

To:

The Chairman and Members
of Cranbrook Town Council

6 May 2025

NOTICE OF ANNUAL 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, 12 May 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. ELECTION OF CHAIRMAN OF THE COUNCIL FOR 2025-26 AND DECLARATION OF ACCEPTANCE OF OFFICE

2. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2025-26 AND DECLARATION OF ACCEPTANCE OF OFFICE

3. 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

4. MINUTES

To accept as a true record the minutes of the meeting held on 28 April 2025.

5. 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.

6. REVIEW OF THE CODE OF CONDUCT

To review and adopt the Town Council's Code of Conduct dated 13 May 2024.

7. REVIEW OF FINANCIAL REGULATIONS

- a) To review and adopt the Council's Financial Regulations as approved on 28 April 2025 and review and confirm the delegation arrangements (especially Regulation 5.15).

To review Financial Regulation 4.2 which necessitates a signed hard copy of the budgets for salaries which are included in the Council's budget and evidenced by minute references.

- b) To review and approve the Council's regular payments (ref. Regulation 6.6).
- c) To review and approve the Council's fees and charges (ref. Regulation 13.2).
- d) To confirm/appoint bank signatories with "View and Submit" level of access (Janine Gardner and Alexandra Robinson) and "View and Authorise" level of access: Cllrs Kevin Blakey, Colin Buchan and another.

8. REVIEW OF STANDING ORDERS

To review and adopt the Town Council's Standing Orders dated 28 April 2025.

9. APPOINTMENT OF COUNCIL COMMITTEES AND WORKING GROUPS AND APPOINTMENT OF MEMBERS TO TOWN COUNCIL COMMITTEES AND WORKING GROUPS

To agree the appointment of Council Committees and Working Groups and to appoint Members to Council Committees and Working Groups for the year 2025-26.

10. APPOINTMENT OF CHAIRMEN AND VICE-CHAIRMEN OF TOWN COUNCIL COMMITTEES

To appoint the Chairman and Vice-Chairman of each Town Council Committee.

11. TERMS OF REFERENCE AND REVIEW OF DELEGATION ARRANGEMENTS

To review and agree the terms of reference for

- a) Council Committees
- b) Working Groups

and associated delegation arrangements where applicable.

12. APPOINTMENT OF COUNCILLORS WITH SPECIAL RESPONSIBILITIES

13. APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

14. RISK MANAGEMENT STRATEGY, RISK REGISTER, RISK ASSESSMENTS AND REVIEW OF RISK MANAGEMENT ARRANGEMENTS

On 27 June 2022, the Council reviewed its risk management arrangements and resolved to review the Council's arrangements relating to risk management, fire safety, health and safety and emergency planning once in a Council period, i.e. every four years as well as to receive reports as and when a need arises at any time in relation to risk management, fire safety, health and safety and/or emergency planning (ref. minute 22/123(e)).

To approve the following documents:

- a) Risk management strategy and risk register
- b) The following risk assessments:
 - i. Slips and Trips Generic
 - ii. Manual Handling Generic
 - iii. Office Safety
 - iv. Kitchen
 - v. Playground Safety
 - vi. Councillor
 - vii. Allotments Safety
 - viii. Christmas Tree
 - ix. Lone Working
 - x. Country Park General Tasks
 - xi. Country Park Events
 - xii. Driving
 - xiii. Younghayes Centre
 - xiv. Homeworking all staff
 - xv. Returning to Work (following prolonged illness)
- c) Health and Safety Policy – *to follow (with Avensure for review)*

15. REVIEW OF THE COUNCIL'S AND STAFF SUBSCRIPTIONS TO OTHER BODIES

The Council subscribes to the Information Commissioner's Office, Public Sector Software PSSLive+, the Devon and National Associations of Local Councils, the National Allotment Society, Zoom Communications and Amazon Prime Business Basic.

The Clerk and Deputy Clerk are members of the Society of Local Council Clerks.

16. PUBLICATION SCHEME

Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

17. COUNCIL POLICIES AND PROCEDURES

To review and adopt the attached documents which have been reviewed by the Council's HR advisor Avensure.

18. COUNCIL MEETINGS CALENDAR

To note the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

19. ACCESSIBILITY STATEMENT

To review and adopt the Council's accessibility statement for publication on the Council's website.

20. COMMITTEE MINUTES

To receive the minutes of the Planning Committee on 28 April 2025.

21. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

22. 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.

23. DELIVERY OF THE INGRAMS LOCAL EQUIPPED AREA OF PLAY (LEAP) – TENDER EVALUATION

On 24 February 2025, the Council approved the tender documents for the Local Equipped Area of Play (LEAP) at the Ingrams sports pitches for publication on the government's Find a Tender platform. (ref. minute 25/21(b)).

The Council is now invited to consider the results of the tender process and to appoint a preferred supplier for the delivery of the LEAP as specified in the tender documents and to work with the supplier to enable delivery within budget – *to follow pending the last tender presentation on Friday, 9 May 2025.*

24. FIRE EXTINGUISHERS SERVICING AND COMMISSIONING

To consider a report recommending the procurement of a contractor for the servicing and commissioning of fire extinguishers for both the Younghayes and Ingrams Pavilion.

25. PRINTER/SCANNER PHOTOCOPIER

To consider a report recommending the procurement of a printer/scanner/photocopier in the Council office.

26. YOUNGHAYES CENTRE AUTOMATED ENTRANCE DOOR

On 24 March 2025, the Council 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 (ref. minute 25/48). To consider a follow-up report including the quote from the contractor.