

MINUTES

Committee: Finance & Personnel Committee
Date: Monday, 15 January 2024
Time: 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road, Cranbrook EX5 7DR

Present

Cllr Les Bayliss
Cllr Kevin Blakey
Cllr Ray Bloxham
Cllr Colin Buchan
Cllr Sam Hawkins (in the chair)
Cllr Vincent Wilton

Also Present

Cllr Matt Bayliss, Cranbrook Town Council
Cllr Kim Bloxham, Cranbrook Town Council
Jo Darke, Funding & Development Manager, Home-Start Exeter, East & Mid Devon
Nicola Dempster, Senior Coordinator, Home-Start Exeter, East & Mid Devon
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

F&P/24/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

F&P/24/2 DECLARATION OF INTERESTS AND/OR DISPENSATION REQUESTS

No declarations of interest or dispensation requests were made.

F&P/24/3 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 11 December 2023 as a correct record.

F&P/24/4 PUBLIC PARTICIPATION

There were no members of the public in attendance.

F&P/24/5 GRANT APPLICATION

The Committee considered a grant application from Home-Start Exeter, East & Mid Devon for £1,400 to contribute towards the costs of sustaining two groups which were taking place in Cranbrook: Mothers-in-Mind and a Family Wellbeing Group.

Two Home-Start Exeter, East & Mid Devon representatives attended the meeting and introduced their application. Home-Start Exeter, East & Mid Devon currently employed 43 volunteers, two of whom resided in Cranbrook and had started the perinatal group in Cranbrook in September 2023 with

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currently five mums attending the eight to ten places, and were able to support up to 15 families in the wellbeing group which had started in October 2023 in addition to the one-to-one home visits.

The grant funding would fund staffing support, room rental and materials including craft items and snacks for children.

It was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to support the grant application in full and award £1,400 to Home-Start Exeter, East & Mid Devon.

F&P/24/6 GRANT FEEDBACK

The Committee noted the grant feedback from:

- a) Cranbrook Town Football Club
- b) Hopiscare

F&P/24/7 2023-24 QUARTER 3 BUDGET MONITORING

The Committee considered the following attached documents:

- a) Income and Expenditure by Budget Heading report for the third quarter of the 2023-24 financial year;
- b) Cashbook transactions report for Cash Books 1 (bank accounts), Cash Book 2 (credit card) and Cash Book 3 (Younghayes Centre).

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to approve the above documents.

F&P/24/8 BANK RECONCILIATIONS

On 25 September 2023, the full Council had appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (ref. minute 23/159) who reported that he had verified and signed the documentation relating to the 2023-24 third quarter on 15 January 2024.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Vincent Wilton and **resolved** to approve the bank reconciliations dated 31 December 2023.

F&P/24/9 RECEIPT AND USE OF SECTION 106 FUNDING

The Committee noted the information on the receipt and use of Section 106 funding.

F&P/24/10 COMMUNICATIONS OFFICER

On 16 October 2023, the Committee had considered the first draft of the Town Council's budget for the 2024-25 financial year (ref. minute F&P/23/42) which had included a report regarding the possibility of establishing a communications resource within the Town Council in order to keep residents informed about construction works, any changes in the town and how those may affect the residents.

At that meeting, the Committee resolved to:

- a) agree to the creation of a Communications Officer role within the Town Council, subject to affordability depending on the tax base dated 30 November 2023.
- b) agree the details of the role, i.e. a job description and person specification, at the next meeting of the Finance and Personnel Committee on 15 January 2024 if the role was affordable.

The tax base figure dated 30 November 2023 which determines the Town Council's precept demand for 2024-25 had been favourable.

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The Committee suggested to include in the job description:

- that there would be potential for the position to grow both in hours and scope.
- the responsibility to keep the Council's website maintained and updated.
- the responsibility to develop and implement the Council's PR, marketing and engagement strategies.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Vincent Wilton and **resolved** to agree the job description and person specification and to advertise the role with a start date on 1 April 2024.

The Committee noted that another position, the Groundsperson, would be budgeted to start after 1 April 2024 and noted that the job description and person specification would be submitted to the meeting of the full Council on 19 February 2024.

F&P/24/11 EXCLUSION OF THE PRESS AND PUBLIC

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Colin Buchan, seconded by Cllr Vincent Wilton and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

F&P/24/12 PERSONNEL MATTER

The Committee considered a report regarding a personnel matter.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Les Bayliss and **resolved** to approve the recommendation contained in the officer report.

The meeting closed at 8:03pm.

Signed _____

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