

To:

The Chairman and Members
of Cranbrook Town Council

5 December 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, 11 December 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 20 November 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. REVIEW OF FINANCIAL REGULATIONS

To consider the attached proposed change to Financial Regulation 4.4 following the full Council meeting on 20 November 2023 at which the Council agreed to review the authorisation of unexpected emergency expenditure relating to buildings operated by the Council (ref. minute 23/201(c)).

The Council is also invited to consider the attached proposed change to Financial Regulation 11.

7. TOWN COUNCIL BUDGET 2024-25

The Town Council is awaiting the tax base figure for Cranbrook dated 30 November 2023. If it is received in good time for this meeting and officers are able to finalise the budget proposals for the 2024-25 financial year, the budget will follow.

8. COMMUNITY GARDEN

To consider the attached report.

9. VILLAGES IN ACTION

To consider the attached proposal.

10. POLICY REVIEW WORKING GROUP – EQUALITY AND DIVERSITY POLICY

To consider the attached report.

11. ASSET DELIVERY REPORT

To consider the asset delivery report dated

12. COMMITTEE MINUTES

To receive the minutes of the Amenities Committee on 4 December 2023.

13. 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

Cllr Kim Bloxham: Cranbrook Community Safety Group, Police and Crime Commissioner Councillor Advocate, E.ON district heating liaison

Cllr Ray Bloxham: Clyst Valley Regional Park Delivery Board

Cllr Colin Buchan: Gypsy and traveller liaison (nothing to report), Street naming suggestions (nothing to report)

Cllrs Colin Buchan and James Gill: Exeter Airport Consultative Committee (nothing to report)

Cllr Lisa Goudie: East Devon Arts and Culture Forum

Vacancy: Community Speedwatch

14. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

15. 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.

16. ELECTRICITY SUPPLY RENEWAL YOUNGHAYES CENTRE

To consider the attached report recommending appointing an electricity supplier for the Younghayes Centre in accordance with Council's Financial Regulations.

17. YOUNGHAYES CENTRE LIFT MAINTENANCE AND SERVICING

To consider the attached report recommending appointing a contractor for the maintenance and servicing of the lift in the Younghayes Centre in accordance with Council's Financial Regulations.

18. YOUNGHAYES CENTRE LEGIONELLA RISK ASSESSMENT AND TESTING

To consider the attached report recommending appointing a contractor for legionella risk assessment and monthly testing in the Younghayes Centre in accordance with Council's Financial Regulations.