

To:

The Chairman and Members
of Cranbrook Town Council

12 November 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, 18 November 2024 at 7:00pm or on the rising of the Planning Committee
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 21 October 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. DISTRICT AND COUNTY COUNCIL MATTERS

To discuss East Devon District and Devon County matters.

6. CONSULTATION ON REMOTE ATTENDANCE/PROXY VOTING AT MEETINGS

The Ministry of Housing, Communities & Local Government is consulting on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

To agree the attached consultation response.

7. CITIZENSHIP AWARDS

To consider the attached report.

8. ROUGH SLEEPERS POLICY

To consider the attached report.

9. COMMUNICATIONS REPORTS

- a) Marketing and public relations campaigns July to September 2024
- b) Social media report October 2024
- c) Community engagement strategy
- d) Communications strategies – *to follow*

Following the last Council meeting on 21 October 2024, a Google Analytics account was installed for the Council's website which collects website data from the point at which it was installed. This data will be included in future reports.

10. COMMITTEE MINUTES

To adopt the minutes of the Planning Committee on 11 November 2024.

11. ASSETS DELIVERY REPORT

To consider the asset delivery report dated 12 November 2024.

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. HUMAN RESOURCES SUPPORT SERVICES

At its last meeting on 21 October 2024, the Council requested a report detailing options relating to the provision of wider HR services which may include the provision of an employee assistance programme (ref. minute 24/166). This report is attached to the agenda.

15. DELIVERY OF CRANBOX

To consider a report regarding the delivery of Cranbox – *to follow*.

16. YOUNGHAYES CENTRE LIFT REMEDIAL WORKS

To consider a report recommending a number of remedial works to the lift in the Younghayes Centre.

17. INGRAMS PAVILION FLOOR MATS

To consider a report recommending a provider for the rental and cleaning of floor mats at the Ingrams Pavilion.