



Town Clerk: Miss Joy Norris MSc ACIS

The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB

enquiries@cullomptontowncouncil.gov.uk

01884 38249

Minutes of The Annual Meeting of the Town Council held remotely on Thursday 26 November 2020 commencing at 19:00 hrs

Present

Chair: Councillor J Buczkowski

Councillors: E Andrews, M Dale, R Dietrich, G Guest, K Haslett, J Johns, J Lochhead¹, L Knight M Rowe and M Smith.

In attendance

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

1 members of the press attended the meeting

3 members of the public attended the meeting

157. Election of Mayor

Cllr Knight, in the Chair as the outgoing Mayor invited nominations for the role of Chair.

RESOLVED that Cllr Buczkowski is elected as Mayor until the next Annual Meeting of the Town Council.

158. Declaration of Acceptance of Office

Cllr Buczkowski signed the Declaration of Acceptance of Office and displayed the signed document on his screen for meeting participants to view.

Cllr Buczkowski took the Chair.

159. Appointment of Deputy Mayor

Nominations were invited for the role of Deputy Mayor.

RESOLVED that Cllr K Haslett is appointed as Deputy Mayor until the next Annual Meeting of the Town Council.

¹ Amended in accordance with minute 179 , Town Council meeting 08.12.2020

160. Mayor's Announcements

- (i) The Incoming Mayor thanked Cllr Knight for his work as Mayor.
- (ii) The outgoing Mayor said his tenure had been different to what was usually expected having to deal with the COVID pandemic, lockdown and the transfer to virtual meetings. Cllr Knight thanked everyone for their support especially the Deputy Mayor.

161. Apologies for Absence

There were no apologies for absence as all the Councillors were present.

162. Declarations of Interests

No Declarations of Interest were made regarding any items on the Agenda.

163. Public Participation

This agenda item allows members of the public present at the meeting to raise matters which are relevant to Cullompton.

No matters were raised.

164. Minutes

The Minutes of the meeting held on 10 November 2020 were considered (Supporting Paper B to the Agenda)

RESOLVED that the minutes of the meeting held on 10 November 2020 be confirmed as a correct record.

165. Action List

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

RESOLVED to note the action list

165. Recommendations from the Policy, Finance and Personnel Committee

Consideration was given to recommendations from the Policy Finance and Personnel Committee (Supporting Paper D to the Agenda.)

RESOLVED

- (i) That the following statement be added to the Councillor's Declaration of Acceptance of Office "I undertake to attend any training as required."

Note: (19:24hrs) Cllr Buczkowski Declared a personal interest as his son is a member of Cullompton Ranges Youth Football

- (ii) That a grant of £250.00 s made to Cullompton Rangers Youth Football club for the purchase of winter wear and training tops for the U14 girls and u16 boys and an away kit for the ladies team.
- (iii) That the Alcohol and Drug Policy, Rules and Procedures attached to these minutes as Appendix A be approved and implemented.

166. Appointment of Committees

Consideration was given to the appointment of Town Councillors to the following Committees:

- (i) Cemetery and Town Hall Committee
- (ii) Community Wellbeing Committee
- (iii) Planning and Licensing Committee
- (iv) Policy, Finance and Personnel Committee
- (v) Town centre and Economic Development Committee
- (vi) No 19 High Street Development Committee
- (vii) Appeals Committee

RESOLVED

- (i) that Cllrs Andrews, Dietrich, Johns, Knight and Rowe sit on the Cemetery and Town Hall Committee
- (ii) that Cllrs Dale, Guest, Haslett, Johns and Rowe sit on the Community Wellbeing Committee
- (iii) that Cllrs Andrews, Guest, Haslett, Johns, Lochhead and Smith sit on the Planning and Licensing Committee
- (iv) that Cllrs Andrews, Dale, Guest, Knight, Lochhead and Rowe sit on the Policy, Finance and Personnel Committee
- (v) that Cllrs Andrews, Dale Johns, Lochhead and Smith sit on the Town Centre and Economic Development Committee
- (vi) that Cllrs Andrews, Haslett, knight, Lochhead and Smith sit on the No 19 High Street Development Committee
- (vii) that Cllrs Dietrich, Haslett and Smith sit on the Appeals Committee

167. Election of Committee Chairs

Nominations for the Chairs of the following Committees were requested.:

- (i) Cemetery and Town Hall Committee
- (ii) Community Wellbeing Committee
- (iii) Planning and Licensing Committee
- (iv) Policy, Finance and Personnel Committee
- (v) Town Centre and Economic Development Committee
- (vi) No 19 High Street Development Committee
- (vii) Appeals Committee

RESOLVED

- (i) That Cllr Rowe be elected as Chair of the Cemetery and Town Hall Committee
- (ii) That Cllr Johns be elected as Chair of the Community Wellbeing Committee
- (iii) That Cllr Guest be elected as Chair of the Planning and Licensing Committee
- (iv) That Cllr Buczkowski be elected as Chair of the Policy, Finance and Personnel Committee
- (v) That Cllr Smith be elected as Chair of the Town Centre and Economic Development Committee
- (vi) That Cllr Knight be elected as Chair of the No 19 High Street Development Committee
- (vii) That Cllr Haslett be elected as Chair of the Appeals Committee

168. Appointment of Councillors to Gift of A. Burrows Committee

Consideration was given to the appointment of Town Councillors to the Gift Of A Burrows Committee.

RESOLVED that Cllrs Andrews, Dale and Dietrich be appointed to the Gift of A. Burrows Committee.

169. Election of Chair of the Gift of A Burrows Committee

Nominations for the Chair of the Gift of A Burrows Committee were requested.

RESOLVED that Cllr Dietrich be elected as Chair of the Gift of A. Burrows Committee.

