



To:

The Chairman and Members
of Cranbrook Town Council

7 May 2024

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, 13 May 2024 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 2024-25 AND DECLARATION OF ACCEPTANCE OF OFFICE

2. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL FOR 2024-25 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 22 April 2024.

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 15 May 2023.

7. REVIEW OF FINANCIAL REGULATIONS

- a) To review and adopt the Council's Financial Regulations dated 15 May 2023 and review and confirm the delegation arrangements (especially Regulations 4.1 and 5.5).
- b) To review and approve the Council's regular payments (ref. Regulation 5.6).
- c) To review and approve the Council's fees and charges (ref. Regulation 9.3).

8. REVIEW OF STANDING ORDERS

To review and adopt the Town Council's Standing Orders dated 15 May 2023.

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 2024-25.

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 (N.B. The terms of reference for the play areas working group are *to follow*)

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
- d) Younghayes Centre Fire Management Plan and Fire Risk Assessment

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

The Council subscribes to the Information Commissioner's Office, the Parish Online mapping system, 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 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.

18. SOCIAL MEDIA REPORT

To consider the attached report.

19. COMMITTEE MINUTES

To receive the minutes of the Finance & Personnel Committee on 22 April 2024.

20. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

21. 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.

22. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

To consider the Council's insurance schedule for the 2024-25 financial year as well as the Council's asset register dated 31 March 2024.

23. PROVISION OF HEAT AND HOT WATER TO THE INGRAMS PAVILION

To consider a report appraising options for the provision of heat and hot water to the Ingrams Pavilion.