

## CRANBROOK TOWN COUNCIL

Minutes of the Finance and Personnel Committee  
held at the St Martin's Primary School, Cranbrook,  
on Tuesday 2 June 2015 at 7pm

### **Present**

Cllr Nigel Grimshire  
Cllr Sarah Gunn  
Cllr Maria Hale  
Cllr Nick Partridge  
Cllr Phil Tucker  
Cllr Shaun West

### **Also present**

Cllr Kim Bloxham  
Cllr Karen Jennings

Mark Williams, Acting Clerk (East Devon District Council [EDDC])  
Hannah Whitfield, Democratic Services Officer (EDDC) (Minutes)  
Darren Summerfield, New Community Projects Officer (EDDC)

The meeting started at 7pm and ended at 8.33pm.

### **15/01 Election of Chairman**

The Acting Clerk invited nominations for the election of Chairman. It was proposed by Councillor Shaun West and seconded by Councillor Phil Tucker that Councillor Nick Partridge be elected Chairman of the Finance and Personnel Committee for the ensuing year.

There were no other nominations and Councillor Partridge was duly elected Chairman of the Finance and Personnel Committee for the ensuing year.

### **15/02 Appointment of Vice Chairman**

The Chairman invited nominations for the appointment of Vice Chairman. It was proposed by Councillor Phil Tucker and seconded by Councillor Maria Hale that Councillor Sarah Gunn be appointed Vice Chairman of the Finance and Personnel Committee for the ensuing year.

There were no other nominations and Councillor Gunn was duly appointed Vice Chairman of the Finance and Personnel Committee for the ensuing year.

### **15/03 Apologies for absence**

Apologies were received from Councillor Kevin Blakey.

### **15/04 Declarations of interest**

There were none.

### **15/05 Exclusion of public and press**

Under the Public Bodies (Admission to Meetings) Act 1960 the public (including the press) be excluded from the meeting due to the confidential nature of its contents.

### **15/06 Appointment of a Locum Town Clerk**

The Town Council at its Annual Meeting supported the approach of appointing a Locum Clerk as an interim arrangement and when the Council had established itself, to advertise for the appointment of a permanent Clerk. Three Locum Clerks, recommended by Lesley Smith, DALC had been approached, of which two had expressed interest in the position and submitted their CVs for consideration – these had been circulated to Councillors prior to the meeting and both candidates had been invited to meet with the Committee.

The Acting Clerk had updated the Council on its financial position at the Annual meeting. At present the Council had £22,610 of its precept (a further £ 22,610 on 1 September 2015). The Cranbrook Consortium had been invoiced for the Town Council's contributions under the various Section 106 Agreements – contributions had been received from two of the three developers.

Prior to meeting, the Committee had received a copy of the NALC 2014 – 2016 National Salary Award and received advice from Lesley Smith, DALC on an appropriate salary for the level of work the Locum Clerk would be required to undertake.

The Committee discussed the number of hours/days the Locum Clerk would need to be appointed for in order to fulfil the duties required – 2 – 2.5 days was considered appropriate with a view to it being a full time role when a permanent clerk was appointed. The Committee anticipated the Locum Clerk being in position for 3-6 months and their role being to help the Town Council to become established and oversee the appointment of a permanent Clerk. The need for the Locum Clerk to have some presence within the town was highlighted as being important.

In respect of accommodation, a desk was available within the Growth Point Team offices at the Younghayes Centre for the Locum Clerk to base them self. Long term, the Town Clerk could be accommodated in the space currently occupied by the Pharmacist (the Pharmacist is due to be located within the local shops currently under construction).

Both candidates were invited to meet with the Committee separately and explain their backgrounds and answer questions from the Councillors about the role of the Locum Clerk.

Having met both candidates, and after some discussion, the Committee instructed the Acting Town Clerk to offer the position to their preferred choice based on the salary recommended to them, for 2 days per week, and for an initial period of 3 months (to be reviewed and extended to 6 months if necessary). The Acting Town Clerk would contact the Chairman of the Committee to advise of the outcome and take further instruction if the offer as proposed was not accepted.



**Minutes of the Finance and Personnel Committee Meeting  
held on Thursday 10 September 2015 at Cranbrook Education Campus**

Present

Cllr Nick Partridge

Cllr Shaun West

Cllr Sarah Gunn

Also Present Nick Randle OBE, Town Clerk

**F10/8/1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Kevin Blakey, Nigel Grimshire, Maria Hale and Phil Tucker

**F10/8/2 DECLARATIONS OF INTEREST**

No declarations were made

**F10/8/3 EXCLUSION OF THE PRESS AND PUBLIC**

**It was resolved** that in view of the personal and confidential nature of the business about to be transacted the press and public be excluded.

**F10/8/4 TO APPROVE THE APPOINTMENT OF A TOWN COUNCIL ADMINISTRATIVE ASSISTANT**

The committee considered the proposed job description and terms and conditions for the position of Administrative assistant and **it was resolved** to proceed to recruit the Administrative Assistant on the basis described.

**F10/8/5 TO CONSIDER APPLICATIONS FOR THE POSITION OF PERMANENT TOWN CLERK AND ESTABLISH A SHORTLIST FOR INTERVIEW ON 15th and 16th SEPTEMBER.**

The committee considered 14 applications for the position of Permanent Town Clerk. Following discussion **it was resolved** to invite 5 candidates for interview on the 15th and 16th of September. It was further **resolved** to recommend to the Town Council that the Interim Town Clerk be offered a further contract when his current contract expires on 30th September, to cover the period until the permanent Town Clerk takes up their post.

**F10/8/6 PAYMENTS**

The following payment was approved under the Committee's terms of reference.

<b>Date</b>	<b>Invoice From</b>	<b>Description</b>	<b>Total Including VAT</b>
<b>10 Sept</b>	<b>LGRC Associates Ltd</b>	<b>Professional Services - Locum Town Clerk and reimbursement of expenditures made on behalf of the Town Council</b>	<b>£2639.09</b>





**Minutes of the Finance and Personnel Committee Meeting held  
at 19:00 on Wednesday 21st October 2015 at the Cranbrook Education Campus**

**Present**

Cllr Nick Partridge (Chair)

Cllr Kevin Blakey

Cllr Sarah Gunn

Cllr Shaun West

**Also Present**

Cllr. Kim Bloxham

Nick Randle OBE (Town Clerk)

Janine Gardner (incoming Town Clerk)

**F10/10/1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Hale and Cllr Tucker

**F10/10/2 DECLARATIONS OF INTEREST**

No declarations were made

**F10/10/3 EXCLUSION OF THE PRESS AND PUBLIC**

**It was resolved** that in view of the personal and confidential nature of the business about to be transacted that the press and public be excluded and they were instructed to withdraw.

**F10/10/4 TO REVIEW APPLICATIONS ALREADY RECEIVED FOR THE POSITION OF ADMINISTRATIVE ASSISTANT AND AGREE AN APPROACH FOR SHORTLISTING AFTER THE CLOSING DATE**

The closing date for the position was 24 hours after the meeting and the Town Clerk was aware of at least 6 applications. Janine Gardner had prepared a form based on the job description, which would be sent to committee members after the closing date. **It was resolved** that members and officers would complete the form and that the agreed interview panel (Partridge/Randle/Gardner) would agree the shortlist based on that input. Interviews were scheduled for Monday 2nd November.

**F10/10/5 TO RECEIVE A REPORT ON THE COUNCIL'S CURRENT FINANCIAL POSITION**

Two reports were provided, an income and expenditure account and a budget tracking report. The Council had spent £13,452 to date. **It was resolved** to vire £500 to the staff recruitment account to cover recruitment of the Administrative Assistant. **It was further resolved** to vire £600 to the Councillors expenses account following the adoption of the Town Council expense policy.

**F10/10/6 TO CONSIDER ISSUES AND PRIORITIES FOR THE 2016/17 BUDGET**

Councillors reviewed the initial budget adopted in July 2015 and considered what needed to be taken into account in the preparation for the budget and precept setting at the December 7th meeting.

In discussing the Precept members asked what provision might be taken for making additional precept demands as increasing numbers of households were occupied throughout the year while precept levels per household were set at November 30th levels. **It was resolved** to discuss the matter with the district council to see whether there was scope for co operation in ensuring that the Town Council received in precept all Council tax levied on it behalf within the financial year or whether it would need to levy a substitute precept.

Councillors discussed giving consideration to making some provision, either individually or through a contingency budget for the following; -

- Taking ownership of the Younghayes Centre including legal advice and a structural survey
- Provision of £3000 to £5000 for transfer costs on any assets that the Town Council received.
- Establishing a property bank (subject to further discussion)
- Considering the likely impact of the TMS fund and the potential overlap with Council services.
- Generating sufficient balances as required by the Local Government Finance Acts
- Operation of the Station Car Park/ Coffee Shop
- Community Hub Building,
- Play Parks- Hayes Square
- Thunder dome
- Temporary Skateboard Park/BMX track Landscaping bins
- Town Events Budget.
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It was proposed that the current grants budget and the postage budget could be reduced.

#### **F10/10/7 TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR FOR THE COUNCIL**

As required in the Governance and Accountability guidance for local councils the council needed to appoint a suitable internal auditor. Having reviewed the guidance the Committee **resolved** that it would approach Andrew Furbere to see whether he would be prepared to fulfil this role. It was **further resolved** that the Council should offer a fee of £250 per year for this service.

#### **F10/10/8 TO CONSIDER A PROCESS FOR AWARDING GRANTS TO RELEVANT COMMUNITY ORGANISATIONS.**

The Committee reviewed the proposed process. Members felt that there should be a requirement for organisations to feed back the outcome of their grant-aided work 6 months after the grant was awarded. **It was resolved** to adopt the process with the addition of a reporting requirement.

**The meeting closed at 20: 32**



**Minutes of the Finance and Personnel Committee Meeting held on  
At 7pm on Monday 30th November at the Cranbrook Education Campus**

**Present**

Cllr Nick Partridge (Chair)

Cllr Kevin Blakey (from 7:12 pm)

Cllr Sarah Gunn

Cllr Shaun West

**Also Present**

Cllr Kim Bloxham

Nick Randle OBE (Town Clerk)

**F10/11/1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Tucker due to work commitments. His apologies were accepted

**F10/11/2 DECLARATIONS OF INTEREST**

No declarations were made

**F10/11/3 2016/2017 BUDGET AND PRECEPT**

The committee considered the proposed budget and budget narrative. Following discussion it was agreed to reduce the Grants budget to £5000 and increase the Amenities and property budget to £15,000.

It was explained that the discussion with East Devon District Council on the Band D calculation and the way the growth of Cranbrook would be accounted within the year was still ongoing. It was recommended that this discussion should be completed before the precept and precept strategy was finally confirmed on 25 January 2016.

**It was unanimously resolved** to agree the budget and precept recommendation and to put this before the Town Council, subject to the resolution of the average band d discussion.

The meeting closed at 7:50 pm

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 7 March 2016  
**Time:** 7:00pm  
**Venue:** St Martin's C of E Primary School

## **Present**

Cllr Kevin Blakey  
Cllr Sarah Gunn  
Cllr Nick Partridge (in the Chair)  
Cllr Shaun West

## **Also Present**

Cllr Kim Bloxham  
Janine Gardner, Town Clerk, Cranbrook Town Council

## **F&P/16/1 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Phil Tucker.

## **F&P/16/2 DECLARATIONS OF INTEREST**

Cllr Nick Partridge declared a personal interest in relation to item 6 on the agenda by virtue of being a running group leader with the Cornerstone Runners.

## **F&P/16/3 MINUTES**

The minutes of the meetings on 2 June 2015, 10 August 2015, 10 September 2015, 21 October 2015 and 30 November 2015 were accepted as correct records.

## **F&P/16/4 PUBLIC PARTICIPATION**

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

## **F&P/16/5 GRANT APPLICATION – LEGO CLUB**

The Committee considered the grant application by a Cranbrook resident covering the purchase of Lego and storage boxes in order to establish a Lego club.

Members were concerned about the absence of details, e.g.

- when, where and how often the club would meet
- how levels of community interest could be evidenced at this stage
- whether the start-up costs might be mitigated following the approach of other organisations (ref. additional information submitted on 10 February 2016)
- how ongoing revenue and capital costs would be met, e.g. room costs and replacement of equipment
- a projection of income and expenditure, including projected room hire costs and capital items

- what, if any, charge would be made for attending sessions and how this would be managed
- how equipment would be kept safe, including storage and safeguarding the stock against theft
- an estimate of how many Lego would be purchased if the grant was awarded

**It was resolved** to reject the application but to invite the applicant to address the questions above and to consider the application again at a future meeting of the Finance & Personnel Committee when more information would be available.

#### **F&P/16/6 GRANT APPLICATION – CRANBROOK CORNERSTONE RUNNERS**

[Cllr Nick Partridge withdrew from the discussions and vote. Cllr Sarah Gunn in the Chair.]

The Committee considered the grant application by the Cranbrook Cornerstone Runners to fund the training for an additional run leader. Members felt that the Runners were a well-supported, well-attended and established club and would offer community benefit in return for a relatively small investment. The activities carried out and advocated by the Cranbrook Cornerstone Runners also fit with the Healthy New Towns initiative.

**It was resolved** to support the Cranbrook Cornerstone Runners' application and award the full amount of £140.00.

#### **F&P/16/7 GRANT APPLICATION – CRANBROOK HERALD**

[Cllr Nick Partridge in the Chair.]

The Committee considered the grant application by the Cranbrook Herald to fund a prize to be awarded to the winner of the first Cranbrook young citizen of the year competition. Members commented that this would be a valuable opportunity for young people to publicise positive and inspiring news. An invitation to serve as one of two representatives of the Town Council on the judgement panel would be extended to all members of the Council – the panel must be available from 8-11 April 2016.

**It was resolved** to support the Cranbrook Herald's application and award the full amount of £100.00.

#### **F&P/16/8 GRANT APPLICATION – CRANBROOK UNITED YOUTH FOOTBALL CLUB**

The Committee considered the grant application by the Cranbrook United Youth Football Club and commented on the good quality of the application, including the breakdown of costs and proactive fundraising. Members noted that the project cost were slightly higher (£529.00) than the amount which had been applied for (£500.00) and suggested that the Town Council could exercise discretion and fund the shortfall.

**It was resolved** to support the Cranbrook United Youth Football Club's application and award the full amount of £529.00.

The meeting closed at 7:30pm.

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 18 April 2016  
**Time:** 7:00pm  
**Venue:** St Martin's C of E Primary School

## **Present**

Cllr Kevin Blakey  
Cllr Sarah Gunn  
Cllr Nick Partridge (in the Chair)  
Cllr Shaun West

## **Also Present**

Janine Gardner, Town Clerk and Responsible Finance Officer, Cranbrook Town Council  
Cathy Hill, Administrative Assistant, Cranbrook Town Council  
Keith Johnson, Community Development Worker

## **F&P/16/9 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Phil Tucker.

## **F&P/16/10 DECLARATIONS OF INTEREST**

Cllr Shaun West declared an interest in relation to agenda item 14 (grant application by Berry Brook CIC) by virtue of being married to the applicant.

Kevin Blakey as above

## **F&P/16/11 MINUTES**

The minutes of the meeting 7 March 2016 were accepted as correct records.

## **F&P/16/12 PUBLIC PARTICIPATION**

No requests were made by members of the public to answer questions or give evidence in respect of the business on the agenda.

## **F&P/16/13 YEAR-END ACCOUNTS – RECEIPTS AND PAYMENTS**

The Committee considered

- a) bank statements evidencing the year-end balances in the Council's current and the savings accounts,
- b) a detailed list of the Council's receipts and payments throughout the 2015-16 financial year (Cash Book) and
- c) a summary document listing receipts and payments grouped into different budget headings.

The Responsible Finance Officer drew the Committee's attention to a number of discrepancies within the Cash Book which were historic but did have an impact on the year-end bank reconciliation (ref. minute F&P/16/16 below).

**It was resolved** to note the documents.

#### **F&P/16/14 2015-16 QUARTER 4 BUDGET MONITORING REPORT – YEAR-END**

The Committee considered the year-end budget monitoring report and noted the overspend of the staffing costs budget by £7,709.74. Overall, the budget had remained underspent with a balance to carry forward at year-end of £16,517.42. This was mainly due to projects not progressing during the year, e.g. the Council not yet occupying their own office in the Younghayes Centre and delayed associated office equipment expenditure.

**It was resolved** to commend the report to Council on 25 April 2016.

#### **F&P/16/15 PETTY CASH RECONCILIATION**

The Committee considered the year-end reconciliation of the petty cash which had been in operation during 2015-16 and which contained an unaccounted surplus of £31.05 (ref. Cash Book attached at agenda item 5a).

**It was resolved** to note the petty cash reconciliation and **to recommend** to Council to discontinue operating petty cash on 25 April 2016. The Council would have an opportunity to review the associated Financial Regulations at the Annual Meeting of the Council on 9 May 2016.

#### **F&P/16/16 YEAR-END BANK RECONCILIATION**

The Committee considered the year-end bank reconciliation and noted the discrepancy between the Council's financial documents and the bank balance of £62.98 which was due to the discrepancies documented in the Cash Book attached at agenda item 5a and listed on the bank reconciliation. It was noted that i) the discrepancies had resulted in a surplus and ii) this situation would not arise in the future, given the Council's new systems.

**It was resolved** to commend the bank reconciliation to Council on 25 April 2016.

#### **F&P/16/17 ACCOUNTING STATEMENTS**

The Committee considered Section 2 of the Annual Return for the financial year ended 31 March 2016 which would be submitted to Grant Thornton, the Council's external auditors. The Committee satisfied itself that the figures on the form reconciled with the Council's financial documents which had been considered under the previous agenda items and **it was resolved** to commend the Accounting Statements to Council on 25 April 2016.

#### **F&P/16/18 BUDGETS CARRIED FORWARD PROPOSAL**

The Committee considered a report by the Responsible Finance Officer proposing to carry forward a number of underspent budgets into the 2016-17 financial year, instead of those funds being transferred into the Council's reserves, as would be normal practice. This was to cover any outstanding amounts from 2015-16 and to build contingencies within individual budgets. The report detailed how the underspend of £16,517.42 would be allocated.

**It was resolved** to recommend to Council to agree to the proposals contained within the report.

#### **F&P/16/19 ASSET REGISTER**

The Committee considered and noted the Council's current asset register.

#### **F&P/16/20 GRANT APPLICATION – EDVSA**

Keith Johnson, Community Development Worker, spoke to the grant application from East Devon Volunteer Support Agency (EDVSA) relating to youth activities in the town during the summer

holidays, which the Committee then considered. Keith explained he was still finalising costings and applications to other bodies. The Committee agreed more funding would be required to achieve the stated goals.

**It was resolved** to support EDVSA's application and to grant £700 with the caveat that, should EDVSA secure overfunding, any amount underspent would be returned to the grant fund.

#### **F&P/16/21 GRANT APPLICATION – LEGO CLUB**

The Committee considered the grant application by a Cranbrook resident covering the purchase of Lego and storage boxes in order to establish a Lego club. The Committee had already considered this application on [7 March 2016](#) when it was deferred pending additional supporting information. Keith Johnson, Community Development Worker, answered the Committee's questions on behalf of the applicant (who was not present). The Committee welcomed the additional information and wished to assist but also had concerns, particularly about the amount requested in relation to the number of potential beneficiaries and exit arrangements, should the club fail. There were also concerns about equality of opportunity for participants and about the suggestion to request donations instead of a weekly subscription (however low). The Committee would prefer to see the latter as it would encourage attendees to value the activity and would help make the club sustainable.

**It was resolved** to support the application by granting £700 towards the project, subject to the applicant providing evidence of match funding amounting to £500 from another organisation and with the following caveats: i) the £700 would only be made available on receipt of evidence of £500 in match funding ii) the grant would be made on the understanding that, should the club close, the Lego and associated equipment would be returned to the Council and used for the benefit of the residents of the town iii) the council would expect the club to provide sixth-monthly feedback to evidence progress, as outlined in the Grant Policy. It was agreed the Council would write explaining the caveats and requesting a response indicating acceptance within a specified timeframe. As the applicant would need to secure other funding to proceed, the offer would remain open for drawdown for the remainder of the financial year.

#### **F&P/16/22 GRANT APPLICATION – BERRY BROOK CIC**

As two of the four Councillors attending had declared an interest, this would have resulted in the meeting becoming inquorate at this point. **It was therefore resolved** to consider Berry Brook's application at the meeting of Council on Monday 25<sup>th</sup> April.

#### **F&P/16/23 EXCLUSION OF THE PRESS AND PUBLIC**

There were no members of the press or public in attendance at this stage of the meeting so it was not necessary to resolve to exclude them.

#### **F&P/16/24 SALARIES 2016-17**

The Committee considered a report by the Responsible Finance Officer detailing a breakdown of salaries and associated staffing costs during 2016-17.

**It was resolved** to note the report.

#### **F&P/16/25 ADMINISTRATIVE ASSISTANT WORKING HOURS**

The Committee considered a request to increase the working hours of the Administrative Assistant due to the pressures the small staff team had been experiencing in terms of time and workload over the previous months.

**It was resolved** to recommend to Council to increase the Administrative Assistant's working hours and to finance the projected overspent either by a possible year-end underspent after 31 March 2017 and/or by deploying funds from the Council's reserves to settle the overspent account after 31 March 2017.

The meeting closed at 8:12pm.



# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 11 July 2016  
**Time:** 7:00pm  
**Venue:** St Martin's C of E Primary School

## **Present**

Cllr Kevin Blakey  
Cllr Sarah Gunn  
Cllr Phil Norgate  
Cllr Nick Partridge (in the Chair)  
Cllr Shaun West

## **Also Present**

Cllr Kim Bloxham  
Cllr Vicky Keating

Andrew Green, 1st Cranbrook Scouts  
Janine Gardner, Town Clerk and Responsible Finance Officer, Cranbrook Town Council

## **F&P/16/26 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Karen Jennings.

## **F&P/16/27 DECLARATIONS OF INTEREST**

No declarations were made.

## **F&P/16/28 MINUTES**

The minutes of the meeting 18 April 2016 were accepted as correct records.

## **F&P/16/29 PUBLIC PARTICIPATION**

Andrew Green of the 1st Cranbrook Scouts attended the meeting to speak in respect of agenda item 8 (grant application – 1st Cranbrook Scouts).

## **F&P/16/30 QUARTER 1 BUDGET MONITORING REPORT**

**It was resolved** to accept the budget monitoring report relating to the first quarter of the 2016-17 financial year.

## **F&P/16/31 QUARTER 1 BANK RECONCILIATION**

**It was resolved** to accept the bank reconciliation following the end of the first quarter of the 2016-17 financial year.

It was noted that Cllr Kim Bloxham as the Council's designated member to sign the quarterly bank reconciliations and bank statements could now do so.

### **F&P/16/32 REVIEW OF THE GRANTS POLICY**

The Committee reviewed the Council's grants policy and grants application form and it was suggested that the application form needed to specify much better what information is needed, including

- inspiring more expansive answers
- more details on the aim of a project
- request the registered charity number
- when any funding was required
- whether it was a one-off or recurrent funding request
- what the long-term plans were with regard to financial sustainability
- a detailed explanation of the benefits
- how the community would benefit
- if any of the beneficiaries were non-residents.

It was further suggested to include an indicative word count in each of the text boxes.

The grants policy currently specified that only one application for a grant would be considered from each organisation in any one financial year. The Committee changed this to state that "only one application for a grant would be considered for an individual purpose or project in any one financial year, even if the application is made by the same organisation. Where an organisation made more than one application, the Committee would and compare the organisation's previous performance following the grant of funding".

The grants policy also currently specified that the Finance & Personnel Committee would consider grant applications and award grants "at their meetings in September and March of each year". The Committee changed this to "at the next available meeting".

**It was resolved** to agree the amendments listed above and Cllr Sarah Gunn to review the final version of the grants policy and grants application form for further suggestions.

### **F&P/16/33 GRANT APPLICATION – 1ST CRANBROOK SCOUTS**

The Committee considered an application for grant funding from the 1st Cranbrook Scouts for £500.00. Andrew Green of the 1st Cranbrook Scouts addressed the Committee and explained that Cubs, Beavers and Scouts were now operational in Cranbrook and that the latter had only been running for four months and needed to urgently replace equipment, including tents and gas stoves. The application covered one-off grant funding which was required to get the Scouts established. The application for grant funding was complemented by fundraising by the group.

**It was resolved** to support the 1st Cranbrook Scouts' application for grant funding and award the full amount of £500.00.

