

To:

The Chairman and Members
of Cranbrook Town Council

18 May 2021

NOTICE OF ANNUAL TOWN COUNCIL MEETING

The Chairman and Members of Cranbrook Town Council are hereby summoned to attend the Council's annual meeting:

Meeting: Cranbrook Town Council
Date: Monday, 24 May 2021
Time: 7:00pm
Venue: Younghayes Centre, Younghayes Road, Cranbrook 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 note that due to the continuing Covid restrictions, you will need to let us know in advance if you are planning to attend this meeting. Please do so by emailing clerk@cranbrooktowncouncil.gov.uk by Monday, 24 May 2021 at 11:00am.**

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. ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2021-22 AND
DECLARATION OF ACCEPTANCE OF OFFICE**

**2. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2021-22 AND
DECLARATION OF ACCEPTANCE OF OFFICE**

3. 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.

4. 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.

5. MINUTES

To accept as a true record, the minutes of the meeting held on 26 April 2021.

6. 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.

7. TOWN SQUARE RIGHTS

Henry Davidson Developments have requested to obtain the Council's agreement in principle to rights in relation to the future town square, which will be transferable to the Town Council, as follows:

1. Rights for units to use parts of the Square for outside seating?
2. Rights of overhang of canopies etc.
3. Rights of way (pedestrian only)
4. right to repair and maintain

Scott Davidson of Henry Davidson Developments will attend the meeting to respond to any comments or questions.

8. GRANT APPLICATIONS

a) To consider a grant application by St Martin's Primary School for £2,000.00 towards the development of an Inclusion Bus for use of the school and the wider community.

b) To consider a grant application by Grow Eat Do for £200.00 for replenishing the planters outside the Younghayes Centre.

9. REPORTS BY DISTRICT AND COUNTY COUNCILLORS

To receive reports by the district and county councillors representing Cranbrook.

10. REVIEW OF THE CODE OF CONDUCT

To review the Town Council's Code of Conduct.

11. REVIEW OF FINANCIAL REGULATIONS

- a) To review the Council's Financial Regulations dated 18 November 2019 and review and confirm the delegation arrangements (especially sections 4.1 and 5.5).
- b) To review the Council's regular payments (ref. section 5.6).
- c) To confirm the Council's current duly authorised bank signatories as follows:
 - i. "View and Submit" level of access: Janine Gardner and Tracy Simmons
 - ii. "View and Authorise" level of access: Cllrs Kevin Blakey, Ray Bloxham and Colin Buchan

12. REVIEW OF STANDING ORDERS

To review the Council's Standing Orders dated 21 October 2019.

13. APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO TOWN COUNCIL COMMITTEES AND WORKING GROUPS

To agree the appointment of Council Committees and Working Groups and to appoint Members to Council Committees and Working Groups for the year 2021-22.

14. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF TOWN COUNCIL COMMITTEES

To appoint the Chairman and Vice-Chairman of each Town Council Committee.

15. APPOINTMENT OF COUNCILLORS WITH LEAD RESPONSIBILITIES

To appoint councillors with lead responsibilities.

16. APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

To appoint councillors to outside bodies.

17. TERMS OF REFERENCE AND REVIEW OF DELEGATION ARRANGEMENTS

To review and agree the terms of reference for

- a) Committees
- b) Working groups – *to follow*

and associated delegation arrangements where applicable.

18. REVIEW OF COUNCIL POLICIES

a) To review the following Council policies:

- i. Accessibility Policy and Roadmap
- ii. Publication Scheme
- iii. Use of Public Open Spaces – *to follow*

b) To amend the review date of the Council's Maternity Policy from May 2020 to May 2023.

19. REVIEW OF RISK MANAGEMENT ARRANGEMENTS

To review the Councils Risk Management arrangements and, in particular, the following documents:

a) Risk Management Strategy and Risk Register

b) Risk Assessments as follows:

- i. Slips and Trips Generic
- ii. Manual Handling Generic
- iii. Office Safety
- iv. Kitchen
- v. Playground Safety
- vi. Councillor
- vii. Allotments Safety
- viii. Christmas Tree
- ix. Country Park
- x. Lone Working
- xi. General Tasks Country Park
- xii. Driving
- xiii. Risk Assessment Temp A – Home Working All Staff (temp)
- xiv. Risk Assessment Temp B – Return to Work Post Covid-19 (temp)
- xv. Opening the Younghayes Centre
- xvi. Council Meetings
- xvii. Younghayes Centre Fire Risk Assessment

The Council's Safety Working Group reviewed the above documents during the week commencing 10 May 2021.

c) Younghayes Centre Fire Management Plan

20. RETURNING TO WORKING IN THE COUNCIL OFFICE SAFELY

To consider the attached report.

21. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Council was provided with a breakdown of its insured risks at the Council meeting on 22 March 2021 as part of the schedule of payments, which included the risks which had been added to the Council's insurance schedule during 2020-21. At

that meeting, the Council satisfied itself that the insurance cover is adequate by way of authorising the payment of the premia.

22. TOWN COUNCIL MEETINGS CALENDAR 2021-22

To approve the Town Council's meetings calendar 2021-22.

23. REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OTHER BODIES

The Council is a member of the Devon Association of Local Councils and South West Councils.

The Clerk is a member of the Society of Local Council Clerks.

24. PUBLIC OPEN SPACE DEED OF VARIATION

The Council should receive the engrossment deed of variation to the Section 106 agreement covering open spaces and the Ingrams pavilion.

The Council's Standing Order 23 covers the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The Council is invited to approve the execution of the deed on behalf of the Council in accordance with Standing Order 23.

25. CRANBROOK FESTIVAL

To approve the attached report.

26. EAST DEVON LEISURE FACILITIES STRATEGIC PLANNING

To consider the draft response to a consultation by East Devon District Council.

27. DEVELOPMENT OF THE SERVICE COMMUNITY RISK MANAGEMENT PLAN

To consider the draft response to a consultation by the Devon and Somerset Fire and Rescue Service.

28. COMMITTEE MINUTES

To adopt the minutes of the Planning Committee on 26 April 2021.

29. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

30. 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.

31. PROPOSAL BY A THEATRE COMPANY

To consider a proposal by a theatre company to spend two days in Cranbrook in August 2021.

32. TOWN CENTRE MEMORANDUM OF UNDERSTANDING

To agree the memorandum of understanding relating to the development of the town centre for signing.