



**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**