

To:

The Chairman and Members
of the Finance & Personnel
Committee

31 July 2018

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, 6 August 2018
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Sarah Jenkins
Town Clerk

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 meeting held on 30 April 2018.

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

To consider and determine the attached grant application from Cranbrook Football Club.

6. GRANTS POLICY

To review the attached Grants Policy and proposed amended Policy and to make recommendations to the Town Council.

7. FEEDBACK ON PREVIOUS GRANT APPLICATIONS

To receive the attached feedback on previous grant applications for the following:

- 1st Cranbrook Girlguiding
- Action East Devon pop-up skate park

8. FINANCE SYSTEM REPORTS

To consider the new system of financial reporting following the introduction of the Rialtas Omega IT system.

9. 2018-19 QUARTER 1 BUDGET MONITORING REPORT

To approve the attached Income and Expenditure by Budget Heading report for the first quarter of the 2018-19 financial year as well as the underlying documents as follows:

- a) Cash Book 1 (bank accounts)
- b) Cash Book 2 (credit card)

10. BANK RECONCILIATION

On 14 May 2018, full Council appointed Cllr Leslie Bayliss as its signatory for bank statements and quarterly bank reconciliations (minute 18/120 refers) who will verify and sign the documentation relating to the 2018-19 first quarter.

To approve the attached quarterly bank reconciliation as at 30 June 2018.

11. ASSETS REGISTER

To consider the attached draft Assets Policy and draft proposed Assets Register and to agree recommendations to the Town Council.

12. RECRUITMENT OF A DEPUTY TOWN CLERK

To consider the attached report regarding the recruitment of a Deputy Town Clerk and the request for interim financial assistance from East Devon District Council and to agree recommendations to the Town Council.

13. TO CLOSE THE MEETING