

To:

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

7 January 2025

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, 13 January 2025 at 7:00pm
Venue: Younghayes Centre, 169 Younghayes Road 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/OR DISPENSATION REQUESTS

- 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 14 October 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. GRANT APPLICATION

To consider the attached grant application from the Cranbrook Girlguides for £708 to hire an explorer-dome (plus staff) for a science-themed evening which will be attended by around 90 local Girlguiding members aged 5 to 14 plus our adult volunteers.

6. 2024-25 QUARTER 3 BUDGET MONITORING

To approve the following attached documents:

- a) Income and Expenditure by Budget Heading report for the third quarter of the 2024-15 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

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 third quarter. To receive Cllr Wilton's report.

To approve the attached quarterly bank reconciliations dated 31 December 2024.

8. TRANSFER OF UNDERSPENDS TO EARMARKED RESERVES

To consider the attached.

9. RECEIPT AND USE OF SECTION 106 FUNDING

To note the attached information.