

To:

The Chairman and Members  
of the Finance & Personnel  
Committee

11 January 2022

## 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, 17 January 2022  
**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 situation, **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](mailto:clerk@cranbrooktowncouncil.gov.uk) by Monday, 17 January 2022 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 18 October 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. TOWN COUNCIL GRANTS SCHEME**

- a) To review the Town Council's grants policy in light of comments made at the full Council meeting on 13 December 2021 (ref. minute 21/241).
- b) To consider grant feedback from the baby and toddler group.

## **6. AWARDS FOR ALL AND SPORT ENGLAND FUNDING DISBURSEMENT**

To consider the attached report.

## **7. 2021-22 QUARTER 3 BUDGET MONITORING**

To approve the following attached documents:

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

## **8. 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

verified and signed the documentation relating to the 2021-22 third quarter. To receive Cllr Barry Rogers' report.

- b) To approve the attached quarterly bank reconciliations dated 31 December 2021.

#### **9. TOWN COUNCIL STAFFING ARRANGEMENTS**

- a) To consider the attached report regarding Town Council staffing arrangements.
- b) To approve the job descriptions of the Education Ranger and Open Space Ranger roles.

#### **10. TOWN COUNCIL BUDGET 2022-23**

To consider the Town Council's draft budget for the 2022-23 financial year for recommendation to the full Council on 24 January 2022.