

# MINUTES

**Committee:** Town Council  
**Date:** Monday, 18 November 2024  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

Cllr Les Bayliss (Chair)  
Cllr Matthew Bayliss  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Colin Buchan  
Cllr Sam Hawkins  
Cllr Kevin Kendall  
Cllr Barry Rogers  
Cllr Vincent Wilton

## Also Present

Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## 24/169 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kevin Blakey and Lisa Goudie.

## 24/170 DECLARATION OF INTERESTS

Cllr Vincent Wilton declared a personal interest by virtue of having engaged one HR support firm as a business customer in the past who had submitted a proposal under agenda item 14 (human resources support services).

## 24/171 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Kim Bloxham and **resolved** to accept and sign the minutes of the meeting held on 21 October 2024 as a correct record.

## 24/172 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## 24/173 DISTRICT AND COUNTY COUNCIL MATTERS

The Council noted the report by Cllr Sara Randall Johnson, representing Devon County Council.

The Council noted the report by the East Devon District Councillors.

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## **24/174 CONSULTATION ON REMOTE ATTENDANCE/PROXY VOTING AT MEETINGS**

The Council considered its draft response to a consultation by the Ministry of Housing, Communities & Local Government on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Barry Rogers and **resolved** to submit the consultation response as drafted.

*Cllr Colin Buchan and Vincent Wilton abstained from the vote.*

## **24/175 CITIZENSHIP AWARDS**

The Council considered a report regarding the future of its citizen award.

The Council agreed that the current format of the award was not fit for purpose because of the absence of criteria against which nominations could be assessed. Councillors commented on the difficulty of voting on individual nominations because often the nominees were personally known to them.

The Council recognised that mechanisms already existed within current legislation including awarding individuals e.g. a freedom.

The Council further commented that taxpayers may not expect the Council to reward individuals with public funds.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

- a) remove the Council's citizen recognition award.
- b) consider lending support and funding to any community-led scheme but without Council involvement in nominations and decision-making.

*Cllr Vincent Wilton abstained from the vote.*

## **24/176 ROUGH SLEEPERS POLICY**

The Council considered its revised rough sleepers policy which recognised an improved connection with East Devon District Council's reporting system and East Devon District Council's Streetscene operations. This removed the early need to engage the Council's bailiff which represented a more cost-effective process.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Matt Bayliss and **resolved** to adopt the revised policy.

## **24/177 COMMUNICATION REPORTS**

The Council considered:

### a) Marketing and Public Relations Campaigns July to September 2024

The Council noted its marketing and public relations campaigns report covering the period July to September 2024.

### b) Social Media Report October 2024

The Council noted its social media report covering the month of October 2024.

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c) and d) Community Engagement Strategy and Communication Strategies

The Council considered the draft Community Engagement Strategy and Communication Strategies and commented that both documents appeared corporate and theoretical with a need to demonstrate how they would practically operate. The Council also recognised a need to remove factual errors in the documents.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to refer both documents to the Council's policy working group in conjunction with the Council's Communications Officer for further review and refinement and for resubmission at a future Council meeting.

**24/178 COMMITTEE MINUTES**

The Council received the minutes of the Planning Committee on 11 November 2024.

**24/179 ASSETS DELIVERY REPORT**

The Council noted its assets delivery report dated 12 November 2024.

**24/180 SCHEDULE OF PAYMENTS**

The Council considered its monthly schedule of payments. It was proposed by Cllr Kim Bloxham, seconded by Cllr Colin Buchan and **resolved** to approve the schedule appended to these minutes in addition to the following payments:

Town Council Payments

£65.88 to See the light for broadband and telephony  
£25.00 to House2home for play parks repair  
£28.13 refund to members of public

Younghayes Centre Payments

£16.80 to See the light for public broadband  
£175.00 to House2home for Younghayes Centre carpark bollard repair

Ingrams Payments

£50,714.72 to Playinnovation Limited for Ingrams MUGA 2nd payment upon commencement of works  
£3,129.60 to Stephens Scown LLP for Ingrams sports pitches property  
£900.00 to Ke Pring for Ingrams deep tine aeration

The Council noted that the subscription to Parish Online would not be renewed.

**24/181 EXCLUSION OF THE PRESS AND PUBLIC**

Due to the sensitive or confidential nature of the following item it was proposed by Cllr Matt Bayliss, 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.

**24/182 HUMAN RESOURCES SUPPORT SERVICES**

At its last meeting on 21 October 2024, the Council had requested a report detailing options relating to the provision of wider HR support services which may include the provision of an employee assistance programme (ref. minute 24/166). This report was attached to the agenda.

The Council commented on the need to budget for the human resources support and allow staff to self-refer to any future service provider e.g. in case of grievances. This could be achieved by

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amending the Council's Financial Regulations to allow staff to self-refer without the need to obtain internal payment authorisation.

