

To:

The Chairman and Members  
of Cranbrook Town Council

13 June 2017

## **NOTICE OF TOWN COUNCIL MEETING**

The Chairman and Members of Cranbrook Town Council are hereby summoned to attend the following meeting:

**Meeting:** Cranbrook Town Council  
**Date:** Monday, 19 June 2017  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

Janine Gardner  
Town Clerk

**+++ N.B. Please note the change in venue. +++**

## **A G E N D A**

### **1. APOLOGIES FOR ABSENCE**

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

### **2. DECLARATIONS OF INTEREST**

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 annual meeting held on 22 May 2017.

#### **4. VOTING PROCEDURE**

To consider motions under Standing Order 8 to conduct voting at agenda item 5 using a signed ballot

#### **5. CO-OPTION OF COUNCILLOR TO FILL A VACANCY ON THE TOWN COUNCIL**

To consider an application to fill one vacancy for co-option onto the Town Council and following discussion with the candidate, vote to fill the vacancies.

#### **6. 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

#### **7. REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

#### **8. REPORT FROM THE EXETER AND EAST DEVON GROWTH POINT AND EAST DEVON DISTRICT COUNCIL**

#### **9. SUMMER HOLIDAY ACTIVITIES**

To consider the report of the Community Development Worker

#### **10. PROPOSED CYCLE HUB AT THE CRANBROOK EDUCATION CAMPUS**

Cllr Nigel Grimshire to report and to consider whether the Council would take ownership of a container to start this project and prevent it from stalling

#### **11. COMMITTEE MINUTES**

To adopt the minutes of the Planning Committee on 5 June 2017

#### **12. SCHEDULE OF PAYMENTS**

#### **13. APPOINTMENT OF SIGNATORY FOR BANK STATEMENTS AND BANK RECONCILIATIONS**

#### **14. EXCLUSION OF PRESS AND PUBLIC**

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

#### **15. TRANSFER OF THE ESTATE RENT CHARGE**

#### **16. CABE DESIGN REVIEW REPORT AND RECOMMENDATIONS**