

To:

The Chairman and Members
of Cranbrook Town Council's
Finance & Personnel Committee

9 July 2024

NOTICE OF FINANCE & PERSONNEL COMMITTEE MEETING

The Chairman and Members of Cranbrook Town Council's Finance & Personnel Committee are hereby summoned to attend the following meeting:

Meeting: Finance & Personnel Committee
Date and time: Monday, 15 July 2024 at 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 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 17 June 2024.

4. PUBLIC PARTICIPATION

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

5. COMMUNITY GRANTS

a) Grant Application – Cranbrook Arrows

To consider a grant application from the Cranbrook Arrows for £1,960 to fund essential items, including Club Kit Shop Gift Cards (5 x £10) for end-of-season award winners, end-of-season awards sashes (15 x £5), match suitable balls (5 x £23), C Award Umpire Courses (2 x £50) and replacement netball dresses for all members which would feature the Cranbrook Town Councils Logo (36 x £45).

b) Grant Application – Hospiscare

To consider a grant application from Hospiscare for £1,000 towards the provision of Admiral Nurses who provide care and support to patients and their families in Exeter, Mid and East Devon with a dual diagnosis of dementia and terminal illness.

The Committee last awarded a grant of £500.00 to Hospiscare on 5 June 2023 towards a nurse call system which was urgently required for the inpatient unit at Searle House in Exeter (ref. minute F&P/23/18(c)).

c) Grant Feedback

To consider the grant feedback from the Cranbrook Arrows to which the Council had awarded £410.00 on 19 February 2024 for the replacement of worn or damaged equipment and additional items to accommodate a growing membership and coaching team (ref. minute 24/17).

6. FINANCIAL REGULATIONS

To consider the attached reviewed Financial Regulations for recommendation to the full Council for adoption.

7. 2024-25 QUARTER 1 BUDGET MONITORING

To approve the following attached documents:

- a) Income and Expenditure by Budget Heading report for the first quarter of the 2024-25 financial year;
- b) Cashbook transactions report for Cash Books 1 and 3 (bank accounts) and Cash Book 2 (credit card).

8. BANK RECONCILIATIONS

- a) On 24 June 2024, the Council re-appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (ref. minute 24/84(f)) who verifies and signs bank reconciliations and the underlying hard copy bank statements in accordance with Financial Regulation 2.2. To receive Cllr Wilton's report.
- b) To approve the attached quarterly bank reconciliations dated 30 June 2024.

9. COST OF PATH REPLACEMENTS

To consider the attached report.

10. UNITY TRUST BANK TARIFF REVIEW

To note the attached.