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, 17 July 2017  
Time: 7:00pm  
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

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 10 April 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 ACTIVE MUMS

To consider and determine the attached grant application

6. FEEDBACK ON PREVIOUS GRANT APPLICATIONS

To receive 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, 1st Cranbrook Brownies and the Young Citizen of the Year Award.

7. REVIEW OF THE COUNCIL’S GRANTS POLICY AND FEEDBACK QUESTIONNAIRE

8. 2017-18 QUARTER 1 BUDGET MONITORING REPORT

To approve 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

9. BANK RECONCILIATION

To approve the quarterly bank reconciliation dated 1 July 2017.

10. REPORT ON VERIFICATIONS OF BANK STATEMENTS AND RECONCILIATIONS

In accordance with Financial Regulation 2.2, the quarterly bank reconciliations and original bank statements are 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 was verified and signed by Cllr Nigel Grimshire on 24 April 2017, without any exceptions.

Cllr Grimshire was 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 appointed Cllr Leslie Bayliss as its signatory for bank statements and quarterly bank reconciliations (minute 17/143 refers) who will verify and sign the documentation relating to the 2017-18 first quarter.