

To:

The Chairman and Members  
of Cranbrook Town Council

19 September 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, 25 September 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 21 August 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. NOTICE OF CONCLUSION OF AUDIT**

To consider the attached documents from the Council's external auditor PKF Littlejohn.

### **7. COMMITTEE APPOINTMENTS**

To appoint replacement positions following Barry Rogers' resignation on 2 September 2023.

### **8. BANK RECONCILIATIONS**

On 26 June 2023, the Council re-appointed Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (ref. minute 23/104(f)) in accordance with section 2.2. of the Council's Financial Regulations which states that "On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and Personnel Committee".

To appoint a councillor replacement following Barry Rogers' resignation on 2 September 2023.

### **9. COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES**

To receive the attached updates from:

**Cllr Les Bayliss:** Cranbrook Strategic Delivery Board, E.ON Stakeholder Forum, Sport England Local Delivery Pilot Cranbrook Steering Group, Risk management, emergency planning and health and safety (attached)

**Cllr Kim Bloxham:** Police and Crime Commissioner Councillor Advocate, E.ON district heating liaison (attached)

**Cllr Colin Buchan:** Gypsy and traveller liaison (confirmed no update)

**Cllr James Gill:** Exeter Airport Consultative Committee (no update received)

**Cllr Lisa Goudie:** East Devon Arts and Culture Forum (confirmed no update)

## **10. EXPENSES POLICY**

To review the attached policy.

## **11. CO-OPTION PROCEDURE**

To adopt the attached procedure.

## **12. SCHEDULE OF PAYMENTS**

To approve the attached schedule of payments.

## **13. 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.

## **14. TREATMENT OF VALUE ADDED TAX**

To consider the attached reports.

## **15. COUNCIL IT SUPPORT TENDER**

On 24 July 2023, the Council approved an invitation to tender document relating to an information technology (IT) and website support service for publication on the government's Contracts Finder platform (ref. minute 23/130).

To consider the attached report recommending the appointment of an information technology (IT) support service provider in accordance with the Council's Financial Regulations.

## **16. UNAUTHORISED ACCESS TO ROOF OF YOUNGHAYES CENTRE**

To consider the attached report and to decide how to protect the roof of the Younghayes Centre against unauthorised access.

## **17. WHEELED SPORTS FACILITY JCT DESIGN AND BUILD CONTRACT**

The Council received two copies of the design and build contract governing the construction of the wheeled sports facility in the town centre by its contractor Maverick Industries (ref. minute 22/63 dated 21 March 2022). The contract is available in hard copy only and councillors are invited to inspect the document ahead of the meeting. The Council's project manager studio four architects (ref. minute 22/44 dated 21 February 2022) has reviewed the contract and agree to it.

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.

To approve the execution of the contract by deed on behalf of the Council in accordance with Standing Order 23.