



Town Clerk: Miss Joy Norris MSc ACIS

The Town Hall, 1 High Street, Devon, EX15 1AB
town.clerk@cullomptontowncouncil.gov.uk
01884 38249

Notice is hereby given that a Meeting of the **Town Council** will take place on **Thursday 22nd October 2020** starting at **19:00 hrs.**

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The public are welcome to attend this meeting by using the internet, mobile phones or landline phones – please see the links below:

If you are using the internet please use the following link to join the meeting:
<https://zoom.us/j/94597566789> Meeting ID 945 9756 6789 or use this QR code



To use one tap mobile dial 02034815240,,94597566789# or
02039017895,,94597566789#

To use a landline dial 0203 481 5240 or 0203 901 7895 or 0208 080 6591 or 0 208 080 6592 or
0330 088 5830 or 0131 460 1196 or 0203 481 5237

Meeting ID: 945 9756 6789

Members of the public are invited to ask questions or raise issues relevant to Cullompton as part of the item on the agenda called Public Participation; The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. If you would like to ask a question or speak, please email enquiries@cullomptontowncouncil.gov.uk 48 hours before the meeting with your first and last names and give a brief outline of what you wish to say.. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

You may find it useful to read the Protocol on Remote Meetings before you join (this can be accessed on the Town Council's website)

The Agenda for the meeting is given below. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice)

Joy Norris
Town Clerk

Date: 15 October 2020

AGENDA

Town Council 22 October 2020

PUBLIC PARTICIPATION: 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

1.	Mayor's Announcements The Mayor may make announcements relevant to the work of the Town Council Note: announcements are for information only and not for debate, discussion or questioning.
2.	Apologies for Absence To receive apologies for absence from Councillors unable to attend the meeting.
3.	Declarations of Interests To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest. Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
4.	Public Participation To allow members of the public present at the meeting to raise matters which are relevant to Cullompton; up to 3 minutes will be allowed for each person.
5.	Minutes To confirm the Minutes of the meeting held on 24 September 2020 as a correct record (Supporting Paper A)
6.	Action List To receive and review the Action List relating to the Town Council. (Supporting Paper B to follow)
7.	Planning Application 20/01452/MOUT Land at NGR 305210 108255, Horn Road, Kentisbeare, Devon To consider the available information and agree any comments to be submitted on the following Planning Application which would have an impact on the parish of Cullompton. Planning Application 20/01452/MOUT Proposal: Hybrid application for a new cricket facility consisting of an Outline application for a pavilion of up to 2 storeys, indoor cricket centre of up to 2 storeys, scorers hut, ground equipment store, outdoor cricket nets, landscaping and parking (all matters reserved) and a Full application for layout and earthworks for 2 cricket grounds (Supporting Paper C1 – MDDC Letter & C2 Report and Application)

