



To:

The Chairman and Members  
of Cranbrook Town Council's  
Finance & Personnel Committee

9 January 2024

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

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

**Meeting:** Finance & Personnel Committee  
**Date and time:** Monday, 15 January 2024 at 7:00pm or on the rise of the Planning Committee  
**Venue:** Younghayes Centre, 169 Younghayes Road 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/OR DISPENSATION REQUESTS**

- 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 11 December 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. GRANT APPLICATION**

To consider the attached grant application from Home-Start Exeter, East & Mid Devon for £1,400 to contribute towards the costs of sustaining two groups which take place in Cranbrook: Mothers-in-Mind and Family Wellbeing Group.

## **6. GRANT FEEDBACK**

To consider grant feedback from:

- a) Cranbrook Town Football Club
- b) Hopsicare

## **7. 2023-24 QUARTER 3 BUDGET MONITORING**

To approve the following attached documents:

- a) Income and Expenditure by Budget Heading report for the third quarter of the 2023-24 financial year;
- b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

## **8. BANK RECONCILIATIONS**

- a) On 25 September 2023, full Council appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (minute 23/159 refers) who verifies and signs the documentation relating to the 2023-24 third quarter. To receive Cllr Wilton's report.
- b) To approve the attached quarterly bank reconciliations dated 30 September 2023.

## **9. RECEIPT AND USE OF SECTION 106 FUNDING**

To note the attached information.

## **10. COMMUNICATIONS OFFICER**

On 16 October 2023, the Committee considered the first draft of the Town Council's budget for the 2024-25 financial year (ref. minute F&P/23/42) which included a report regarding the possibility of establishing a communications resource within the Town Council in order to keep residents informed about construction works, any changes in the town and how those may affect the residents.

At that meeting, the Committee resolved to:

- a) agree to the creation of a Communications Officer role within the Town Council, subject to affordability depending on the tax base dated 30 November 2023.
- b) agree the details of the role, i.e. a job description and person specification, at the next meeting of the Finance and Personnel Committee on 15 January 2024 if the role was affordable.

The tax base figure dated 30 November 2023 which determines the Town Council's precept demand for 2024-25 was favourable and the Committee is invited to consider and approve the attached job description.

## **11. EXCLUSION OF THE 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.

## **12. PERSONNEL MATTER**

To consider the attached report in respect of a personnel matter.