

MINUTES

Committee: Finance & Personnel Committee
Date: Monday, 13 January 2025
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
Cllr Kevin Kendall
Cllr Barry Rogers
Cllr Vincent Wilton

Also Present

Sharon Jewell, Girlguiding North Exe District Commissioner
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

F&P/25/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

F&P/25/2 DECLARATION OF INTERESTS AND/OR DISPENSATION REQUESTS

No declarations of interest or dispensation requests were made.

F&P/25/3 MINUTES

It was proposed by Cllr Colin Buchan, seconded by Cllr Les Bayliss and **resolved** to accept and sign the minutes of the meeting held on 14 October 2024 as a correct record.

F&P/25/4 PUBLIC PARTICIPATION

No requests were made by members of the public to consider requests, make representations, answer questions or give evidence in respect of Council business under Standing Orders 3e to 3k.

F&P/25/5 GRANT APPLICATION

The Committee considered a grant application from the Cranbrook Girlguides for £708 to hire an explorer-dome (plus staff) for a science-themed evening which would be attended by around 90 local Girlguiding members aged 5 to 14 in addition to adult volunteers.

The Girlguiding North Exe District Commissioner attended the meeting in support of and introduced the application, and explained that the event would be targeted at encouraging and maintaining an

Signed

Date: 16 June 2025

interest in sciences among girls.

It was proposed by Cllr Kevin Blakey, seconded by Cllr Ray Bloxham and **resolved** to support the application and to grant the full amount of £708 to the Cranbrook Girlguides.

F&P/25/6 2024-25 QUARTER 3 BUDGET MONITORING

The Committee considered the following attached documents:

a) Income and Expenditure by Budget Heading report for the third 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).

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

F&P/25/7 BANK RECONCILIATIONS

The Committee agreed to defer the consideration of this item until the next Committee meeting on 16 June 2025.

F&P/25/8 TRANSFER OF UNDERSPENDS TO EARMARKED RESERVES

The Committee considered a report regarding the treatment of underspends at year-end, and the principle of transferring any underspends at year-end relating to business-critical areas into earmarked reserves as opposed to the general reserve.

The Committee debated whether the Council required a more strategic approach to the building up of reserves which were earmarked for business-critical purposes and requested a further report to the next Committee meeting on 16 June 2025.

It was proposed by Cllr Les Bayliss, seconded by Cllr Ray Bloxham and **resolved** to reinstate the practice of transferring some of the Council's underspent budgets at the financial year-end 2024-25 and to consider a further report with detailed recommendations relating to the 2024-25 financial year-end at the meeting of the Finance & Personnel Committee on 16 June 2025.

Cllr Vincent Wilton abstained from the vote.

F&P/25/9 RECEIPT AND USE OF SECTION 106 FUNDING

The Committee noted the information on the receipt and use of Section 106 funding.

The meeting closed at 7:36pm.

Signed _____

Date: 16 June 2025