



To:

The Chairman and Members
of Cranbrook Town Council

18 June 2024

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 June 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. 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 13 May 2024.

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. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023-24

a) Report by the Internal Auditor

To consider and note the report by the Council's internal auditor covering the 2023-24 financial year.

b) Section 1 – Governance Statement

To approve the assertions in Section 1 of the AGAR.

c) Section 2 – Statement of Accounts 2023-24

To approve the Accounting Statements set out in Section 2 of the AGAR.

d) Period for the Exercise of Electors' Rights

The period for the exercise of public rights is the period during which the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. The period lasts for 30 working days set by the smaller authority and must include the first 10 working days of July.

The Council's Finance & Personnel recommends to the full Council the period for the exercise of public rights from **Monday, 1 July 2024 until Friday, 9 August 2024**.

e) Statement of Internal Control

To approve the Council's Statement of Internal Control.

f) Re-Appointment of Signatory for Bank Statements and Bank Reconciliations

On 25 September 2023, full Council appointed Cllr Vincent Wilton as its signatory for bank statements and quarterly bank reconciliations (ref. minute 23/159) who verifies and signs bank reconciliations and the underlying hard copy bank statements in accordance with Financial Regulation 2.2.

To re-appoint Cllr Vincent Wilton as the Council's signatory for bank statements and quarterly bank reconciliations.

6. TOWN COUNCIL'S ANNUAL REPORT 2023-24

To approve the attached annual report 2023-24.

7. TOWN COUNCIL'S FIVE-YEAR PLAN 2024-29

To adopt the attached document covering the period 2024-29.

8. PROCUREMENT OF A TRIM TRAIL

To consider the attached report and to approve the tender documents for advertising on the Contracts Finder platform.

9. CRANBROOK YOUTH CLUB UPDATE

To note the attached.

10. SOCIAL MEDIA REPORT

To note the attached.

11. ASSET DELIVERY REPORT

To consider the asset delivery report dated 18 June 2024.

12. COMMITTEE MINUTES

To receive the minutes of the Finance & Personnel Committee on 17 June 2024.

13. VAT REGISTRATION UPDATE

To consider the attached.

14. COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORTS 2022-23 AND 2023-24

To approve the attached for submission to the local planning authority East Devon District Council.

15. SCHEDULE OF PAYMENTS

To approve the attached schedule of payments.

16. 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.

17. INGRAMS SPORTS PITCHES

a) Multi-Use Games Area

To consider the report of the tender evaluation panel.

b) Sanitary and Nappy Waste Collections

To consider a report recommending the appointment of a contractor to collect sanitary and nappy waste from the Ingrams Pavilion.

18. TOWN COUNCIL'S TOWN CENTRE BUILDING

To consider a report regarding the delivery of the Town Council's town centre building.

19. CRANBOX

To consider a report regarding the delivery of the modular commercial space in the town centre ("Cranbox").

20. INSTALLATION OF E.ON SIGFOX BASE STATION

On 22 April 2024, the Council considered a report recommending the installation of a signal mast on the Younghayes Centre to enable automatic meter readings to be transmitted to E.ON and an associated wayleave agreement. The Council:

- considered the offered indemnity cover as low in cases of e.g. damage to the building during the installation process;
- expressed concerns regarding the proposed connection to the Council's internet network;
- expressed concerns regarding the assumed energy consumption into the medium-term future and its relation to the proposed rental payments.

On the basis of these concerns, the Council rejected the proposal to install a signal mast on the Younghayes Centre to enable automatic meter readings to be transmitted to E.ON (ref. minute 24/56).

To consider a further report addressing the Council's concerns.

21. UNAUTHORISED ENCAMPMENTS

To consider a report recommending the appointment of a bailiff firm to deal with unauthorised encampments on Council land.

22. COMMERCIAL LEASE

To agree to the lease agreement for a commercial tenant by deed.

The Council's Standing Order 23 covers the execution and sealing of legal deeds as follows:

(a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

(b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The Council is invited to approve the lease agreement on behalf of the Council in accordance with Standing Order 23.