first 10 working days of July.

The Committee is asked to recommend to the full Council the period for the exercise of public rights from **Monday, 3 July 2023 until Friday, 11 August 2023**.

## **15. STATEMENT OF INTERNAL CONTROL**

To review the attached Statement of Internal Control and to recommend it to the Town Council.