

To:

The Chairman and Members
of the Finance & Personnel
Committee

12 October 2021

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, 18 October 2021
Time: 7:00pm
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, 20 September 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 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 19 July 2021.

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. GRANT APPLICATION – YOUTH GENESIS

To consider a grant application by the Town Council's youth service provider, Youth Genesis, for £400.00 to replace equipment at the youth space evenings held every Tuesday at the Younghayes Centre.

6. 2021-21 QUARTER 2 BUDGET MONITORING

To approve the following attached documents:

- a) Income and Expenditure by Budget Heading report for the second 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).

7. BANK RECONCILIATIONS

- 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 September 2020.

8. TOWN COUNCIL BUDGET 2022-23

To consider the first draft of the Town Council's budget for the 2022-23 financial year.

9. JOB DESCRIPTIONS

To review the job descriptions of the Deputy Clerk and Property Administrator roles as well as that of a proposed new role, a Finance Officer.