To:

The Chairman and Members
of the Finance & Personnel
Committee

4 April 2017

NOTICE OF FINANCE & PERSONNEL COMMITTEE MEETING

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

Meeting: Finance & Personnel Committee
Date: Monday, 10 April 2017
Time: 7:00pm
Venue: St Martin’s Primary School, Younghayes Road EX5 2LZ

Janine Gardner
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk, as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council’s Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Town Clerk in advance of the meeting.

3. MINUTES

To accept as a true record the minutes of the meeting held on 16 January 2017
4. PUBLIC PARTICIPATION

To consider requests 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.

5. GRANT APPLICATION – CRANBROOK EDUCATION CAMPUS

To consider the grant application. Sam Buckingham, Higher Level Teaching Assistant & Football Team Manager at the Education Campus will attend the meeting in support of the application.

6. GRANT APPLICATION – CRANBROOK MOTORCYCLE RIDERS

To consider the grant application. Andy Richardson, Cranbrook Motorcycle Riders Chairman will attend the meeting in support of the application.

7. YEAR-ENDE ACCOUNTS – RECEIPTS AND PAYMENTS

To consider and approve the receipts and payments to 31 March 2017:

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

8. 2015-16 QUARTER 4 BUDGET MONITORING REPORT – YEAR-END

To consider and recommend to Council the budget monitoring report for quarter 4 (year-end)

9. 2015-16 YEAR-END BANK RECONCILIATION

To consider and recommend to Council the 2016-17 year-end bank reconciliation

10. ACCOUNTING STATEMENTS 2016-17

To consider and recommend to Council the accounting statements 2016-17 for submission to the external auditor

11. BUDGETS CARRIED FORWARD PROPOSAL

To consider and recommend to Council the attached proposal

12. ASSET REGISTER

To note the attached asset register

13. MATERNITY POLICY

14. EXCLUSION OF THE PRESS AND PUBLIC

Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 stipulates that a council may, by resolution, exclude the public from a meeting
(whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

15. TOWN CLERK MATERNITY COVER