



To:

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

13 July 2021

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, 19 July 2021 at 7:00pm or on the rising of the Planning Committee
Venue: Younghayes Centre, 169 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, 28 June 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. 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 21 June 2021.

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. 2021-22 QUARTER 1 BUDGET MONITORING

To approve the following attached documents:

- a) Income and Expenditure by Budget Heading report for the first quarter of the 2021-22 financial year;
- b) Cashbook transactions report for Cash Books 1 and 3 (bank accounts) and Cash Book 2 (credit card).

At the last Committee meeting on 21 June 2021, the Committee requested cashbook reports with items with a minimum value of £100.00 relating to the first quarter of the 2021-22 financial year and to take a decision then whether minimum values should be applied to all future cashbook reports (ref. minute F&P/21/14).

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 2021-22 first quarter. To receive Cllr Barry Rogers' report.
- b) To approve the attached quarterly bank reconciliations dated 30 June 2021.