

# 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.