### **F&P/16/34 GRANT APPLICATION – EDVSA**

The Committee considered an application for grant funding from the East Devon Volunteer Support Agency (EDVSA) for £400.00 match-funding to help finance a programme of ten musical activity sessions run by Wren Music for young people aged 12 and over. The Community Development Worker, who had submitted the application, had sent his apologies and had advised that any grant made by Cranbrook Town Council would only be drawn upon if the Grants for the Arts application was successful. The Committee commented on the detailed information provided and that the activities targeted a balanced age range for children.

**It was resolved** to support EDVSA's application for grant funding and award the full amount of £400.00 which would only be drawn upon if EDVSA's Grants for the Arts application was successful.

### **F&P/16/35 GRANT APPLICATION UPDATE – LEGO CLUB**

On 18 April 2016 the Committee had resolved to support a grant application by a resident to form a Lego Club, subject to the funding only being made available on receipt of evidence of match-funding, among other conditions. The Town Clerk reported that the applicant had since then withdrawn their application.

### **F&P/16/36 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

### **F&P/16/37 TOWN HALL BUSINESS PLAN**

**It was resolved** to authorise the expenditure of £4,000 on a fixed-fee basis for the production of the business plan for the Town Hall and to confirm the fixed-fee basis with the consultants.

### **F&P/16/38 ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

The Committee reviewed the Administrative Assistant's job description and agreed that in light of the nature of the role, "Executive Assistant to the Town Clerk" would be a more suitable job title. This change would come into effect if it did not trigger a job evaluation exercise and **it was resolved** that the Town Clerk would report back.

The meeting closed at 7:46pm.

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 12 September 2016  
**Time:** 7:00pm  
**Venue:** St Martin's C of E Primary School

## **Present**

Cllr Kevin Blakey  
Cllr Sarah Gunn  
Cllr Karen Jennings  
Cllr Phil Norgate  
Cllr Nick Partridge (in the Chair)  
Cllr Shaun West

## **Also Present**

Cllr Nigel Grimshire  
Janine Gardner, Town Clerk and Responsible Finance Officer, Cranbrook Town Council

## **F&P/16/39 APOLOGIES FOR ABSENCE**

No apologies were received.

## **F&P/16/40 DECLARATIONS OF INTEREST**

No declarations were made.

## **F&P/16/41 MINUTES**

The minutes of the meeting 11 July 2016 were accepted as correct records.

## **F&P/16/42 PUBLIC PARTICIPATION**

No representations were received from members of the public.

## **F&P/16/43 BUDGET PROPOSALS 2017-18**

The Committee considered the first set of budget proposals for the 2017-18 financial year. Cllr Nigel Grimshire attended the meeting in his capacity as the Vice-Chairman of the Amenities Committee, the budget for which represented a large proportion of the Council's overall budget.

The council tax base for the next financial year would not be known until later in the calendar year and the currently calculated precept was significantly higher than the Council's current precept of £100,000.00. The Committee would not recommend an increase in the precept paid per household and the Chairman suggested that any shortfall might be financed by the Council's reserves in order to avoid an increase in the precept. However, it was also noted that the number of households liable to pay, and discounts which may apply, might not be known until after the final budget was agreed so the figure might have to be an approximation.

The Committee reiterated the Council's ambition to deliver elements of the rent charge and see the latter reduce as a result. The largest item in the budget represented the potential bin emptying and litter picking contract and quotes from potential service providers were currently being awaited.

The Committee further noted that the Community Development Worker's contract would expire on 31 August 2017 and considered that a continuity in community development work was essential. A future Section 106 agreement was likely to fund the role again in the future and the Committee recommended funding a gap arrangement in order to ensure continuity of the service provision.

The Committee also discussed the provision of youth services and questioned the availability of evening slots at the Younghayes Centre and whether the Council should budget for making a physical space available for young people to utilise. The Clerk was also meeting with a number of youth service providers in order to scope possible youth service provision locally.

**It was resolved** to recommend to the Town Council to approach East Devon District Council and Devon County Council with a view to potentially jointly fund the Community Development Worker's role in the interim period between the current contract expiring and the future Section 106 agreement commencing.

The Committee noted the current budget proposals for the 2017-18 financial year and would consider the updated proposals at the next meeting on 17 October 2016, including additional information on the possibilities of providing a service for young people.

#### **F&P/16/44 MANAGEMENT OF THE YOUNGHAYES CENTRE**

The Council had received a proposal from East Devon District Council regarding the day-to-day building management of the Younghayes Centre. As part of that, the District Council had offered a monthly revenue funding to cover the additional resources required. The Council had also been successful in obtaining some grant funding from the Devon County Councillor's locality budget in order to purchase new office equipment and **it was resolved** to recruit an additional member of staff with the terms and conditions set out in the attached job description and person specification.

#### **F&P/16/45 GRANT APPLICATION – EDVSA**

The Finance & Personnel Committee had approved a grant application by the East Devon Volunteer Support Agency (EDVSA) on 11 July 2016 of £400.00 to run Wren Music sessions over the summer which would only be drawn upon if EDVSA's Grants for the Arts application was successful (application attached and minute F&P/16/34 refers).

The Community Development Worker recently advised that the Grants for the Arts bid was unsuccessful and that he would meet with Wren Music to discuss applying for a longer project which may fulfil the need for stronger artistic quality. **It was resolved** to hold open the offer of match funding to use in a future bid.

#### **F&P/16/46 FEEDBACK ON PREVIOUS GRANT APPLICATIONS**

The Committee noted the feedback from some of the organisations which had benefitted from the Council's grant funding in March 2016.

#### **F&P/16/47 CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION**

The Committee received an update on the Town Clerk's Certificate in Local Council Administration (CiLCA) and it was resolved to offer the same qualification to the Executive Assistant.

#### **F&P/16/48 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

## **F&P/16/49 CHANGES TO YOUNGHAYES CENTRE**

Following recent security concerns in relation to the Town Council office **it was resolved** to authorise expenditure of £5,050 plus VAT to fund the installation of a reception hatch in the wall which separated the main foyer in the Younghayes Centre and the Town Council office. The installation of a front door access management system should also be explored with the District Council as well as the sharing of costs.

The meeting closed at 8:33pm.

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 17 October 2016  
**Time:** 7:00pm  
**Venue:** St Martin's C of E Primary School

## **Present**

Cllr Kevin Blakey  
Cllr Sarah Gunn  
Cllr Karen Jennings  
Cllr Nick Partridge (in the Chair)  
Cllr Shaun West

## **Also Present**

Cllr Kim Bloxham, Chairman, Amenities Committee  
Andrew Furbear, Treasurer, Cranbrook Cycling Club  
Janine Gardner, Town Clerk and Responsible Finance Officer, Cranbrook Town Council

## **F&P/16/50 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Phil Norgate.

## **F&P/16/51 DECLARATIONS OF INTEREST**

No declarations were made.

## **F&P/16/52 MINUTES**

The minutes of the meeting 12 September 2016 were accepted as correct records.

## **F&P/16/53 PUBLIC PARTICIPATION**

No representations were received from members of the public.

## **F&P/16/54 GRANT APPLICATION – CRANBROOK CYCLING CLUB**

The Finance & Personnel Committee considered a grant application by the Cranbrook Cycling Club and the Club's Treasurer attended the meeting in support of the application.

In response to members' questions, the Treasurer clarified that there were currently approximately 20 active members of the Club which recently ran a family ride to the Killerton estate. The Club currently only had one qualified rider and in his absence any rides would not be insured through Cycle Club. Approximately 80 percent of riders currently resided in the parish of Cranbrook. The Club had also been approached by Active Devon to supply and provide pool bikes in the town.

**It was resolved** to support the Cranbrook Cycle Club's application and award the full amount of £110.00.

## **F&P/16/55 2016-17 QUARTER 2 BUDGET MONITORING REPORT**

**It was resolved** to accept the budget monitoring report relating to the second quarter of the 2016-17 financial year.

## **F&P/16/56 QUARTER 1 BANK RECONCILIATION**

**It was resolved** to accept the bank reconciliation following the end of the second quarter of the 2016-17 financial year.

## **F&P/16/57 2017-18 BUDGET PROPOSALS**

The Committee considered the budget proposals for the 2017-18 financial year.

Following consideration at the last meeting of the Committee, the Town Clerk reported that East Devon District Council and Devon County Council had been made aware of the Community Development Worker's contract expiring in August 2017 and had been asked to consider contributing financially to a gap arrangement between the contract expiring and the future Section 106 agreement taking effect. A formal response was outstanding.

The Town Clerk also reported that discussions were ongoing regarding the current and future service provision for young people in Cranbrook. The Committee requested information on the cost of the current youth bus provision and would receive a further update at its next meeting on 14 November 2016.

The Chairman of the Amenities Committee attended the meeting in order to update the Finance & Personnel Committee on the quotes which had been obtained for the bin emptying and litter picking contract.

## **F&P/16/58 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

## **F&P/16/59 PERSONAL ALARM**

The Committee considered a quote for a personal alarm and **it was resolved** to purchase a SkyGuard MySOS mobile alarm for a period of five years if it proves suitable following a 30-day free trial.

## **F&P/16/60 YOUNGHAYES CENTRE ACCESS MANAGEMENT**

The Committee considered a quote from East Devon District Council for an intercom security system on the main entrance door to the Younghayes Centre and **it was resolved** to contribute to the costs for the system which were estimated at £750.00 + VAT.

The meeting closed at 8:13pm.



# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 14 November 2016  
**Time:** 7:00pm  
**Venue:** St Martin's C of E Primary School

## **Present**

Cllr Kevin Blakey  
Cllr Sarah Gunn (Chair)  
Cllr Karen Jennings  
Cllr Phil Norgate  
Cllr Shaun West

## **Also Present**

Cllr Kim Bloxham, Chairman, Amenities Committee  
Kelly Curran, Resident  
Keith Johnson, Community Development Worker, Action East Devon  
Cllr Vicky Keating  
Nevil Salisbury-Rood, Supervisor, Citizens Advice East Devon  
Cathy Hill, Executive Assistant to the Town Clerk, Cranbrook Town Council (Minuting)

## **F&P/16/61 ELECTION OF CHAIRMAN**

Although Cllr Blakey was willing to stand, it was thought the Finance & Personnel Committee's terms of reference would preclude this. **It was resolved** to defer the election to Full Council on 21 November 2016.

## **F&P/16/62 APOLOGIES FOR ABSENCE**

No apologies were received.

## **F&P/16/63 DECLARATIONS OF INTEREST**

No declarations were made.

## **F&P/16/64 MINUTES**

The minutes of the meeting 17 October 2016 were accepted as correct records.

## **F&P/16/65 PUBLIC PARTICIPATION**

No representations were received from members of the public.

## **F&P/16/66 2017-18 BUDGET PROPOSALS**

The Committee considered the latest budget proposals for the 2017-18 financial year which had been amended as follows:

- a) The items relating to Public Open Spaces (budget code 15), bin emptying and litter picking (£32,500), maintenance (£3,000), inspection (£1,000) and vandalism (£1,000) had been removed.

Cllr Kim Bloxham, Chairman of the Amenities Committee, explained that part of the litter picking street cleaning operation would transfer to East Devon District Council as part of their statutory duties after the adoption of the public highway and the Consortium's contractors would continue to deal with the other areas which awaited adoption.

- b) It had been proposed to reduce the grants budget to zero in light of the in-year's remaining balance of £10,831.56 which it was thought could carry forward, in addition to the funds generated from the solar panels.

Councillors, however, anticipated a rise in grant applications as the town grew and were concerned about setting a zero figure so **it was requested** £5,000.00 be set aside for this purpose.

It was also felt the grants policy was currently not sufficiently flexible to accommodate the variety and extent of applications being received and **it was resolved** it should be reviewed, particularly with regards to permitting higher or more flexible grant sums.

Cllr Bloxham also requested clarification of the total figure appearing at EX15 which she calculated to be £35,150.00.

Cllr Keating requested clarification of the actual year-to-date hall income figure as there was a concern it might be lower than the projections.

Cllr Blakey explained decisions on youth provision would also have a bearing on the budget total and it was noted that information about the council tax base would be forthcoming at the end of November.

**It was therefore resolved** not to approve the draft budget proposals as they stood but to request modifications and re-present the amended version to Full Council.

#### **F&P/16/67 GRANT APPLICATION – CITIZENS ADVICE EAST DEVON**

Nevil Salisbury-Rood spoke briefly in support of a grant application from Citizens Advice East Devon for £1,000.00, explaining the way the surgeries run and the wide range of issues practitioners cover. The grant would assist with room hire and staffing costs associated with the provision of the Citizens Advice surgeries in the Younghayes Centre. It was felt this was important work and Councillors were minded to award above the normal threshold.

**It was resolved** to support the application and award the upper limit requested of £1,000.00.

#### **F&P/16/68 GRANT APPLICATION – CRANBROOK UNITED YOUTH FOOTBALL CLUB**

The Committee considered a grant application from Cranbrook United Youth Football Club for £500.00 for a pitch line-marking machine which transfers white lines onto grass. The Club would also like to secure some funding towards the cost of coaching courses to improve the quality of training for the children in the Club. No representative was available to speak in support of the application but councillors felt it was well written and well argued, evidencing match funding and sustainability. They were therefore minded to also fund the shortfall the Club had offered to absorb.

**It was resolved** to support the application and award the amount of £619.95.

#### **F&P/16/69 GRANT APPLICATION – FILM CLUB**

Resident Kelly Curran, accompanied by Keith Johnson, Community Development Worker, spoke in support of a grant application for £440.00 to set up a film club in Cranbrook, designed to provide a safe, accountable environment and positive social engagement for young people. Councillors were impressed by the project, keen to support positive activity for young people and noted that Cranbrook Education Campus was also in support of the venture.

**It was resolved** to support the application and award the full amount of £440.00.

## **F&P/16/70 GRANT APPLICATION – CRANBROOK EDUCATION CAMPUS OUTDOOR EDUCATION**

The Committee considered a grant application by the Cranbrook Education Campus for £500.00 to purchase the initial equipment to provide a varied and engaging outdoor education programme for the secondary school pupils at the Campus.

Members observed that this application raised a general question about how far the Town Council should become involved in awarding funding for items and activities which might previously have come from other publicly funded sources and about the danger that taxpayers could be being asked to pay twice. They were, however, mindful of the constraints the school faced at present with low pupil numbers and a large building to operate. They were also aware of the value of this project to the young people participating and wished to be supportive on a one-off basis.

**It was resolved** to support the application and award the full amount of £500.00.

## **F&P/16/71 EMERGENCY BOX CONTENTS**

The Committee considered a wide list of potential items for the Council's emergency box following the adoption of the Council's Emergency Plan on 15 February 2016 (Council minute 16/39 refers) and made recommendations as to which should be included. Those items could now be costed and the findings re-presented to Finance & Personnel for final approval prior to purchase.

## **F&P/16/72 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item **it was resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

## **F&P/16/73 PROVISION OF SERVICES FOR YOUNG PEOPLE**

The Committee considered

- a) the possible provision of a "top-up" service to the current youth bus provision on a Tuesday evening in the Younghayes Centre by utilising the Council's contingency budget of £4,360.00 in the current financial year.
- b) whether to precept for a provision for young people as part of the 2017-18 budget and, if so, to update the 2017-18 budget proposals in the light of any recommendation(s) to Council.

Whilst £5,000.00 had been suggested for the provision of services for young people in the 2017-18 financial year, Councillors felt more might be needed to cover possible additional equipment, hall hire and staffing costs, should these arise. Members also felt that the first phase of service provision from a new provider should be viewed as a 'pilot', to be reviewed before committing formally to the contract for the whole year.

**It was resolved** to vire the amount required to enable the top up service for the current financial year (once the provider has been selected by Full Council) from the Council's contingency budget to a new budget code EX18 Youth Provision.

**It was determined** that £10,000.00 should be budgeted for the provision of services for young people in the 2017-18 financial year.

The meeting closed at 8.14 pm.

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 16 January 2017  
**Time:** 6:00pm  
**Venue:** St Martin's C of E Primary School

## **Present**

Cllr Kevin Blakey  
Cllr Vicky Keating (in the Chair)  
Cllr Phil Norgate  
Cllr Shaun West

## **Also Present**

Sharon Jewell, Leader, 1<sup>st</sup> Cranbrook Brownies  
Cllr Kim Bloxham, Chairman, Amenities Committee, Cranbrook Town Council  
Cllr Ray Bloxham, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## **F&P/17/1 APOLOGIES FOR ABSENCE**

No apologies were received.

## **F&P/17/2 DECLARATION OF INTERESTS**

No declarations were made.

## **F&P/17/3 MINUTES**

The minutes of the meeting on 14 November 2016 were accepted as correct records.

## **F&P/17/4 PUBLIC PARTICIPATION**

Sharon Jewell, Leader, 1<sup>st</sup> Cranbrook Brownies attended the meeting in support of the grant application at agenda item 5.

## **F&P/17/5 GRANT APPLICATION – 1<sup>ST</sup> CRANBROOK BROWNIES**

The Committee considered a grant application from the 1<sup>st</sup> Cranbrook Brownies for £650.00. The grant was requested to assist a group of up to 15 children and four leaders from the 1<sup>st</sup> Cranbrook Brownies with the cost of participating in an out-of-doors adventure weekend in May 2017. The Committee informed the Leader that another community group had benefitted from a grant from Persimmon's community fund in the past. The Leader informed the Committee that approximately 100 young people were currently registered with the Rainbows, Brownies and Guides.

**It was resolved** to support the application and award the full amount of £650.00.

## **F&P/17/6 FEEDBACK ON PREVIOUS GRANT APPLICATIONS**

The Committee noted the feedback from some of the organisations which had benefitted from the Council's grant funding in April, May and July 2016. **It was resolved** to include in the standardised questions for grants feedback how the organisations acknowledged and credited the Town Council's grant funding in any publications.

## **F&P/17/7 QUARTER 3 BUDGET MONITORING REPORT**

The Town Clerk introduced the budget monitoring report for the third quarter of the 2016-17 financial year and explained that the staffing costs at budget EX1 were projected to be overspent due to the Executive Assistant's increase in working hours during the financial year which had not been budgeted for.

The subscriptions budget at EX2 was also currently overspent due to the professional fees being included in it, i.e. IT support, the printer/scanner/photocopier lease and payroll service.

**It was resolved** to accept the budget monitoring report relating to the third quarter of the 2016-17 financial year and to create a separate budget for professional services at EX19 and vire £700.00 to it from the contingency budget at EX50.

## **F&P/17/8 BANK RECONCILIATION**

**It was resolved** to accept the bank reconciliation following the end of the third quarter of the 2016-17 financial year.

## **F&P/17/9 FINAL BUDGET PROPOSALS FOR 2017-18**

The Committee considered the final budget proposals for 2017-18. Following an insignificant increase in council tax, the Committee considered the proposed budget robust and prudent. The Committee recommended that any year-end underspend would be carried forward into next year's contingencies budget.

The Chairman of the Amenities Committee advised that East Devon District Council had confirmed they would fund the replacement of the car park lights at Younghayes Place. This position had been removed from the draft budget for 2017-18.

**It was resolved** to recommend the final budget proposals for 2017-18 to the Town Council.

## **F&P/17/10 DEVON LOCAL GOVERNMENT PENSION SCHEME EMPLOYER CONTRIBUTION RATES 2017-2020**

The Committee considered the employer contributions required from town and parish councils arising from the 2016 Actuarial Valuation of the Devon Pension Fund and **it was resolved** to increase the employer contributions from 20.5% to 21.2%.

## **F&P/17/11 EMERGENCY BOX CONTENTS**

The Committee considered a list of potential items for the Council's emergency box following the adoption of the Council's Emergency Plan on 15 February 2016 (Council minute 16/39 refers). **It was resolved** to purchase the items on the list with the following alterations:

- No new high visibility vests and utilisation of the Council's existing vests
- Five disposable respirator masks
- 20 foil blankets
- No disposable waterproof capes/ponchos
- No shovel
- Only one wind-up torch and no other torches

The Committee acknowledged that there might be associated charges, e.g. delivery costs, and authorised those.

The meeting closed at 6.27 pm.

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 10 April 2017  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Phil Norgate

## **Also Present**

Andy Richardson, Chairman of the Cranbrook Motorcycle Riders  
Cllr Louisa Joslin, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## **F&P/17/12 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Nigel Grimshire.

## **F&P/17/13 DECLARATION OF INTERESTS**

No declarations were made.

## **F&P/17/14 MINUTES**

The minutes of the meeting on 16 January 2017 were accepted as correct records.

## **F&P/17/15 PUBLIC PARTICIPATION**

The Chairman of the Cranbrook Motorcycle attended the meeting in support of the grant application at agenda item 6.

## **F&P/17/16 GRANT APPLICATION – CRANBROOK MOTORCYCLE RIDERS**

The Committee considered a grant application from the Cranbrook Motorcycle Riders for £500.00. The grant was requested to fund the Riders' setup costs and towards a custom bike show which the group was hoping to organise in the town in the summer 2017.

The Committee noted that the Cranberry Farm pub was supportive of Motorcycle Riders events being held at the pub in the future. A grant from Cranberry Events of £200.00 had also been obtained. The Chairman advised that the Riders would be required to provide feedback on the spending of the grant in the future and that any marketing materials needed to acknowledge the Town Council's financial contribution.

**It was resolved** to support the application and award the full amount of £500.00.

## **F&P/17/17 YEAR-END ACCOUNTS – RECEIPTS AND PAYMENTS**

The Committee considered and approved the Council's receipts and payments to 31 March 2017 as follows:

- a) Receipts and Payments (Cash Book)
- b) Year-End Accounts Summary

#### **F&P/17/18 2016-17 QUARTER 4 BUDGET MONITORING REPORT – YEAR-END**

The Committee considered and recommended to Council the budget monitoring report for quarter 4 (year-end).

#### **F&P/17/19 2016-17 YEAR-END BANK RECONCILIATION**

The Committee considered and recommended to Council the 2016-17 year-end bank reconciliation.

#### **F&P/17/20 ACCOUNTING STATEMENTS 2016-17**

The Committee considered and recommended to Council the accounting statements 2016-17 for submission to the external auditor.

#### **F&P/17/21 BUDGETS CARRIED FORWARD PROPOSAL**

The Committee considered and recommended to Council the attached proposal, pending one additional calculation relating to the staffing cost for a maternity cover handover period of up to one month.

#### **F&P/17/22 ASSET REGISTER**

The Committee noted the Council's asset register dated 31 March 2017.

#### **F&P/17/23 MATERNITY POLICY**

The Committee considered and recommended to Council the draft Maternity Leave and Maternity Pay Policy.

#### **F&P/17/24 GRANT APPLICATION – CRANBROOK EDUCATION CAMPUS**

The Committee considered a grant application from the Cranbrook Education Campus for £500.00-£1,000.00. The grant was requested to act as a contribution towards the secondary phase of the school to provide football kits, training kits and equipment for years 7 up to 11.

The Committee noted that the grant amount needed to be confirmed and queried whether the grant from E.ON of £1,000.00 had been received which was referenced on the application form.

Furthermore, the Committee appraised the principle of a Town Council funding extracurricular activities at a school. The Council's grants policy was primarily aimed at supporting community networks and groups which had no inherent way of raising funding. The Committee felt that school sports were best funded via a school's budget or by the participating children's families.

The Committee was also hesitant to support the principle of speculative forward-funding to benefit future pupils and felt that individual applications each year could be considered on their merit.

In relation to the negative response to question 15 on the application form ("Are any of the beneficiaries non-residents of Cranbrook?"), the Committee queried whether pupils from outside the parish of Cranbrook attended the school.

**It was resolved** to refuse the application based on an exact grant amount remaining unconfirmed, the Council's grants policy being primarily aimed at supporting community networks and groups which had no inherent way of raising funding, and unclear information in the application regarding funding from another organisation.

#### **F&P/17/25 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was resolved to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public

Bodies (Admission to Meetings) Act 1960 which 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.

#### **F&P/17/26 TOWN CLERK MATERNITY COVER**

The Committee considered the Town Clerk's current job description and person specification as well as a draft job advertisement for the external recruitment of a maternity cover. It was resolved to delegate authority to the Chairman of the Finance & Personnel Committee and the Clerk to finalise arrangements and advertise the role.

The meeting closed at 7:45pm.



# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 17 July 2017  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Nigel Grimshire (in the Chair)  
Cllr Phil Norgate

## **Also Present**

Cllr Les Bayliss, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## **F&P/17/27 APOLOGIES FOR ABSENCE**

No apologies were received.

## **F&P/17/28 DECLARATION OF INTERESTS**

Cllr Phil Norgate declared a personal interest in relation to agenda item 5 by virtue of being acquainted with the husband of the grant applicant.

## **F&P/17/29 MINUTES**

The minutes of the meeting on 10 April 2017 were accepted as correct records.