8.	<p>Planning Application 20/01409/MOUT Land at NGR 303082 107667 Stoneyford Devon</p> <p>To consider the available information and agree any comments to be submitted on the following Planning Application in the parish of Cullompton Planning Application 20/01409/MOUT Outline hybrid application for the erection of 5.2ha of B2 and B8 industrial units and Detention Basin and Full permission for the erection of 4 industrial units (Plots 5,9 and 10) (4327sqm) Class B1, B2 and B8 Uses and creation of new vehicular access, parking and landscaping (Supporting Paper D1 – MDDC Letter & D2 Report and Application)</p>
9.	<p>Devon County Council (Various Streets Devon) (Waiting Restrictions & Parking Places) Amendment Order</p> <p>To consider and agree any response that the Town Council would like to submit Devon County Council with regard to Amendment Order. (Supporting Paper E)</p>
10.	<p>Representatives on Outside Bodies / Liaison</p> <p>The newly appointed Cullompton High Street Heritage Action Zone Project Officer at Mid Devon District Council is looking to resurrect the Cullompton Town Centre Regeneration Partnership and would like two Town Councillors to sit on the new partnership group</p>
11.	<p>Request to Sit on No 19 High Street Development Committee</p> <p>Councillor Andrews has requested to sit on the No 19 High Street Development Committee. (Notes</p> <ul style="list-style-type: none"> (i) the current membership, agreed by Council 27.08.2020, is Mayor (ex officio) Deputy Mayor (ex officio), Councillor J Buczkowski, Councillor J Johns Councillor J Lockhead, Councillor M Rowe and Councillor M Smith (ii) No 2 Scheme of delegation / Terms of reference state “The composition of Committees shall be no more than 7 (seven) members of the council excluding the Town Mayor and Deputy town Mayor”
12.	<p>Recommendations and Referrals from the Policy, Finance and Personnel Committee</p> <p>To consider recommendations from the Policy Finance and Personnel Committee meeting held on 8 October 2020 regarding a Co-option Policy. (Supporting Paper F)</p>
13.	<p>Casual Vacancy – Provisional Timetable</p> <p>To consider and agree the timetable for the co-option process for 4 Town Councillors. (Supporting Paper G)</p>
14.	<p>2020/2021 Budget. Half-year Review</p> <p>To review the 2020/2021 Budget. (Supporting Paper H to follow)</p>
15.	<p>Payments for Authorisation</p> <p>To examine and agree the accounts due for payment. (Supporting Paper I)</p>
16.	<p>Recommendations from the Community Wellbeing Committee</p> <p>To consider the recommendation from the Community Wellbeing Committee with regard to Cullompton’s Youth Service Provision. (Supporting Paper J to follow)</p>

17.	<p>Members Questions</p> <p>This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.</p> <p>Note: questions are to be for the purpose of obtaining information and not for debate nor discussion.</p>
<p>Note: It may be necessary to consider passing a resolution to exclude the press and public for this item or part thereof on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (financial information and items subject to negotiation)</p>	
18.	<p>Exclusion of the Press and Public</p> <p>To consider passing a resolution to exclude the press and public for this item or part thereof on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (staffing – personal information)</p>
19.	<p>Recommendation from the Policy, Finance and Personnel Committee</p> <p>To consider recommendations from the Policy Finance and Personnel Committee meeting held on 8 October 2020 regarding the Town Clerk’s appointment.</p>

*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.
Members of the public will only be permitted to speak during the Public Participation session listed on the Agenda*



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Minutes of a meeting of the Town Council held remotely on Thursday 24 September 2020 commencing at 19:00 hrs

Present

Chair: Councillor K Haslett

Councillors: E Andrews, J Buczkowski, M Dale, G Guest, J Johns, J Lockhead, M Rowe and M Smith.

In attendance

Officers: J Norris (Town Clerk) M Weston (Deputy Town Clerk)

1X member of the press attended the meeting

4 X members of the public attended the meeting

96. Mayor's Announcements

The following announcement was made

Due to the current COVID19 restrictions forbidding the organisation of events that encourage mass gatherings, the marking of both Armistice Day and Remembrance Sunday this year will be significantly different to usual. Specifically, it is looking increasingly unlikely that there will be any organised gathering at the War Memorial to mark the 2 minutes of silence or lay wreaths. There is ongoing discussion between the council Officers, the churches and the Royal British Legion to arrange a Service of Remembrance that is both fitting and COVID safe. Further details will be announced when available."

97. Apologies For Absence

Apologies for absence were received from Councillors Dietrich and Knight

98. Declarations of Interests

The following declarations of interest were made:

- Cllr Haslett declared a personal interest in Agenda No 13 Parking Restrictions New Street, Cullompton as lives in New Street

- Cllr Haslett declared a personal interest in Agenda No 16 First Notification for the Removal of Payphone Service as lives in New Street which is close to the phone kiosk and has used it in the past

99. Public Participation

This agenda item enables members of the public to raise matters which are relevant to Cullompton.

