

MINUTES

Committee: Finance & Personnel Committee
Date: Monday, 18 October 2021
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Kevin Blakey
Cllr Kim Bloxham
Cllr Sam Hawkins (Chair)
Cllr Barry Rogers

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/21/25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Colin Buchan.

F&P/21/26 DECLARATION OF INTERESTS

No declarations of interest were made.

F&P/21/27 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 19 July 2021 as a correct record.

F&P/21/28 PUBLIC PARTICIPATION

There were no members of the public in attendance.

F&P/21/29 GRANT APPLICATION – YOUTH GENESIS

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

The councillors remained in strong support of the Council's youth service provider and the benefits they delivered to the young people in Cranbrook.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Kim Bloxham and **resolved** to support the grant application and to award the full amount of £400.00.

Signed

Date: 17 January 2022

F&P/21/30 2021-22 QUARTER 2 BUDGET MONITORING

The Committee requested the budget monitoring report relating to the second quarter of the 2021-22 financial year and a report on cashbook transactions above a value of £100.00 from 1 April 2021 until 30 September 2021.

The Committee requested that the following nominal ledger reports be circulated following the meeting:

4051 Employees' Expenses
4202 Crannaford Allotments expenditure

The Committee further requested that a potential duplicate payment of £1,501.39 to Total Gas and Power dated 26 May 2021 be investigated.

The Committee noted that budget 4140 (Professional Fees and Services) included the cost for the construction works relating to the expansion of the Cranbrook Medical Practice.

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

- a) budget monitoring 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).

F&P/21/31 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 second quarter on 12 October 2021.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to approve the quarterly bank reconciliations dated 30 September 2021.

F&P/21/32 TOWN COUNCIL BUDGET 2022-23

The Committee considered the first draft of the Town Council's budget for the 2022-23 financial year.

Based on the assumption that the average Band D precept would remain stable at £256.03 as per the Council's five-year plan and the tax base was assumed at 2,100, also as per the five-year plan, the Committee noted that the proposed revenue budget was currently in a slight deficit of £5,357.00. This currently left the proposed capital items unfunded. The proposed items in the capital budget would be funded by the precept except the delivery of the Ingrams Pavilion which would be funded by Section 106 contributions. The Committee suggested that the capital budget for the installation of CCTV in 2022-23 could be reduced to £20,000 in order to help minimise any deficit.

The Committee noted that the Council currently held earmarked reserves totalling £258,227.78. It was agreed to include earmarked reserves reports with future quarter-end financial reports.

The Committee agreed with the indicative staffing budget in principle and suggested that a small delegation of councillors meet with the Clerk and the Community Development Worker in order to explore the future provision of the Community Development Worker role beyond the currently contracted period until 3 November 2021 with the view to submit a further report to the next meeting of the Finance & Personnel Committee. The role was currently funded solely by Section 106 contributions. The Committee debated whether a local council should fulfil a community development function after the Section 106 contributions had been exhausted, especially in light of Cranbrook being relatively well-resourced with a Community Connector, a Community Builder, a Health and Wellbeing Coach and the housing associations' community development workers.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Sam Hawkins and **resolved** to

Signed

Date: 17 January 2022

a) approve the draft budget for the 2022-23 financial year on the basis that the average Band D precept would remain stable at £256.03.

b) delegate to Cllrs Kevin Blakey and Ray Bloxham to meet with the Clerk and the Community Development Worker to explore the future provision of the role beyond the currently contracted period until 3 November 2022 with the view to submit a further report to the next meeting of the Finance & Personnel Committee.

F&P/21/33 JOB DESCRIPTIONS

The Committee reviewed the job descriptions of the Property Administrator role as well as that of a proposed new role, a Finance Officer.

The Committee also noted that the draft budget included a proposal to separate the current Country Park Ranger role into two part-time Open Space Ranger and Outdoor Education Ranger positions as well as the appointment of a part-time groundsman for the Ingrams site from 1 January 2023.

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

a) approve the revised job description relating to the Property Administrator role.

b) approve the proposed job description relating to a new Finance Officer role.

c) bring into effect the proposals under recommendations a) and b) above from 1 April 2022 pending the full Council's approval of the budget for the 2022-23 financial year.

d) consider at the next Committee meeting proposed job descriptions relating to the proposed Open Space Ranger and Outdoor Education Ranger roles.

The meeting closed at 8:47pm.

Signed

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