

To:

The Chairman and Members
of Cranbrook Town Council

14 January 2025

NOTICE OF TOWN COUNCIL MEETING

The Chairman and Members of Cranbrook Town Council are hereby summoned to attend the following meeting:

Meeting: Cranbrook Town Council
Date and time: Monday, 20 January 2025 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 16 December 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. DISTRICT AND COUNTY COUNCIL MATTERS

To discuss East Devon District and Devon County matters.

6. 2025-26 BUDGET

On 16 December 2024, the Council considered its draft budget for the 2025-26 financial year and agreed its precept demand, and is invited at this meeting to approve its detailed budget which includes an increased precept demand as per the attached report.

7. CONSULTATIONS

To consider and agree the Town Council's draft responses to the following consultations:

- a) Strengthening the Standards and Conduct Framework for Local Authorities in England
- b) Local Audit Reform: a Strategy for Overhauling the Local Audit System in England

8. COMMUNICATIONS REPORTS

To consider the following:

- a) Community Engagement Strategy
- b) Communications Strategy
- c) Communications report December 2024
- d) Social media analysis December 2024

9. COMMITTEE MINUTES

To receive the minutes of the Finance & Personnel Committee on 13 January 2025.

10. ASSETS DELIVERY REPORT

To note the assets delivery report dated 14 January 2025.

11. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

12. 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.

13. TRANSFER OF TOWN SQUARE

The Council is invited to approve the transfer of the town square into Town Council ownership after receiving the engrossed transfer documents.

The Council's Standing Order 23 covers the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The Council is invited to approve the execution of the deed on behalf of the Council in accordance with Standing Order 23.

14. PUBLIC OPEN SPACE LAND TRANSFERS

The Council is invited to approve the land transfers of the public open spaces at Little Mead, the junction of Yonder Acre Way and Rush Meadow Road as well as parts of the Country Park adjacent to Tillhouse Farm into Town Council ownership, in addition to the remaining car parking spaces at St Martin's after receiving the engrossed transfer documents.

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(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The Council is invited to approve the execution of the deed on behalf of the Council in accordance with Standing Order 23.

15. HR SERVICE PROVIDER

At its meetings on 21 October 2024, 18 November 2024 and 16 December 2024, the Council considered reports detailing options relating to the provision of wider HR services which may include the provision of an employee assistance programme (ref. minutes 24/166, 24/182 and 24/199). At its most recent meeting, the Council resolved to delegate to the Clerk to provide a short summary report together with a draft contract from the Council's preferred service provider outlining the proposed terms of engagement for consideration at this meeting of the Council.