

MINUTES

Committee: Finance & Personnel Committee
Date: Monday, 21 October 2019
Time: 6:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Ray Bloxham
Cllr Sam Hawkins (in the Chair)
Cllr Phil Norgate
Cllr Barry Rogers

Also Present

Cllr Les Baylis, Cranbrook Town Council
Cllr Colin Buchan, Cranbrook Town Council
Dawn Dines, SOS Global
Tara Martin, Cranbrook Football Club
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

F&P/19/39 APOLOGIES FOR ABSENCE

No apologies for absence were received.

F&P/19/40 DECLARATION OF INTERESTS

No declarations were received.

F&P/19/41 MINUTES

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 15 July 2019 as a correct record.

F&P/19/42 PUBLIC PARTICIPATION

There were no members of the public in attendance.

F&P/19/43 GRANT APPLICATION – SOS GLOBAL

The Committee considered a Grant application from SOS Global for £375.00 for workshops at the Cranbrook Education Campus educating young people about the use of weapons, joining gangs and sexual health.

The Committee noted that the Devon County Councillors representing Cranbrook had already contributed £1,000.00 from their locality budget towards the project.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to support the grant application and award the full amount of £375.00.

Signed:

Date: 11 November 2019

F&P/19/44 GRANT APPLICATION – SENIOR BOARD GAMES CLUB

The Committee considered a grant application from the Cranbrook Seniors Games Club, currently being created, for £753.00 covering the hire of the Younghayes Centre once a month for one year, basic refreshments, a selection of boardgames as well as for leafleting and promotion.

Members commented that they were in favour of the initiative and application in principle but were concerned about providing upfront funding for one year for a new initiative. Instead, they offered:

- providing the meeting venue at the Younghayes Centre in kind instead of granting £408.00;
- funding in quarterly increments as per her cost allocation chart which had been submitted and ideally to an organisation's rather than an individual's bank account;
- funding for the purchase of games against invoices/receipts.

The Committee requested a breakdown of the cost for leafleting and promotion.

The Committee did not feel comfortable funding refreshments from public funds and suggested that this might be a source of income which could make the Club financially sustainable. The Committee further noted that under the Council's Grants Policy, it would expect any applicant to demonstrate how financial sustainability could be achieved. The application did not identify how financial sustainability would be achieved beyond the first year.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to support the grant application in principle and to delegate authority to the Chairman of the Finance & Personnel Committee and the Clerk to finalise the details including instalments.

F&P/19/45 GRANT APPLICATION – CRANBROOK FOOTBALL CLUB

The Committee considered a grant application from the Cranbrook Football Club for £2,414.98 for a set of full-size mobile adult goals which could be transferred to the Ingrams sports pitches in the future.

The Committee commented on the successes of the Cranbrook Football Club and was fully supportive of the application.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to support the grant application and award the full amount of £2,414.98.

F&P/19/46 REVIEW OF FINANCIAL REGULATIONS

The Committee reviewed the National Association of Local Council's new model Financial Regulations which had been published in July 2019 and amended the document as appropriate.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Phil Norgate and **resolved** to recommend the amended Financial Regulations to the full Council for adoption on 18 November 2019.

F&P/19/47 BUDGET 2020-21

The Responsible Financial Officer introduced the budget proposals and explained that Section 106 contributions relating to the Community Development Worker and the Country Park Ranger remained outstanding. A deed of variation was awaiting finalisation which would see the transfer of remaining monies from East Devon District Council to the Town Council.

Members commented that the current proposals had been calculated on a tax base of 1,715 and had assumed a stable Band D council tax. The proposals would require refining in light of the deed of variation being finalised and the tax base being announced on 30 November 2019.

The Committee noted that the following positions had not been included in the budget proposals to date:

- Funding for the possible installation of a CCTV system;

Signed:

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- Maintenance costs for the basins and tunnels in the Country Park and the attenuation basins in individual developer parcels;
- Items of equipment which needed to be purchased for the Country Park Ranger. Some of those would be funded in-year and would therefore not needed to be budgeted for.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to note the budget proposals for 2020-21 and to reaffirm the Council's aim of maintaining the council tax at the current level of £256.03 per Band D property.

F&P/19/48 2019-20 QUARTER 2 BUDGET MONITORING

The Council approved the attached Income and Expenditure by Budget Heading report for the second quarter of the 2019-20 financial year as well as the underlying cashbook transactions report for Cash Book 1 (bank accounts) and Cash Book 2 (credit card).

F&P/19/49 BANK RECONCILIATION

Cllr Barry Rogers, the Council's duly appointed signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers), reported that he had verified and signed the relevant documentation relating to the 2019-20 second quarter.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Phil Norgate and **resolved** to approve the second quarter bank reconciliation dated 30 September 2019.

The meeting closed at 7:13pm.