

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 17 January 2022  
**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)  
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/22/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/22/2 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/22/3 MINUTES

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to accept and sign the minutes of the meeting held on 18 October 2021 as a correct record.

## F&P/22/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## F&P/22/5 TOWN COUNCIL GRANTS SCHEME

### a) Grants Policy

The Committee reviewed the Town Council's grants policy in light of comments made at the full Council meeting on 13 December 2021 (ref. minute 21/241).

The Committee noted that the revised grants policy and its associated governance would apply to applications made under the Council's grants scheme as well as any disbursement by the Town Council of grant funding obtained by the Council from an external funding source.

Signed .....

Date: 20 June 2022

The Committee changed the wording in the following sentence “4. Applicants *may* attend the meeting to speak in support of their application and answer questions” to “4. Applicants *are encouraged* to attend the meeting to speak in support of their application and answer questions”.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to approve the revised grants policy.

#### b) Grants Feedback

The Committee considered the grants feedback from the baby and toddler group.

The Committee noted a social media post by East Devon District Council dated 17 January 2022 advertising free baby and toddler group sessions at the Younghayes Centre from 19 January 2022 and queried whether the group was financially sustainable and agreed to clarify this with the group.

The Committee noted the grant feedback from the baby and toddler group.

#### **F&P/22/6 AWARDS FOR ALL AND SPORT ENGLAND FUNDING DISBURSEMENT**

The Council considered a report regarding the disbursement of external funding through the Council, currently from the Awards for All fund and Sport England.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to honour the existing historic funding commitments for present and future payments from the Awards for All earmarked reserve relating to the Cranbrook Community Connections project and any funding commitments already made from the Sport England Local Delivery Pilot delivery budget.

#### **F&P/22/7 2021-22 QUARTER 3 BUDGET MONITORING**

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

#### **F&P/22/8 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 17 January 2022 prior to this meeting.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the quarterly bank reconciliations dated 31 December 2021.

#### **F&P/22/9 TOWN COUNCIL STAFFING ARRANGEMENTS**

The Committee considered a report regarding the Town Council's staffing arrangements and in particular debated the value of the Community Development Worker post and whether it was a Town Council function to provide or whether partner organisations including the social housing providers were better placed to fulfil the function. The Committee stressed that if the role were to cease within the Town Council, the work and any ongoing projects should be properly handed over.

The Committee thanked the Community Development Workers to date for all their work and contributions to benefit the Cranbrook community.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to

Signed .....

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- a) approve the restructure of the Country Park Ranger role to provide two distinct roles relating to public education and promotion of open space and that of open space management.
- b) approve the job descriptions relating to the Education Ranger and Open Space Ranger and to advertise both roles.
- c) continue to support organisations including community groups, charities and social housing providers through the Town Council's grants programme and, where appropriate, by making available Council owned facilities.

It was further proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to confirm that the current fixed-term contract for the role of Community Development Worker would terminate on 3 November 2022. Cllr Colin Buchan voted against this recommendation.

**F&P/22/10 TOWN COUNCIL BUDGET 2022-23**

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

It was proposed by Cllr Kim Bloxham, seconded by Cllr Kevin Blakey and **resolved** to recommend the Town Council's draft budget for the 2022-23 financial year for recommendation to the full Council on 24 January 2022.

**The meeting closed at 7:49pm.**

Signed .....

Date: 20 June 2022