

MINUTES

Committee: Finance & Personnel Committee
Date: Monday, 15 July 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

Lauren Martin, Chair, Cranbrook Arrows Netball Club
Louise Beeken, Head of Philanthropy, Hospiscare
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

F&P/24/32 APOLOGIES FOR ABSENCE

No apologies for absence were received.

F&P/24/33 DECLARATION OF INTERESTS AND DISPENSATIONS

No declarations of interest were made or dispensations granted.

F&P/24/34 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 17 June 2024 as a correct record.

F&P/24/35 PUBLIC PARTICIPATION

No members of the public made representations, asked questions or gave evidence.

F&P/24/36 COMMUNITY GRANTS

a) Grant Application – Cranbrook Arrows

The Committee considered a grant application from the Cranbrook Arrows Netball Club for £1,960 to fund 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 Council's Logo (36 x £45).

The Council had last 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).

Signed

14 October 2024

The Chair of the Cranbrook Arrows Netball Club attended the meeting to introduce and support the application, and explained that Taylor Wimpey would not continue their sponsorship this season. First Choice Finishes was currently sponsoring the Club.

The Committee commented that it was not comfortable with the provision of gift cards or cash awards from public funds.

The Chair of the Cranbrook Arrows Netball Club explained that the Club charged £17.50 per month in membership fees per member which covered court hire, coaching costs and the maintenance of a reserve to meet any unexpected costs.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to

a) support the grant application and to award a grant of £1,500.00 to the Cranbrook Arrows Netball Club.

b) exclude any form of cash award or gift cards to members.

c) request the inclusion of the Town Council's logo on any kit purchased with the support of the grant.

b) Grant Application – Hospiscare

The Committee considered a grant application from Hospiscare for £1,000 towards the provision of Admiral Nurses who provided 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 had last awarded a grant of £500 to Hospiscare on 5 June 2023 towards a nurse call system which had been urgently required for the inpatient unit at Searle House in Exeter (ref. minute F&P/23/18(c)).

Hospiscare's Head of Philanthropy attended the meeting to introduce and support the application, and explained that eight patients in the Cranbrook area had been supported by the charity during the previous year. She further explained that an error had been made on the application which should have included that a grant application had been made to Crediton Town Council towards this particular project. The charity had also sought capital contributions from other town councils with a grant-giving service e.g. contribution towards IT equipment from Honiton Town Council.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Colin Buchan and **resolved** to support the grant application and award the full amount of £1,000 to Hospiscare.

Cllr Vincent Wilton voted against the motion.

c) Grant Feedback

The Committee noted the grant feedback from the Cranbrook Arrows Netball Club 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).

F&P/24/37 FINANCIAL REGULATIONS

The Committee considered reviewed Financial Regulations for recommendation to the full Council for adoption.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Les Bayliss and **resolved** to recommend the revised Financial Regulations to the full Council for adoption.

Cllr Wilton abstained from the vote.

Signed _____

14 October 2024

F&P/24/38 2024-25 QUARTER 1 BUDGET MONITORING

The Committee considered the following documents:

- a) Income and Expenditure by Budget Heading report for the first quarter of the 2024-24 financial year

The Committee requested an explanation of the overspent of budget 4065 (training and conferences).

It was proposed by Cllr Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the above document.

- 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 Ray Bloxham, seconded by Cllr Kevin Blakey and **resolved** to approve the above documents.

F&P/24/39 BANK RECONCILIATIONS

On 24 June 2024, the Council had re-appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (ref. minute 24/84(f)). Cllr Wilton reported that he had verified and signed the bank reconciliations and the underlying hard copy bank statements relating to the first quarter of the 2024-25 financial year in accordance with Financial Regulation 2.2.

It was proposed by Cllr Vincent Wilton, seconded by Cllr Colin Buchan and **resolved** to approve the bank reconciliations dated 30 June 2024.

F&P/24/40 COST OF PATH REPLACEMENTS

The Committee considered a report detailing the spending needs against earmarked reserve 327 (Grounds Maintenance & Path Replacements).

The Committee noted that the Council's earmarked reserve 327 had held £16,773.49 on 31 March 2024.

The Committee noted the report.

F&P/24/41 UNITY TRUST BANK TARIFF REVIEW

The Committee noted the outcome of a tariff review by the Council's bank, Unity Trust Bank.

The meeting closed at 7:47pm.

Signed _____

14 October 2024