Speaker 1-

1. The Speaker made a suggestion that the housekeeping message is displayed on-screen at the start of the meeting
2. Regarding the publication of Councillor phone numbers - why does the Town Council hide phone numbers, the public have a right to speak to their elected representative.
3. Not only should apologies be given at the start of the meeting but the reasons for the apology should be given and approved

The Chair responded that the information provided at the start of a meeting would also need to be read out even if it was displayed on a screen at the start of the meeting because not everyone present at the meeting is using a screen

The Town Clerk explained that the reason for an apology does not need to be recorded, though legislation requires that if it is going to be a long-term or persistent absence then the prior approval of Council is required before the absence reaches six months, if such approval is not given and the Councillor does not attend a meeting for six months then the Councillor automatically loses their seat; it is therefore not a legal requirement nor necessary to record the reason for an apology on every occasion, but if there is going to be a long term absence then an agenda item to approve the reason for absence stops the Councillor falling foul of the six month rule.

Cllr Buczkowski responded that he thought it may be useful if people in the waiting room could see the housekeeping information; He also thought it would be useful to clarify the position regarding apologies as when he was chairing a meeting it was his practice to vote to accept the reason and there should be a consistent approach across the Council to avoid any confusion. The Town Clerk cited the relevant legislation regarding apologies as the Local Government Act 1972 S85 which refers to persistent absence.

Speaker 2

1. There is an item on the agenda regarding Casual vacancies, in the past there has been an issue regarding voting – how will that be dealt with?
2. Agenda No 11 list of payments, there are a lot of invoices for Labdons but it doesn't say which projects the items are for
3. Agenda No 18, No 19 High Street, Martin Smith should have declared an interest as he is part of the Town Team

Cllr Buczkowski responded that the Policy Review Working Group is working on a co-options policy based upon advice from the Monitoring Officer and national best practice which it is hoped will be in place before there are any co-options vote and that policy includes voting procedures; there has been confusion about voting for co-options in the past and that should all be addressed by having an agreed policy.

Payments will be addressed when get to agenda item

19:16hrs Cllr Smith declared a personal interest in Agenda No 18, No 19 High Street, Cullompton

Speaker 3

Nearly 3 weeks ago Cllr Smith contacted a PCSO re anti social parking in the main street – has there been a reply?

Cllr Smith responded that he did speak to a PCSO but the police have no jurisdiction over on-street parking it is a matter for Mid Devon District Council

100. Minutes

- (i) The Minutes of the meeting held on 27 August 2020 were considered as a correct record (Supporting Paper A to the Agenda)
- (ii) The Minutes of the meeting held on 3 September 2020 as a correct record (Supporting Paper B to the Agenda)

RESOLVED

- (i) That the minutes of the meeting held on 27 August 2020 be confirmed as a correct record
- (ii) That the minutes of the meeting held on 3 September 2020 be confirmed as a correct record.

101. Action List

The Action List relating to the Town Council was reviewed. (Supporting Paper C to the Agenda)

102. Motions submitted in Accordance with Standing Order No 9

The following proposal submitted by Councillor Guest was considered

- a) That on all public domain documents only councillors official emails are provided unless a councillor specifically requests otherwise.
- b) That councillors private phone numbers can be shared with other town councillors and these can be obtained from the clerk and provided on a specific councillors only contact list.

RESOLVED that each Councillor is asked to complete a form confirming their contact details and stating the permission level for distribution

103. Casual Vacancies

An update on the casual vacancies was given to the meeting. (Supporting Paper D to the Agenda)

104. Recommendations and Referrals from the Policy, Finance and Personnel Committee

Consideration was given to recommendations from the Policy Finance and Personnel Committee meetings held on 13 August 2020 and 10 September 2020. (Supporting Paper E to the Agenda)
The PFP Chair gave the background to the Committee's recommendations from both meetings.

