

To:

The Chairman and Members
of the Finance & Personnel
Committee

14 June 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, 20 June 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 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 17 January 2022.

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. TERMS OF REFERENCE

To review the Terms of Reference for the Finance and Personnel Committee.

6. FINANCIAL REGULATIONS

On 23 May 2022, the full Council resolved to review the Town Council's Financial Regulations in detail at the next meeting of the Council's Finance & Personnel Committee on 20 June 2022 (ref. minute 22/90).

7. GRANTS APPLICATIONS

To consider the following grant applications:

- a) Whimple Cricket Club for £5,000.00 towards the refurbishment of cricket nets. A bank statement relating to this application is available to view by town councillors upon request.
- b) 1st Cranbrook Scouts for £3,500.00 towards a rented storage facility, fundraising and interesting and exciting training. N.B. This application has been re-submitted following consideration by the full Council on 25 April 2022 under minute ref. 22/71.
- c) Hospiscare for £500.00 towards the cost of replacing syringe drivers which are key equipment in managing the pain of patients with a terminal diagnosis. Financial statements and bank statements relating to this application are available to view by town councillors upon request.

8. GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES

To note the attached updated Practitioners' Guide to Proper Practices dated March 2022.

9. 2021-22 YEAR-END FINANCIAL STATEMENTS

a) Receipts and Payments from 1 April 2021 to 31 March 2022

To consider and approve the following receipts and payments:

- i. Receipts and Payments Cash Book 1 (Bank Accounts)
- ii. Receipts and Payments Cash Book 2 (Credit Card)
- iii. Receipts and Payments Cash Book 3 (Younghayes Centre)

b) 2021-22 Year-End Budget Monitoring Report

To consider and approve the budget monitoring report for quarter 4 (year-end).

c) 2021-22 Year-End Bank Reconciliations

On 16 June 2019, the Council appointed Cllr Barry Rogers as its signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers) who verifies and signs bank reconciliations and the underlying hard copy bank statements relating to the 2021-22 fourth quarter.

To approve the attached year-end bank reconciliations at 31 March 2022.

d) Use of Underspends at Year-End

To consider the attached report recommending transferring some of the underspends at the financial year end into earmarked reserves.

10. ASSET REGISTER

To note the attached asset register dated 31 March 2022.

11. REPORT BY THE INTERNAL AUDITOR

On 21 February 2022, the full Council appointed the Devon Audit Partnership as the Council's internal auditor (ref. minute 22/45).

To consider the report by the internal auditor covering the year 2021-22 financial year.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

To approve the following:

a) Section 2: Statement of Accounts 2021-22

To approve the attached Accounting Statements set out in Section 2 of the Annual Governance and Accountability Return (AGAR) and recommend it to the Town Council.

b) Period for the Exercise of Electors' Rights

The period for the exercise of public rights is the period during which the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. The period lasts for 30 working days set by the smaller authority and must include the first 10 working days of July.

The Committee is asked to recommend to the full Council the period for the exercise of public rights from **Friday, 1 July until Friday, 12 August 2022**.

13. STATEMENT OF INTERNAL CONTROL

To review the attached Statement of Internal Control and to recommend it to the Town Council.

14. TOWN COUNCIL STAFFING ARRANGEMENTS

To consider the attached report.