

To:

The Chairman and Members
of the Finance & Personnel
Committee

7 July 2020

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, 13 July 2020
Time: 7:00pm
Venue: Zoom. Please email clerk@cranbrooktowncouncil.gov.uk for the link to the meeting and the password if you would like to attend.

Janine Gardner
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 8 June 2020.

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. 2019-20 QUARTER 1 BUDGET MONITORING

To approve the following attached documents:

- a) Income and Expenditure by Budget Heading report for the first quarter of the 2020-21 financial year;
- b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

N.B. Please see the note under item 6(b) below regarding the payment for the defibrillator lease. That transaction is currently missing from the budget monitoring report and the cashbook transactions.

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 2020-21 first quarter. To receive Cllr Barry Rogers' report.
- b) To approve the attached quarterly bank reconciliations dated 30 June 2020.

The bank reconciliation circulated with the agenda currently shows a difference of £2,160.00. This is a result of the VAT invoice from the South Western Ambulance NHS Foundation Trust the payment of the defibrillator lease on 24 June 2020 not having been received (ref. minute 20/89). The Council's financial software will not accept the input of VAT details without the VAT registration number which the Trust had not included on its proforma invoice which had been submitted to trigger the payment. The VAT invoice has been chased and if it is received in time for the meeting, an updated bank reconciliation will be circulated.

7. EXIT PROCEDURE

To agree the Council's exit procedure for employees leaving the Council's employment.

8. EXCLUSION OF PRESS AND PUBLIC

Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 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.

9. LOCUM SUPPORT FOR THE TOWN COUNCIL

To consider the report by the Chairman of the Finance & Personnel Committee proposing locum support for the Town Council if needed.

10. COUNCIL'S STAFFING STRUCTURE

On 8 June 2020, the Finance & Personnel Committee appointed Cllrs Les Bayliss, Kevin Blakey, Sam Hawkins, Barry Rogers and the Clerk to review the Council's staffing structure, to seek the views of all the town councillors regarding that structure and to report back to the next meeting of the Finance & Personnel Committee on 13 July 2020 (ref. minute F&P/20/19(c)).

To consider the Chairman's verbal update.