RESOLVED

- (i) that the Community Wellbeing Committee Terms of Reference are amended to include *“that any request for funding – grant or otherwise - for work on the LEAT should go to the Community Wellbeing Committee for them to determine as they hold the budget regarding the Leat.”*

- (ii) that the Climate Change Working Group is dissolved
- (iii) that £2,500 is vired from the elections contingency budget to public conveniences and £2,500 is vired from the elections contingency budget to play areas in order to assist with meeting the additional running costs associated, in part, with the COVID-19 situation.
- (iv) that the Town Council puts into place a reserves and contingency policy.”

105 2020/2021 Budget. Half-year Review

To review the 2020/2021 Budget. (Supporting Paper F to the Agenda)

RESOLVED to consideration of this agenda item until the next Town Council meeting

106 Payments for Authorisation

The accounts due for payment were examined. (Supporting Paper G to the Agenda)

RESOLVED that the payments totalling £32223.58 gross and the Direct Debits and Standing Authorisation items of £29,125.46 gross as detailed on Supporting Paper G to the agenda be approved

107 Parking, St George’s View

This matter was brought to the Council’s attention as a public participation item at the Town Council meeting held on 27 August 2020 and the Mayor requested it be put on the agenda for a future meeting. The email received from the resident raising the matter was provided to Councillors as Supporting Paper H to the Agenda.

RESOLVED

- (i) write to the resident to confirm the matter has been discussed by Council and explain what the Town Council done to ease the on-road parking situation by making St Andrews car park free overnight parking
- (ii) Contact McCarthy & Stone and Mid Devon District Council regarding compliance with the construction management plan

108 Parking Restrictions, New Street, Cullompton

Consideration was given to an email from the Neighbourhood Highway Officer regarding a request for footpath alterations or parking restrictions at the junction of New Street and Shortlands Lane.

(Supporting Paper I to the Agenda)

RESOLVED (20:50hrs) to suspend Standing Orders so that a member of the public with knowledge of the situation can speak

It seems that Councillors have misunderstood the highways report that as presented to the Town Council about 8 years ago.

The member of the public said that about 10 years ago there was a detailed report regarding From Tiverton Road into Shortlands Lane the first half of it is a private accommodation road and the other half going down to the top of New Street is a bridleway which the County Council have said categorically they will not tarmac, they will not put a footpath all the way through, they will not adopt it.

RESOLVED to ask Devon County Council to research alternative solutions to double yellow lines such as access through Shortlands Lane to New Street from Tiverton Road.

109 (20:58hrs) **RESOLVED** that the duration of the meeting is extended until 21:15hrs

110 Disabled badge Holder Parking, Knightswood, Cullompton

Consideration was given to the Town Council's response to Devon County Council regarding a proposal to revoke Disabled Badge Holders At Any Time on a specified length of Knightswood. (Supporting Paper J)

RESOLVED if not getting rid of it and just changing the time support

111 Public Consultation of the Updated Local Flood Risk Management Strategy for Devon

Consideration was given to the Town Council's response to Devon County Council with regard to the Updated Local Flood Risk Management Strategy for Devon.

RESOLVED not to make a comment on the strategy as our area hasn't been designated as high risk and any future development application must include flood mitigation

112 (21:15hrs) **RESOLVED** that the duration of the meeting is extended until 21:30hrs

113 First Notification for the Removal of Payphone Service

Consideration was given to the Town Council's response to Mid Devon District Council with regard to removal of the public payphone service of the public telephone box near the Community Health Centre, Exeter Hill, Cullompton. (Supporting Paper L to the Agenda)

RESOLVED to object to the removal of the public pay phone service (location stated as Community Health Centre (which has not been there for many years) Exeter Hill, Cullompton, as no usage figures have been provided and the location of the phonebox is near to accommodation occupied by older people.

114 Members Questions

There were no Members' questions.

115 No 19 High Street, Cullompton

To receive an update and any new information and take any associated decisions regarding No 19 High Street, Cullompton.

