

To:

The Chairman and Members
of Cranbrook Town Council

18 February 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, 24 February 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 20 January 2025.

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. INGRAMS SPORTS PITCHES

a) Ingrams Pavilion Financial Position

To consider the attached report.

b) Delivery of Local Equipped Area of Play (LEAP)

To note the attached procurement update and to approve the attached tender document for publication on the government's Contracts Finder platform.

7. YOUNGHAYES CENTRE DEFIBRILLATOR

To consider the attached report.

8. COMMITTEE MINUTES

To receive the minutes of the:

- a) Amenities Committee on 3 February 2025
- b) Planning Committee on 3 February 2025 and 17 February 2025

9. ASSET DELIVERY REPORT

To consider the asset delivery report dated 18 February 2025.

10. MEDIA REPORTS

To consider the following:

- a) Implementation of suggested communications strategies
- b) Communications report January 2025
- c) Social media analysis January 2025

11. COUNCIL APPOINTMENTS

To consider Council appointments following Cllr Colin Buchan's resignation from the Airport Consultative Committee.

12. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

13. 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.

14. TOWN CENTRE BUILDING – OPTIONS

At its meeting on 23 September 2024, the Council commissioned a concept design for a town centre building which includes both Town Council and County Council uses, following an earlier meeting of the full Council on 24 June 2024 when the Council had agreed to its assets delivery working group to continue to progress conversations with Devon County Council regarding their contributions towards the Town Council's town centre building The Tillhouse (ref. minutes 24/97 and 24/150).

Under this item, the Council is invited to consider the options in relation to the delivery of the Town Council's town centre building.

15. CRANBOX

On 18 November 2024, the Council considered a report regarding the delivery of Cranbox and agreed 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 Cranbox (ref. minute 24/183). Since then, events have evolved and East Devon District Council is now leading on delivering the project themselves and to transfer the finalised asset to the Town Council. The Council is invited to consider that proposal.

16. HR SERVICE PROVIDER

At its meetings on 21 October 2024, 18 November 2024, 16 December 2024 and 20 January 2025, the Council considered reports detailing options relating to the appointment of a human resources (HR) service provider which may include the provision of an employee assistance programme (ref. minutes 24/166, 24/182, 24/199 and 25/15).

At its most recent meeting, the Council resolved to arrange a meeting with the Council's preferred service provider, the Clerk and Deputy Clerk as well as the Chair and Vice Chair of the Council's Finance & Personnel Committee to which all councillors would be invited so that final questions could be answered. Those councillors who engaged with that process subsequently confirmed that they had no final questions, and the meeting was therefore cancelled.

The January 2025 item is re-submitted for the Council to decide on the appointment of a human resources service provider.