## **F&P/17/30 PUBLIC PARTICIPATION**

Charlotte Wilson of the Cranbrook Active Mums attended the meeting in support of the grant application at agenda item 5.

## **F&P/17/31 GRANT APPLICATION – CRANBROOK ACTIVE MUMS**

The Committee considered a grant application from the Cranbrook Active Mums for £249.00. The grant was requested to fund the cost of training for the applicant to be a bikeability trainer and leader based in Cranbrook. The applicant pledged that cycling should be normalised and promoted in Cranbrook as a Healthy New Town.

The applicant explained that bikeability training was provided within educational settings to help children to learn to cycle and give them confidence. The Committee was concerned about any future publicity and uptake of the bikeability provision and was concerned about the potential personal use of the training for the applicant and her daughter to travel to her school.

During the course of the conversation the applicant withdrew her application and agreed to submit a different application in the future instead for the purchase of two bikes and equipment for the Active Mums.

## **F&P/17/32 FEEDBACK ON PREVIOUS GRANT APPLICATIONS**

The Committee considered feedback on previous grant applications from the Cranbrook Cycling Club, Citizens Advice East Devon, the Cranbrook United Youth Football Club, the Film Club, Cranbrook Education Campus, 1<sup>st</sup> Cranbrook Brownies and the Young Citizen of the Year Award.

The Committee noted the positive feedback and the benefit to the community. The Committee suggested publishing the positive outcomes using the Council's usual channels.

## **F&P/17/33 REVIEW OF THE COUNCIL'S GRANTS POLICY AND FEEDBACK QUESTIONNAIRE**

The Committee reviewed its grant policy, application form and grant feedback questionnaire. It was suggested to

- include a criterion in the grants policy for applicants to achieve financial sustainability and remove the section explaining that the Council will not support applications which will require ongoing funding. Those applicants would be considered on their merit and would need to be submitted year-on-year;
- to include a tick box on the application form to state that applicants agree with the terms and conditions contained within the grants policy; and
- to delete the reference to a report on the questionnaire (question 5).

## **F&P/17/34 2017-18 QUARTER 1 BUDGET MONITORING REPORT**

The Committee approved the budget monitoring report for the first quarter of the 2017-18 financial year as well as the underlying documents as follows:

- a) Receipts and payments (Cash Book)
- b) Accounts summary – Receipt and Payments

## **F&P/17/35 BANK RECONCILIATION**

The Committee approved the quarterly bank reconciliation dated 1 July 2017.

## **F&P/17/36 REPORT ON VERIFICATIONS OF BANK STATEMENTS AND RECONCILIATIONS**

In accordance with Financial Regulation 2.2, the quarterly bank reconciliations and original bank statements were verified and signed by a councillor appointed by the Council. This activity is on conclusion reported, including any exceptions, to and noted by the Finance and Personnel Committee.

Relevant 2016-17 year-end documentation had been verified and signed by Cllr Nigel Grimshire on 24 April 2017, without any exceptions.

Cllr Grimshire had been appointed by full Council on 16 January 2017 (minute 17/16 refers) and subsequently elected as Chairman of the Finance & Personnel Committee on 8 May 2017 (minute 17/104 refers). On 19 June 2017, full Council had appointed Cllr Leslie Bayliss as its signatory for bank statements and quarterly bank reconciliations (minute 17/143 refers) who verified and signed the documentation relating to the 2017-18 first quarter on 14 July 2017 without any exceptions.

The meeting closed at 7:47pm.

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 16 October 2017  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham (in the Chair)  
Cllr Phil Norgate

## **Also Present**

Sarah Jenkins, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## **F&P/17/37 APOLOGIES FOR ABSENCE**

No apologies were received.

## **F&P/17/38 DECLARATION OF INTERESTS**

There were no declarations of interests.

## **F&P/17/39 MINUTES**

The minutes of the meeting on 17 July 2017 were accepted as a correct record.

## **F&P/17/40 PUBLIC PARTICIPATION**

No members of the public were present.

## **F&P/17/41 FEEDBACK ON PREVIOUS GRANT APPLICATIONS**

The Committee considered feedback on previous grant applications from the Cranbrook summer youth activities programme and the Cranbrook Motor Cycle Group.

It was agreed that the unspent amount of £180.00 should be carried forward towards funding activities in 2018.

## **F&P/17/42 2017-18 QUARTER 2 BUDGET MONITORING REPORT**

The Committee approved the budget monitoring report for the second quarter of the 2017-18 financial year as well as the underlying documents as follows:

- a) Receipts and payments (Cash Book)
- b) Accounts summary – Receipt and Payments

## **F&P/17/43 BANK RECONCILIATION**

Cllr Les Bayliss, as signatory for bank statements and quarterly bank reconciliations (minute 17/143 refers), had verified and signed the documentation relating to the 2017-18 second quarter dated 9 October 2017 without any exceptions.

The Committee approved the quarterly bank reconciliation dated 9 October 2017.

## **F&P/17/44 BUDGET FOR THE FINANCIAL YEAR 2018-19**

The Committee considered the draft budget proposals for the financial year 2018-19. The following points were noted and would require further consideration:

- Staff hours
- Future use of the Younghayes Centre
- Maintenance of open space
- Upgrade of office IT systems
- Community development
- Cultural development
- Impact of new data protection regulations

The meeting closed at 7.23pm.

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 13 November 2017  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Phil Norgate

## **Also Present**

Sarah Jenkins, Town Clerk and Responsible Financial Officer, Cranbrook Town Council  
Paul Strange, Cranbrook Herald

## **F&P/17/45 APOLOGIES FOR ABSENCE**

No apologies were received.

## **F&P/17/46 DECLARATION OF INTERESTS**

There were no declarations of interests.

## **F&P/17/47 MINUTES**

The minutes of the meeting on 16 October 2017 were accepted and signed as a correct record.

## **F&P/17/48 PUBLIC PARTICIPATION**

No members of the public were present.

## **F&P/17/49 BUDGET PROPOSALS FOR THE FINANCIAL YEAR 2018-19**

Draft budget proposals for the financial year 2018–19 had been circulated in advance.

The Committee considered the draft budget proposals on a line by line basis.

The future community development work was discussed and it was agreed to increase the draft budget for grants to £6,000.00 in order to support voluntary community groups. It was also agreed to contact Youth Genesis to enquire whether they would consider taking on responsibility for the Mocktail events.

The meeting closed at 7.38pm.

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 15 January 2018  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Phil Norgate

## **Also Present**

Cllr Sam Hawkins  
Cllr Barry Rogers  
Sarah Jenkins, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## **F&P/18/01 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Kevin Blakey.

## **F&P/18/02 DECLARATION OF INTERESTS**

Cllr Phil Norgate declared a pecuniary interest in agenda item 8.1 – Grant Applications – 1<sup>st</sup> Cranbrook Girlguiding – as his wife and daughter are Guide Leaders. It was agreed that Cllr Norgate would leave the meeting for this item.

## **F&P/18/03 MINUTES**

The minutes of the meeting on 13 November 2017 were accepted and signed as a correct record.

## **F&P/18/04 PUBLIC PARTICIPATION**

No requests were made by members of the public to give representations in respect of the business on the agenda.

## **F&P/18/05 QUARTER 3 BUDGET MONITORING REPORT**

The Committee approved the budget monitoring report for the third quarter of the 2017-18 financial year as well as the underlying documents as follows:

- a) Receipts and payments (Cash Book)
- b) Accounts summary – Receipt and Payments

## **F&P/18/06 BANK RECONCILIATION**

The Committee approved the quarterly bank reconciliation dated 12 January 2018.

Signed:

Date: 5 March 2018

## **F&P/18/07 BUDGET PROPOSALS FOR THE FINANCIAL YEAR 2018-19**

Draft budget proposals for the financial year 2018–19 had been circulated in advance.

The Committee considered the proposals on a line by line basis and the following amendments to the previous draft were proposed:

- Following discussions with the insurers regarding the renewal premium, to set the budget for insurance at £4,500.00
- To set the budget for IT upgrade and support at £5,500.00
- Following discussions with the current contractors, to set the budget for grounds maintenance at £200,000.00

It was noted that the Town Council is in discussion with East Devon District Council regarding S.106 funding for assets which will be transferred to the Town Council at a future date.

**It was resolved** to recommend the budget for approval by the Town Council and to recommend that the Town Council approves the precept of £388,398.00 for the financial year 2018-19.

## **F&P/18/08 GRANT APPLICATIONS**

*Cllr Norgate left the meeting*

### **1. 1<sup>st</sup> Cranbrook Girlguiding**

The Committee considered a grant application from the 1<sup>st</sup> Cranbrook Girlguiding to hold an event for 110 Rainbows, Brownies and Guides in Cranbrook to come together and take part in a number of activities during the morning of 24<sup>th</sup> February at the YOUNGHAYES CENTRE.

**It was resolved** to support the application and award the full amount of £364.00. It was noted that under the terms of the Town Council's Grants Policy, funding for the same event could not be provided next year and it was agreed to make the Guide Leader aware of this to ensure future sustainability.

*Cllr Norgate returned to the meeting*

### **2. Action East Devon – Keith Johnson – Community Development Worker**

The Committee considered a grant application from Action East Devon (Keith Johnson) to run a pop-up skate park during the February half-term holiday.

**It was resolved** to support the application in principle and award the full amount of £300.00, subject to clarification of the location, the length of time the land would be used and whether permission had been received from the landowner.

**It was further resolved** to delegate authority to the Vice-Chairman of the Committee and the Acting Town Clerk to give final approval for payment of the grant once the above clarifications had been received.

## **F&P/18/09 PENSIONS REGULATOR – AUTOMATIC ENROLMENT**

The Committee noted the acknowledgement of the declaration of compliance.

The meeting closed at 7.42pm.

## MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 5 March 2018  
**Time:** 7.00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook, EX57AG

### **Present**

Cllr Les Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Kevin Blakey

### **Also Present**

Cllr Barry Rogers

### **F&P/18/10 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Phil Norgate.

### **F&P/18/11 DECLARATION OF INTERESTS**

No declarations were made.

### **F&P/18/12 MINUTES**

The minutes of the meeting on 15 January 2018 were accepted and signed as a correct record.

### **F&P/18/13 PUBLIC PARTICIPATION**

No requests were made by members of the public to give representations in respect of the business on the agenda.

### **F&P/18/14 FIVE YEAR PLAN**

The Committee considered the draft 5 year plan.

It was **Resolved** to recommend the plan for approval by Town Council subject to the amendments discussed at the meeting.

Signed:

Date: 30 April 2018



#### **F&P/18/15 FEEDBACK ON PREVIOUS GRANT APPLICATIONS**

The Committee considered feedback on a previous grant application from the Cranbrook Active Mums. The Committee noted the positive feedback and the benefit to the community. The Committee suggested publishing the positive outcomes using the Council's usual channels.

Feedback from Action East Devon on grants in respect of the Film Club and Pop Up Skate Park had not been received and these matters were deferred.

#### **F&P/18/16 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was resolved to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

#### **F&P/18/17 FUTURE USE OF THE COUNTRY PARK**

The Committee considered the report on Future Use of the Country Park which had been approved by Town Council on 18th December 2017 and which had been referred to the Finance & Personnel Committee to review fees and charges.

**It was resolved** to recommend the report (including fees and charges) for approval by Town Council subject to the amendments agreed at the meeting.

The meeting closed at 7.31pm.

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 30 April 2018  
**Time:** 7:45pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Phil Norgate

## **Also Present**

Cllr Sam Hawkins, Cranbrook Town Council  
Mr Steve Bampton, Cranbrook United Youth Football Club  
Sarah Jenkins, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## **F&P/18/18 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

## **F&P/18/19 DECLARATION OF INTERESTS**

No declarations were received.

## **F&P/18/20 MINUTES**

Cllr Kevin Blakey proposed that the minutes of the meeting held on 5 March 2018 be accepted and signed as a correct record. This was seconded by Cllr Colin Buchan and **was resolved**.

## **F&P/18/21 PUBLIC PARTICIPATION**

No requests were made by members of the public to give representations in respect of the business on the agenda.

## **F&P/18/22 GRANT APPLICATION – CRANBROOK UNITED YOUTH FOOTBALL CLUB**

The grant application and supporting paperwork from Cranbrook United Youth Football Club had been circulated in advance. The Club's Chairman, Mr Steve Bampton, attended the meeting in support of the application. Following discussion of the application and the arrangements for the event, Cllr Kevin Blakey proposed that the application be supported and the full amount of £500.00 be approved. This was seconded by Cllr Kim Bloxham and **was resolved**.

Mr Bampton thanked the Committee and *left the meeting*.

## **F&P/18/23 YEAR-END ACCOUNTS – RECEIPTS AND PAYMENTS**

The Committee considered the Receipts and Payments (Cash Book) to 31 March 2018 and the year-end Accounts Summary.

Cllr Les Bayliss proposed that the Receipts and Payments to 31 March 2018 and the year-end Accounts Summary be approved. This was seconded by Cllr Kevin Blakey and **was resolved**.

Signed:

Date: 16 July 2018

## **F&P/18/24 QUARTER 4 BUDGET MONITORING REPORT – YEAR END**

The Committee considered the budget monitoring report for the fourth quarter of the financial year ended 31 March 2018. Cllr Colin Buchan proposed that the budget monitoring report be recommended to the Town Council. This was seconded by Cllr Kevin Blakey and **was resolved**.

## **F&P/18/25 YEAR-END BANK RECONCILIATION**

Cllr Les Bayliss reported that he had met with the Town Clerk to verify the year-end bank reconciliation and proposed that the bank reconciliation dated 23 April 2018 be approved. This was seconded by Cllr Kevin Blakey and **was resolved**.

## **F&P/18/26 ACCOUNTING STATEMENTS 2017-18**

The accounting statements for the financial year ended 31 March 2018 were considered. Cllr Kim Bloxham proposed that the statements be recommended to the Town Council for approval. This was seconded by Cllr Colin Buchan and **was resolved**.

## **F&P/18/27 STATEMENT OF INTERNAL CONTROL**

A draft revised Statement of Internal Control had been circulated in advance and was discussed. It was agreed to amend the draft Statement in line with the comments made by the internal auditor in previous years. Cllr Bayliss proposed that the amended Statement of Internal Control be recommended to the Town Council for approval. This was seconded by Cllr Colin Buchan and **was resolved**.

## **F&P/18/28 EXTERNAL AUDIT**

A report setting out changes to the external audit procedure, including the Annual Governance and Accountability Return, for the year-end 2017-18 had been circulated in advance and was noted.

## **F&P/18/29 GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES**

A copy of the updated Practitioners' Guide to Proper Practices dated March 2018 had been circulated in advance and was noted.

## **F&P/18/30 ASSET REGISTER**

A copy of the Asset Register as at 31 March 2018 had been circulated in advance. Cllr Phil Norgate proposed that the Asset Register as at 31 March 2018 be agreed and that a recommendation be made to the Town Council to undertake a review of the Register during the current financial year. This was seconded by Cllr Kevin Blakey and **was resolved**. It was agreed that Cllr Sam Hawkins would assist with the review.

The meeting closed at 8.14pm.

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 6 August 2018  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Sam Hawkins

## **Also Present**

Cllr Kim Bloxham, Cranbrook Town Council  
Cllr Sarah Gunn, Cranbrook Town Council  
Mr Jonathan Martin, Cranbrook Football Club  
2 members of the public  
Sarah Jenkins, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## **F&P/18/31 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Barry Rogers.

## **F&P/18/32 DECLARATION OF INTERESTS**

No declarations were received.

## **F&P/18/33 MINUTES**

The minutes of the meeting held on 30 April 2018 were accepted and signed as a correct record.

## **F&P/18/34 PUBLIC PARTICIPATION**

No requests were made by members of the public to give representations in respect of the business on the agenda.

## **F&P/18/35 GRANT APPLICATION – CRANBROOK FOOTBALL CLUB**

The grant application and supporting paperwork from Cranbrook Football Club had been circulated in advance. The Club's Manager, Mr Jonathan Martin, attended the meeting in support of the application and outlined the funding which had been received in the Club's first few years. Mr Martin also set out the annual costs associated with running the Club and advised that some costs, such as pitch hire, had risen recently. In response to a question regarding sponsorship, Mr Martin advised that players' polo shirts are sponsored. Advertising revenue would grow when the Club could sell space at a permanent pitch.

Cllr Kevin Blakey proposed that the full amount of the £500.00 grant requested by the Football Club be approved. This was seconded by Cllr Les Bayliss and **was resolved**.

The Chairman thanked Mr Martin for attending. *Mr Martin left the meeting.*

Signed:

Date: 15 October 2018

## **F&P/18/36 GRANTS POLICY**

A draft amended Grants Policy had been circulated in advance as the current Policy was considered to be quite restrictive and required updating. Cllr Kevin Blakey proposed that the draft amended Grants Policy be recommended for approval by the Town Council. This was seconded by Cllr Sam Hawkins and **was resolved**.

### **Recommendation:**

**That the Town Council approves the amended Grants Policy.**

## **F&P/18/37 FEEDBACK ON PREVIOUS GRANT APPLICATIONS**

The Committee considered feedback on previous grant applications from 1<sup>st</sup> Cranbrook Girlguiding and Action East Devon regarding the pop-up skate park.

## **F&P/18/38 FINANCE SYSTEMS REPORTS**

The new style of finance reports and the list of nominal codes were noted. The Committee noted that the new style of reports was clear and easy to understand.

## **F&P/18/39 QUARTER 1 BUDGET MONITORING REPORT**

The Committee considered the Income and Expenditure by Budget Heading report for the first quarter of the 2018-19 financial year to 30 June 2018 together with the underlying documents (cash book 1 – bank accounts and cash book 2 – credit card). Cllr Les Bayliss proposed that the Income and Expenditure report be approved. This was seconded by Cllr Kevin Blakey and **was resolved**.

## **F&P/18/40 BANK RECONCILIATION AT 30 JUNE 2018**

Cllr Les Bayliss reported that he had met with the Town Clerk to verify the bank reconciliation as at 30 June 2018. Cllr Kevin Blakey proposed that the bank reconciliation as at 30 June 2018 be approved. This was seconded by Cllr Sam Hawkins and **was resolved**.

## **F&P/18/41 ASSETS REGISTER**

A draft Assets Policy and proposed amended Assets Register had been circulated in advance. The Chairman thanked Cllr Sam Hawkins for his work on the Policy and the Register. It was agreed that the proposed Assets Policy was clear and that the Assets Register should be amended and brought into line with the Policy. Cllr Les Bayliss proposed that the draft Assets Policy and amended Assets Register be recommended for approval by the Town Council. This was seconded by Cllr Kevin Blakey and **was resolved**.

### **Recommendation:**

**That the Town Council approves the Assets Policy and amended Assets Register.**

## **F&P/18/42 RECRUITMENT OF A DEPUTY TOWN CLERK**

A report regarding the recruitment of a Deputy Town Clerk and request for interim financial assistance from East Devon District Council had been circulated in advance. The report, which included the requirement to appoint a nominated person to act as RFO in the Clerk's absence, was noted. The Committee also noted the information on the parish of Cambourne in Cambridgeshire and the similarities with Cranbrook regarding the management of assets as both towns continue to develop.

Cllr Kevin Blakey proposed that the Committee recommends that the Town Council submits a funding request to EDDC for temporary financial assistance to support the immediate recruitment of a Deputy Town Clerk and that funding support be provided until such time as there is sufficient development and sufficient income from the parish precept for the Town Council to be financially independent and sustainable. This was seconded by Cllr Colin Buchan and **was resolved**.

Cllr Sam Hawkins proposed that the parish of Cambourne in Cambridgeshire be used as a case study for the Town Council with a view to looking at alternative ways of managing assets and the staffing required to undertake the workload. This was seconded by Cllr Kevin Blakey and **was resolved**.

**Recommendations:**

**That the Town Council submits a funding request to EDDC for temporary financial assistance to support the immediate recruitment of a Deputy Town Clerk and that funding support be provided until such time as there is sufficient development and sufficient income from the parish precept for the Town Council to be financially independent and sustainable.**

**That the parish of Cambourne in Cambridgeshire be used as a case study for the Town Council with a view to looking at alternative ways of managing assets and the staffing required to undertake the workload.**

The meeting closed at 7.24pm.

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 15 October 2018  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Ray Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Sam Hawkins  
Cllr Barry Rogers

## **Also Present**

Cllr Kim Bloxham, Cranbrook Town Council  
Cllr Sarah Gunn, Cranbrook Town Council  
Cllr Matt Osborn, Cranbrook Town Council  
Faye Whitley, Cranbrook Netball Club  
John Penwarden, Cranbrook Community Association  
Richard Dade, Incredible Edible Cranbrook  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## **F&P/18/43 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Kevin Blakey.

## **F&P/18/44 DECLARATION OF INTERESTS**

No declarations were received.

## **F&P/18/45 MINUTES**

The minutes of the meeting held on 6 August 2018 were accepted and signed as a correct record.

## **F&P/18/46 PUBLIC PARTICIPATION**

No requests were made by members of the public to give representations in respect of the business on the agenda.

## **F&P/18/47 GRANT APPLICATION – CRANBROOK NETBALL CLUB**

The Committee considered a grant application from the Cranbrook Netball Club for £600.00 to fund coaching courses for two members of the club to attend and complete and to fund officiating courses for three club members.

A member of the Cranbrook Netball Club attended the meeting in support of the application who explained that the club had been running for three years and was operating with two teams. The Club currently counted 30 members and was self-funded.

It was proposed by Cllr Les Baylis, seconded by Cllr Colin Buchan and **resolved** to support the application of the Cranbrook Netball Club and award the full grant of £600.00.

Signed:

Date: 12 November 2018

## **F&P/18/48 GRANT APPLICATION – CRANBROOK COMMUNITY ASSOCIATION**

The Committee considered a grant application from the Cranbrook Community Association for £200.00 to help fund three curry nights over the following twelve months, inviting residents of Cranbrook to partake.

Two representatives of the Cranbrook Community Association and Incredible Edible Cranbrook attended the meeting in support of the application and explained that the first curry night had commenced the previous week with 30 people attending and a break-even financial outcome. The nights were aimed at promoting healthy eating, teaching people to cook, new residents coming together and intergenerational contact. The grant would also help to increase the number of tickets. The next curry night was scheduled in January 2019. The financial sustainability and success of the curry nights would be reviewed after one year.

It was proposed by Cllr Colin Buchan, seconded by Cllr Sam Hawkins and **resolved** to support the application of the Cranbrook Community Association and award the full grant of £200.00.

*Cllr Matt Osborn attended.*

*The Netball Club and Community Association representatives left the meeting.*

## **F&P/18/49 2018-19 QUARTER 2 BUDGET MONITORING REPORT**

The Committee considered the Income and Expenditure by Budget Heading report for the second quarter of the 2018-19 financial year as well as the underlying cashbook transactions report for Cash Book 1 (bank accounts) and Cash Book 2 (credit card).

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to approve the Income and Expenditure by Budget Heading report for the second quarter of the 2018-19 financial year as well as the underlying cashbook transactions report for Cash Book 1 (bank accounts) and Cash Book 2 (credit card).

## **F&P/18/50 BANK RECONCILIATION**

The Council had previously appointed Cllr Leslie Bayliss as its signatory for bank statements and quarterly bank reconciliations (minute 18/120 refers) who verified the documentation relating to the 2018-19 second quarter. The Committee approved the same bank reconciliation.

## **F&P/18/51 RESERVES AND CONTINGENCY PRINCIPLES**

The Committee considered a report prepared by the Vice Chairman of the Finance & Personnel Committee which explained the suggested guiding principles in relation to how the Council should handle and increase its reserves. The Committee approved the report.

## **F&P/18/52 DRAFT BUDGET 2019-20**

The Committee considered the first draft of the budget for the following financial year. The Chairman explained that a number of unknown elements existed currently, including the results of the tender exercise for open space maintenance, the adoption of the public highway and the impact on the litter picking and bin emptying contract as well as the council tax base which would become known at the end of November 2018.

The Chairman of the Amenities Committee, Cllr Barry Rogers, explained that additional expenditure should be added to the draft budget, including the supply of barbeques in the Country Park and related bins and signage (suggested figure £2,500), expenditure associated with the allotments including signage (suggested figure £1,000) as well as income from the allotments, the salary for a handyman and the cost of CCTV. The Chairman of the Finance & Personnel Committee added that capital expenditure could be covered by grants in the current financial year.

The Committee noted the first draft of the 2019-20 financial year.

The meeting closed at 7.42pm.

Signed:

Date: 12 November 2018



# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 12 November 2018  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Sam Hawkins  
Cllr Barry Rogers

## **Also Present**

Cllr Kim Bloxham, Cranbrook Town Council  
Cllr Sarah Gunn, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## **F&P/18/53 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **F&P/18/54 DECLARATION OF INTERESTS**

No declarations were received.

