

# MINUTES



**Committee:** Finance & Personnel Committee  
**Date:** Monday, 14 January 2019  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## **Present**

Cllr Les Bayliss  
Cllr Kevin Blakey  
Cllr Ray Bloxham (in the Chair)  
Cllr Colin Buchan  
Cllr Sam Hawkins  
Cllr Barry Rogers

## **Also Present**

Cllr Kim Bloxham, Cranbrook Town Council  
Cllr Phil Norgate, Cranbrook Town Council  
Cllr Matt Osborn, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council  
Dr Sharon Jewell, 1<sup>st</sup> Cranbrook Brownies Leader  
One member of the public

## **F&P/19/1 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

## **F&P/19/2 DECLARATION OF INTERESTS**

No declarations were received.

## **F&P/19/3 MINUTES**

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 12 November 2018 as a correct record.

## **F&P/19/4 PUBLIC PARTICIPATION**

A member of the public enquired why the staffing budget had increased and the Chairman explained that Town Council staff currently comprised of three employees and that the Town Council was also looking to employ one or two part-time community development worker(s) in 2019-20. The Town Council was also in negotiations for a replacement of the Country Park Ranger which was subject to a deed of variation to the existing Section 106 agreement.

Another question was received whether the maintenance of the Country Park included litter picking. The Chairman explained that the Town Council had re-procured its contracts covering grounds maintenance as well as litter picking and bin emptying during the second half of 2018, both of which had been returned very favourably and the Town Council had been able to deliver savings in relation to both contracts.

Signed:

Date: 4 March 2019

## **F&P/19/5 GRANT APPLICATION**

The Committee considered a grant application from the 1<sup>st</sup> Cranbrook Brownies for £526.20 to enable 16 Brownies and four Leaders to spend four days on an educational pack holiday to central London during the October 2019 half-term at an affordable price. The 1<sup>st</sup> Cranbrook Brownies Leader attended the meeting in support of the application and introduced the various activities and initiatives she delivered as part of her role.

In response to a question from a Committee member, the 1<sup>st</sup> Cranbrook Brownies Leader agreed to investigate whether travelling by coach would reduce the travel costs.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to support the grant application and award the full amount of £526.20 to the 1<sup>st</sup> Cranbrook Brownies.

## **F&P/19/6 DRAFT BUDGET 2019-20**

The Committee considered its final draft of the budget for the financial year 2019-20.

The Chairman introduced the item and explained that the tender exercise for open space maintenance and the litter picking and bin emptying contract had both been finalised and the council tax base was now known.

The proposed precept had increased to £409,648.00 which represented a 5% increase to 2018-19 and which was solely due to the rise in the council tax base, i.e. the number of occupied properties in Cranbrook. There would be a 0% increase in the average Band D precept would remain stable at £256.03.

The Chairman of the Local Action Group (LAG) advised that she would raise litter picking needs in Cranbrook at the next LAG meeting on 23 January 2019 in order to coordinate future public education and possible volunteer litter picks and in order to not deploy litter pickers at a cost to the Town Council.

The Clerk advised that the carried forward figure at year-end should be in the region of £175,000.00.

It was proposed by Cllr Les Bayliss, seconded by Cllr Colin Buchan and **resolved** to recommend the 2019-20 budget to the full Town Council on 21 January 2019.

## **F&P/19/7 2018-19 QUARTER 3 BUDGET MONITORING REPORT**

The Council approved the attached Income and Expenditure by Budget Heading report for the third quarter of the 2018-19 financial year as well as the underlying cashbook transactions report for Cash Book 1 (bank accounts) and Cash Book 2 (credit card).

## **F&P/19/8 BANK RECONCILIATION**

On 14 May 2018, the Town Council appointed Cllr Leslie Bayliss as its signatory for bank statements and quarterly bank reconciliations (minute 18/120 refers) who would verify and sign the documentation relating to the 2018-19 third quarter. Cllr Les Bayliss reported that he had inspected and signed the Council's bank statements for October, November and December 2018 as well as its bank reconciliation covering to the same period.

The Committee approved the attached quarterly bank reconciliation as at 31 December 2018.

## **F&P/19/9 EXCLUSION OF PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which 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.

Signed:

Date: 4 March 2019

## **F&P/19/10 TOWN COUNCIL STAFF JOB DESCRIPTIONS**

The Committee considered the job descriptions for the Town Clerk, Deputy Clerk and the Administrative Assistant and agreed to add "Undertake any other general tasks as directed by the line manager" to the Clerk's and Deputy Clerk's job descriptions.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Sam Hawkins and **resolved** to agree the job descriptions for the Town Clerk, Deputy Clerk and the Administrative Assistant.

## **F&P/19/11 COMMUNITY DEVELOPMENT WORKERS JOB DESCRIPTIONS**

The Committee considered job descriptions for two community development worker roles, one with a focus on health and wellbeing and one with a focus on financial skills, training and employments.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Les Bayliss and **resolved** to agree the job descriptions for both community development worker roles.

The meeting closed at 7.32pm.