

To:

The Chairman and Members  
of the Finance & Personnel  
Committee

11 June 2024

## **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 June 2024  
**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 INTERESTS AND DISPENSATIONS**

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

## **3. MINUTES**

To accept as a true record the minutes of the meeting held on 22 April 2024.

## **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. GRANT FEEDBACK**

To consider grant feedback from Operation Rudolph which was awarded £1,500 by the full Council on 20 November 2024 to support the project "Operation Rudolph" in Cranbrook which comprised of three elements: A community meal on Christmas Day, fresh meal boxes and gifts from Santa (ref. minute 23/193).

## **6. GOVERNANCE AND ACCOUNTABILITY FOR SMALLER AUTHORITIES**

To note the attached updated Practitioners' Guide to Proper Practices dated March 2024.

## **7. 2023-24 YEAR-END FINANCIAL STATEMENTS**

### **a) Receipts and Payments from 1 April 2023 to 31 March 2024**

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) 2023-24 Year-End Budget Monitoring Report**

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

### **c) 2023-24 Year-End Bank Reconciliations**

On 25 September 2023, full Council appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (minute 23/159 refers) who verifies and signs the documentation relating to the 2023-24 third quarter. To receive Cllr Wilton's report.

To approve the attached year-end bank reconciliations dated 31 March 2024.

d) Use of Underspends at Year-End

To consider the attached report.

**8. VALUE ADDED TAX (VAT) EXEMPTION CALCULATION**

To consider the attached report.

**9. ASSET REGISTER**

To note the attached asset register dated 31 March 2024.

**10. 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 2023-24 financial year.

**11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**

To recommend the following to the full Council for approval and submission to the Council's external auditor PKF Littlejohn:

a) Section 2: Statement of Accounts 2023-24

To approve the attached Accounting Statements set out in Section 2 of the Annual Governance and Accountability Return (AGAR) and recommend it to the full 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 **Monday, 1 July 2024 until Friday, 9 August 2024**.

**12. STATEMENT OF INTERNAL CONTROL**

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

**13. COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORTS 2022-23 AND 2023-24**

To recommend the attached to the full Council for approval.