

# MINUTES

**Committee:** Town Council  
**Date:** Monday, 24 March 2025  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

Cllr Les Bayliss (Chair)  
Cllr Matthew Bayliss  
Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Lisa Goudie  
Cllr Sam Hawkins  
Cllr Kevin Kendall  
Cllr Barry Rogers

## Also Present

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

## 25/32 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Colin Buchan and Vincent Wilton.

## 25/33 DECLARATIONS OF INTERESTS AND DISPENSATIONS

No declarations of interest or requests for dispensations were made.

## 25/34 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 24 February 2025 as a correct record.

## 25/35 PUBLIC PARTICIPATION

There were no members of the public in attendance.

## 25/36 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 district councillors representing Cranbrook.

## 25/37 BOOKINGS POLICY AND CONDITIONS OF HIRE

The Council considered a revised bookings policy as well as updated conditions of hire for all Council premises.

Signed .....

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Cllr Kevin Kendall declared a disclosable pecuniary interest in relation of this item by virtue of being a regular hirer of the Younghayes Centre. *Cllr Kendall left the meeting.*

The Council did not agree with offering a discount for block bookings on the basis of that the Council's operating costs remained the same, and therefore need to generate revenue to cover those costs.

It was proposed by Cllr Ray Bloxham, seconded by Cllr Sam Hawkins and **resolved** to adopt the

a) bookings policy.

b) updated conditions of hire for all Council premises.

*Cllr Kendall re-joined the meeting.*

## **25/38 FUTURE OF GROUNDS MAINTENANCE**

The Council considered a report regarding the future of its grounds maintenance operations across the town.

The Council noted that the report explained that detailed service specifications would be developed for the Council's approval at a future meeting relating to all the service areas listed in the report.

The Council further noted the Ranger's and Handyperson's desire to purchase and operate a chainsaw and brushcutter in order to create the ability and capability to carry out some grounds maintenance functions in-house, but recognised the need for detailed health-and-safety-related requirements to be satisfied first.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Matt Bayliss and **resolved** to

a) agree in principle to the following:

- i. Procurement of a contract covering items of regular and recurring grounds maintenance (e.g. cutting of amenity grass);
- ii. That less frequent and/or irregular grounds maintenance activities such as annual mowing/baling of meadow grass, hedge cutting and arboricultural management are procured as and when required; and
- iii. Note those grounds maintenance functions which can be carried out in-house and which are listed in the report.

b) delegate to the Clerk in conjunction with the Open Space Management Plan Working Group to submit detailed service specifications on which future procurement can be carried out to a future meeting of the Council.

## **25/39 DEVON ASSOCIATION OF LOCAL COUNCILS MEMBERSHIP**

The Council considered a report regarding its membership of the Devon Association of Local Councils.

Annual increases in the membership fee had ranged between £138.61 and £276.91; therefore an assumption was made that the membership fee for 2025-26 might be in region of £1,700.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Barry Rogers and **resolved** to re-join the Devon Association of Local Councils.

## **25/40 COUNCILLORS APPOINTED TO OUTSIDE BODIES AND WITH LEAD RESPONSIBILITIES**

The Council considered and noted reports from its members appointed to outside bodies and with special responsibilities as detailed on the agenda.

Signed \_\_\_\_\_

Date: 28 April 2025

## **25/41 COMMUNICATIONS REPORTS**

The Council considered and noted the following:

- a) Communications report February 2025
- b) Social media report February 2025

The Council requested that the communications and social media reports be presented in the same format as regular Council reports with recommendations set out at the end of the document.

## **25/42 ASSETS DELIVERY REPORT**

The Council noted its assets delivery report dated 18 March 2025.

## **25/43 SCHEDULE OF PAYMENTS**

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

### Town Council Payments

£258.00 to Keep Britain Tidy for 2025-26 Green Flag Award

### Town Council Direct Debit

£1.00 to Unity Trust Bank for bank charges

### Younghayes Centre Payments

£80 to Member of the Public for refund of hire charge

£90 to Member of the Public for refund of hire charge

The Council requested clarification on the reason(s) for the refunds of the hire charge(s).

The Council agreed to not renew its Zoom subscription in April 2025.

## **25/44 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 Kim Bloxham 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.

*Cllr Lisa Goudie voted against.*

## **25/45 CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS**

The Council considered its insurance renewal schedule for the 2025-26 financial year as well as the Council's asset register dated 31 March 2025.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kim Bloxham and **resolved** to

- a) approve the Council's asset register dated 31 March 2025.
- b) approve the insurance renewal schedule for the 2025-26 financial year.

*Cllr Lisa Goudie abstained from the vote.*

Signed .....

Date: 28 April 2025

## **25/46 TOWN CENTRE BUILDING – OPTIONS**

At its meeting on 23 September 2024, the Council had 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).

On 24 February 2025, the Council had deferred consideration of this item to this meeting and to request confirmation from Devon County Council whether it wished to contribute towards The Tillhouse, and to enter into conversations with the East Devon New Community Partners in parallel regarding their offer towards the building (ref. minute 25/29). Devon County Council had confirmed that it did not wish to contribute to The Tillhouse.

Instead, the Council suggested escalating the request to enter into conversations with the East Devon New Community Partners to the consortium partners and to consider this item again when they responded.

## **25/47 COUNCIL PREMISES WASTE COLLECTION SERVICE**

The Council considered a report recommending the appointment of a waste collection service provider for the Younghayes Centre and the Ingrams sports pitches.

The Council noted that the new waste legislation included requirements for the provision of segregated bins which may result in additional capital expenditure in the future.

