

To:
The Chairman and Members
of Cranbrook Town Council

24 October 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, 30 October 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 25 September 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. TOWN CENTRE CONSULTATION RESPONSE

To consider and agree the attached response to East Devon District Council's town centre consultation.

7. TENDER DOCUMENTS PUMP TRACK

To approve the attached tender documents relating to the delivery of a wheeled sports pump track in the Stone Meadow area of the Country Park for launching the tender in accordance with the proposed timetable.

8. COUNCIL NOTICEBOARDS

To consider the attached report.

9. OUTDOOR GYM

To consider the attached report.

10. RURAL MARKET TOWN GROUP

To consider the attached note and whether the Council wishes to become a member of the Rural Market Town Group.

11. POLICY WORKING GROUP

- a) To consider the attached update report.
- b) Expenses Policy
- c) Co-Option Procedure

12. COMMITTEE APPOINTMENTS

To appoint a replacement position of the Clyst Valley Regional Park Delivery Board following Barry Rogers' resignation on 2 September 2023.

To remove Cllr Lisa Goudie from the Finance & Personnel Committee.

13. COMMITTEE MINUTES

To adopt the minutes of the:

- a) Planning Committee on 21 August 2023 and 16 October 2023
- b) Amenities Committee on 9 October 2023
- c) Finance & Personnel Committee on 16 October 2023

Nota bene:

By adopting the minutes of the Amenities Committee, the Council approves expenditure of £8,674.00 for path remediation at St Martin's play area in accordance with minute ref. A/23/55 as well as expenditure of £5,124.00 including VAT for replacement ceiling lights in the Younghayes Centre hall in accordance with minute ref. A/23/64.

By adopting the minutes of the Finance & Personnel Committee, the Council approves the investment of £167,366 in a two-year fixed deposit account at an interest rate of 5.20% with Unity Trust Bank from its general reserve in accordance with minute ref. F&P/23/41 as well as agreeing to the principle of the average Band D precept remaining stable at £256.03 in accordance with minute ref. F&P/23/42.

14. ASSET DELIVERY REPORT

To consider the asset delivery report dated 11 October 2023

15. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

16. 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.

17. WEBSITE SUPPORT PACKAGE

To consider the attached report with a view to awarding a contract for the Council's website design, hosting, maintenance and ongoing web support in accordance with the Council's Financial Regulations.

18. 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).

On 25 September 2023, the Council resolved to not appoint and for the tender evaluation panel to re-score the shortlisted submissions after references relating to the shortlisted submissions had been obtained (ref. minute 23/166).

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

19. YOUNGHAYES CENTRE – ANNUAL SERVICING OF HEATING, HOT WATER AND VENTILATION SYSTEMS

To consider a report recommending the award of contracts for the repair and servicing of the heating, hot water and ventilation systems in the Younghayes Centre in accordance with the Council's Financial Regulations.

20. TRANSFER OF LAND FOR THE WHEELED SPORTS FACILITY

The Council is awaiting the engrossment land transfer deed governing the transfer of the freehold title for the land on which the wheeled sports facility is being constructed.

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 if received in time.