Cllr Smith provided an oral update as a written paper had not been prepared. In February the Town Council voted to make an offer and then lease it back to a Community Interest Company (CIC) to develop for new business units. The new information is that contracts have not been signed and mid Devon District Council would look at another proposal. Cllrs Smith and Lochhead have met with a member of the public willing to put up £60,000 to buy the freehold and lease it back to CIC in the same way as the Town Council was going to. Would the Town Council give support to such a proposal that is to support a CIC but with a private investor putting up the money so that it takes the risk away from the Town Council?

The purpose of asking is to see if the Town Council would still approve of the site for business developments and encourage such use.

During discussion governance concerns were raised

RESOLVED that this matter is referred to the Monitoring Officer who is provided with a recording of the meeting and asked for their opinion on what should be done

The voting was as follows:

In Favour: E Andrews, J Buczkowski, M Dale, J Johns, J Lockhead, M Rowe, M Smith, K Haslett

Against: G Guest

Abstentions: None

The meeting closed at 21:41 hrs

DRAFT



Draft 3, October 2020

POLICY TITLE	Casual Vacancy Co-option Policy
POLICY NO	
REVISION DATE	
REVIEW DATE	
REPLACES POLICY	New Policy
POLICY AIM	This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Cullompton Town Council. The Co-option procedure is entirely managed by Cullompton Town Council and this policy will ensure that a fair and equitable process is carried out.

1. Co-option

- 1.1 The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by election) has been called. A casual vacancy occurs when:
- i. A councillor fails to make his declaration of acceptance of office at the proper time;
 - ii. A councillor resigns;
 - iii. A councillor dies;
 - iv. A councillor becomes disqualified; or
 - v. A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.
- 1.2 Cullompton Town Council has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors write to the District Council stating that an election is requested.
- 1.3 If a by-election is called, a polling station will be set up by the District Council and the people of the parish will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. Cullompton Town Council will pay the costs of the election. The people of the parish have fourteen

days (not including weekends, bank holidays and other notable days), to claim the by-election, but the electoral officer will advise the clerk of the closing date.

- 1.4 If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward they are duly elected without a ballot.
- 1.5 If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised by the District Council, Cullompton Town Council is able to co-opt a volunteer.

2. Confirmation of Co-option

- 2.1 On receipt, of written confirmation, from the Electoral Services Office from the District Council, the casual vacancy can be filled by means of Co-option, the Parish Clerk will:
 - i. Advertise the vacancy for four weeks on the Council notice boards and website; and
 - ii. Advise Cullompton Town Council that the Co-option Policy has been instigated.
- 2.2 The Co-option process will take place as soon as is practicable as it is not desirable that electors in a particular ward be left partially or fully underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload equitably, to provide a broad cross-section of skills and interests or to achieve meeting quorums without difficulty.
- 2.3 Councillors elected by co-option are full members of Cullompton Town Council although are not eligible to claim an allowance.

3. Eligibility of Candidates

- 3.1 Cullompton Town Council is able to consider any person to fill a vacancy provided that:
 - i. He or she is an elector for the parish; or
 - ii. has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
 - iii. had his or her principal place of work in the parish; or
 - iv. has lived within three miles (direct) of the parish.
- 3.2 There are certain disqualifications for election, of which the main are (see 5. 80 of the Local Government Act 1972):
 - i. holding a paid office under the local authority;
 - ii. bankruptcy;
 - iii. having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and

- iv. being disqualified under any enactment relating to corrupt or illegal practices.
- 3.3 The application form will require candidates to declare that they meet the qualification criteria for holding office and are not disqualified for any reason.
- 3.4 Candidates found to be offering inducements of any kind will be disqualified.

4. Applications

- 4.1 Members may point out the vacancies and the process to any qualifying candidate(s).
- 4.2 Although there is no statutory requirement to do so, candidates will be requested to:
 - i. Submit information about themselves, by way of completing a short application form (Appendix A).
 - ii. Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B).
- 4.3 Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of town councillor and to co-opt a candidate to fill the existing vacancy'. Copies of the candidates' applications will be circulated to all Councillors by the Town Clerk at least 3 clear days prior to the meeting of the full Council, when the co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private and Confidential.
- 4.4 Candidates will be sent an electronic copy by email of the full agenda of the meeting at which they are to be considered for appointment. Candidates will also be informed that they will be invited to speak about their application at the meeting.