## **F&P/18/55 MINUTES**

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and resolved to accept and sign the minutes of the meeting held on 15 October 2018 as a correct record.

## **F&P/18/56 PUBLIC PARTICIPATION**

No requests were made by members of the public to give representations in respect of the business on the agenda.

## **F&P/18/57 DRAFT BUDGET 2019-20**

The Committee considered the draft budget for the following financial year. The Chairman explained that a number of unknown elements still existed, including the results of the tender exercise for open space maintenance, the finalisation of the litter picking and bin emptying contract as well as the council tax base which would become known at the end of November 2018.

The Chairman had contacted East Devon District Council regarding the council tax base which had agreed to provide an early indication because the council tax base Cranbrook increased dramatically each year. The latest Consortium figures of completed units was 1,795.

The Committee agreed to consider increasing the budget for training.

In a response to a question regarding gritting, the Chairman explained that the highway authority Devon County Council was planning to grit Younghayes Road from Gate A to Burrough Fields as well as Burrough Fields. He was in ongoing discussions with the County Council regarding information on

Signed:

Date: 14 January 2019

their future gritting routes so that the Town Council's efforts would be in accordance with Devon County Council's future gritting routes.

The Committee agreed not to employ a handyman in 2019-20 and utilise the allocated budget for staff recruitment (£500.00) to increase the Amenities & Properties budget to £1,000.00 in order to cover the costs of various repairs.

The Committee also agreed to minimise any increase in the precept element of the council tax in 2019-20, or to avoid that if at all possible.

The Committee noted the draft budget.

#### **F&P/18/58 OPEN SPACE TENDER – EVALUATION CRITERIA**

The Committee considered and agreed the evaluation criteria for the open space maintenance tender and noted that one resident volunteer had offered to assist in the evaluation process as an independent external person.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved to** agree the evaluation criteria for the open space maintenance tender.

#### **F&P/18/59 GRANT FEEDBACK**

The Committee considered and noted feedback following a grant to the Cranbrook United Youth Football Club of £500.00 in April 2018.

The meeting closed at 7.44pm.

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 14 January 2019  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Sam Hawkins  
Cllr Barry Rogers

## **Also Present**

Cllr Kim Bloxham, Cranbrook Town Council  
Cllr Phil Norgate, Cranbrook Town Council  
Cllr Matt Osborn, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council  
Dr Sharon Jewell, 1<sup>st</sup> Cranbrook Brownies Leader  
One member of the public

## **F&P/19/1 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **F&P/19/2 DECLARATION OF INTERESTS**

No declarations were received.

## **F&P/19/3 MINUTES**

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 12 November 2018 as a correct record.

## **F&P/19/4 PUBLIC PARTICIPATION**

A member of the public enquired why the staffing budget had increased and the Chairman explained that Town Council staff currently comprised of three employees and that the Town Council was also looking to employ one or two part-time community development worker(s) in 2019-20. The Town Council was also in negotiations for a replacement of the Country Park Ranger which was subject to a deed of variation to the existing Section 106 agreement.

Another question was received whether the maintenance of the Country Park included litter picking. The Chairman explained that the Town Council had re-procured its contracts covering grounds maintenance as well as litter picking and bin emptying during the second half of 2018, both of which had been returned very favourably and the Town Council had been able to deliver savings in relation to both contracts.

Signed:

Date: 4 March 2019

## **F&P/19/5 GRANT APPLICATION**

The Committee considered a grant application from the 1<sup>st</sup> Cranbrook Brownies for £526.20 to enable 16 Brownies and four Leaders to spend four days on an educational pack holiday to central London during the October 2019 half-term at an affordable price. The 1<sup>st</sup> Cranbrook Brownies Leader attended the meeting in support of the application and introduced the various activities and initiatives she delivered as part of her role.

In response to a question from a Committee member, the 1<sup>st</sup> Cranbrook Brownies Leader agreed to investigate whether travelling by coach would reduce the travel costs.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to support the grant application and award the full amount of £526.20 to the 1<sup>st</sup> Cranbrook Brownies.

## **F&P/19/6 DRAFT BUDGET 2019-20**

The Committee considered its final draft of the budget for the financial year 2019-20.

The Chairman introduced the item and explained that the tender exercise for open space maintenance and the litter picking and bin emptying contract had both been finalised and the council tax base was now known.

The proposed precept had increased to £409,648.00 which represented a 5% increase to 2018-19 and which was solely due to the rise in the council tax base, i.e. the number of occupied properties in Cranbrook. There would be a 0% increase in the average Band D precept would remain stable at £256.03.

The Chairman of the Local Action Group (LAG) advised that she would raise litter picking needs in Cranbrook at the next LAG meeting on 23 January 2019 in order to coordinate future public education and possible volunteer litter picks and in order to not deploy litter pickers at a cost to the Town Council.

The Clerk advised that the carried forward figure at year-end should be in the region of £175,000.00.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to recommend the 2019-20 budget to the full Town Council on 21 January 2019.

## **F&P/19/7 2018-19 QUARTER 3 BUDGET MONITORING REPORT**

The Council approved the attached Income and Expenditure by Budget Heading report for the third quarter of the 2018-19 financial year as well as the underlying cashbook transactions report for Cash Book 1 (bank accounts) and Cash Book 2 (credit card).

## **F&P/19/8 BANK RECONCILIATION**

On 14 May 2018, the Town Council appointed Cllr Leslie Bayliss as its signatory for bank statements and quarterly bank reconciliations (minute 18/120 refers) who would verify and sign the documentation relating to the 2018-19 third quarter. Cllr Les Bayliss reported that he had inspected and signed the Council's bank statements for October, November and December 2018 as well as its bank reconciliation covering to the same period.

The Committee approved the attached quarterly bank reconciliation as at 31 December 2018.

## **F&P/19/9 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

## **F&P/19/10 TOWN COUNCIL STAFF JOB DESCRIPTIONS**

The Committee considered the job descriptions for the Town Clerk, Deputy Clerk and the Administrative Assistant and agreed to add "Undertake any other general tasks as directed by the line manager" to the Clerk's and Deputy Clerk's job descriptions.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to agree the job descriptions for the Town Clerk, Deputy Clerk and the Administrative Assistant.

## **F&P/19/11 COMMUNITY DEVELOPMENT WORKERS JOB DESCRIPTIONS**

The Committee considered job descriptions for two community development worker roles, one with a focus on health and wellbeing and one with a focus on financial skills, training and employments.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to agree the job descriptions for both community development worker roles.

The meeting closed at 7.32pm.

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 15 April 2019  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Sam Hawkins  
Cllr Barry Rogers

## **Also Present**

Cllr Kim Bloxham, Cranbrook Town Council  
Cllr Matt Osborn, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council  
One member of the public

## **F&P/19/12 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **F&P/19/13 DECLARATION OF INTERESTS**

No declarations were received.

## **F&P/19/14 MINUTES**

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to accept and sign the minutes of the meeting held on 14 January 2019 as a correct record.

## **F&P/19/15 PUBLIC PARTICIPATION**

One member of the public raised three questions in relation to the Town Council's 2019-20 budget.

## **F&P/19/16 YEAR-END ACCOUNTS – RECEIPTS AND PAYMENTS**

The Committee considered and approved the receipts and payments to 31 March 2019 as follows:

- a) Receipts and Payments Cash Book 1 (Bank Accounts)
- b) Receipts and Payments Cash Book 2 (Credit Card)

## **F&P/19/17 2018-19 QUARTER 4 BUDGET MONITORING REPORT – YEAR-END**

The Committee considered the budget monitoring report for quarter 4 (year-end). It was proposed by Cllr Colin Buchan, seconded by Cllr Sam Hawkins and **resolved** to recommend the year-end budget monitoring report to the Town Council.

Signed:

Date: 15 July 2019

## **F&P/19/18 2018-19 YEAR-END BANK RECONCILIATION**

Cllr Les Bayliss, the Council's duly appointed signatory for bank statements and quarterly bank reconciliations (minute 17/143 refers), reported that he had verified and signed the documentation relating to the 2018-19 year-end.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to approve the year-end bank reconciliation dated 2 April 2019.

## **F&P/19/19 YEAR-END ADJUSTMENTS: ACCRUALS AND PRE-PAYMENTS**

The Committee noted that from 1 April 2018, the Council had moved to an "income and expenditure" as opposed to a "receipts and payments" accounting system following exceeding an income threshold of £200,000.00 per annum. This included having to adjust its year-end balance in light of any accruals and pre-payments.

The Committee noted that, although the year-end bank reconciliation reconciled to the cash book, the year-end balance would be subject to change at the year-end closedown on 15 May 2019. The Committee considered a breakdown of positions against which the year-end balance would need to be adjusted. The Committee noted that further accruals and pre-payments may be added.

## **F&P/19/20 REPORT BY THE INTERNAL AUDITOR**

Following the appointment of a new internal auditor by full Council in October 2018 (ref. minute 18/266), the Committee considered the internal auditor's report covering the 2018-19 financial year and noted that the internal auditor made two low-priority recommendations as follows: That the

- a) Town Clerk and Responsible Finance Officer create operational financial procedures for maintaining each of the financial controls detailed in the Financial Regulations by 30 September 2019; and that the
- b) Town Clerk and Responsible Financial Officer create a Cash Handling Procedure, reflecting the points made in [the internal auditor's] finding, and submit it to members for their approval. The Committee noted that this item featured on the agenda at item 13.

The Chairman explained that this had been the Council's first audit as an "income and expenditure" authority and that it featured only two low-level and modest recommendations.

The Committee noted the internal auditor's report and the completed "Annual Internal Audit Report 2018-19" which formed part of the Annual Governance and Accountability Return (AGAR) to the external auditor.

## **F&P/19/21 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

The Committee considered information from the external auditor PKF Littlejohn regarding the 2018-19 Annual Governance and Accountability Return (AGAR). Furthermore, it was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to approve the timetable for the external audit as follows:

<b>Date</b>	<b>Event</b>
15 May 2019	Year-end closedown date with Rialtas
17 June 2019	AGAR approved by full Council
24 June 2019 until 2 August 2019	Period for the exercise of public rights
1 July 2019	AGAR submission deadline

## **F&P/19/22 STATEMENT OF INTERNAL CONTROL**

The Committee reviewed the Council's Statement of Internal Control and it was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to recommend the document to the Town Council, subject to updating the penultimate paragraph in light of the internal auditor's recommendations.

Signed:

Date: 15 July 2019

## **F&P/19/23 GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES**

The Committee noted the updated Practitioners' Guide to Proper Practices dated March 2019.

## **F&P/19/24 CASH HANDLING POLICY**

The Committee considered the Council's cash handling policy which incorporated comments made by the Council's internal auditor. It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to adopt the cash handling policy, subject to replacing the word "officer" with "officer or councillor".

## **F&P/19/25 ASSET REGISTER**

The Committee noted the Council's asset register updated to 31 March 2019.

## **F&P/19/26 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

## **F&P/19/27 TOWN CLERK'S POST EVALUATION**

The Committee considered a report by South West Councils following a job evaluation of the Town Clerk's post in light of Cranbrook Town Council's organisational growth during the previous four years and following a comparison of similar roles across the region.

South West Councils had concluded that the appropriate profile for this post was now "LC3 Substantive" with the associated incremental scale for this profile being Spinal Column Points (SCP) 37-41.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adjust the Clerk's salary to SCP 37-41 in line with the new Local Government Pay Spine effective from 1 April 2019.

The meeting closed at 7:31pm.



# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 15 July 2019  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Sam Hawkins (in the Chair)  
Cllr Kevin Blakey  
Cllr Phil Norgate  
Cllr Barry Rogers

## **Also Present**

Cllr Les Baylis, Cranbrook Town Council  
Cllr Kim Bloxham, Cranbrook Town Council  
Cllr Ray Bloxham, Cranbrook Town Council  
Cllr Colin Buchan, Cranbrook Town Council  
Simon Bates, Green Infrastructure Project Manager, East Devon District Council (Great Trees)  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council  
Tracy Simmons, Deputy Town Clerk, Cranbrook Town Council

## **F&P/19/28 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Nick Partridge.

## **F&P/19/29 DECLARATION OF INTERESTS**

No declarations were received.

## **F&P/19/30 MINUTES**

It was proposed by Cllr Kevin Blakey, seconded by Cllr Phil Norgate and **resolved** to accept and sign the minutes of the meeting held on 15 April 2019 as a correct record.

## **F&P/19/31 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **F&P/19/32 GRANT APPLICATION – GREAT TREES**

The Committee considered a Grant application from Great Trees to deliver two projects as part of the larger 'Great Trees in the Clyst Valley' project, firstly a fun and educational tree trail in and around Cranbrook for young families, and secondly a survey of the trees across the Cranbrook development plan area, led by trained public volunteers.

Simon Bates said a few words regarding his proposal for the Great Trees grant, concerning a tree survey and educational tree trail. The trail would be based on a children's story and would include collectable badges by the trees. He also hoped this initiative would help Cranbrook gain an additional Tree Warden.

The Committee questioned where the rest of the funding was coming from, which was the National Lottery, East Devon District Council and Parishes Together. It was noted that Cranbrook had been asked to contribute a large share, in comparison to other Local Councils. However, it was considered that these projects would greatly benefit Cranbrook.

Signed:

Date: 21 October 2019

It was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to support the grant application and award the full amount of £629.50 to Great Trees.

#### **F&P/19/33 GRANTS FEEDBACK**

The Committee considered the grants feedback questionnaires from:

- A) CCA Website, and it was noted that they currently had not made much progress on the development of the website. The search functionality was still in beta version and that it did not promote Cranbrook presently.
- B) Curry Nights, the Committee felt Curry Nights had a good response as a community cohesion event. They met a number of times and were sold out on these evenings. The Committee felt it was a good use of the grant funding.
- C) The Netball Club, the Committee felt that they had a very good response to the funding and have used the money wisely.

The council considered the Junior Parkrun and resolved that the Council was satisfied that the evidence of the initiative's success was sufficient proof of the success of the grant funding and that a questionnaire would not be needed.

#### **F&P/19/34 2018-19 GRANTS POLICY**

The committee considered the Grants Policy and it was discussed to add a qualifying statement of 'The council (or Finance & Personnel Committee) shall be able to add criteria to the granting of funds which if not met the grant could be subsequently rescinded. For example, a requirement to use the grant for its intended purpose within a certain timescale.'

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and resolved to keep the Grants Policy with the addition of a qualifying statement where appropriate.

#### **F&P/19/35 QUARTER 1 BUDGET MONITORING**

The Council approved the attached Income and Expenditure by Budget Heading report for the first quarter of the 2019-20 financial year as well as the underlying cashbook transactions report for Cash Book 1 (bank accounts) and Cash Book 2 (credit card).

#### **F&P/19/36 BANK RECONCILIATION**

Cllr Barry Rogers, the Council's duly appointed signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers), reported that he had verified and signed the documentation relating to the 2019-20 first quarter.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Phil Norgate and resolved to approve the First Quarter bank reconciliation dated 30 June 2019.

#### **F&P/19/37 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

#### **F&P/19/38 STAFFING COMMUNITY DEVELOPMENT WORKER AND COUNTRY PARK RANGER**

The Committee considered the job descriptions of the community development worker role and country park ranger.

Signed:

Date: 21 October 2019

It was discussed that the country park ranger job description needed the addition of 'Liaise with members of East Devon District Council's Countryside team with visitor engagement exploring opportunities for collaboration and partnership working' to be added.

It was discussed that the community development worker job description needed the addition of 'liaise with member of the Royal Devon & Exeter NHS Foundation Trust and Leisure East Devon Community Leisure's (LED) Ways2Wellbeing social prescribing Health and Wellbeing Coach programme' to be added.

The hours of the community development worker role might need to be scaled back when funding is confirmed, the Committee delegated this to the Clerk and the Chairman to make any alterations if needed. This was particularly due to the uncertainty of the Sport England Pilot funding.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Phil Norgate and **resolved** to agree the job descriptions for both roles with the additions discussed.

The meeting closed at 7.23 pm.

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 21 October 2019  
**Time:** 6:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Sam Hawkins (in the Chair)  
Cllr Phil Norgate  
Cllr Barry Rogers

## Also Present

Cllr Les Baylis, Cranbrook Town Council  
Cllr Colin Buchan, Cranbrook Town Council  
Dawn Dines, SOS Global  
Tara Martin, Cranbrook Football Club  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/19/39 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/19/40 DECLARATION OF INTERESTS

No declarations were received.

## F&P/19/41 MINUTES

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 15 July 2019 as a correct record.

## F&P/19/42 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/19/43 GRANT APPLICATION – SOS GLOBAL

The Committee considered a Grant application from SOS Global for £375.00 for workshops at the Cranbrook Education Campus educating young people about the use of weapons, joining gangs and sexual health.

The Committee noted that the Devon County Councillors representing Cranbrook had already contributed £1,000.00 from their locality budget towards the project.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to support the grant application and award the full amount of £375.00.

Signed:

Date: 11 November 2019

## **F&P/19/44 GRANT APPLICATION – SENIOR BOARD GAMES CLUB**

The Committee considered a grant application from the Cranbrook Seniors Games Club, currently being created, for £753.00 covering the hire of the Younghayes Centre once a month for one year, basic refreshments, a selection of boardgames as well as for leafleting and promotion.

Members commented that they were in favour of the initiative and application in principle but were concerned about providing upfront funding for one year for a new initiative. Instead, they offered:

- providing the meeting venue at the Younghayes Centre in kind instead of granting £408.00;
- funding in quarterly increments as per her cost allocation chart which had been submitted and ideally to an organisation's rather than an individual's bank account;
- funding for the purchase of games against invoices/receipts.

The Committee requested a breakdown of the cost for leafleting and promotion.

The Committee did not feel comfortable funding refreshments from public funds and suggested that this might be a source of income which could make the Club financially sustainable. The Committee further noted that under the Council's Grants Policy, it would expect any applicant to demonstrate how financial sustainability could be achieved. The application did not identify how financial sustainability would be achieved beyond the first year.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to support the grant application in principle and to delegate authority to the Chairman of the Finance & Personnel Committee and the Clerk to finalise the details including instalments.

## **F&P/19/45 GRANT APPLICATION – CRANBROOK FOOTBALL CLUB**

The Committee considered a grant application from the Cranbrook Football Club for £2,414.98 for a set of full-size mobile adult goals which could be transferred to the Ingrams sports pitches in the future.

The Committee commented on the successes of the Cranbrook Football Club and was fully supportive of the application.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to support the grant application and award the full amount of £2,414.98.

## **F&P/19/46 REVIEW OF FINANCIAL REGULATIONS**

The Committee reviewed the National Association of Local Council's new model Financial Regulations which had been published in July 2019 and amended the document as appropriate.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Phil Norgate and **resolved** to recommend the amended Financial Regulations to the full Council for adoption on 18 November 2019.

## **F&P/19/47 BUDGET 2020-21**

The Responsible Financial Officer introduced the budget proposals and explained that Section 106 contributions relating to the Community Development Worker and the Country Park Ranger remained outstanding. A deed of variation was awaiting finalisation which would see the transfer of remaining monies from East Devon District Council to the Town Council.

Members commented that the current proposals had been calculated on a tax base of 1,715 and had assumed a stable Band D council tax. The proposals would require refining in light of the deed of variation being finalised and the tax base being announced on 30 November 2019.

The Committee noted that the following positions had not been included in the budget proposals to date:

- Funding for the possible installation of a CCTV system;

Signed:

Date: 11 November 2019

- Maintenance costs for the basins and tunnels in the Country Park and the attenuation basins in individual developer parcels;
- Items of equipment which needed to be purchased for the Country Park Ranger. Some of those would be funded in-year and would therefore not needed to be budgeted for.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to note the budget proposals for 2020-21 and to reaffirm the Council's aim of maintaining the council tax at the current level of £256.03 per Band D property.

#### **F&P/19/48 2019-20 QUARTER 2 BUDGET MONITORING**

The Council approved the attached Income and Expenditure by Budget Heading report for the second quarter of the 2019-20 financial year as well as the underlying cashbook transactions report for Cash Book 1 (bank accounts) and Cash Book 2 (credit card).

#### **F&P/19/49 BANK RECONCILIATION**

Cllr Barry Rogers, the Council's duly appointed signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers), reported that he had verified and signed the relevant documentation relating to the 2019-20 second quarter.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Phil Norgate and **resolved** to approve the second quarter bank reconciliation dated 30 September 2019.

The meeting closed at 7:13pm.

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 11 November 2019  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Sam Hawkins (Chair)  
Cllr Phil Norgate  
Cllr Barry Rogers

## Also Present

Cllr Colin Buchan, Cranbrook Town Council  
Matt Rowett, Exeter College Running Club  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/19/50 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/19/51 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/19/52 MINUTES

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and resolved to accept and sign the minutes of the meeting held on 21 October 2019 as a correct record.

## F&P/19/53 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/19/54 GRANT APPLICATION – EXETER COLLEGE RUNNING CLUB

The representative of the Exeter College Running Club presented a cheque of £300.00 to the Town Council in support of the Council's charity of the year.

He further introduced the Running Club's grant application and explained the Club's plans for extending the programme of events which it was currently offering in Cranbrook.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Phil Norgate and **resolved** to approve the grant application and award the full grant of £2,500.00.

Signed .....

13 January 2020

## **F&P/19/55 2020-21 BUDGET**

### a) Youth Genesis Proposal

The Committee considered the proposal from the Council's youth service provider Youth Genesis covering the 2020-21 financial year which would continue the youth space in the Younghayes Centre on Tuesday evenings and streetbase sessions on Wednesday evenings.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to accept Youth Genesis' proposal and include the provision in the 2020-21 budget for recommendation to the full Council.

### b) 2020-21 Budget

The Committee considered the draft 2020-21 budget.

A number of positions remained outstanding and needed budgeting, e.g. the maintenance costs for the basins in the Country Park.

Several income positions needed to be added, e.g. the Section 106 contributions relating to the Country Park Ranger and Community Development Worker and the Community Infrastructure Levy.

The tax base was anticipated on 30 November 2019.

The Committee noted the draft budget 2020-21.

## **F&P/19/56 TOWN COUNCIL'S GRANTS POLICY**

The Committee reviewed the Town Council's grants policy and agreed the following:

When community initiatives applying for a grant are not formally constituted the Council would retain ownership of any assets purchased with grant funds.

A requirement to provide a copy of the constitution with the application so that the Finance & Personnel Committee or full Council could take a view on dissolution clauses.

Change the wording of the fourth paragraph in the Grants Policy to "The Finance and Personnel Committee has delegated authority to make decisions on grant applications in accordance with the Council's Grants Policy".

Add a link to the privacy notice on the application form.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to agree the Council's Grants Policy and application form subject to the above amendments.

## **F&P/19/57 GRANT FEEDBACK**

### a) Citizens Advice East Devon

The Committee noted that Citizens Advice East Devon had agreed to repay the Town Council grant of £1,500.00 made on 21 January 2019 contributing towards their Cranbrook service costs. Citizens Advice East Devon had ceased their face-to-face service provided in the Younghayes Centre during the first half of 2019.

### b) Cranbrook Brownies

The Committee considered the grant feedback from the Cranbrook Brownies following the grant of £526.20 on 14 January 2019 towards educational holiday during October 2019 half-term and noted that the spending of the grant funding represented excellent value for money from the councillors' perspectives.

Signed .....

13 January 2020



### c) Cranbrook Community Association

The Committee considered the grant feedback from the Cranbrook Community Association following the grant of £500.00 on 19 November 2019 for the development of their website. The Committee noted that the Association had now developed a beta website.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Barry Rogers and **resolved** to request a further update from the Cranbrook Community Association in three months' time.

### **F&P/19/58 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

### **F&P/19/59 CCTV QUOTES**

The Committee considered quotes for possible installation of an expandable CCTV system compatible with Devon and Cornwall Police and Crown Prosecution Service for the possible inclusion in the 2020-21 budget. Some of the documents circulated had been considered by the full Council in May 2019 (ref. minute 19/106).

The Committee noted that normally a BT fibre optic line was required in order to connect CCTV recordings to a Police hub. Members of the Council's CCTV working group reported that the Office of the Police and Crime Commissioner was apparently aware that Phase 1 of the development in Cranbrook was served by OFNL infrastructure and the CCTV working group could explore any technical solution(s) of using OFNL infrastructure.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to task the Council's CCTV working group consisting of Cllrs Kevin Blakey, Kim Bloxham and Barry Rogers (ref. Council minute 19/106) with

- a) meeting with Castle CCTV to gain a better understanding of that supplier's advice; and
- b) clarifying the requirements for a BT fibre optic line

before reporting back to the December 2019 meeting of the full Council.

