

MINUTES

Committee: Finance & Personnel Committee
Date: Monday, 18 July 2022
Time: 6:45 pm
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

One member of the public
Cllr Les Bayliss, Cranbrook Town Council
Cllr Ray Bloxham, Cranbrook Town Council
Alexandra Robinson, Deputy Town Clerk, Cranbrook Town Council

F&P/22/25 APOLOGIES FOR ABSENCE

No apologies for absence were received, all were present.

F&P/22/26 DECLARATION OF INTERESTS

No declarations of interest were made.

F&P/22/27 MINUTES

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to accept and sign the minutes of the meeting held on 20 June 2022 as a correct record.

F&P/22/28 PUBLIC PARTICIPATION

There were no requests from members of the public to make representations, ask questions or give evidence.

F&P/22/29 2022-23 QUARTER 1 BUDGET MONITORING

The Committee considered the following documents:

- a) Income and Expenditure by Budget Heading report for the first quarter of the 2022-23 financial year;
- b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

Signed

17 October 2022

Members discussed the monitoring of expenditure relating to transactions below the current £100 threshold and requested officers to provide further details of additional reporting to the Chairman in advance of the next meeting of the Finance & Personnel Committee.
It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the above documents.

F&P/22/30 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 2022-23 first quarter on 1 June 2022.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and resolved to approved the documents in respect 2022-23 first quarter.

The meeting closed at 6:55 pm.

Signed

17 October 2022