



Locum Town Clerk: Francesca Pridding  
The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB  
[enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)  
01884 38249

**MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL**  
**HELD ON THURSDAY 25<sup>TH</sup> AUGUST 2022**  
**IN CULLOMPTON TOWN HALL AT 7.00PM**

**PRESENT:** Councillor: James Buczkowski (Chair)

Councillors: Shaun Holvey, Mike Thompson, Christopher Snow, Matthew Dale,  
Martin Smith, Janet Johns, Lloyd Knight, Ian Findlay, Robert Dietrich

**OFFICERS PRESENT:**

Carmel Wilkinson (Locum Deputy Town Clerk)

Ref. 612  
25.08.22

**APOLOGIES:**

Apologies were received from Councillors Kathryn Haslett and Gordon Guest  
Devon County Cllr John Berry

Ref. 613  
25.08.22

**DECLARATION OF INTEREST:**

None

Ref. 614  
25.08.22

**CHAIRMAN'S REPORT**

- Regarding outside appointments, there is a list on the Councillor page of CTC website
- The Chairman informed councillors of an upcoming Zoom meeting with Darren Beer, Operations Manager for Street Scene and Open Spaces, on 8<sup>th</sup> September 2022 at 11:30 to discuss waste collections.
- No formal response was received from Stagecoach regarding changes to bus timetables, however Devon County Councillor John Berry informs CTC that the decision is commercial. Further action is expected and councillors will be kept informed.
- CTC is migrating to MS 365. Dates not know but JB will keep councillors informed.
- Councillors were reminded that monthly surgeries take place this Saturday 10:00 to 12:00 – **JB notes say surgeries are from 10 am to 4 pm?**
- Councillor Co-options are advertised, closing date 30th September.

- Two Outdoor Team vacancies have been advertised and fourteen high-quality applications received.
- The North West Development Phase 1/Tiverton Road and Garden Village SPD (Supplementary Planning Document) will be discussed at the next planning meeting. This is very important and all councillors are encouraged to attend.
- Councillor John Berry from DCC and MDDC has given his apologies for this evening, but has kindly submitted a report which has been distributed to all Councillors.
- Finally, I would like to congratulate one of our outdoor workers, Perry, for promotion to Assistant Supervisor, Perry is an asset to the Council work force and I look forward to seeing him grow into his new role.

Ref. 615  
25.08.22

**MEMBERS' QUESTIONS**

Councillor Thompson requested that meeting papers are indexed i.e. SP 1, 2, 3 etc

Ref. 616  
25.08.22

**MINUTES:**

Receive and approve: -

**RESOLVED:** To receive and approve Minutes of Ordinary Meeting of the Council held on Wednesday, 28<sup>th</sup> July 2022

Proposed: Councillor Matthew Dale

Seconded: Councillor Shaun Holvey seconding

Motion carried with 8 for, 2 abstentions.

**RESOLVED:** To receive and approve Minutes of Extra-Ordinary Meeting of the Council held on Thursday, 18<sup>th</sup> August 2022

Proposed: Councillor Matthew Dale

Seconded: Councillor Shaun Holvey

Motion carried 8 for, 2 abstentions

Ref. 617  
25.08.22

**STANDING COMMITTEES:**

Receive and approve: -

**Resources Committee**

**RESOLVED:** to receive and approve Minutes of meeting held Wednesday 11<sup>th</sup> August 2022

Proposed: Councillor Dale

Seconded: Councillor Findlay

Motion carried: 5 for, 1 against, 4 abstained.

**Town Centre and Economic Development Committee**

**RESOLVED:** to receive and approve Minutes of meeting held Monday 27<sup>th</sup> June 2022

Proposed: Councillor Findlay

Seconded: Councillor Johns

Motion carried: 7 for, 3 abstained.

Governance Committee

**RESOLVED:** to receive and approve Minutes of meeting held Thursday 23rd May 2022

Proposed: Councillor Dietrich

Seconded: Councillor Dale

Motion carried: 6 for, 4 abstained

Minutes of meeting held 9th June 2022

Proposed: Councillor Dale

Seconded: Councillor Dietrich

Motion carried: 5 for, 1 against, 4 abstained

Ref. 618  
25.08.22

**PAYMENTS LIST:**

Motion to approve payments list: -

Councillor Thompson proposed not to approve the payments list because it was not sent to his correct email address and therefore was not received in reasonable time.

Councillor Snow urged councillors to reject the document stating that documents are received too late for informed decisions to be made.

Proposed: Councillor Thompson

Seconded: Councillor Snow

Motion failed: 4 in favour, 6 against

*Councillor Thompson clarified that he was not querying the trust of officers, the issue is that documents are not published in accord with NALC guidelines.*

A second motion was proposed by Councillor Findlay to approve the payments list.

**RESOLVED:** Approve the payments list

Proposed: Councillor Findlay

Seconded: Councillor Johns.