5. At the Co-option Meeting

- 5.1 Where there are co-options for more than 1 ward to be dealt with they will be taken on a ward by ward basis; the whole process for each ward, including voting, being completed before moving on to the next ward.
- 5.2 Candidates will be given a maximum of 5 minutes to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of Cullompton Town Council. The process will be carried out by adjourning the meeting to allow the candidate(s) to speak. Discussion about the applications will take place in council session without intervention from the candidates or members of the public
- 5.3 Councillors may ask questions of the candidates but must take care to ensure that all candidates are given the opportunity to provide the same information.

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- 5.4 When all candidates have finished giving their submissions, the council will reconvene and proceed to the voting stage of the process.
- 5.5 Where the number of candidates equals or is less than the number of vacancies the following proposal will need to be made and seconded by a Councillor *“that there being XX vacancy and XX candidate(s), namely xxxxx yyyy in accordance with legislation and the Town Council’s policy the Council formally declares the casual vacancy filled by xxxxx yyyy*
- 5.6 Where the number of candidates exceeds the number of vacancies Councillors will proceed to a vote on the acceptability of each candidate utilising the ‘person specification’ criteria set out in Appendix C and any personal statements provided by candidates.
- 5.7 To enter into the voting process a candidate must be proposed and seconded by a Councillor, any candidate who is not proposed and seconded will not proceed any further in the process.
- 5.8 At the start of the voting process the Chair will ask Councillors to propose and second any of the candidates, the voting will be between all of the candidates who have been duly proposed and seconded. If there are more than two candidates and there is no candidate with an absolute majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.
- 5.9 Councillors have 1 vote in each round of the voting process except in the case of an equality of votes where the meeting Chairman of the meeting has a second, casting, vote.
- 5.10 In order for a candidate to be co-opted to Cullompton Town Council, it will be necessary for them to obtain an absolute majority of votes available.
- 5.11 Every Councillor can choose to vote for one candidate or abstain from the vote. For the purposes of calculating the absolute majority, abstentions will not be included in the votes cast and will be counted separately. The absolute majority required by a candidate will therefore be 50% + 1 of the votes cast in their favour at the meeting.
- 5.12
- 5.13 If so requested by a member of the council, the vote will be recorded so as to show whether each Councillor present and voting gave his or her vote for, against or abstained.
- 5.14 If an absolute majority of votes is not attained by either of the final two candidates remaining in the voting process, the vacancy will remain unfilled.

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- 5.15 After the vote has been concluded, the Chairman will declare the successful candidate duly co-opted. They will be invited to sign their declaration of acceptance office and then take a place at the meeting table and contribute to the debate of any remaining agenda items however they will not have a vote as they were not summoned to attend the meeting.
- 5.16 The Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.
- 5.17 If insufficient candidates come forward for co-option or a vacancy remains unfilled after the voting process described at 5.3 – 5.4 has concluded, the co-option process should continue, whereby the vacancies are again advertised.

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APPENDIX A

APPLICATION FOR CO-OPTION TO CULLOMPTON TOWN COUNCIL

Thank you for your interest in becoming a Cullompton Town Councillor. Please provide the information below to assist the council in making their decision.

Please note that your name and the information in the “about you” section will be provided to Councillors to assist in the consideration of candidates for co-option.

Full Name and Title	
Home address	
Home Telephone	
Mobile Telephone	
Email Address	
About You. Please provide the council with some background information about yourself. Continue on a separate sheet if necessary.	

