

To:

The Chairman and Members
of Cranbrook Town Council

20 June 2023

NOTICE OF TOWN COUNCIL MEETING

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

Meeting: Cranbrook Town Council
Date and time: Monday, 26 June 2023 at 7:00pm
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 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

3. MINUTES

To accept as a true record the minutes of the meeting held on 15 May 2023.

4. PUBLIC PARTICIPATION

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

5. DISTRICT AND COUNTY COUNCIL MATTERS

To discuss East Devon District and Devon County matters.

6. CITIZEN RECOGNITION AWARD

To consider the attached report.

7. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022-23

a) Report by the Internal Auditor

To consider and note the report by the Council's internal auditor covering the 2022-23 financial year.

b) Section 1 – Governance Statement

To approve the assertions in Section 1 of the AGAR.

c) Section 2 – Statement of Accounts 2022-23

To approve the Accounting Statements set out in Section 2 of the AGAR.

d) 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.

e) Statement of Internal Control

To approve the Council's Statement of Internal Control.

f) Re-Appointment of Signatory for Bank Statements and 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 in accordance with Financial Regulation 2.2.

To re-appoint Cllr Barry Rogers as the Council's signatory for bank statements and quarterly bank reconciliations.

8. TOWN COUNCIL'S ANNUAL REPORT 2022-23

To approve the attached annual report 2022-23.

9. TOWN COUNCIL'S FIVE-YEAR PLAN 2023-28

To adopt the attached document covering the period 2023-28.

10. TERMS OF REFERENCE

To adopt the attached terms of reference for Council committees and working groups.

11. INGRAMS SPORTS PITCHES

To consider the following reports:

a) Connection of temporary services

To consider the attached report.

b) Conditions of hire and booking forms

To approve the attached documents.

12. RISK ASSESSMENT OF OPEN WATER STRUCTURES

To consider the attached report.

13. MANAGEMENT OF VEHICLE ACTIVATED SIGN (VAS)

To consider the attached report.

14. SUPPORT FOR 20'S PLENTY CAMPAIGN

To consider the attached report.

15. URBAN TREE CHALLENGE FUND GRANT PROPOSAL

To consider the attached report.

16. HOME FROM HOME SUMMER HOLIDAY ACTIVITIES

To consider the attached report.

17. CONFIRMATION OF LEGAL REPRESENTATION

To consider the attached report.

18. COUNCIL IDENTITY AND NAME BADGES

To consider the attached report.

19. RISK ASSESSMENT – LITTER PICKING EQUIPMENT

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 adopt the attached risk assessment.

20. INTERACTIVE MEETINGS CALENDAR

To consider the attached report.

21. CHRISTMAS TREE LIGHTS SWITCH ON AND SANTA'S GROTTTO

To consider the attached report.

22. COMMITTEE MINUTES

To adopt the minutes of the:

a) Amenities Committee on 22 May 2023

N.B.: By adopting these minutes, the Council agrees to the following:

A/23/31: £4,067.95 retrenchment works at the veteran oak Tree in Tillhouse Road
A/23/33: £8,674.00 path replacement through the centre of the St Martin's play area
A/23/36: Approve vehicle-activated sign (VAS) risk assessment and VAS battery check risk assessment and delegated authority to Clerk and Chair of Amenities to investigate a six-months trial of the VAS equipment up to a budget of £700 from the Amenities and Property Budget.

b) Finance and Personnel Committee on 5 June 2023

N.B. By adopting these minutes, the Council agrees to confirm its level of materiality at 1.9% of actual annual expenditure (ref. minute F&P/23/22 and minute 20/81(i) dated 22 June 2020).

c) Planning Committee on 22 May 2023

23. ASSET DELIVERY REPORT

To consider the asset delivery report dated 7 June 2023.

24. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

25. EXCLUSION OF 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.

26. CONTRACT FOR PAYROLL SERVICES

On 15 May 2023, the Council appointed East Devon District Council as its new payroll provider (ref. minute 23/95). East Devon District Council require their Services Contract for Provision of Payroll and Associated Support to be entered into as a contract by deed.

The Council's Standing Order 23 covers the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The Council is invited to approve the contract on behalf of the Council in accordance with Standing Order 23.

27. YOUNGHAYES CENTRE/CRANBROOK MEDICAL CENTRE FOOTPATH REPAIRS

To appoint a contractor to repair the footpath leading to and from the Cranbrook Medical Centre in accordance with the Council's Financial Regulations.

28. YOUNGHAYES CENTRE REPLACEMENT OF AUTOMATIC WATER BOILER

To appoint a contractor to replace the automatic water boiler in the Younghayes Centre in accordance with the Council's Financial Regulations.