

MINUTES

Committee: Finance & Personnel Committee
Date: Monday, 11 November 2019
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road EX5 7DR

Present

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

Also Present

Cllr Colin Buchan, Cranbrook Town Council
Matt Rowett, Exeter College Running Club
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

F&P/19/50 APOLOGIES FOR ABSENCE

No apologies for absence were received.

F&P/19/51 DECLARATION OF INTERESTS

No declarations of interest were made.

F&P/19/52 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 21 October 2019 as a correct record.

F&P/19/53 PUBLIC PARTICIPATION

There were no members of the public in attendance.

F&P/19/54 GRANT APPLICATION – EXETER COLLEGE RUNNING CLUB

The representative of the Exeter College Running Club presented a cheque of £300.00 to the Town Council in support of the Council's charity of the year.

He further introduced the Running Club's grant application and explained the Club's plans for extending the programme of events which it was currently offering in Cranbrook.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Phil Norgate and **resolved** to approve the grant application and award the full grant of £2,500.00.

Signed

13 January 2020

F&P/19/55 2020-21 BUDGET

a) Youth Genesis Proposal

The Committee considered the proposal from the Council's youth service provider Youth Genesis covering the 2020-21 financial year which would continue the youth space in the Younghayes Centre on Tuesday evenings and streetbase sessions on Wednesday evenings.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to accept Youth Genesis' proposal and include the provision in the 2020-21 budget for recommendation to the full Council.

b) 2020-21 Budget

The Committee considered the draft 2020-21 budget.

A number of positions remained outstanding and needed budgeting, e.g. the maintenance costs for the basins in the Country Park.

Several income positions needed to be added, e.g. the Section 106 contributions relating to the Country Park Ranger and Community Development Worker and the Community Infrastructure Levy.

The tax base was anticipated on 30 November 2019.

The Committee noted the draft budget 2020-21.

F&P/19/56 TOWN COUNCIL'S GRANTS POLICY

The Committee reviewed the Town Council's grants policy and agreed the following:

When community initiatives applying for a grant are not formally constituted the Council would retain ownership of any assets purchased with grant funds.

A requirement to provide a copy of the constitution with the application so that the Finance & Personnel Committee or full Council could take a view on dissolution clauses.

Change the wording of the fourth paragraph in the Grants Policy to "The Finance and Personnel Committee has delegated authority to make decisions on grant applications in accordance with the Council's Grants Policy".

Add a link to the privacy notice on the application form.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to agree the Council's Grants Policy and application form subject to the above amendments.

F&P/19/57 GRANT FEEDBACK

a) Citizens Advice East Devon

The Committee noted that Citizens Advice East Devon had agreed to repay the Town Council grant of £1,500.00 made on 21 January 2019 contributing towards their Cranbrook service costs. Citizens Advice East Devon had ceased their face-to-face service provided in the Younghayes Centre during the first half of 2019.

b) Cranbrook Brownies

The Committee considered the grant feedback from the Cranbrook Brownies following the grant of £526.20 on 14 January 2019 towards educational holiday during October 2019 half-term and noted that the spending of the grant funding represented excellent value for money from the councillors' perspectives.

Signed

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c) Cranbrook Community Association

The Committee considered the grant feedback from the Cranbrook Community Association following the grant of £500.00 on 19 November 2019 for the development of their website. The Committee noted that the Association had now developed a beta website.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Barry Rogers and **resolved** to request a further update from the Cranbrook Community Association in three months' time.

F&P/19/58 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 Barry Rogers 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.

F&P/19/59 CCTV QUOTES

The Committee considered quotes for possible installation of an expandable CCTV system compatible with Devon and Cornwall Police and Crown Prosecution Service for the possible inclusion in the 2020-21 budget. Some of the documents circulated had been considered by the full Council in May 2019 (ref. minute 19/106).

The Committee noted that normally a BT fibre optic line was required in order to connect CCTV recordings to a Police hub. Members of the Council's CCTV working group reported that the Office of the Police and Crime Commissioner was apparently aware that Phase 1 of the development in Cranbrook was served by OFNL infrastructure and the CCTV working group could explore any technical solution(s) of using OFNL infrastructure.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kim Bloxham and **resolved** to task the Council's CCTV working group consisting of Cllrs Kevin Blakey, Kim Bloxham and Barry Rogers (ref. Council minute 19/106) with

- a) meeting with Castle CCTV to gain a better understanding of that supplier's advice; and
- b) clarifying the requirements for a BT fibre optic line

before reporting back to the December 2019 meeting of the full Council.

The meeting closed at 7:37pm.