The meeting closed at 7:37pm.

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 13 January 2020  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Sam Hawkins (in the Chair)  
Cllr Phil Norgate  
Cllr Barry Rogers

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Colin Buchan, Cranbrook Town Council  
Cllr Matt Osborn, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/20/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/20/2 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/20/3 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 11 November 2019 as a correct record.

## F&P/20/4 PUBLIC PARTICIPATION

No members of the public attended the meeting.

## F&P/20/5 2019-20 QUARTER 3 BUDGET MONITORING

The Finance & Personnel Committee considered the budget monitoring report for the third quarter of the 2019-20 financial year as well as the underlying cashbook transactions reports for Cash Books 1 and 3 (bank accounts) and Cash Book 2 (credit card).

The Committee queried the presentation of spending against the Council's earmarked reserves in the budget monitoring report and the Clerk agreed to scope this for inclusion in future budget monitoring reports.

Signed: \_\_\_\_\_

Date: 20 April 2020

The Committee further queried seeming duplicate entries of £3.00 on 16 September 2019, £429.79 on 16 October 2019 and £10.00 on 18 September 2019 to DL Clean Window in the report on cashbook transactions. The Clerk agreed to provide clarification.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the quarter three budget monitoring report and the underlying cashbook transactions reports for Cash Books 1 and 3 (bank accounts) and Cash Book 2 (credit card), subject to the above clarifications.

#### **F&P/20/6 BANK RECONCILIATION**

Cllr Barry Rogers, the Council's duly appointed signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers), reported that he had verified and signed the relevant documentation relating to the 2019-20 third quarter.

The bank reconciliation circulated with the meeting agenda had shown a difference of £1.00 which represented the purchase price payable to East Devon District Council for the purchase of the Younghayes Centre. The updated and correct bank reconciliation was appended to these minutes.

Cllr Barry Rogers had suggested to include the Younghayes Centre current account on the bank reconciliation and the Clerk would ascertain whether the Council's accounting software allowed this.

It was proposed by Cllr Barry Rogers, seconded by Cllr Phil Norgate and **resolved** to approve the third-quarter bank reconciliation dated 31 December 2019.

#### **F&P/20/7 CONSULTATION ON THE DEVON PENSION ADMINISTRATION STRATEGY (PAS)**

Peninsula Pensions, the Council's provider of the local government pension scheme, had reviewed the Pension Administration Strategy (PAS) dated 1 April 2015. All Scheme Employers were now invited to comment on the draft reviewed document by 19 January 2020.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Phil Norgate and **resolved** to note the Pension Administration Strategy and to note that the reviewed document would come into force on 1 April 2020 if approved by the Investment and Pensions Fund Committee in February 2020.

The meeting closed at 7:27pm.

Signed: \_\_\_\_\_

Date: 20 April 2020

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 8 June 2020  
**Time:** 7:00pm  
**Venue:** Zoom

## **Present**

Cllr Sam Hawkins (in the Chair)  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Barry Rogers

## **Also Present**

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Colin Buchan, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council  
Aynsley Jones, Community Development Worker, Cranbrook Town Council

## **F&P/20/08 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **F&P/20/9 DECLARATION OF INTERESTS**

No declarations of interest were made.

## **F&P/20/10 MINUTES**

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and resolved to accept and sign the minutes of the meeting held on 13 January 2020 as a correct record.

## **F&P/20/11 PUBLIC PARTICIPATION**

There were no members of the public in attendance.

## **F&P/20/12 GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES**

The Committee noted the National Association of Local Councils' Practitioners Guide 2020-21 dated March 2020.

## **F&P/20/13 2019-20 YEAR END FINANCIAL STATEMENTS**

### a) The Committee noted the Year-end adjustments

The Committee noted the positions against which the year-end balance had been adjusted.

### b) Receipts and Payments to 31 March 2020

The Committee approved the following receipts and payments:

Signed .....

Date: 13 July 2020

- i. Receipts and Payments Cash Book 1 (Bank Accounts)
- ii. Receipts and Payments Cash Book 2 (Credit Card)
- iii. Receipts and Payments Cash Book 3 (Younghayes Centre)

#### c) 2019-20 Year-End Budget Monitoring Report

The Committee considered the budget monitoring report for quarter 4 (year-end) and noted that two budget codes relating to staff recruitment had been included in the report, one of which would be removed.

It was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to approve the year-end budget monitoring report.

#### d) 2019-20 Year-End Bank Reconciliation

On 16 June 2019, the Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who had verified and signed the year-end bank reconciliation and the underlying hard copy bank statements relating to the 2019-20 fourth quarter on 22 April 2020.

The Committee noted the signed documentation and approved the attached year-end bank reconciliations at 31 March 2020.

#### e) Earmark Fit-Out Funds for The Tillhouse

The Council's budget had remained underspent at 82.9% by £81,252.00 during 2019-20 and a suggestion had previously been made to earmark any underspends towards the future fit-out costs for The Tillhouse, the Town Council's future town centre building.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to

a) earmark £81,252.00 towards the fitting-out of the Town Council's future town centre building subject to the successful town centre negotiations with the local planning authority East Devon District Council.

b) to produce a detailed cost estimate on the basis of a future detailed design plan of the building.

#### **F&P/20/14 ASSET REGISTER**

The Committee considered the Council's asset register dated 31 March 2020 and commented that the public-facing document should list the assets by type and not date, should not feature references to identifiable information relating to individual assets such as IT equipment, should list litter bins individually and should include the purchase value of all electronic equipment, including the two laptops which had been purchased in 2019. The total value of assets might need to be amended in Section 2 (Statement of Accounts) of the Annual Governance and Accountability Return.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the Council's asset register dated 31 March 2019 subject to the above comments and to recommend it to full Council.

#### **F&P/20/15 REPORT BY THE INTERNAL AUDITOR**

The Committee considered and noted the report by the internal auditor covering the year 2019-20 financial year.

#### **F&P/20/16 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

The Committee considered information from the external auditor PKF Littlejohn regarding the 2019-20 Annual Governance and Accountability Return (AGAR) and considered the following:

##### a) Section 2: Statement of Accounts 2019-20

The Committee noted that the total value of assets in Box 9 of the Statement of Accounts might need to be amended in light of minute F&P/20/14 above.

Signed .....

Date: 13 July 2020

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to approve the Statement of Accounts 2019-20 in Section 2 of the Annual Governance and Accountability Return subject to the review of Box 9 and to recommend the document to full Council.

**b) Period for the Exercise of Electors' Rights**

It was proposed by Cllr Kevin Blakey, seconded by Barry Rogers and **resolved** to recommend to the full Council the period for the exercise of public rights from Monday, 29 June until Friday, 7 August 2020.

**F&P/20/17 STATEMENT OF INTERNAL CONTROL**

The Committee considered the reviewed Statement of Internal Control.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the Statement of Internal Control and to recommend it to full Council.

**F&P/20/18 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

**F&P/20/19 PROPERTY ADMINISTRATOR**

The Committee considered the Clerk's report appraising the future of the Property Administrator role.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to

- a) agree the revised job description in principle and to delegate authority to the Chairman of the Finance & Personnel Committee and the Clerk to finalise the document in light of recommendation (c) below.
- b) recruit to fill the vacancy once the government guidance relating to social distancing allowed the public use of the Younghayes Centre again which would also allow a face-to-face induction and ongoing training.
- c) appoint Cllrs Les Bayliss, Kevin Blakey, Sam Hawkins, Barry Rogers and the Clerk to review the Council's staffing structure, to seek the views of all the town councillors regarding that structure and to report back to the next meeting of the Finance & Personnel Committee on 13 July 2020.

**F&P/20/20 Awards for All Project Administrator**

The Committee considered the Clerk's report.

The Community Development Worker presented to the Committee and explained that she had successfully secured Awards for All funding towards a Cranbrook Community Connections project which would aim at improving the residents' health and wellbeing by sharing skills among each other. The Community Development Worker explained that due to the outbreak of Covid-19, projects and programmes which had been planned were currently postponed and that, as a result, she had capacity to carry out the project administration at present. The Committee further noted that an additional project administrator would be required for the project when the Community Development Worker was at capacity again.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to

- a) delegate authority to the Chairman of the Finance & Personnel Committee and the Clerk to finalise the advert for a self-employed Awards for All project administrator which stipulated outcomes and deliverables over the project period in return for the payment of lump sums and to finalise the future contractor's performance management arrangements.

Signed .....

Date: 13 July 2020

b) require the Community Development Worker to absorb the Awards for All project administration within her contracted hours until she would operate at capacity and to commission external project administration at that point.

**The meeting closed at 8:23pm.**

Signed .....

Date: 13 July 2020

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 13 July 2020  
**Time:** 7:00pm  
**Venue:** Zoom

## Present

Cllr Sam Hawkins (Chair)  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Barry Rogers

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Colin Buchan, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/20/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Phil Norgate.

## F&P/20/22 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/20/23 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and resolved to accept and sign the minutes of the meeting held on 8 June 2020 as a correct record.

## F&P/20/24 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/20/25 2019-20 QUARTER 1 BUDGET MONITORING

The Committee considered the following documents:

- a) Income and Expenditure by Budget Heading report for the first quarter of the 2020-21 financial year;

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to approve the above documents.

Signed .....

5 November 2020



- b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

The Committee noted that the payment for the defibrillator was currently missing from the budget monitoring report and the cashbook transactions because the VAT invoice had not been received from the South Western Ambulance NHS Foundation Trust.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the above documents.

#### **F&P/20/26 BANK RECONCILIATION**

On 16 June 2019, full Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who verified and signed the documentation relating to the 2020-21 first quarter. Cllr Barry Rogers' reported that the hard copy bank statements relating to two of the Council's accounts had not been received in time for this meeting. The approval of the bank reconciliations would be added to the agenda for the next meeting of the Finance & Personnel Committee.

#### **F&P/20/27 EXIT PROCEDURE**

The Committee considered the Council's exit procedure for employees leaving the Council's employment.

In response to comments by councillors, the following amendments to the procedure were agreed:

In case of the Clerk leaving the employment with the Council, the Chairman of the Finance & Personnel Committee or a councillor appointed by the Chairman of the Finance & Personnel Committee would lead on all steps in the procedure.

The Chairman of the Finance & Personnel Committee or a councillor appointed by the Chairman of the Finance & Personnel Committee would carry out the exit interview, and where appropriate, relevant issues would be addressed / learnt from.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to adopt the Council's exit procedure.

#### **F&P/20/28 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

#### **F&P/20/29 LOCUM SUPPORT FOR THE TOWN COUNCIL**

The Committee considered a report by the Chairman of the Finance & Personnel Committee proposing locum support for the Town Council if needed.

The Committee recognised that following the departure of the Property Administrator, temporary absence of the Deputy Clerk and the Clerk's impending annual leave, securing adequate staff cover was now an urgent requirement. The use of the normal recruitment process would take too long and there was no time available to recruit and induce and train a new employee.

The Committee recognised further that the workload of the Clerk was in excess of an established

Signed .....

5 November 2020

town council and there was a need to provide the Clerk with sufficient capacity to respond to strategic demands as well as satisfy operational requirements whilst all existing staff were new or relatively new who required ongoing support and training which the Clerk currently had no time to provide.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to

- a) grant delegated authority to the Clerk and Chairman of the Finance & Personnel Committee to appoint a locum on a zero hours contract.
- b) appoint an individual who is conversant with the operation and systems in place as a result of the immediate requirements of the Council and the lack of opportunity for training and familiarisation.
- c) utilise the Clerk's existing job description and person specification.
- d) approve a departure to the usual recruitment process.
- e) fund the appointment from the savings achieved in the staffing costs budgets following the departure of the Property Administrator or, if insufficient, the general reserves.

### **F&P/20/30 COUNCIL'S STAFFING STRUCTURE**

On 8 June 2020, the Finance & Personnel Committee had appointed Cllrs Les Bayliss, Kevin Blakey, Sam Hawkins, Barry Rogers and the Clerk to review the Council's staffing structure, to seek the views of all the town councillors regarding that structure and to report back to the next meeting of the Finance & Personnel Committee on 13 July 2020 (ref. minute F&P/20/19(c)).

The Chairman of the Finance & Personnel Committee reported that the working group had met once and was due to meet again once all staff appraisals were completed.

The Committee reiterated the purpose of the exercise to review the Council's staffing needs and structure in the short, medium and long term.

The committee noted the update.

**The meeting closed at 7:27pm.**

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 12 October 2020  
**Time:** 7:00pm  
**Venue:** Zoom

## Present

Cllr Sam Hawkins (Chair)  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Phil Norgate  
Cllr Barry Rogers

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Colin Buchan, Cranbrook Town Council  
Cllr Matt Osborn, Cranbrook Town Council (for part of the meeting)  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/20/31 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/20/32 DECLARATION OF INTERESTS

Cllr Kevin Blakey declared a personal interest in relation to agenda item 4 (public participation) by virtue of being acquainted with a member of the public who had submitted two questions to the Committee in advance of the meeting. Cllr Kevin Blakey would not participate in any debate relating to this item.

## F&P/20/33 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to accept and sign the minutes of the meeting held on 13 July 2020 as a correct record.

## F&P/20/34 PUBLIC PARTICIPATION

On 11 October 2020, the Committee had received two questions in relation to item 7 on the agenda (Town Council Budget 2021-22) and specifically “regarding the £218,000 allocated to Grounds Maintenance (budget code 4205) as this is by far the largest single item of expenditure in the town’s budget”. A draft written response had been prepared.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to delegate to the Chairman of the Finance & Personnel Committee and the Clerk to finalise the Committee’s response and to send it to the member of the public.

Signed .....

Date:

## F&P/20/35 2020-21 QUARTER 2 BUDGET MONITORING

The Committee considered the following documents:

### a) Income and Expenditure by Budget Heading report for the first quarter of the 2020-21 financial year

The Committee considered the budget monitoring report relating to the second quarter of the 2020-21 financial year. In response to councillors' questions, the Clerk reported:

- a detailed breakdown of transactions relating to budget code 1095 (miscellaneous income);
- that budget 4050 covered councillors' expenses and 4051 employees' expenses;
- that budget 4065 (training and conferences) was spent at 25% of the budget due to a lack of face-to-face courses and new virtual webinars provided by the Society of Local Council Clerks (SLCC) at good value for money which resulted in more councillors and members of staff having been trained at lower cost.

The Committee also noted that budget 4125 (community grants) only featured a spend to date of £100.00 towards the Citizen of the Year. The Council had deferred a grant application from the Cornerstone Church baby and toddler group for £300.00 in light of the temporary closure of the Younghayes Centre on 23 March 2020 and the temporary closure of the group (ref. minute 20/49). On 21 September 2020, the Council had approved a grant application from Life Education Wessex for £550.00 towards an educational visit to St Martin's primary school (ref. minute 20/140) which had subsequently been cancelled as well as a grant of £500.00 to TRIP Community Transport (ref. minute 20/141) which had been paid after 30 September 2020 so the latter did not feature on the budget monitoring report.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to approve the budget monitoring report relating to the second quarter of the 2020-21 financial year.

### b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre)

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to approve the cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

## F&P/20/36 BANK RECONCILIATIONS

On 16 June 2019, full Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who had verified the documentation relating to the 2020-21 first and second quarters.

The Committee received Cllr Barry Rogers' report as follows:

At the last Committee meeting on 13 July 2020, Cllr Barry Rogers had reported that the hard copy bank statements relating to two of the Council's accounts had not been received in time for that meeting. It was agreed then that the approval of the bank reconciliations would be added to the agenda for this meeting (ref. minute F&P/20/26). Cllr Barry Rogers reported that he had been able to verify and sign the attached quarterly bank reconciliations dated 30 June 2020.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the bank reconciliations relating to the first quarter of the 2020-21 financial year dated 30 June 2020.

The Committee further considered the quarterly bank reconciliations relating to the second quarter of the 2020-21 financial year dated 30 September 2020. Cllr Barry Rogers reported that he had verified the documents and would sign them as soon as possible.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to approve the bank reconciliations relating to the second quarter of the 2020-21 financial year dated 30 September 2020.

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Date:

## F&P/20/37 TOWN COUNCIL BUDGET 2020-21

The Committee considered the first draft of the Town Council's budget for the 2021-22 financial year.

The Clerk and Responsible Financial Officer reported that the Council's youth service provider Youth Genesis had submitted their cost proposal for the 2021-22 financial year at £13,216.70 which had been added to the draft budget as well as the anticipated Community Infrastructure Levy (CIL) income of £9,950.79. In addition, the Council might have to purchase two Adobe Pro licenses which might be needed to create accessible PDF documents, a legal requirement, at £14.32 each per month and a total annual cost of £343.68.

Councillors noted that the current budget proposals had been calculated on an assumed tax base of 1,950, an increase from 1,834 in 2020-21, and an assumed stable Band D council tax of £256.03. The proposals would require refining in light of the tax base being announced on 30 November 2019 or soon thereafter.

The Chairman of the Council's Amenities Committee was researching whether the Council's tree works budget should be increased and was content that the current budget of £1,500 was adequate.

Councillors requested that the following positions should be represented in the 2021-22 budget:

- Younghayes Centre security, front door and lobby design, possible employment of a caretaker and capital costs covering the internal expansion of the Cranbrook Medical Centre (see minute F&P/20/38), conversion of the multi-use hall
- Fit-out costs for the Town Council's town centre building, The Tillhouse

*(Cllr Matt Osborn joined the meeting.)*

The Committee noted the first draft of the Council's budget for the 2021-22 financial year and agreed that it would meet again to consider the amended draft budget after information on the 2021-22 tax base had been published, i.e. in early December 2020.

## F&P/20/38 EXCLUSION OF PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

## F&P/20/38 EXPANSION OF THE CRANBROOK MEDICAL CENTRE

Cllr Ray Bloxham declared a personal interest in this agenda item by virtue of being the secretary of the patient participation group at the Cranbrook Medical Centre.

The Committee considered a report explaining that the Cranbrook Medical Centre was currently operating under significant pressure due to the ever-increasing number of patients and the lack of clinical and administrative space in which to provide its services safely.

There was an option for the GP surgery to expand internally within the Younghayes Centre but the capital prioritisation process within the NHS had been ongoing for a number of years and no outcome was anticipated soon. The report suggested that the Town Council as the landlord could forward-fund any construction works and recover the capital cost via a slightly higher rent over a renewed lease period of five or seven years.

The Committee noted that East Devon District Council's Cabinet had previously approved Enterprise Zone funding of £150,000.00 in relation to the expansion of the GP surgery, albeit towards the

Signed \_\_\_\_\_

Date:

delivery of a temporary modular solution on town centre land. The Town Council had previously questioned whether that funding could be utilised towards the expansion of the GP surgery within the Younghayes Centre and a response remained outstanding.

The Committee noted that the GP surgery could not extend its opening hours currently due to the limited number of clinical staff who could offer appointments.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to recommend to the full Council to agree in principle to the internal expansion of the Cranbrook Medical Centre within the Younghayes Centre and to request a further report which included/confirmed:

- a) the CCG's formal decision to pursue the internal expansion of the Cranbrook Medical Centre within the Younghayes Centre;
- b) the CCG's the architects' cost estimate and any local quotes on the basis of any specification for the fit-out/finish of clinical premises;
- c) whether the district valuer would agree to an increased rent;
- d) whether the Town Council would need to cover rent and service re-charge costs during any periods when the additional surgery space would remain unoccupied and whether the CCG would be prepared to contribute to those costs.

**The meeting closed at 7:53 pm.**

Signed .....

Date:

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 14 December 2020  
**Time:** 7:00pm  
**Venue:** Zoom

## Present

Cllr Sam Hawkins (Chair)  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Phil Norgate  
Cllr Barry Rogers

## Also Present

Cllr Colin Buchan, Cranbrook Town Council  
Cllr Les Baylis, Cranbrook Town Council  
Aynsley Jones, Community Development Worker, Cranbrook Town Council  
Tracy Simmons, Deputy Clerk, Cranbrook Town Council

## F&P/20/28 APOLOGIES FOR ABSENCE

Apologies for absence were received Cllr Ray Bloxham.

## F&P/20/29 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/20/30 MINUTES

It was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 12 October 2020 as a correct record.

## F&P/20/31 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/20/33 MENTAL HEALTH CAFÉ PROPOSAL

The Committee discussed the attached proposal to establish a mental health café for young people.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham, and **resolved** to approve the:

- a) proposal by the Council's youth service provider Youth Genesis for the creation of a mental health café for young people.
- b) spending of £2,667.60 from the Council's budget code 4158 (Covid-19 Response).

Signed .....

5 November 2020

## **F&P/20/33 COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORT 2019-20**

Town and parish councils are required to publish an annual report detailing their Community Infrastructure Levy (CIL) receipts and expenses. Attached were a number of documents for background information. The Committee questioned the time scale in which to spend the CIL funds, the Community Development worker stated that there were plans to go to public consultation in the new year

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to approve the attached "Cranbrook Town Council Annual CIL Report 2019-20".

## **F&P/20/33 TOWN COUNCIL BUDGET 2021-22**

The Committee considered its final draft of the budget for the financial year 2021-22.

The proposed precept had increased to £505,403.22 which was solely due to the rise in the council tax base, i.e. the number of occupied properties in Cranbrook. There would be a 0% increase in the average Band D precept would remain stable at £256.03.

The Committee discussed whether the Off-Road Link Country Park Phases 2 & 3 should be budgeted for in the 2021-22 budget. It was clarified the off-Road Link Country Park Phases 2 & 3 was with regards to the replacement of the paths where they were starting to be washed away. The Committee discussed that the nature of the paths in the Country Park would result in continued repair and maintenance, and that future budget provision would be needed to replace and maintain paths moving forward.

The Committee discussed whether the Younghayes Centre Security should be budgeted for in the 2021-22 budget. The Committee commented that there is a provision in the 2021-22 budget for improvements to the front door and lobby design of the Younghayes Centre and that CCTV may be improved at the Younghayes Centre.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to recommend the 2021-22 budget to the full Town Council on 21 December 2020, and to recommend a budget for resurfacing paths in the Country Park and to not recommend a budget code for Younghayes Centre security.

Cllr Kevin Blakey abstained due to computer issues.

**The meeting closed at 7.16 pm.**

Signed .....

5 November 2020



# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 11 January 2021  
**Time:** 7:00pm  
**Venue:** Zoom

## Present

Cllr Sam Hawkins (Chair)  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Phil Norgate  
Cllr Barry Rogers

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Colin Buchan, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/21/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/21/2 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/21/3 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 14 December 2020 as a correct record.

## F&P/21/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/21/5 2020-21 QUARTER 3 BUDGET MONITORING

The Finance & Personnel Committee considered the budget monitoring report for the third quarter of the 2020-21 financial year as well as the underlying cashbook transactions reports for Cash Books 1 and 3 (bank accounts) and Cash Book 2 (credit card).

In response to a Councillor's question, the Clerk agreed to circulate and publish online a detailed breakdown of budget codes 1085 (Section 106 Income) and 1095 (Miscellaneous Income).

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to approve the following documents:

Signed .....

21 June 2021

- a) Income and Expenditure by Budget Heading report for the third quarter of the 2020-21 financial year;
- b) Cashbook transactions report for Cash Books 1 and 3 (bank accounts) and Cash Book 2 (credit card).

#### **F&P/21/6 BANK RECONCILIATION**

Cllr Barry Rogers, the Council's duly appointed signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers), reported that the hard copy bank statements to 31 December 2020 had not been received in time for this meeting.

Therefore, the approval of the relevant documentation relating to the 2020-21 third quarter would be deferred until the next meeting of the Finance & Personnel Committee on 21 June 2021.

**The meeting closed at 7:07pm.**

Signed .....

21 June 2021

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 21 June 2021  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Sam Hawkins (in the Chair)  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Colin Buchan  
Cllr Barry Rogers

## Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/21/7 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Phil Norgate.

## F&P/21/8 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/21/9 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 11 January 2021 as a correct record.

## F&P/21/10 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/21/11 FINANCE & PERSONNEL TERMS OF REFERENCE

The Committee reviewed its terms of reference and recommended to produce separate terms of reference documents for each Committee.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to accept the Committee's terms of reference and commend them to full Council.

## F&P/21/12 GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES

The Committee noted the updated Practitioners' Guide to Proper Practices dated March 2021.

Signed: .....

Date: 19 July 2021

## **F&P/21/13 2020-21 QUARTER 3 BANK RECONCILIATION**

Cllr Barry Rogers, the Council's duly appointed signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers), had reported at the last Finance & Personnel Committee on 11 January 2021 that the hard copy bank statements to 31 December 2020 had not been received in time for that meeting. Therefore, the approval of the relevant documentation relating to the 2020-21 third quarter was deferred to this meeting of the Finance & Personnel Committee (minute F&P/21/6 refers).

