

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 19 July 2021  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

## Present

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins (Chair)

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Ray Bloxham, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/21/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Barry Rogers.

## F&P/21/20 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/21/21 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 21 June 2021 as a correct record.

## F&P/21/22 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/21/23 2021-22 QUARTER 1 BUDGET MONITORING

The Committee considered the following 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 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

At the last Committee meeting on 21 June 2021, the Committee had 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

Signed .....

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take a decision then whether minimum values should be applied to all future cashbook reports (ref. minute F&P/21/14).

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to

a) approve the above documents.

b) continue with cashbook reports only listing items with a minimum value of £100.00.

#### **F&P/21/24 BANK RECONCILIATIONS**

On 16 June 2019, full Council had appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who had verified and signed the documentation relating to the 2021-22 first quarter on 15 June 2021.

**The meeting closed at 7:04pm.**

Signed .....

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