It was proposed by Cllr Barry Rogers, seconded by Cllr Ray Bloxham and **resolved** to appoint Suez recycling and recovery to deliver the waste management service at both the Younghayes Centre and the Ingrams sports pitches site.

*Cllr Lisa Goudie abstained from the vote.*

## **25/48 YOUNGHAYES CENTRE ENTRANCE DOOR**

The Council considered a report recommending the appointment of a contractor to install automatic door opening and closing of the front main entrance door of the Younghayes Centre.

The Council recognised the importance of this improvement with a view to the forthcoming Martyn's Law and suggested the simultaneous exploration of the possibility of fitting an alarm to the door for when it was propped open.

It was proposed by Cllr Matt Bayliss, seconded by Cllr Kim Bloxham and **resolved** to appoint ASAP Locksmiths to carry out the initial investigative service with a view to fully convert the main entrance door to an access control system for building security.

**The meeting closed at 8:00pm.**

Signed \_\_\_\_\_

Date: 28 April 2025

SCHEDULE OF PAYMENTS  
CRANBROOK TOWN  
COUNCIL

AGENDA  
ITEM NO.  
12

24 March 2025

**Town Council Costs**

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
31/07/2024	Devon Investigation Ltd	Burrough Fields Silver Reassurance Service (July 2024- July 2025) (Minutes Ref 24/108)	£ 954.00
11/03/2025	East Devon District Council	Waste Collection	£ 16,039.30
03/03/2025	Peter Woodman Pitch Services	Ingrams pitches maintenance February 2025 and football pitch damage repair	£ 2,200.00
24/02/2025	Pro Lawn Garden Services	Vehicle-activated sign (VAS) deployment	£ 66.00
17/03/2025	See the light	Broadband and telephony	£ 60.56
20/02/2025	SNC (Southwest)	St. Martins cable way repair	£ 114.00
17/02/2025	Source for Business	Ingrams water charges	£ 112.68
03/03/2025	SoVision IT Ltd	IT services March 2025	£ 774.67
10/03/2025	SoVision IT Ltd	SahrePoint Migration	£ 1,440.00
25/02/2025	Tony Benger Landscaping	Grounds maintenance February 2025	£ 12,000.00
19/02/2025	E.On Next	Town Square electricity (Investigating the usage 25/02/2025) (PAID 14/03/2025)	£ 279.13
04/03/2025	E.On Next	Town Square electricity (February 2025) (PAID 14/03/2025)	£ 170.85
14/03/2025	Clear Insurance Management Lintied	2025-26 Cyber Insurance (Pay on 1st April 2025)	£ 410.25
13/03/2025	Devon Investigation Ltd	Ingrams Silver Reassurance (Pay on 1st April 2025)	£795.00+ VAT
11/03/2025	iHasco	Staff training (Pay on 1st April 2025)	£1,005+VAT
16/03/2025	Public Sector Software Limited	PSS Live Licence for 2025-26 (Pay on 1st April 2025)	£ 4,200.00
07/03/2025	Zurich Insurance	2025-26 Insurance (Pay on 1st April 2025)	£ 5,327.42

**EWCO Grants Payments**

Signed .....

Date: 28 April 2025

12/03/2025	Greentech Ltd	Gambook Pegs	£ 636.00
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#### **Council Direct Debits**

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
27/02/2025	British Gas	CCTV electricity St Martin's play area	£ 43.02
03/03/2025	Concorde	Printing costs	£ 6.93
11/03/2025	East Devon District Council	2025-26 Business Rates for office (Direct debit from April 2025- January 2026)	£ 1,800.00
26/02/2025	Information Commissioner's Office	Data Protection Fee	£ 52.00
25/02/2025	Siemens Financial Services Limited	Copier lease rental	£ 120.30
23/02/2025	Unity Trust Bank	Bank charges	£ 10.05

#### **Staffing Costs**

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
25/02/2025	East Devon District Council	Payroll recharge - February 2025 (including HMRC Income Tax and employer and employees' National Insurance Contributions & Employer and employees' contributions to Local Government Pension Scheme) and administration charge (PAID)	£ 25,640.08

#### **Younghayes Centre Costs**

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
12/03/2025	IWS	Legionella Testing March 2025	£ 113.50
23/02/2025	Johnsons Workwear	Tea towel and door mat cleaning	£ 89.76
17/03/2025	See the light	Broadband	£ 16.80
25/02/2025	Tony Benger Landscaping Ltd	Younghayes Centre ground maintenance February 2025	£ 93.18
17/02/2025	West Coast Windows SW Ltd	Repair of rooflight	£ 774.00

#### **Younghayes Centre Direct Debits**

DATE	INVOICE FROM	DESCRIPTION	TOTAL INC VAT £
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Signed .....

Date: 28 April 2025

28/02/2025	Biffa	Waste collections	£ 98.09
03/03/2025	E.ON	Heat	£ 1,024.42
28/02/2025	Unity Trust Bank	Bank Charges	£ 12.15
11/03/2025	East Devon District Council	2025-26 Business Rates for Younghayes Centre (Direct debit from April 2025- January 2026)	£ 1,711.04
11/03/2025	East Devon District Council	2025-26 Business Rates for Younghayes Centre Community Hall (Direct debit from April 2025- January 2026)	£ 4,540.90
11/03/2025	East Devon District Council	2025-26 Business Rates for Younghayes Centre Conference Room (Direct debit from April 2025- January 2026)	£ 3,043.90
11/03/2025	East Devon District Council	2025-26 Business Rates for Younghayes Centre Resource Hub (Direct debit from April 2025- January 2026)	£ 561.38

Signed .....

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