A request was made for a recorded vote on this matter, the motion was carried and the results were as follows: 6 for, 3 against, 1 abstention

**For**

Cllr Buczkowski

Cllr Dietrich

Cllr Findlay

Cllr Johns

Cllr Knight

Cllr Smith

**Against**

Cllr Holvey

Cllr Snow

Cllr Thompson

**Abstain**

Cllr Dale

Ref 619  
25.08.22

**TERMS OF REFERENCE**

Motion to agree new terms of reference in respect of the committee reorganisation:

Motion amended by Councillor Thompson: To defer the decision until all councillors have had the opportunity to send in their comments for consideration. *It was noted that the cemetery and town hall were not mentioned in the terms of reference.*

Proposed: Councillor Thompson

Seconded: Councillor Buczkowski

**RESOLVED:** To defer agreement of Terms of Reference.

Ref 620  
25.08.22

**APPOINTMENTS TO NEW COMMITTEES**

Motion to appoint members as per terms of reference.

As a consequence of the decision above (Ref 619) this item was no longer relevant.

Ref 621  
25.08.22

**CODE OF CONDUCT**

Motion to adopt the updated LGA model code of conduct as recommended by NALC and for all councillors to sign.

*After some discussion a motion to adopt the Code of Conduct was proposed.*

Proposed: Councillor Smith

Seconded: Councillor Buczkowski

**RESOLVED** to adopt the Code of Conduct, motion carried with 5 for, 3 against and 2 abstentions.

Ref 622  
25.08.22

**DIGNITY AT WORK POLICY**

Motion to adopt the updated NALC Dignity at Work Policy.

*Clarified that the policy applies to councillors and staff.*

*Concern expressed about aspects of the policy, specifically gender reassignment.*

Proposed: Councillor Smith

Seconded: Councillor Knight.

**RESOLVED:** to adopt NALC's Dignity at Work Policy. Motion carried: 5 for, 4 against, 1 abstention

Ref 623  
25.08.22

**TRAINING**

Motion to source training in Code of Conduct for councillors and Civility and Respect for councillors and staff.

*Councillor Snow suggested that MDDC's Monitoring Officer could deliver training at no cost. The chairman added that the proposal is silent on who delivers the training. Councillor Thompson proposed an amendment to the motion that training should be for both councillors and staff.*

Proposed: Councillor Thompson (amended to include staff)  
Seconded: Councillor Holvey  
**RESOLVED:** to source Code of Conduct training for councillors and staff. Motion carried unanimously

Ref 624  
25.08.22

**CIVILITY AND RESPECT PLEDGE**

Motion to sign up to the Civility and Respect Pledge

*Councillor Snow proposed an amendment to the motion that the pledge should include councillors, staff and contractors.*

Proposed: Councillor Buczkowski (amended to include staff and contractors)  
Seconded: Councillor Dale  
**RESOLVED:** Sign Civility and Respect Pledge. Motion carried: 7 for, 3 abstentions

Ref 625  
25.08.22

**SIGNATORIES**

Motion to approve banking signatories for CTC as Chair, Vice Chair, Chair of Governance, Finance and Resources Committee, Vice Chair of Governance, Finance and Resources Committee, Town Clerk and RFO

Councillor Smith suggested wording that councillors 'who volunteer' plus the clerk and RFO should be signatories, seconded by Councillor Buczkowski. Councillor Findlay proposed an amendment that councillor signatories are limited to five in total.

Proposed: Councillor Smith (with Councillor Findlay's amendment (maximum of 5 signatories))  
Seconded: Councillor Findlay  
**RESOLVED:** Approve banking signatories. Motion carried: 6 for, 1 against, 3 abstentions

Ref 626  
25.08.22

**EMPLOYEE CONTRACTS**

Motion to approve contracts for new members of staff

*Discussion regarding contracts and job descriptions, whether contracts should be signed within 30-days, and whether councillors should approve contracts.*

Proposed: Councillor Knight  
Seconded: Councillor Findlay  
**RESOLVED:** Approve new staff contracts. Motion carried: 8 for, 2 abstentions

Ref 627  
25.08.22

**EXCLUSION OF PRESS AND PUBLIC**

Motion to exclude press and public in accordance with Section 12A the Public Bodies (Admission to Meetings) Act 1960.

Reason: Agenda item 628 below discusses confidential staffing matters.

Proposed: Councillor Buczkowski  
Seconded: Councillor Knight

**RESOLVED:** In accordance with Public Bodies Admission to Meetings Act – Local Government (Access to Information) Act (1985) Schedule 12A parts 1.1 and 4.14 public and press are therefore excluded from this part of the meeting.

Ref 628  
25.08.22

**RECRUITMENT OF TOWN CLERK**

Motion to consider contractual terms for the recruitment of the new Town Clerk.

New Clerk will accept the posts on terms offered, bar one, salary. His offer is to start on PO5 SCP 38 (£42,614). Interview panel recommended starting salary at SCP 34 (£38,553).

Discussion covered: is the higher salary affordable, CILCA, risk of refusal, KPIs, early termination of current contract, incremental progression to higher salary etc. a number of proposals were put forward.

After a wide-ranging discussion councillor voted to offer the higher salary (SCP 38) as a full and final offer, and ask the new Clerk to request early termination of his current contract.

Proposed: Councillor Smith  
Seconded: Councillor Findlay

**RESOLVED:** Appoint new Clerk on SCP 38. Motion carried: 8 in favour, 2 abstentions.

The meeting was declared closed at 21:00 pm