*delete as appropriate

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CO-OPTION ELIGIBILITY DECLARATION

1. In order to be eligible for co-option to Cullompton Town Council, you must be a British subject, or a Citizen of the commonwealth or European Union and, on the relevant date (i.e. the day on which you are nominated or, if there is a poll, the day of the election) be 18 years of age or over. You must also be able to meet one of the following eligibility criteria set out below (please tick which applies to you):

I am registered as a local government elector for the parish; or

I have, during the whole of twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

My principal or only place or work during those twelve months has been in the parish; or

I have, during the whole of twelve months, resided in the parish or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a local Councillor or being a member of a local council if he or she is:

a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint Committee on which the council is represented; or

b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his or her creditors. This disqualification for bankruptcy ceases in the following circumstances:

i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his or her debts have been fully discharged;

ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his or her part;

iii. If the person is discharged without such a certificate.

In 2ai or 2aii above, the disqualification ceases on the date of the annulment and discharge respectively.

In 2aiii above, it ceases on the expiry of 5 years from the date of discharge; or

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- c. Has, within 5 years before the day of election or since his or her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than 3 months without the option of a fine; or
- d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

DECLARATION

I (insert full name) _____ hereby confirm that I meet the qualification criteria and am not disqualified for any reason from holding the office of Councillor at Cullompton Town Council and that the information provided on this form is, to the best of my knowledge, true and accurate.

Signed:

Date:

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward thinking. 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the council.
Experience, skills, knowledge and ability	<ul style="list-style-type: none"> • Ability to listen constructively. • A good team player. • Ability to pick up and run with a variety of projects and a solid interest in local matters. • Ability and willingness to represent the council and their community. • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Ability and willingness to work with the council's partners (e.g. voluntary groups, other parish councils, principal authorities and charities). • Ability and willingness to undertake induction training and other relevant training. 	<ul style="list-style-type: none"> • Experience of working or being a member in a local authority or other public body. • Experience or working with voluntary and/or local community or interest groups. • Basic knowledge of legal issues relating to town and parish councils or local authorities. • Experience of delivering presentations. • IT literate
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the council and it's Committees (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends. 	

Agenda No 13. Casual Vacancy Provisional Timetable

The Town Council currently has 4 casual vacancies:

North - 1 vacancy

South – 2 vacancies

Outer – 1 vacancy

It is suggested that the co-option process for each ward is run simultaneously.

28 October Council considers Co-Option Policy and Procedure

Subject to approval of the policy and procedures on 28.10.2020

w/c 01.11.20	Casual vacancies are advertised and application packs made available
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Tuesday 10 November 2020	Information evening (via Zoom)
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Wednesday 25 November 2020	Closing date for the receipt of completed candidate forms
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Tuesday 8 December 2020	Additional Town Council Meeting for the purpose of dealing with the Co-options
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Report Author: Town Clerk

