

To:

The Chairman and Members  
of Cranbrook Town Council's  
Finance & Personnel Committee

7 January 2020

## **NOTICE OF FINANCE & PERSONNEL COMMITTEE MEETING**

The Chairman and Members of Cranbrook Town Council's Finance & Personnel Committee are hereby summoned to attend the following meeting:

**Meeting:** Finance & Personnel Committee  
**Date and time:** Monday, 13 January 2020 at 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

Janine Gardner  
Town Clerk

### **PUBLIC PARTICIPATION**

The Town Councillors very much welcome members of the public to attend and take part in Council meetings. Please take a minute to read the agenda and raise any questions or comments you may have under agenda item 4 – public participation. We will do our best to respond straight away and if we're unable to we will provide a written response as soon as possible. We are grateful for your attendance and input.

## **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 which 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 11 November 2019.

### **4. PUBLIC PARTICIPATION**

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

### **5. 2019-20 QUARTER 3 BUDGET MONITORING**

To approve the following attached documents:

- a) Income and Expenditure by Budget Heading report for the third quarter of the 2019-20 financial year – *to follow*;
- b) Cashbook transactions report for Cash Books 1 (bank accounts) and Cash Book 2 (credit card) – *to follow*.

### **6. BANK RECONCILIATION**

- a) On 16 June 2019, full Council appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who verifies and signs the documentation relating to the 2019-20 third quarter. To receive Cllr Barry Rogers' report.
- b) To approve the attached quarterly bank reconciliation dated 31 December 2019 – *to follow*.

### **7. CONSULTATION ON THE DEVON PENSION ADMINISTRATION STRATEGY (PAS)**

Peninsula Pensions, the Council's provider of the local government pension scheme, has reviewed the Pension Administration Strategy (PAS) dated 1 April 2015. All Scheme Employers are now invited to comment on the draft reviewed document by 19 January 2020.