It was proposed by Cllr Colin Buchan to

- a) appoint Wellbeing Solutions as the Council's employee assistance provider from 1 December 2024 for a period of 60 months.
- b) debit the cost during the 2024-25 financial year to the Council's contingency budget of £15,000 and to create a new budget code for the employee assistance programme for the 2025-26 financial year and onwards.
- c) utilise pay as you go support from HR Dept relating to any issue-based process.

The proposal was not seconded.

It was resolved by Cllr Ray Bloxham, seconded by Cllr Vincent Wilton and **resolved** to defer this item to the next meeting of the Council and to ask the Chair of the Council, the Vice Chair of the Finance & Personnel Committee, the Clerk and Deputy Clerk to present succinct cost and service comparisons.

### **24/183 DELIVERY OF CRANBOX**

The Council considered a report regarding the delivery of commercial modular spaces in Cranbrook known as Cranbox.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Colin Buchan and **resolved** to

- a) agree in principle to the transfer of Devon County Council and Torbay Council's devolution deal funding to the Town Council for the purpose of the Town Council delivering and implementing commercial modular units known as Cranbox.
- b) delegate authority to the Council's assets delivery working group to negotiate and finalise the conditions in any grant offer, including its conditions.

*Cllrs Sam Hawkins and Vincent Wilton abstained from the vote.*

### **24/184 YOUNGHAYES CENTRE LIFT REMEDIAL WORKS**

The Council considered a report recommending a number of remedial works to the lift in the Younghayes Centre.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Vincent Wilton and **resolved** to

- a) instruct Safe Working Lifts LTD to:
  - i. install anti slip flooring on the lift car roof
  - ii. upgrade the LED lighting
  - iii. install a removable pit ladder
  - iv. install a GSM and auto-dialler
  - v. install emergency light on top of lift car roof
  - vi. upgrade the emergency stop buttons

- b) instruct the Property Administrator to seek alternative purchasing of graphical symbols.

### **24/185 INGRAMS PAVILION FLOOR MATS**

The Council considered a report recommending a provider for the rental and cleaning of floor mats at the Ingrams Pavilion.

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It was proposed by Cllr Colin Buchan, seconded by Cllr Matt Bayliss and **resolved** to instruct Johnson's Workwear to supply two social space entrance mats and two rubber mats for each changing room with a two-week changeover frequency.

*Cllr Vincent Wilton abstained from the vote.*

**The meeting closed at 8:21pm.**

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SCHEDULE OF PAYMENTS  
CRANBROOK TOWN COUNCIL

AGENDA  
ITEM NO.  
12

**18 November 2024**

**Town Council Costs**

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/10/2024	Imagin Products Ltd	Name badges	£ 18.60
24/10/2024	Studio Four Architects Ltd	Ingrams Pavilion heating system redesign project management	£ 420.00
24/10/2024	Quick Plant & Groundworks Ltd	Hire of Heras security fence panels	£ 525.00
27/10/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
25/10/2024	South West Water	Water charges for Crannaforde Allotments	£ 176.13
29/10/2024	Water Plus	Water supply at Community Garden	£ 59.88
01/01/2024	SLCC	Membership Clerk 2024-25	£ 357.00
29/10/2024	Tony Bengier Landscaping	Phase 3 grounds maintenance October 2024	£ 199.99
29/10/2024	Tony Bengier Landscaping	Grounds maintenance October 2024	£ 24,000.00
05/11/2024	Employee	Mileage to EWCO seminar	£ 40.23
07/11/2024	SoVision IT Ltd	IT Services November 2024	£ 732.82
31/10/2024	Peter Woodman Pitch Services	Ingrams cricket square and outfield maintenance October 2024	£ 1,940.00
08/11/2024	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00

**Council Direct Debits**

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
29/10/2024	British Gas	CCTV electricity St Martin's play area	£ 44.33
01/11/2024	Concorde	Printing costs	£ 7.79
31/10/2024	Unity Trust Bank	Bank charges	£ 9.60

**Staffing Costs**

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
30/10/2024	East Devon District Council	Payroll recharge - October 2024 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension	£ 22,154.85

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		Scheme) and administration charge (PAID)	
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**Younghayes Centre Costs**

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
23/10/2024	South West Water	Water and sewerage charges	£ 423.16
27/10/2024	Johnsons Workwear	Tea towel and door mat cleaning	£ 66.15
31/10/2024	J Redpath Buchanan & Co Ltd	Test and inspection of the Lightning Protection System	£ 234.00
29/10/2024	Tony Bengler Landscaping Ltd	Younghayes Centre ground maintenance October 2024	£ 93.18
08/11/2024	Trinity Fire & Security Systems	Routine service of the fire detection and alarm system	£ 96.19

**Younghayes Centre Direct**

**Debits**

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/10/2024	Biffa	Waste collections	£ 78.48
03/11/2024	E.ON	Heat	£ 689.64
31/10/2024	Unity Trust Bank	Bank charges	£ 14.40

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