Cllr Rogers reported that he had verified and signed the Council's bank statements and bank reconciliations relating to the third quarter of the 2020-21 financial year on 16 January 2021.

## **F&P/21/14 2020-21 YEAR-END FINANCIAL STATEMENTS**

### a) Year-End Adjustments

The Council operated an "income and expenditure" as opposed to a "receipts and payments" accounting system following exceeding an income threshold of £200,000.00. This included having to adjust the Council's year-end balance in light of any accruals and pre-payments, and taking account of any debtors and creditors.

The Committee was asked to note that although the year-end bank reconciliation reconciled to the cash book, the year-end balance had been subject to change at the year-end closedown on 5 May 2021. The records circulated with the agenda detailed the positions against which the year-end balance had been adjusted.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the year-end adjustments.

### b) Receipts and Payments to 31 March 2021

The Committee considered the following receipts and payments:

- i. Receipts and Payments Cash Book 1 (Bank Accounts)
- ii. Receipts and Payments Cash Book 2 (Credit Card)
- iii. Receipts and Payments Cash Book 3 (Younghayes Centre)

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to

a) approve the receipts and payments between 1 April 2020 and 31 March 2021.

b) request cashbook reports with items with a minimum value of £100.00 to the next Committee meeting on 19 July 2021 relating to the first quarter of the 2021-22 financial year and to take a decision then whether minimum values should be applied to all future cashbook reports.

### c) 2020-21 Year-End Budget Monitoring Report

The Committee considered the budget monitoring report for the fourth quarter of the 2020-21 financial year (year-end).

The Committee requested nominal ledger reports relating to budget codes 1095 (Miscellaneous Income), 4140 (Professional Fees) and 4202 (Crannaford Allotments expenditure).

The Committee noted that the Younghayes Centre had been performing well financially and that, overall, the Council had spent only 75.4% of its annual budget.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the 2020-21 year-end budget monitoring report and to commend it to the full Council.

Signed: .....

Date: 19 July 2021

#### d) 2020-21 Year-End Bank Reconciliations

Cllr Barry Rogers, the Council's duly appointed signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers), reported that he had verified and signed the Council's bank statements and bank reconciliations relating to the fourth quarter of the 2020-21 financial year on 17 June 2021.

#### **F&P/21/15 ASSET REGISTER**

The Committee considered the Council's asset register dated 31 March 2021.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved**

a) for Cllrs Sam Hawkins and Kim Bloxham to review the asset register together with the Deputy Clerk and in particular:

- i. confirm the ownership arrangements with the bus shelters with Devon County Council;
- ii. list the Council's barbeques separately;
- iii. remove computer mice;
- iv. remove misspellings;
- v. confirm whether play area surfacing constituted assets.

b) to request future asset register reports in the form of additions and disposals only.

c) to tag the Council's physical assets so that the asset numbers in the asset register correspond with the tags.

#### **F&P/21/16 REPORT BY THE INTERNAL AUDITOR**

The Committee noted the report of the internal auditor who had awarded a "substantial", i.e. the highest, rating for a second consecutive year relating to the 2020-21 financial year.

#### **F&P/21/17 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020-21**

##### a) Section 2: Statement of Accounts 2020-21

The Committee considered Section 2 of the Annual Governance and Accountability Return (AGAR) 2020-21, the Statement of Accounts.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the Statement of Accounts and to commend it to the full Council.

##### b) Period for the Exercise of Electors' Rights

The Committee considered the proposed period for the exercise of electors' rights.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to recommend to the full Council the period for the exercise of public rights from Thursday, 1 July until Wednesday, 11 August 2021.

#### **F&P/21/18 STATEMENT OF INTERNAL CONTROL**

The Committee considered the Statement of Internal Control 2020-21.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to approve the Statement of Internal Control and to commend it to the full Council subject to changing a date of 2019 at the end of the document.

**The meeting finished at 7:50pm.**

Signed: .....

Date: 19 July 2021

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 19 July 2021  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins (Chair)

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Ray Bloxham, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/21/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Barry Rogers.

## F&P/21/20 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/21/21 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 21 June 2021 as a correct record.

## F&P/21/22 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/21/23 2021-22 QUARTER 1 BUDGET MONITORING

The Committee considered the following documents:

- a) Income and Expenditure by Budget Heading report for the first quarter of the 2021-22 financial year;
- b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

At the last Committee meeting on 21 June 2021, the Committee had requested cashbook reports with items with a minimum value of £100.00 relating to the first quarter of the 2021-22 financial year and to

Signed \_\_\_\_\_

18 October 2021

take a decision then whether minimum values should be applied to all future cashbook reports (ref. minute F&P/21/14).

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to

a) approve the above documents.

b) continue with cashbook reports only listing items with a minimum value of £100.00.

#### **F&P/21/24 BANK RECONCILIATIONS**

On 16 June 2019, full Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who had verified and signed the documentation relating to the 2021-22 first quarter on 15 June 2021.

**The meeting closed at 7:04pm.**

Signed .....

18 October 2021

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 18 October 2021  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Sam Hawkins (Chair)  
Cllr Barry Rogers

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Ray Bloxham, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/21/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Colin Buchan.

## F&P/21/26 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/21/27 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 19 July 2021 as a correct record.

## F&P/21/28 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/21/29 GRANT APPLICATION – YOUTH GENESIS

The Committee considered a grant application by the Town Council's youth service provider, Youth Genesis, for £400.00 to replace equipment for the youth space evenings held every Tuesday at the Younghayes Centre.

The councillors remained in strong support of the Council's youth service provider and the benefits they delivered to the young people in Cranbrook.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to support the grant application and to award the full amount of £400.00.

Signed .....

Date: 17 January 2022



## **F&P/21/30 2021-22 QUARTER 2 BUDGET MONITORING**

The Committee requested the budget monitoring report relating to the second quarter of the 2021-22 financial year and a report on cashbook transactions above a value of £100.00 from 1 April 2021 until 30 September 2021.

The Committee requested that the following nominal ledger reports be circulated following the meeting:

4051 Employees' Expenses  
4202 Crannaford Allotments expenditure

The Committee further requested that a potential duplicate payment of £1,501.39 to Total Gas and Power dated 26 May 2021 be investigated.

The Committee noted that budget 4140 (Professional Fees and Services) included the cost for the construction works relating to the expansion of the Cranbrook Medical Practice.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the:

- a) budget monitoring report for the second quarter of the 2021-22 financial year;
- b) cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

## **F&P/21/31 BANK RECONCILIATIONS**

On 16 June 2019, full Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who had verified and signed the documentation relating to the 2021-22 second quarter on 12 October 2021.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to approve the quarterly bank reconciliations dated 30 September 2021.

## **F&P/21/32 TOWN COUNCIL BUDGET 2022-23**

The Committee considered the first draft of the Town Council's budget for the 2022-23 financial year.

Based on the assumption that the average Band D precept would remain stable at £256.03 as per the Council's five-year plan and the tax base was assumed at 2,100, also as per the five-year plan, the Committee noted that the proposed revenue budget was currently in a slight deficit of £5,357.00. This currently left the proposed capital items unfunded. The proposed items in the capital budget would be funded by the precept except the delivery of the Ingrams Pavilion which would be funded by Section 106 contributions. The Committee suggested that the capital budget for the installation of CCTV in 2022-23 could be reduced to £20,000 in order to help minimise any deficit.

The Committee noted that the Council currently held earmarked reserves totalling £258,227.78. It was agreed to include earmarked reserves reports with future quarter-end financial reports.

The Committee agreed with the indicative staffing budget in principle and suggested that a small delegation of councillors meet with the Clerk and the Community Development Worker in order to explore the future provision of the Community Development Worker role beyond the currently contracted period until 3 November 2021 with the view to submit a further report to the next meeting of the Finance & Personnel Committee. The role was currently funded solely by Section 106 contributions. The Committee debated whether a local council should fulfil a community development function after the Section 106 contributions had been exhausted, especially in light of Cranbrook being relatively well-resourced with a Community Connector, a Community Builder, a Health and Wellbeing Coach and the housing associations' community development workers.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to

Signed .....

Date: 17 January 2022

a) approve the draft budget for the 2022-23 financial year on the basis that the average Band D precept would remain stable at £256.03.

b) delegate to Cllrs Kevin Blakey and Ray Bloxham to meet with the Clerk and the Community Development Worker to explore the future provision of the role beyond the currently contracted period until 3 November 2022 with the view to submit a further report to the next meeting of the Finance & Personnel Committee.

### **F&P/21/33 JOB DESCRIPTIONS**

The Committee reviewed the job descriptions of the Property Administrator role as well as that of a proposed new role, a Finance Officer.

The Committee also noted that the draft budget included a proposal to separate the current Country Park Ranger role into two part-time Open Space Ranger and Outdoor Education Ranger positions as well as the appointment of a part-time groundsman for the Ingrams site from 1 January 2023.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to

a) approve the revised job description relating to the Property Administrator role.

b) approve the proposed job description relating to a new Finance Officer role.

c) bring into effect the proposals under recommendations a) and b) above from 1 April 2022 pending the full Council's approval of the budget for the 2022-23 financial year.

d) consider at the next Committee meeting proposed job descriptions relating to the proposed Open Space Ranger and Outdoor Education Ranger roles.

**The meeting closed at 8:47pm.**

Signed .....

Date: 17 January 2022

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 17 January 2022  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins (Chair)  
Cllr Barry Rogers

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Ray Bloxham, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/22/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/22/2 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/22/3 MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 18 October 2021 as a correct record.

## F&P/22/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/22/5 TOWN COUNCIL GRANTS SCHEME

### a) Grants Policy

The Committee reviewed the Town Council's grants policy in light of comments made at the full Council meeting on 13 December 2021 (ref. minute 21/241).

The Committee noted that the revised grants policy and its associated governance would apply to applications made under the Council's grants scheme as well as any disbursement by the Town Council of grant funding obtained by the Council from an external funding source.

Signed .....

Date: 20 June 2022

The Committee changed the wording in the following sentence “4. Applicants *may* attend the meeting to speak in support of their application and answer questions” to “4. Applicants *are encouraged* to attend the meeting to speak in support of their application and answer questions”.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to approve the revised grants policy.

#### b) Grants Feedback

The Committee considered the grants feedback from the baby and toddler group.

The Committee noted a social media post by East Devon District Council dated 17 January 2022 advertising free baby and toddler group sessions at the Younghayes Centre from 19 January 2022 and queried whether the group was financially sustainable and agreed to clarify this with the group.

The Committee noted the grant feedback from the baby and toddler group.

#### **F&P/22/6 AWARDS FOR ALL AND SPORT ENGLAND FUNDING DISBURSEMENT**

The Council considered a report regarding the disbursement of external funding through the Council, currently from the Awards for All fund and Sport England.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to honour the existing historic funding commitments for present and future payments from the Awards for All earmarked reserve relating to the Cranbrook Community Connections project and any funding commitments already made from the Sport England Local Delivery Pilot delivery budget.

#### **F&P/22/7 2021-22 QUARTER 3 BUDGET MONITORING**

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the following documents:

a) Income and Expenditure by Budget Heading report for the third quarter of the 2021-22 financial year;

b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

#### **F&P/22/8 BANK RECONCILIATIONS**

On 16 June 2019, full Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who had verified and signed the documentation relating to the 2021-22 second quarter on 17 January 2022 prior to this meeting.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the quarterly bank reconciliations dated 31 December 2021.

#### **F&P/22/9 TOWN COUNCIL STAFFING ARRANGEMENTS**

The Committee considered a report regarding the Town Council's staffing arrangements and in particular debated the value of the Community Development Worker post and whether it was a Town Council function to provide or whether partner organisations including the social housing providers were better placed to fulfil the function. The Committee stressed that if the role were to cease within the Town Council, the work and any ongoing projects should be properly handed over.

The Committee thanked the Community Development Workers to date for all their work and contributions to benefit the Cranbrook community.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

Signed .....

Date: 20 June 2022

- a) approve the restructure of the Country Park Ranger role to provide two distinct roles relating to public education and promotion of open space and that of open space management.
- b) approve the job descriptions relating to the Education Ranger and Open Space Ranger and to advertise both roles.
- c) continue to support organisations including community groups, charities and social housing providers through the Town Council's grants programme and, where appropriate, by making available Council owned facilities.

It was further proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to confirm that the current fixed-term contract for the role of Community Development Worker would terminate on 3 November 2022. Cllr Colin Buchan voted against this recommendation.

#### **F&P/22/10 TOWN COUNCIL BUDGET 2022-23**

The Committee considered the Town Council's draft budget for the 2022-23 financial year for recommendation to the full Council on 24 January 2022.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to recommend the Town Council's draft budget for the 2022-23 financial year for recommendation to the full Council on 24 January 2022.

**The meeting closed at 7:49pm.**

Signed .....

Date: 20 June 2022

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 20 June 2022  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins (Chair)  
Cllr Barry Rogers

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Ray Bloxham, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council  
Lydia Chan, Finance Officer, Cranbrook Town Council  
Duncan McConachie, Vice-Chairman, Whimble Cricket Club  
Kirsty Mushing, treasurer, 1<sup>st</sup> Cranbrook Scouts  
Sally Jarman, Leader, 1<sup>st</sup> Cranbrook Cubs

## F&P/22/11 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/22/12 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/22/13 MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 17 January 2022 as a correct record.

## F&P/22/14 PUBLIC PARTICIPATION

The grant applicants who attended the meeting did not request to make representations, answer questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

## F&P/22/15 TERMS OF REFERENCE

The Committee reviewed its Terms of Reference.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to adopt the terms of reference as circulated with the agenda and to commend them to the full Council.

Signed: .....

Date: 18 July 2022

## F&P/22/16 FINANCIAL REGULATIONS

On 23 May 2022, the full Council had resolved that the Committee reviewed the Town Council's Financial Regulations in detail at this meeting (ref. minute 22/90).

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to commend the revised Financial Regulations with the changes as circulated with the agenda to the full Council for adoption.

## F&P/22/17 GRANT APPLICATIONS

The Committee considered the following grant applications after the Chairman highlighted that the Council's community grants budget was £6,000 per annum.

### a) Whimble Cricket Club

The Committee considered a grant application from the Whimble Cricket Club for £5,000.00 towards the refurbishment of cricket nets. A bank statement in support of this application had been available to view by town councillors upon request.

The Club's Vice-Chairman attended the meeting in support of the application and added to the information on the application that approximately 50% of attendees at the Club and 60% of the under 9's resided in Cranbrook.

The Club's Vice-Chairman also confirmed that no other grant application in relation to the refurbishment of cricket nets had been made except to the England Cricket Board. Whimble Parish Council had granted-funded the Club in the past and had supported other initiatives in response to the growing number of players at the Club.

The Committee noted that awarding a grant of £5,000.00 would represent a significant proportion of the Council's annual grants budget of £6,000.00 at the beginning of the new financial year and suggested to lower that figure.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to support the grant application and award £1,500.00 to the Whimble Cricket Club towards the refurbishment of cricket nets.

### b) 1<sup>st</sup> Cranbrook Scouts

The Committee considered a grant application from the 1<sup>st</sup> Cranbrook Scouts for £3,000.00 towards a rented storage facility, fundraising and interesting and exciting training. This application had been re-submitted following consideration by the full Council on 25 April 2022 under minute ref. 22/71.

The Scouts' treasurer and the 1<sup>st</sup> Cranbrook Cubs' leader attended the meeting in support of the application. The treasurer confirmed that the purpose of the grant was not as stated on the application form but to settle the 1<sup>st</sup> Cranbrook Scouts' debt with the Scout Association which remained outstanding at £3,000.00.

In response to the Committee's question regarding financial sustainability, the treasurer explained that further bids for funding were being prepared for submission later in 2022, that the subscription fees had been increased by £5.00 per person and that new committee members had been appointed who were dedicated to increasing fundraising.

The Committee noted that awarding a grant of £3,000.00 would represent a significant proportion of the Council's annual grants budget of £6,000.00 at the beginning of the new financial year and suggested to lower that figure.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to support the grant application and award £1,500.00 to the 1<sup>st</sup> Cranbrook Scouts towards settling the 1<sup>st</sup> Cranbrook

Signed: \_\_\_\_\_

Date: 18 July 2022

Scouts' debt with the Scout Association.

#### c) Hospiscare

The Committee considered a grant application from Hospiscare for £500.00 towards the cost of replacing syringe drivers. Financial statements and bank statements in support of this application had been available to view by town councillors upon request.

The Committee noted that seven Cranbrook residents had benefitted from the service during the past year and the Committee regretted that nobody representing the applicant was attending the meeting in support of the application.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to not support the grant application.

*Cllr Colin Buchan voted against this motion.*

### **F&P/22/18 GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES**

The Committee noted the *Practitioners' Guide* dated March 2022 by the National Association of Local Councils and the Joint Panel on Accountability and Governance.

### **F&P/22/19 2021-22 YEAR-END FINANCIAL STATEMENTS**

#### a) Receipts and Payments from 1 April 2021 to 31 March 2022

The Committee considered the following reports documenting the Council's receipts and payments:

- i. Receipts and Payments Cash Book 1 (Bank Accounts)
- ii. Receipts and Payments Cash Book 2 (Credit Card)
- iii. Receipts and Payments Cash Book 3 (Younghayes Centre)

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the three documents.

#### b) 2021-22 Year-End Budget Monitoring Report

The Committee considered the budget monitoring report for quarter 4 (year-end).

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to approve the budget monitoring report for quarter 4 (year-end).

#### c) 2021-22 Year-End Bank Reconciliations

On 16 June 2019, the Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who verified and signed bank reconciliations and underlying hard copy bank statements on behalf of the Council.

Cllr Barry Rogers confirmed that he had verified and signed bank reconciliations and the underlying hard copy bank statements relating to the 2021-22 fourth quarter.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the year-end bank reconciliations dated 31 March 2022.

#### d) Use of Underspend at Year-End

The Committee considered a report recommending transferring some of the Council's underspend at the financial year-end into earmarked reserves.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

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Date: 18 July 2022



a) fund the Country Park event space through the community infrastructure levy funding, the residual amount from the Network Rail compensation payment and the underspend in the 2021-22 grounds maintenance budget (budget code 4205).

b) fund the path remediation in the Country Park by the underspend in the 2021-22 path replacement budget (budget code 4206) and the underspend in the grounds maintenance budget (budget code 4205).

c) fund the replacement of the path within the St. Martin's public open space by the underspend in the 2021-22 grounds maintenance budget (budget code 4205).

d) provide funding towards the proposed pump track from the underspend in the 2021-22 grounds maintenance budget (budget code 4205).

### **F&P/22/20 ASSET REGISTER**

The Committee considered the Council's asset register dated 31 March 2022 and queried whether street furniture in South View Pasture should be added to the register.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to approve and commend the asset register dated 31 March 2022 to the full Council, subject to clarification regarding the inclusion of street furniture in South View Pasture.

### **F&P/22/21 REPORT BY THE INTERNAL AUDITOR**

On 21 February 2022, the full Council had appointed the Devon Audit Partnership as the Council's internal auditor (ref. minute 22/45).

The Committee considered the report by the internal auditor covering the year 2021-22 financial year who had conducted a review of the Council's financial procedures and governance arrangements. The internal auditor had awarded the Council a "Substantial Assurance" rating, the highest rating in their assurance hierarchy, and concluded that the Council operated a sound system of governance, risk management and control, with internal controls operating effectively and being consistently applied to support the achievement of objectives in the areas audited.

The Committee noted the report by the internal auditor.

### **F&P/22/22 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

#### a) Section 2: Statement of Accounts 2021-22

The Committee considered the Accounting Statements set out in Section 2 of the Annual Governance and Accountability Return (AGAR).

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the Accounting Statements set out in Section 2 of the Annual Governance and Accountability Return (AGAR) and to commend it to the full Council.

#### b) Period for the Exercise of Electors' Rights

The period for the exercise of public rights was 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 lasted for 30 working days set by the smaller authority and must include the first 10 working days of July.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to recommend to the full Council the period for the exercise of public rights from Friday, 1 July until Friday, 12 August 2022.

Signed: .....

Date: 18 July 2022

## **F&P/22/23 STATEMENT OF INTERNAL CONTROL**

The Committee considered the Council's statement of internal control 2022.

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the Council's statement of internal control 2022 and to commend it to the full Council.

## **F&P/22/24 TOWN COUNCIL STAFFING ARRANGEMENTS**

The Committee considered a report recommending an increase in the Town Council's human resources in response to the continued growth the organisation experienced.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to

a) approve the job description for the new proposed Office Administrator role and to advertise that position.

b) approve the increase in the Property Administrator's hours from 0.8 to 0.9 full-time equivalent from 1 July 2022 onwards.

**The meeting closed at 7:43pm.**

Signed: .....

Date: 18 July 2022

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 18 July 2022  
**Time:** 6:45 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins (Chair)  
Cllr Barry Rogers

## Also Present

One member of the public  
Cllr Les Bayliss, Cranbrook Town Council  
Cllr Ray Bloxham, Cranbrook Town Council  
Alexandra Robinson, Deputy Town Clerk, Cranbrook Town Council

## F&P/22/25 APOLOGIES FOR ABSENCE

No apologies for absence were received, all were present.

## F&P/22/26 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/22/27 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 20 June 2022 as a correct record.

## F&P/22/28 PUBLIC PARTICIPATION

There were no requests from members of the public to make representations, ask questions or give evidence.

## F&P/22/29 2022-23 QUARTER 1 BUDGET MONITORING

The Committee considered the following documents:

- a) Income and Expenditure by Budget Heading report for the first quarter of the 2022-23 financial year;
- b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

Signed \_\_\_\_\_

17 October 2022

Members discussed the monitoring of expenditure relating to transactions below the current £100 threshold and requested officers to provide further details of additional reporting to the Chairman in advance of the next meeting of the Finance & Personnel Committee.  
It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the above documents.

#### **F&P/22/30 BANK RECONCILIATIONS**

On 16 June 2019, full Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who had verified and signed the documentation relating to the 2022-23 first quarter on 1 June 2022.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and resolved to approved the documents in respect 2022-23 first quarter.

**The meeting closed at 6:55 pm.**

Signed .....

17 October 2022

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 17 October 2022  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Kevin Blakey (in the Chair)  
Cllr Kim Bloxham  
Cllr Barry Rogers

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Ray Bloxham, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/22/31 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Colin Buchan and Sam Hawkins.

## F&P/22/32 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/22/33 MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 18 July 2022 as a correct record.

## F&P/22/34 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/22/35 GRANTS FEEDBACK

The Committee considered grant feedback from:

- a) Cranbrook Guides
- b) Youth Genesis

The Committee commented on the high quality of the feedback from the Guides.

The Committee noted the feedback

## F&P/22/36 2022-23 QUARTER 2 BUDGET MONITORING

The Committee considered the following documents:

Signed .....

Date: 16 January 2023

- a) Income and Expenditure by Budget Heading report for the second quarter of the 2022-23 financial year

The Committee noted that budget codes such as 1095 (Miscellaneous Income), 4140 (Professional Fees and Services) and 4235 (Play Parks) featured significant income and expenditure variations. This was because of a limitation in the Council's financial software which meant that incoming external funding, such as Section 106 receipts, and expenditure which was funded by external income had to be coded to income or expenditure codes before they could be credited or spent from an earmarked reserve.

- b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre)

It was proposed by Cllr Barry Rogers, seconded by Cllr Kim Bloxham and **resolved** to approve the above documents.

### **F&P/22/37 BANK RECONCILIATIONS**

On 16 June 2019, full Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers). Cllr Barry Rogers reported that he had verified and signed the bank statements and quarterly bank reconciliations relating to the 2022-23 second quarter on 14 October 2022.

The Committee noted that the interest rate the Council received appeared low but also noted that the Council required its deposits at short notice in order to meet payment demands, most notably in relation to the Ingrams pavilion and could therefore not invest differently to achieve higher yields.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to approve the documents in respect 2022-23 second quarter.

### **F&P/22/38 RECEIPT AND USE OF SECTION 106 FUNDING**

The Committee considered a report detailing the receipt and use of Section 106 funding to date.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to note the reports.

### **F&P/22/39 TOWN COUNCIL BUDGET 2023-24**

The Committee considered the first draft of the Town Council's budget for the 2023-24 financial year.

The draft budget was based on the assumption that the average Band D figure would remain stable at £256.03 as per the Council's five-year plan and the tax base was assumed at 2,400, also as per the five-year plan. Considering current inflation rates, residents experienced a precept reduction in real terms as the Town Council had been keeping its precept stable since 1 April 2018.

