

To:

The Chairman and Members  
of the Finance & Personnel  
Committee

8 October 2023

## **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, 14 October 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 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 15 July 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. GRANTS POLICY**

### a) Review of the Grants Policy

To review the Council's grants policy.

### b) Grant Feedback

To consider feedback from the Cranbrook Girl Guides and Home-Start Exeter, East & Mid Devon.

## **6. 2024-25 QUARTER 2 BUDGET MONITORING**

To approve the following attached documents:

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

## **7. BANK RECONCILIATIONS**

- a) 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 2024-25 second quarter. To receive Cllr Wilton's report.
- b) To approve the attached quarterly bank reconciliations dated 30 September 2024.

## **8. RECEIPT AND USE OF SECTION 106 FUNDING**

To note the attached information.

## **9. TOWN COUNCIL BUDGET 2025-26**

To consider the first draft of the Town Council's budget for the 2025-26 financial year.

## **10. EXCLUSION OF PRESS AND PUBLIC**

Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 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.

## **11. EMPLOYMENT OF A HANDYPERSON**

To consider a report regarding the potential employment of a handyman.

## **12. INGRAMS SPORTS PITCHES MAINTENANCE**

To consider a report regarding the future of the maintenance of the playing surfaces at the Ingrams sports pitches.