Report Prepared: 5 October 2020

CULLOMPTON TOWN COUNCIL

Payments to be made via on line banking

Invoice Date	Invoice No	Supplier/Payee	Goods Description	Net	VAT	Gross	Account	Code	Authorised	Authorised	RBS ref no
26/09/2020	INV-14615	Atlas	Monthly Safety Services	60.00	12.00	72.00	Health & Safety Support	4063			3418
10/07/2020	3321	AS Signs	Social Distancing Signs	50.00	10.00	60.00	COVID-19 Expenditure	4175			3442
21/07/2020	3348	AS Signs	Pavement Stencil	70.00	14.00	84.00	COVID-19 Expenditure	4175			3443
21/08/2020	831768	Devon Commercial Stationers	Stationery	80.69	16.14	96.83	Stationery	4052			3431
25/09/2020	832758	Devon Commercial Stationers	Laptop Bag	22.38	4.48	26.86	Office Equipment	4070			3732
30/09/2020	2159	Halcyon Landscapes	Grounds Maintenance	168.25	33.65	201.90	Play Area Running Expenses	4125			3419
14/09/2020	139126	Labdon	Sanding sheets for cemetery benches	4.74	0.95	5.69	Cemetery Running Expenses	4310			3420
15/09/2020	139303	Labdon	Flourescent Tube for office	11.20	2.24	13.44	Town Hall Running Expenses	4405			3421
30/09/2020	141322	Labdon	Duct tape	6.12	1.22	7.34	Cemetery Running Expenses	4310			3422
29/09/2020		Leat Conservancy Board	Grant towards waders	50.00	-	50.00	Leat Repairs	4910			CB
27/09/2020	6001	Marbles	Public toilet cleaning & play park sanitising	1,990.00	398.00	2,388.00	Public Toilet Running Expenses & Play Area Running Expenses	4150 & 4125			3423
01/10/2020	13633	Microshade	Hosting Service	410.59	82.12	492.71	IT Support	4068			3438
30/09/2020	80018343	Mid Devon District Council	Trade Waste Collection Oct 20 to Mar 21	467.22	-	467.22	Cemetery Running Expenses	4310			3435
04/09/2020	IN200541267	Mole Valley Farmers	Compost	32.49	6.50	38.99	Town Maintenance	4120			3429
17/09/2020	IN200562389	Mole Valley Farmers	Pruner & folding saw set	8.32	1.66	9.98	Cemetery Running Expenses	4310			3440
24/09/2020	IN200573117	Mole Valley Farmers	Plants for the planter	13.62	2.13	15.75	Town Hall Running Expenses	4405			3439
28/09/2020	IN200578670	Mole Valley Farmers	Sandpaper & lawn seed	17.15	0.83	17.98					3436
04/05/2020	SM21563	RBS	Asset Inventory Annual Support & Maintenance	165.00	33.00	198.00	IT Support	4068			3426
30/09/2020	28310	RBS	Training - Ear Marked Reserves	92.50	18.50	111.00	Staff & Councillor Training	4115			3425
14/09/2020	1071498318	South West Water	Water at Tiverton Road Allotments Jun-Sep 2020	111.24	-	111.24	Allotment Expenses	4200			3430
23/09/2020	1071614282	South West Water	Water & sewerage at Cemetery Jun-Sep 2020	55.21	5.06	60.27	Cemetery Running Expenses	4310			3427
26/08/2020	21500412	Spot On Supplies	Cleaning Materials	70.09	14.02	84.11	Town Hall Running Expenses	4405			3441
29/09/2020	21502944	Spot On Supplies	Face Masks	219.90	-	219.90	COVID-19 Expenditure	4175			3428
30/09/2020	32	Tim Scrace	Bus Shelter Cleaning	97.00	-	97.00	Town Maintenance	4120			3434
08/10/2020	52	Tim Scrace	Window Cleaning	45.00	-	45.00	Town Hall Running Expenses	4405			3433
30/09/2020	43645	Wasteology	Skip Rental	20.00	4.00	24.00	Cemetery Running Expenses	4310			3437
30/09/2020		Gift of A Burrow For Allotments	Monies taken by CTC on behalf of GOAB	294.00	-	294.00	Gift of A Burrow for Allotments				CB
TOTAL				4,632.71	660.50	5,293.21					

Payments to be made by Direct Debit

Invoice Date	Invoice No	Supplier	Goods Description	Net	VAT	Gross	Account	Code	Authorised	Authorised	RBS ref no
30/09/2020	E2013065572	Allstar	Annual Card Fee	17.00	3.40	20.40	Van Running Expenses	4135			3417
26/09/2020	25696101	Opus	Town Hall Gas 27.8.20-25.9.20	1.08	0.05	1.13	Town Hall Running Expenses	4405			3424
30/09/2020	2020-34414	Soldo	Subscription 1.9.20-30.9.20	5.00	1.00	6.00	General Admin/other	4035			CB
07/10/2020	E2013080065	Allstar	Fuel for Van	57.00	11.40	68.40	Van Running Expenses	4135			
TOTAL				80.08	15.85	95.93					

Approved for payment on Signature