The Committee noted that the cost of insurance was likely to rise in 2023-24 due to the increases in costs of materials and suggested to increase the Council's budget for insurance.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to approve the draft budget for the 2022-23 financial year for the full Council's consideration on the basis that the average Band D figure would remain stable at £256.03.

### **F&P/22/40 REPORT BY THE EXTERNAL AUDITOR**

The Committee considered a report by the Council's external auditor PKF Littlejohn certifying that in their opinion and on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), the Council acted in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Signed .....

Date: 16 January 2023

The Committee noted the external auditor's report.

#### **F&P/21/41 PROPERTY ADMINISTRATOR JOB DESCRIPTION**

The Committee considered proposed changes to the Property Administrator's job description which had been agreed with the employee.

Any changes the Committee made during the meeting were recorded in the document, e.g. in relation to adding responsibilities for health and safety and removing items in the job description relating to financial procedures.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to approve the job description as amended.

**The meeting closed at 7:48pm.**

Signed .....

Date: 16 January 2023

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 16 January 2023  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Kim Bloxham  
Cllr Sam Hawkins (Chair)  
Cllr Barry Rogers

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Matt Bayliss, Cranbrook Town Council  
Cllr Ray Bloxham, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/23/1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kevin Blakey and Colin Buchan.

## F&P/23/2 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/23/3 MINUTES

It was proposed by Cllr Barry Rogers, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 17 October 2022 as a correct record.

## F&P/23/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/23/5 COMMUNITY GRANTS

The Committee noted that the two grant applications by the Cranbrook United Football Club at agenda items 5(a) and 5(b) had not been signed by the applicant following an invitation to do so and were therefore not valid. No representative of the Cranbrook United Football Club attended the meeting.

The Council welcomed the grant feedback provided by the Patient Participation Group at the Cranbrook Medical Centre, Whimble Cricket Club and the 1st Cranbrook Scouts.

## F&P/23/6 2022-23 QUARTER 3 BUDGET MONITORING

The Committee considered the following attached documents:

Signed .....

Date: 5 June 2023



- a) Income and Expenditure by Budget Heading report for the third quarter of the 2022-23 financial year

The Committee requested clarification whether tree works had been carried out to date as no spend against budget code 4225 had been recorded in the budget monitoring report.

- b) Cashbook transactions reports for Cash Book 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre)
- c) Nominal ledger report relating to the charity of the year account

The Council had made contribution of £1,000 to British Red Cross in March 2022 prior to their formal appointment as the Council's charity of the year 2022-23 following the outbreak of war in Ukraine. No significant fundraising opportunities had presented themselves during this financial year to date; usually the fun fair was the main contributor which had not been held this year due to town centre works. The Committee considered how to balance the negative position of -£766.

It was proposed by Cllr Barry Rogers, seconded by Cllr Kim Bloxham and **resolved** to

- a) approve the budget monitoring report and the cashbook transactions report for Cash Books 1, 2 and 3.
- b) fund the negative balance of -£766 from budget 4325 Community Fund (Solar Panels).

#### **F&P/23/7 BANK RECONCILIATIONS**

On 16 June 2019, full Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who verified and signed the documentation relating to the 2022-23 third quarter.

Cllr Barry Rogers reported that he had verified and signed the documentation relating to the 2022-23 third quarter.

It was proposed by Cllr Barry Rogers, seconded by Cllr Kim Bloxham and **resolved** to approve the quarterly bank reconciliations dated 31 December 2022.

#### **F&P/23/8 RECEIPT AND USE OF SECTION 106 FUNDING**

The Committee considered and noted two reports regarding the receipt and use of Section 106 funding during the 2022-23 financial year to date.

#### **F&P/23/9 TREATMENT OF VALUE ADDED TAX (VAT)**

The Committee considered a report regarding the treatment of value added tax (VAT).

In addition to the information documented in the report, the Committee also noted that VAT attributable to exempt activities was insignificant only if it amounted to less than one of the following:

- a) £7,500 per annum
- b) 5% of the total VAT incurred on all purchases in a year

The Council was therefore impacted by the 5% rule based on the information in the report – although this did not affect the end result.

The Committee further noted that the 5% rule only took effect when the value of 5% of the Council's total VAT exceeded £7,500. This occurred where a Council incurred £150,000 of VAT on its purchases, which would mean that those purchases had a value of at least £750,000. A Council also incurred staff costs, business rates and other payments which did not attract VAT, so the 5% rule was only useful for councils spending around £1 million a year or more.

Signed .....

Date: 5 June 2023

Where purchases were greater than £750,000, the 5% rule did offer a slight benefit. If purchases are £1 million (for example), the 5% rule allowed exempt-related VAT of up to £10,000 to be recovered.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Barry Rogers and **resolved** to carry out a partial exemption calculation annually as part of the Council's year-end financial procedures each spring.

#### **F&P/23/10 EDUCATION RANGER POST**

The Committee considered a report regarding the future of the Education Ranger post.

The Committee debated the value of the role and whether it was a function which a local council should fulfil. The Committee concluded that education in connection with the management and maintenance of the Country Park could be fulfilled by the Open Space Ranger.

The Committee also noted that education was not a local council function and the Education Ranger post was not fundable by Section 106 contributions. The position would therefore need to be funded via the precept which would have an impact on the Council's budget.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to not recruit against the Education Ranger vacancy and make that post redundant.

#### **F&P/23/11 EXCLUSION OF THE PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

#### **F&P/23/12 EMPLOYEE RETURN TO WORK**

The Committee considered a report setting out recommended reasonable adjustments to enable an employee to return to work.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Barry Rogers and **resolved** to agree with the recommended reasonable adjustments and to implement them in full.

**The meeting closed at 8:11pm.**

Signed .....

Date: 5 June 2023

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 5 June 2023  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham (Vice-Chair)  
Cllr Lisa Goudie  
Cllr Sam Hawkins (Chair)  
Cllr Barry Rogers

## Also Present

Steve Bampton, Chairman, Cranbrook United Football Club  
Sharon Jewell, Girlguiding Commissioner, North Exeter District  
Louise Beeken, Head of Philanthropy, Hospiscare  
Two members of the public  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/23/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Colin Buchan and Vincent Wilton.

## F&P/23/14 DECLARATION OF INTERESTS

No declarations of interest were made or dispensations granted.

## F&P/23/15 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 16 January 2023 as a correct record.

## F&P/23/16 PUBLIC PARTICIPATION

No requests were made from members of the public to make representations, answer questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

## F&P/23/17 TERMS OF REFERENCE

The Committee considered its terms of reference and highlighted that the Chairman and Vice Chairman of the Council as ex-officio members would require inclusion in the terms of reference in accordance with Standing Order 4(d)(iii).

The Committee also agreed that item 24 in the terms of reference (ensuring health and safety at work) was a function of the Council as the employer and not the Committee's responsibility.

Signed .....

Date: 17 July 2023

It was proposed by Cllr Les Bayliss, seconded by Cllr Sam Hawkins and **resolved** to recommend the terms of reference as amended to the Full Council for approval.

## **F&P/23/18 GRANT APPLICATIONS**

The Committee considered the following grant applications:

### a) Cranbrook United Football Club

The Committee considered a grant application from the Cranbrook United Football Club for £3,000.00 to help the Club cover the costs of unexpected venue hire costs as a result of the closure of the Ingrams Sports Pitches.

The Chairman of the Cranbrook United Football Club attended the meeting in support of the application.

The Committee noted that the full Council had considered two grant applications on 20 March 2023 from the Cranbrook United Football Club for funding of £2,000 to help the Club continue to provide football sessions to the children of Cranbrook and surrounding areas, as well as £1,000 to continue to develop a strong adult setup within the Club and continue to provide a pathway for young players to progress. The Committee noted that the Council's concerns which had been articulated on 20 March 2023 relating to the Club's financial position (ref. minute 23/40) had not been responded to in the current application. Furthermore, the Committee expressed concerns regarding apparent gaps in the Club's financial accounts and remained unclear regarding the financial information provided. In particular, the Committee was concerned that the information before it did not evidence that the Club did not have the financial ability to meet its revenue outgoings.

The representative of the Cranbrook United Football Club in attendance referred to a grant which the full Council had made to the Cranbrook Football Club to provide support towards alternative training grounds during the development of the Ingrams Pavilion of £650.00 on 26 September 2022 (minute ref. 22/164(b)) which had evidenced that the Cranbrook Football Club had been accumulating a deficit in its accounts.

The Committee noted that the Club had circa 200 members including 170 children who paid £24 per month in subscription fees per child.

The Committee noted that the Club had been providing training sessions in the Country Park and requested that the Club complied with the Council's policy on the use of public open spaces and would submit a booking form for each session delivered on Council land. This had first been requested by the Clerk on 25 April 2023. The Committee invited the Club to seek a conversation with the Council regarding the use of Council land for its activities.

The Committee acknowledged the importance of the Club's activities for the benefit of the children in Cranbrook and surrounding areas and invited a grant application from the Club which complied with the Council's grant policy.

### b) Cranbrook Girl Guides

The Committee considered a grant application from the Cranbrook Girl Guides for £1,056.00 in recognition of the first Girlguiding units opening in Cranbrook 10 years ago in May 2013. The Guides requested funds to enable them to subsidise a special "10th Birthday" activity evening at the Bear Trail near Cullompton which would be open to all current Rainbows, Brownies and Guides. The applicant also requested funds to purchase customised items for two new local girlguiding units which had closed due to Covid but had reopened recently.

The Girlguiding Commissioner, North Exeter District attended the meeting in support of the application.

Signed .....

Date: 17 July 2023

The Committee reviewed a recent set of accounts which evidenced a balance and allowed the Committee to assess the applicant's financial position. The Committee noted that the Girl Guides lacked resources to carry out the proposed activity and that the application complied with the Council's grant policy.

It was therefore proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to support the grant application and award the full grant of £1,056.00 to the Cranbrook Girl Guides.

#### c) Hospiscare

The Committee considered a grant application from Hospiscare for £500.00 towards the cost of a nurse call system which was urgently required for the inpatient unit at Searle House in Exeter.

The Head of Philanthropy at Hospiscare attended the meeting in support of the application and highlighted that the inpatient unit cared for on average eight residents from Cranbrook out of approximately 200 inpatients per year. The Head of Philanthropy reported further that they charity had benefited from legacy income during the previous year which would assist in meeting rising utility costs and matching the nurses' salaries with NHS salaries in order to be able to offer competitive salaries and aid recruitment. The Head of Philanthropy confirmed that a grant made by the Town Council would remain earmarked for the use for its intended purpose only.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to support the grant application and award the full grant of £500.00 to Hospiscare.

#### **F&P/23/19 GRANT FEEDBACK**

The Committee welcomed the grant feedback from the Cranbrook Football Club and the Cranbrook Little Library.

#### **F&P/23/20 GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES**

The Committee noted the updated Practitioners' Guide to Proper Practices dated March 2023.

#### **F&P/23/21 2021-22 YEAR-END FINANCIAL STATEMENTS**

##### a) Receipts and Payments from 1 April 2022 to 31 March 2023

The Committee considered the following receipts and payments:

- i. Receipts and Payments Cash Book 1 (Bank Accounts)
- ii. Receipts and Payments Cash Book 2 (Credit Card)
- iii. Receipts and Payments Cash Book 3 (Younghayes Centre)

##### b) 2022-23 Year-End Budget Monitoring Report

The Committee considered the budget monitoring report for quarter 4 (year-end).

It was proposed by Cllr Sam Hawkins, seconded by Cllr Les Bayliss and **resolved** to approve the documents under items (a) and (b).

##### c) 2022-23 Year-End Bank Reconciliations

On 16 June 2019, the Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who had verified and signed bank reconciliations and the underlying hard copy bank statements relating to the 2022-23 fourth quarter on 30 May 2023.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Les Bayliss and **resolved** to approve the year-end bank reconciliations dated 31 March 2023.

Signed .....

Date: 17 July 2023

#### d) Use of Underspends at Year-End

The Committee considered a report recommending transferring some an underspend at the financial year end into an earmarked reserve.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to add the underspend of £6,000 from budget code 4206 to earmarked reserve 327 (Grounds Maintenance and & Path Replacement).

#### **F&P/23/22 CONFIRMING LEVEL OF MATERIALITY FOR YEAR-END ADJUSTMENTS**

The Committee considered a report recommending the confirmation of the Council's level of materiality for year-end adjustments which had previously been defined at 1.9% of actual annual expenditure by the full Council on 22 June 2020 (ref. minute 20/81(i)).

It was proposed by Cllr Barry Rogers, seconded by Cllr Kevin Blakey and **resolved** to recommend to full Council to confirm the Town Council's materiality at 1.9% of actual annual expenditure.

#### **F&P/23/23 VALUE ADDED TAX (VAT) EXEMPTION CALCULATION**

The Committee considered a report on the treatment of value added tax (VAT).

The Committee noted the Council's value added tax exemption calculation for the 2022-23 financial year.

#### **F&P/23/24 ASSET REGISTER**

The Committee noted the Council's asset register dated 31 March 2023.

#### **F&P/23/25 REPORT BY THE INTERNAL AUDITOR**

On 21 February 2022, the full Council had appointed the Devon Audit Partnership as the Council's internal auditor (ref. minute 22/45).

The Committee considered and noted the report by the internal auditor covering the year 2022-23 financial year in which the Devon Audit Partnership had awarded a substantial assurance, indicating that a sound system of governance, risk management and control existed, with internal controls operating effectively and being consistently applied.

#### **F&P/23/26 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

##### a) Section 2: Statement of Accounts 2022-23

The Committee considered the Statement of Accounts set out in Section 2 of the Annual Governance and Accountability Return (AGAR).

It was proposed by Cllr Sam Hawkins, seconded by Cllr Les Bayliss and **resolved** to approve the Statement of Accounts set out in Section 2 of the Annual Governance and Accountability Return (AGAR) and recommend it to the Town Council.

##### b) Period for the Exercise of Electors' Rights

Each year, councils must set a period for the exercise of public rights during which the accounting records for the financial year to which the audit related 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 would last for 30 working days set by a smaller authority and must include the first 10 working days of July.

Signed .....

Date: 17 July 2023

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to recommend to the full Council the period for the exercise of public rights from Monday, 3 July 2023 until Friday, 11 August 2023.

#### **F&P/23/27 STATEMENT OF INTERNAL CONTROL**

The Committee reviewed the Council's Statement of Internal Control 2023.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Ray Bloxham and **resolved** to recommend the Statement of Internal Control to the full Council for approval.

**The meeting closed at 8:29pm.**

Signed .....

Date: 17 July 2023

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 17 July 2023  
**Time:** 6:45 pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Lisa Goudie  
Cllr Sam Hawkins (in the chair)  
Cllr Barry Rogers  
Cllr Vincent Wilton

## Also Present

Cllr Kim Bloxham  
Alexandra Robinson, Deputy Town Clerk, Cranbrook Town Council

## F&P/23/28 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/23/29 DECLARATION OF INTERESTS AND DISPENSATIONS

No declarations of interest were made.

## F&P/23/30 MINUTES

It was proposed by Cllr Kevin Blakey seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 5 June 2023 as a correct record.

## F&P/23/31 PUBLIC PARTICIPATION

There were no members of the public to make representations, ask questions or give evidence.

## F&P/23/32 2023-24 QUARTER 1 BUDGET MONITORING

The Committee considered the following documents:

- a) Income and Expenditure by Budget Heading report for the first 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).

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the above documents.

Signed \_\_\_\_\_

16 October 2023



### **F&P/23/33 BANK RECONCILIATIONS**

On 26 June 2023, full Council had re-appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 23/104(f) refers) who had verified and signed the documentation relating to the 2023-24 first quarter on 13 July 2023.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to approve the bank reconciliations dated 30 June 2023.

**The meeting closed at 6.47pm.**

Signed .....

16 October 2023

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 14 November 2023  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins (in the chair)  
Cllr Vincent Wilton

## Also Present

Cllr Kim Bloxham, Cranbrook Town Council  
Cllr Roger Collier, Cranbrook Town Council  
Alexandra Robinson, Deputy Town Clerk and Deputy Responsible Financial Officer, Cranbrook Town Council

## F&P/23/44 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/23/45 DECLARATION OF INTERESTS AND DISPENSATIONS

No declarations of interest were made.

## F&P/23/46 MINUTES

It was proposed by Cllr Colin Buchan seconded by Cllr Les Bayliss and **resolved** to accept and sign the minutes of the meeting held on 16 October 2023 as a correct record.

## F&P/23/47 PUBLIC PARTICIPATION

There were no members of the public to make representations, ask questions or give evidence.

## F&P/23/48 EXCLUSION OF PUBLIC AND PRESS

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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

## F&P/23/49 PERSONNEL MATTER

The Chairman referred members to the report outlining a confidential personnel matter in relation to an employee of Cranbrook Town Council.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to delegate to the Deputy Clerk to follow up on the actions as set out by the Finance and Personnel Committee.

**The meeting closed at 8:01pm.**

Signed .....

11 December 2023

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 16 October 2023  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins (in the chair)  
Cllr Vincent Wilton

## Also Present

Cllr Kim Bloxham, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/23/34 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/23/35 DECLARATION OF INTERESTS AND DISPENSATIONS

No declarations of interest were made.

## F&P/23/36 MINUTES

It was proposed by Cllr Vincent Wilton seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 17 July 2023 as a correct record.

## F&P/23/37 PUBLIC PARTICIPATION

There were no members of the public to make representations, ask questions or give evidence.

## F&P/23/38 2023-24 QUARTER 2 BUDGET MONITORING

The Committee considered the following documents:

- a) Income and Expenditure by Budget Heading report for the second 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).

The Committee noted that the Amenities Committee had considered an item on 9 October 2023 on the recent vandalism, graffiti and damage as a result of anti-social behaviour in the St Martin's play area. The Amenities Committee had noted the financial implications of frequent and repeated damage to equipment amounted to £4,310.25 of which £1,667.77 had been a direct result of vandalism in

Signed \_\_\_\_\_

15 January 2024

addition to officer time to carry out and support in the repairs (ref. minute A/23/61). The Committee queried why the sum of £1,667.77 had not been reflected in budget 4201 (remediation of vandalism) and requested clarification following the meeting.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the above documents.

#### **F&P/23/39 BANK RECONCILIATIONS**

On 25 September 2023, full Council had appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (ref. minute 23/159) who reported that he had verified and signed the documentation relating to the 2023-24 second quarter on 16 October 2023.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Les Bayliss and **resolved** to approve the bank reconciliations dated 30 September 2023.

#### **F&P/23/40 RECEIPT AND USE OF SECTION 106 FUNDING**

The Committee noted the information on the receipt and use of Section 106 funding.

#### **F&P/23/41 INVESTMENT STRATEGY**

The Committee considered a report regarding the use of the Town Council's reserves in the future.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to

a) remove the Council's reserves principles dated 15 October 2018 which were established to guide the Council in the creation of a general reserve to an acceptable level on the basis that this had now been achieved.

b) invest £167,366 in a two-year fixed deposit account at an interest rate of 5.20% with Unity Trust Bank.

#### **F&P/23/42 TOWN COUNCIL BUDGET 2024-25**

The Committee considered the first draft of the Town Council's budget for the 2023-24 financial year.

The draft budget was based on the assumption that the average Band D figure would remain stable at £256.03 as per the Council's five-year plan. Considering current inflation rates, residents experienced a precept reduction in real terms as the Town Council had been keeping its precept stable since 1 April 2018.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the draft budget for the 2024-25 financial year for the full Council's consideration on the basis that the average Band D figure would remain stable at £256.03.

The Committee further considered 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.

The Committee commented that councillors envisaged this role to function as a single point of contact with developers and residents alike and that it should therefore worked over a period of five working days per week.

The Committee also suggested calculating the cost of a full-time communications position in order to ascertain whether this would be affordable in line with the recommendations below.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to

Signed \_\_\_\_\_

15 January 2024

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.

#### **F&P/23/43 GRANT FEEDBACK**

The Committee noted grant feedback from the Cranbrook Girl Guides following a Council grant of £1,056.00 on 6 June 2023 10th birthday activity at the Bear Trail and purchase of customised items for two new girlguiding units (ref. minute F&P/23/18(b)).

The Committee was pleased about the quality of the feedback and thanked the applicant for the proactive submission of feedback.

**The meeting closed at 7:42pm.**

Signed .....

15 January 2024

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 11 December 2023  
**Time:** 6:30pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins (in the chair)  
Cllr Vincent Wilton

## **Also Present**

Cllr Kim Bloxham, Cranbrook Town Council  
Cllr James Gill, Cranbrook Town Council (from item 6)  
Cllr Lisa Goudie, Cranbrook Town Council (from item 6)  
Alexandra Robinson, Deputy Town Clerk and Deputy Responsible Financial Officer, Cranbrook Town Council

## **F&P/23/50 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **F&P/23/51 DECLARATION OF INTERESTS AND DISPENSATIONS**

No declarations of interest were made.

## **F&P/23/52 MINUTES**

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 14 November 2023 as a correct record.

## **F&P/23/53 PUBLIC PARTICIPATION**

There were no members of the public to make representations, ask questions or give evidence.

## **F&P/23/54 EXCLUSION OF PUBLIC AND PRESS**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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

## **F&P/23/55 PERSONNEL MATTER**

The Chairman referred members to the report outlining a confidential personnel matter in relation to an employee of Cranbrook Town Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to delegate to the Deputy Clerk to follow up on the actions as set out by the Finance and Personnel Committee.

**The meeting closed at 6.59pm**

Signed .....

15 January 2024

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 15 January 2024  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins (in the chair)  
Cllr Vincent Wilton

## Also Present

Cllr Matt Bayliss, Cranbrook Town Council  
Cllr Kim Bloxham, Cranbrook Town Council  
Jo Darke, Funding & Development Manager, Home-Start Exeter, East & Mid Devon  
Nicola Dempster, Senior Coordinator, Home-Start Exeter, East & Mid Devon  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/24/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/24/2 DECLARATION OF INTERESTS AND/OR DISPENSATION REQUESTS

No declarations of interest or dispensation requests were made.

## F&P/24/3 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 11 December 2023 as a correct record.

## F&P/24/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/24/5 GRANT APPLICATION

The Committee considered a grant application from Home-Start Exeter, East & Mid Devon for £1,400 to contribute towards the costs of sustaining two groups which were taking place in Cranbrook: Mothers-in-Mind and a Family Wellbeing Group.

Two Home-Start Exeter, East & Mid Devon representatives attended the meeting and introduced their application. Home-Start Exeter, East & Mid Devon currently employed 43 volunteers, two of whom resided in Cranbrook and had started the perinatal group in Cranbrook in September 2023 with

Signed .....

Date: 17 June 2024

currently five mums attending the eight to ten places, and were able to support up to 15 families in the wellbeing group which had started in October 2023 in addition to the one-to-one home visits.

The grant funding would fund staffing support, room rental and materials including craft items and snacks for children.

It was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to support the grant application in full and award £1,400 to Home-Start Exeter, East & Mid Devon.

#### **F&P/24/6 GRANT FEEDBACK**

The Committee noted the grant feedback from:

- a) Cranbrook Town Football Club
- b) Hopiscare

#### **F&P/24/7 2023-24 QUARTER 3 BUDGET MONITORING**

The Committee considered 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).

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the above documents.

#### **F&P/24/8 BANK RECONCILIATIONS**

On 25 September 2023, the full Council had appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (ref. minute 23/159) who reported that he had verified and signed the documentation relating to the 2023-24 third quarter on 15 January 2024.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Vincent Wilton and **resolved** to approve the bank reconciliations dated 31 December 2023.

#### **F&P/24/9 RECEIPT AND USE OF SECTION 106 FUNDING**

The Committee noted the information on the receipt and use of Section 106 funding.

#### **F&P/24/10 COMMUNICATIONS OFFICER**

On 16 October 2023, the Committee had considered the first draft of the Town Council's budget for the 2024-25 financial year (ref. minute F&P/23/42) which had 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 had been favourable.

Signed \_\_\_\_\_

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The Committee suggested to include in the job description:

- that there would be potential for the position to grow both in hours and scope.
- the responsibility to keep the Council's website maintained and updated.
- the responsibility to develop and implement the Council's PR, marketing and engagement strategies.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Vincent Wilton and **resolved** to agree the job description and person specification and to advertise the role with a start date on 1 April 2024.

The Committee noted that another position, the Groundsperson, would be budgeted to start after 1 April 2024 and noted that the job description and person specification would be submitted to the meeting of the full Council on 19 February 2024.

#### **F&P/24/11 EXCLUSION OF THE PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

#### **F&P/24/12 PERSONNEL MATTER**

The Committee considered a report regarding a personnel matter.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Les Bayliss and **resolved** to approve the recommendation contained in the officer report.

**The meeting closed at 8:03pm.**

Signed \_\_\_\_\_

Date: 17 June 2024

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 22 April 2024  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Colin Buchan  
Cllr Sam Hawkins (Chair)  
Cllr Vincent Wilton

## Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/24/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Ray Bloxham.

## F&P/24/14 DECLARATION OF INTERESTS AND/OR DISPENSATION REQUESTS

No declarations of interest or dispensation requests were made.

## F&P/24/15 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Vincent Wilton and **resolved** to accept and sign the minutes of the meeting held on 15 January 2024 as a correct record.

## F&P/24/16 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/24/17 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

## F&P/24/18 REQUEST BY AN EMPLOYEE TO INCREASE WORKING HOURS

The Committee considered a report setting out the request by an employee to increase their working hours in response to organisational growth.

Signed .....

Date: 17 June 2024

It was proposed by Cllr Vincent Wilton, seconded by Cllr Kevin Blakey and **resolved** to support the employee's request to increase working hours from currently 18.5 to 24 hours per week from 1 May 2024.

**The meeting closed at 6:33pm.**

Signed .....

Date: 17 June 2024

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 17 June 2024  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Les Bayliss  
Cllr Colin Buchan  
Cllr Sam Hawkins (Chair)  
Cllr Vincent Wilton

## Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/24/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kevin Blakey and Ray Bloxham.

## F&P/24/20 DECLARATION OF INTERESTS

No declarations of interest were made or dispensations granted.

## F&P/24/21 MINUTES

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 22 April 2024 as a correct record.

## F&P/24/22 PUBLIC PARTICIPATION

No requests were made from members of the public to make representations, answer questions or give evidence in respect of the business on the agenda under Standing Orders 3e to 3k.

## F&P/24/23 GRANT FEEDBACK

The Committee noted the grant feedback from Operation Rudolph which had been awarded £1,500 by the full Council on 20 November 2024 to support the project "Operation Rudolph" in Cranbrook which comprised of three elements: A community meal on Christmas Day, fresh meal boxes and gifts from Santa (ref. minute 23/193). The Committee welcomed the breakdown of the grant for Cranbrook.

## F&P/24/24 GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES

The Committee noted the updated Practitioners' Guide to Proper Practices dated March 2024.

Signed .....

Date: 15 July 2024

## **F&P/24/25 2023-24 YEAR-END FINANCIAL STATEMENTS**

The Committee considered:

### a) Receipts and Payments from 1 April 2023 to 31 March 2024

The Committee considered the following receipts and payments:

- i. Receipts and Payments Cash Book 1 (Bank Accounts)
- ii. Receipts and Payments Cash Book 2 (Credit Card)
- iii. Receipts and Payments Cash Book 3 (Younghayes Centre)

### b) 2023-24 Year-End Budget Monitoring Report

The Committee considered the budget monitoring report for quarter 4 (year-end).

The Committee queried:

- how overspends such as in budgets 4080 (Office Supplies) and 4085 (Equipment) could be better managed or avoided in the future, e.g. by setting an onboarding budget for new staff.
- the zero spend in the budget 4100 (PR, Branding, Newsletter, Etc) which should include the spend on the Council website.
- the allocation of various subscriptions (Information Commissioner's Office, Parish Online, Society of Local Council Clerks, Amazon Prime, Zoom, the National Allotment Society etc) and suggested to capture software subscriptions within the IT budget and separate the budgets for the IT support and website providers.
- whether staffing costs could be allocated to cost centres.

### c) 2023-24 Year-End Bank Reconciliations

On 25 September 2023, full Council had 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.

The Committee received Cllr Wilton's report.

It was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to approve the documents under items (a), (b) and (c) above.

### d) Use of Underspends at Year-End

The Committee considered a report recommending transferring some an underspend at the financial year end into an earmarked reserve.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Vincent Wilton and **resolved** to

- a) transfer any underspends at year-end to the general reserves.
- b) review the spending needs against earmarked reserve 327 (Grounds Maintenance & Path Replacement) and report back to the Finance & Personnel Committee.

## **F&P/24/26 VALUE ADDED TAX (VAT) EXEMPTION CALCULATION**

The Committee considered a report on the treatment of value added tax (VAT) relating to the Younghayes Centre.

Signed .....

Date: 15 July 2024

The Committee noted the Council's value added tax exemption calculation for the 2023-24 financial year.

#### **F&P/24/27 ASSET REGISTER**

The Committee noted the Council's asset register dated 31 March 2024.

The Committee requested that the Ingrams Pavilion would be explicitly added to the register as only the sports pitches featured in the document at present.

#### **F&P/24/28 REPORT BY THE INTERNAL AUDITOR**

On 21 February 2022, the full Council had appointed the Devon Audit Partnership as the Council's internal auditor (ref. minute 22/45).

The Committee considered and noted the report by the internal auditor covering the year 2023-24 financial year in which the Devon Audit Partnership had awarded a substantial assurance, indicating that a sound system of governance, risk management and control existed, with internal controls operating effectively and being consistently applied.

#### **F&P/24/29 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

##### a) Section 2: Statement of Accounts 2023-24

The Committee considered the Statement of Accounts set out in Section 2 of the Annual Governance and Accountability Return (AGAR).

##### b) Period for the Exercise of Electors' Rights

Each year, councils must set a period for the exercise of public rights during which the accounting records for the financial year to which the audit related 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 would last for 30 working days set by a smaller authority and must include the first 10 working days of July.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to

a) approve the Statement of Accounts set out in Section 2 of the Annual Governance and Accountability Return (AGAR) and recommend it to the Town Council.

b) recommend to the full Council the period for the exercise of public rights from Monday, 1 July 2024 until Friday, 9 August 2024.

#### **F&P/24/30 STATEMENT OF INTERNAL CONTROL**

The Committee reviewed the Council's Statement of Internal Control 2024.

The Committee requested adding the Council's payments by direct debit to the document under the heading "Payments" on page 2 which were approved by Council in principle on the schedule of regular payments which was approved at the annual Council each May.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Les Bayliss and **resolved** to recommend the Statement of Internal Control as amended to the full Council for approval.

#### **F&P/24/31 COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORTS 2022-23 AND 2023-24**

The Committee considered the Town Council's community infrastructure levy (CIL) annual reports for the 2022-23 and 2023-24 financial years.

Signed .....

Date: 15 July 2024

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to recommend the Town Council's community infrastructure levy (CIL) annual reports for the 2022-23 and 2023-24 financial years to the full Council for approval and submission to the local planning authority East Devon District Council.

**The meeting closed at 8:02pm.**

Signed .....

Date: 15 July 2024

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 15 July 2024  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins (in the chair)  
Cllr Vincent Wilton

## Also Present

Lauren Martin, Chair, Cranbrook Arrows Netball Club  
Louise Beeken, Head of Philanthropy, Hospiscare  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/24/32 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/24/33 DECLARATION OF INTERESTS AND DISPENSATIONS

No declarations of interest were made or dispensations granted.

## F&P/24/34 MINUTES

It was proposed by Cllr Kevin Blakey seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 17 June 2024 as a correct record.

## F&P/24/35 PUBLIC PARTICIPATION

No members of the public made representations, asked questions or gave evidence.

## F&P/24/36 COMMUNITY GRANTS

### a) Grant Application – Cranbrook Arrows

The Committee considered a grant application from the Cranbrook Arrows Netball Club for £1,960 to fund items including Club Kit Shop Gift Cards (5 x £10) for end-of-season award winners, end-of-season awards sashes (15 x £5), match suitable balls (5 x £23), C Award Umpire courses (2 x £50) and replacement netball dresses for all members which would feature the Cranbrook Town Council's Logo (36 x £45).

The Council had last awarded £410.00 on 19 February 2024 for the replacement of worn or damaged equipment and additional items to accommodate a growing membership and coaching team (ref. minute 24/17).

Signed .....

14 October 2024



The Chair of the Cranbrook Arrows Netball Club attended the meeting to introduce and support the application, and explained that Taylor Wimpey would not continue their sponsorship this season. First Choice Finishes was currently sponsoring the Club.

The Committee commented that it was not comfortable with the provision of gift cards or cash awards from public funds.

The Chair of the Cranbrook Arrows Netball Club explained that the Club charged £17.50 per month in membership fees per member which covered court hire, coaching costs and the maintenance of a reserve to meet any unexpected costs.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) support the grant application and to award a grant of £1,500.00 to the Cranbrook Arrows Netball Club.

b) exclude any form of cash award or gift cards to members.

c) request the inclusion of the Town Council's logo on any kit purchased with the support of the grant.

#### b) Grant Application – Hospiscare

The Committee considered a grant application from Hospiscare for £1,000 towards the provision of Admiral Nurses who provided care and support to patients and their families in Exeter, Mid and East Devon with a dual diagnosis of dementia and terminal illness.

The Committee had last awarded a grant of £500 to Hospiscare on 5 June 2023 towards a nurse call system which had been urgently required for the inpatient unit at Searle House in Exeter (ref. minute F&P/23/18(c)).

Hospiscare's Head of Philanthropy attended the meeting to introduce and support the application, and explained that eight patients in the Cranbrook area had been supported by the charity during the previous year. She further explained that an error had been made on the application which should have included that a grant application had been made to Crediton Town Council towards this particular project. The charity had also sought capital contributions from other town councils with a grant-giving service e.g. contribution towards IT equipment from Honiton Town Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to support the grant application and award the full amount of £1,000 to Hospiscare.

*Cllr Vincent Wilton voted against the motion.*

#### c) Grant Feedback

The Committee noted the grant feedback from the Cranbrook Arrows Netball Club to which the Council had awarded £410.00 on 19 February 2024 for the replacement of worn or damaged equipment and additional items to accommodate a growing membership and coaching team (ref. minute 24/17).

### **F&P/24/37 FINANCIAL REGULATIONS**

The Committee considered reviewed Financial Regulations for recommendation to the full Council for adoption.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to recommend the revised Financial Regulations to the full Council for adoption.

*Cllr Wilton abstained from the vote.*

Signed \_\_\_\_\_

14 October 2024

## **F&P/24/38 2024-25 QUARTER 1 BUDGET MONITORING**

The Committee considered the following documents:

- a) Income and Expenditure by Budget Heading report for the first quarter of the 2024-24 financial year

The Committee requested an explanation of the overspent of budget 4065 (training and conferences).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the above document.

- b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre)

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the above documents.

## **F&P/24/39 BANK RECONCILIATIONS**

On 24 June 2024, the Council had re-appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (ref. minute 24/84(f)). Cllr Wilton reported that he had verified and signed the bank reconciliations and the underlying hard copy bank statements relating to the first quarter of the 2024-25 financial year in accordance with Financial Regulation 2.2.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to approve the bank reconciliations dated 30 June 2024.

## **F&P/24/40 COST OF PATH REPLACEMENTS**

The Committee considered a report detailing the spending needs against earmarked reserve 327 (Grounds Maintenance & Path Replacements).

The Committee noted that the Council's earmarked reserve 327 had held £16,773.49 on 31 March 2024.

The Committee noted the report.

## **F&P/24/41 UNITY TRUST BANK TARIFF REVIEW**

The Committee noted the outcome of a tariff review by the Council's bank, Unity Trust Bank.

**The meeting closed at 7:47pm.**

Signed \_\_\_\_\_

14 October 2024

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 14 October 2024  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham (in the chair)  
Cllr Colin Buchan

## Also Present

Cllr Kim Bloxham, Cranbrook Town Council  
Cllr Kevin Kendall, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/24/42 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Sam Hawkins and Vincent Wilton.

## F&P/24/43 DECLARATION OF INTERESTS AND DISPENSATIONS

No declarations of interest were made, or dispensations granted.

## F&P/24/44 MINUTES

It was proposed by Cllr Les Bayliss seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 15 July 2024 as a correct record.

## F&P/24/45 PUBLIC PARTICIPATION

No members of the public made representations, asked questions or gave evidence.

## F&P/24/46 GRANTS POLICY

### a) Review of the Grants Policy

The Committee reviewed the suggested amendments within its grants policy as circulated with the agenda and agreed to the following additional changes:

The policy should “benefit the people who live and work in Cranbrook” but not include the verb “visit”.

The following sentence should have the word “and” added as highlighted: “Groups applying for a grant must be based within the parish of Cranbrook, not-for-profit *and*/or have charitable status.”

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to agree the Council's grants policy as amended.

Signed .....

13 January 2025

#### b) Grant Feedback

The Committee thanked the Cranbrook Girl Guides and Home-Start Exeter, East & Mid Devon for their grant feedback.

The Committee requested previous grant feedback to be submitted to the Committee in cases when repeat applications were made.

#### **F&P/24/47 2024-25 QUARTER 2 BUDGET MONITORING**

The Committee considered the following documents:

- a) Income and Expenditure by Budget Heading report for the second quarter of the 2024-25 financial year
- b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre)

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to approve the above documents.

#### **F&P/24/48 BANK RECONCILIATIONS**

On 24 June 2024, the Council had re-appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (ref. minute 24/84(f)). Cllr Wilton reported that he had verified and signed the bank reconciliations and the underlying hard copy bank statements relating to the first quarter of the 2024-25 financial year in accordance with Financial Regulation 2.6.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to approve the bank reconciliations dated 30 September 2024.

#### **F&P/24/49 RECEIPT AND USE OF SECTION 106 FUNDING**

The Committee noted the documentation relating to the receipt and use of Section 106 funding as circulated with the agenda.

#### **F&P/24/50 TOWN COUNCIL BUDGET 2025-26**

The Committee considered the first draft of the Town Council's budget for the 2025-26 financial year.

The draft budget was based on the assumption that the average Band D figure would remain stable at £256.03 as per the Council's five-year plan. Considering inflation rates, residents had been benefitting from a reduction in real terms as the Town Council had been keeping its council tax stable since 1 April 2018.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to approve the draft budget for the 2025-26 financial year for the full Council's consideration on the principle that the average Band D figure would remain stable at £256.03.

#### **F&P/24/51 EXCLUSION OF THE PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

Signed \_\_\_\_\_

13 January 2025

## **F&P/24/52 EMPLOYMENT OF A HANDYPERSON**

The Committee considered a report regarding the potential employment of a handyperson.

It was proposed by Cllr Les Bayliss, seconded by Cllr Kevin Blakey and **resolved** to

- a) proceed to recruiting a full-time employed Handyperson on the basis that the Council had budgeted a 0.5 full-time equivalent post in during the entire 2024-25 financial year, more than half of which had passed.
- b) delegate authority to the Clerk, the Chair of the Council, the Chair of the Finance & Personnel Committee and the Chair of the Amenities Committee to agree the Handyperson job description and person specification.
- c) offer House2Home Exeter to continue on the current ad-hoc basis until the new Handyperson was recruited.

The Committee noted that the Council's draft budget for the 2025-26 financial year had been prepared on the basis of a full-time employed Handyperson.

## **F&P/24/53 INGRAMS SPORTS PITCHES MAINTENANCE**

The Committee considered a report regarding the future of the maintenance of the playing surfaces at the Ingrams sports pitches.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

- a) recommend to the full Council to agree to slit, aerate, rake and brush the playing surfaces monthly at a cost of £325 per monthly visit for a period of six months by Peter Woodman Pitch Services.
- b) request a budget from Peter Woodman Pitch Services for the 2025-26 financial year.

**The meeting closed at 7:47pm.**

Signed .....

13 January 2025

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 13 January 2025  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins  
Cllr Kevin Kendall  
Cllr Barry Rogers  
Cllr Vincent Wilton

## Also Present

Sharon Jewell, Girlguiding North Exe District Commissioner  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/25/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/25/2 DECLARATION OF INTERESTS AND/OR DISPENSATION REQUESTS

No declarations of interest or dispensation requests were made.

## F&P/25/3 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Les Bayliss and **resolved** to accept and sign the minutes of the meeting held on 14 October 2024 as a correct record.

## F&P/25/4 PUBLIC PARTICIPATION

No requests were made by members of the public to consider requests, make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

## F&P/25/5 GRANT APPLICATION

The Committee considered a grant application from the Cranbrook Girlguides for £708 to hire an explorer-dome (plus staff) for a science-themed evening which would be attended by around 90 local Girlguiding members aged 5 to 14 in addition to adult volunteers.

The Girlguiding North Exe District Commissioner attended the meeting in support of and introduced the application, and explained that the event would be targeted at encouraging and maintaining an

Signed .....

Date: 16 June 2025

interest in sciences among girls.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to support the application and to grant the full amount of £708 to the Cranbrook Girlguides.

#### **F&P/25/6 2024-25 QUARTER 3 BUDGET MONITORING**

The Committee considered the following attached documents:

- a) Income and Expenditure by Budget Heading report for the third quarter of the 2024-25 financial year;
- b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the above documents.

#### **F&P/25/7 BANK RECONCILIATIONS**

The Committee agreed to defer the consideration of this item until the next Committee meeting on 16 June 2025.

#### **F&P/25/8 TRANSFER OF UNDERSPENDS TO EARMARKED RESERVES**

The Committee considered a report regarding the treatment of underspends at year-end, and the principle of transferring any underspends at year-end relating to business-critical areas into earmarked reserves as opposed to the general reserve.

The Committee debated whether the Council required a more strategic approach to the building up of reserves which were earmarked for business-critical purposes and requested a further report to the next Committee meeting on 16 June 2025.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to reinstate the practice of transferring some of the Council's underspent budgets at the financial year-end 2024-25 and to consider a further report with detailed recommendations relating to the 2024-25 financial year-end at the meeting of the Finance & Personnel Committee on 16 June 2025.

*Cllr Vincent Wilton abstained from the vote.*

#### **F&P/25/9 RECEIPT AND USE OF SECTION 106 FUNDING**

The Committee noted the information on the receipt and use of Section 106 funding.

**The meeting closed at 7:36pm.**

Signed \_\_\_\_\_

Date: 16 June 2025

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 16 June 2025  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Les Bayliss  
Cllr Kevin Blakey (Vice-Chair)  
Cllr Colin Buchan  
Cllr Sam Hawkins (Chair)  
Cllr Kevin Kendall  
Cllr Vikki Wright

## Also Present

Cllr Kim Bloxham  
Keith Rennells, Director, ParkLife South West  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/25/10 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/25/11 DECLARATION OF INTERESTS AND/OR DISPENSATION REQUESTS

No declarations of interest or dispensation requests were made.

## F&P/25/12 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Les Bayliss and **resolved** to accept and sign the minutes of the meeting held on 13 January 2025 as a correct record.

## F&P/25/13 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/25/14 GRANT APPLICATION

The Committee considered a grant application from ParkLife South West CIC for £1,500 to restore and enhance the pond area at St Martin's primary school for nature and education.

The Director of ParkLife South West attended the meeting in support of the application and explained that the entire project would cost £5,550, two grant applications towards which had already been successful; £3,500 from the East Devon National Landscape fund and £1,000 from Devon County Council's Locality Budgets.

Signed .....

Date: 21 July 2025



In response to questions from councillors, the Director of ParkLife South West explained that his organisation would provide ongoing maintenance for the scheme.

It was proposed by Cllr Vikki Wright, seconded by Cllr Kevin Blakey and **resolved** to support the grant application and to award the full amount of £1,500 to ParkLife South West.

#### **F&P/25/15 GRANT FEEDBACK**

The Committee noted the grant feedback from Operation Rudolph, Cranbrook Girlguiding and Hospiscare.

The Committee agreed not to change the way in which grant feedback would be considered, but suggested to include a question on the grant questionnaire to state the number of benefactors in Cranbrook.

#### **F&P/25/16 GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES**

The Committee noted the updated Practitioners' Guide to Proper Practices dated March 2025.

#### **F&P/25/17 2024-25 YEAR-END BUDGET MONITORING**

The Committee considered the following documents:

##### a) Year-end budget monitoring report of the 2024-25 financial year

Cllr Vikki Wright suggested recording all software subscriptions in budget code 4110, to rename that code "software subscriptions" and to include Microsoft 365 licences etc under that code.

##### b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre)

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to approve the above documents.

#### **F&P/25/18 2024-25 YEAR-END BANK RECONCILIATIONS**

In accordance with a resolution by the full Council on 25 September 2023 (ref. minute 23/159), Cllr Vikki Wright presented her report regarding the bank reconciliations and bank statements relating to the 2024-25 fourth quarter.

On 13 January 2025, the Committee had deferred the approval of the bank reconciliation dated 31 December 2024 to this meeting (ref. minute F&P/25/7) which were also included in the report.

The Committee received a satisfactory report from the Councillor.

It was proposed by Cllr Vikki Wright, seconded by Cllr Les Bayliss and **resolved** to approve the bank reconciliations dated 31 December 2024 and 31 March 2025.

#### **F&P/25/19 TRANSFER OF UNDERSPENDS TO EARMARKED RESERVES**

The Committee considered a report regarding the transfer of underspends to earmarked reserves.

The Council held a general reserve of £424,528.44 on 31 March 2025 which represented approximately five months of revenue spending. If the recommendations in the report were supported, the general reserve would represent approximately four months of revenue spending. The Governance and Accountability for Smaller Authorities / Practitioners' Guide to Proper Practices dated March 2025 (ref. minute F&P/25/16) recommended a general reserve for smaller authorities between three and twelve months of revenue spending.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to

Signed .....

Date: 21 July 2025

a) create a new earmarked reserve for events from the total underspent of £8,269.49 from across budgets 4100 (PR, Branding, Newsletter, Etc), 4155 (Town Events), 4156 (Open Space Events) and 4200 (Amenities & Property).

b) transfer the underspend of £2,541.79 to a new Remediation of Vandalism earmarked reserve and £2,394.19 to the existing Play Spaces earmarked reserve 331.

c) transfer the underspend of £59,136.00 from budget 4205 (Grounds Maintenance) to The Tillhouse earmarked reserve 325.

d) create a new earmarked reserve for tree works and to transfer the underspend of £9,000 in budget code (tree works) to this reserve.

### **F&P/25/20 ASSET REGISTER**

The Council noted the Council's asset register dated 31 March 2025.

### **F&P/25/21 REPORT BY THE INTERNAL AUDITOR**

On 21 February 2022, the full Council had appointed the Devon Audit Partnership as the Council's internal auditor (ref. minute 22/45).

The Committee noted the report by the internal auditor covering the year 2024-25 financial year and thanked the Council's employees for delivering another substantial assurance.

### **F&P/25/22 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

The Council considered the following:

#### a) Section 2: Statement of Accounts 2024-25

It was proposed by Cllr Sam Hawkins, seconded by Cllr Colin Buchan and **resolved** to approve the Accounting Statements set out in Section 2 of the Annual Governance and Accountability Return (AGAR) and recommend it to the full Council.

#### b) Period for the Exercise of Electors' Rights

The period for the exercise of public rights was 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 and must include the first ten working days of July.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to recommend to the full Council the period for the exercise of public rights from Monday, 30 June 2025 until Friday, 8 August 2025.

### **F&P/25/23 STATEMENT OF INTERNAL CONTROL**

The Committee reviewed the Council's Statement of Internal Control.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kevin Kendall and **resolved** to recommend the Statement of Internal Control to the Town Council for approval.

### **F&P/25/24 VALUE ADDED TAX (VAT) EXEMPTION CALCULATION**

The Committee considered the Council annual calculation on value added tax (VAT) exemption.

The Committee noted the Council's value added tax exemption calculation for the 2024-25 financial year.

Signed .....

Date: 21 July 2025

## **F&P/25/25 COMMUNITY INFRASTRUCTURE LEVY (CIL)**

The Committee considered the following:

### **a) Annual CIL Report**

It was proposed by Cllr Sam Hawkins, seconded by Cllr Les Bayliss and **resolved** to approve the Annual CIL Report and recommend it to the full Council for submission to the local planning authority.

### **b) Proposal regarding the spending of CIL**

It was proposed by Cllr Colin Buchan, seconded by Cllr Kevin Blakey and **resolved** to add the £23,218.51 in Community Infrastructure Levy (CIL) contributions to the funding of £150,000 for the refurbishment of the St Martin's play area

## **F&P/25/26 LOCAL GOVERNMENT PENSION SCHEME EMPLOYER DISCRETIONS POLICY**

The Committee considered a report regarding the Peninsula Pensions Employer Discretions Policy.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to adopt all elements contained within the Peninsula Pensions Employer Discretions Policy template and to consider and treat each case fairly based on its circumstances and merits.

## **F&P/25/27 EXCLUSION OF THE PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Vikki Wright, seconded by Cllr Kevin Blakey and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

## **F&P/25/28 TREATMENT OF CREDITORS**

The Committee considered a report on the treatment of creditors and one debtor.

It was proposed by Cllr Vikki Wright, seconded by Cllr Sam Hawkins and **resolved** to credit £26.40 to the Council's community grant fund and to write off £3.00.

**The meeting closed at 8:07pm.**

Signed .....

Date: 21 July 2025