170. Appointments To Youth Services Working Groups

The appointment of Councilors to sit on the Youth Services Working Group as considered.

RESOLVED that Cllrs Andrews Haslett and Smith sit on the Youth Services Working Group

171. Appointment of Representatives on Outside Bodies

The appointment of representatives to various organisations was considered.

RESOLVED

- (i) that representatives to outside bodies are appointed as follows
- | | |
|---|---|
| Allotment Association | Cllr Buczkowski |
| Cullompton Community Association | Cllr Buczkowski (Mayor) |
| Cullompton Doing What Matters | Cllr Smith |
| Cullompton Swimming Pool Campaign | Cllrs Guest And Smith |
| Cullompton Town Team | Cllrs Johns and Smith |
| Culm Garden Village Delivery Board | Cllr Guest (deputy Cllr Haslett) |
| Culm Garden Village Member Forum | Cllrs Guest, Haslett and Lochhead |
| Culm Garden Village Stakeholder Forum | Planning Committee members & Town Clerk |
| Cullompton Town Centre Regeneration Partnership | Cllrs Buczkowski & Dale |
| Culm Valley in Business | Cllr Smith |
| Culm Valley Dementia Alliance | Cllrs Johns & Knight |
| Devon & Somerset Metro Group | Cllr M Smith |
| Larger Local Councils | Cllr Knight and Deputy Town Clerk |
| Heritage Action Zone Steering group | Cllr Johns |
| Tree Protection Officer | Cllr Smith |
| Voluntary Car Scheme | Cllr Andrews |
- (ii) that a decision on nominees to Cullompton United Charities is deferred so that the existing nominees can be contacted to check that they are will to continue

172. Delegated Decision Making

Consideration was given to ratifying a decision made by the Town Clerk in accordance with the Delegated Authority given by the Policy, Finance and Personnel Committee (Supporting Paper G to the agenda)

RESOLVED that the Town Clerk's decision to accept the proposed change to the rateable value of the cemetery from £ 18250 to £6900 with effect from 1 April 2017 is ratified.

173. Payments for Authorisation

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

RESOLVED That the invoices for payment totalling £5786.62 gross and the Direct Debits and Standing Authorisations items of £823.33 gross be approved

174. Members Questions

This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

Note: questions are to be for the purpose of obtaining information and not for debate nor discussion.

Cllr Johns suggested that BT be contacted with a view to them promoting their fibre voucher scheme at a Walronds craft market

Cllr Haslett said thank you to Cllr Knight for his service as Mayor and good luck to Cllr Buczowski in the role.

The meeting closed at 20:20hrs

Agreed

Alcohol and Drugs Policy, Rules and Procedures

Policy Statement

At all times whilst on Town Council premises, or whilst on Town Council business employees, volunteers, contractors and councillors must be free from the influence of alcohol or drugs (other than those prescribed by their doctor or “over the counter” medication for short term use e.g. headache pain relief).

Background Information

Introduction

This policy covers all employees, councillors, volunteers and contractors and sets out the Town Council’s approach to the management of situations involving the inappropriate or excessive use and addiction to alcohol or drugs that may put employees, councillors, volunteers or others at risk. It includes the use of prescription and over the counter medication that may have an impact on person’s ability to carry out their work.

The aim of this policy is to ensure the safety of all employees, volunteers, councillors, contractors and visitors by having clear rules in place regarding the use and possession of alcohol and drugs, and to support those employees, volunteers and councillors who have reported a problem with alcohol or drug dependence.

This Policy is complementary to the Town Council’s Health and Safety Policy.

The Legal Framework

- **Health and Safety at Work Act 1974 - section 2** - places a duty on an employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of their employees. Employees also have a personal responsibility to take reasonable care of themselves and others.
- **Management of Health and Safety at Work Regulations 1999** places a duty on an employer to assess the risks to the health and safety of employees. This means an employer can be prosecuted if they knowingly allow an employee to continue working while under the influence of alcohol or drugs and their behaviour places the employee themselves or others at risk.
- **Misuse of Drugs Act 1971** - makes it an offence for someone to knowingly permit the production, supply or use of controlled drugs on their premises except in specified circumstances (for example drugs prescribed by a doctor)
- **Road Traffic Act 1988** - states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs shall be guilty of an offence.

Policy Principles

- Everyone covered by this Policy and its rules will be treated consistently and fairly
- The rules on alcohol and drugs will be strictly enforced
- Employees who admit to having a problem with alcohol or drugs shall be fully supported by their line manager
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support
- All matters concerning alcohol and drugs shall be treated as confidential

- The rules laid out in this policy apply to all employees, volunteers, councillors and contractors
- Employee misconduct in relation to alcohol and drugs (including being under the influence of alcohol or drugs whilst at work) will be dealt with in accordance with the Town Council's Disciplinary Policy
- An employee's poor performance (including attendance or a long-term alcohol / drugs related illness) as a result of alcohol or drug use will be dealt with in accordance with the appropriate Town Council procedure (e.g. capability, absence management)

Rules and Procedures

1. An employee, volunteer, contractor or Councillor, who, when reporting for duty is or appears to be under the influence of alcohol or illegal drugs or medication which impairs their ability to undertake their role, will be asked to go home and will be escorted from the premises immediately.

The decision of the Town Clerk or Deputy Clerk or Maintenance Supervisor regarding the fitness for work of employees, volunteers or contractors is final.

In the case of Councillors it will be the Town Clerk (or in their absence the Deputy Clerk) in consultation with the Mayor or Deputy Mayor or if it is at a Committee meeting the Committee Chair or Vice-Chair.

2. Employees, volunteers, contractors and Councillors are not permitted to be in possession of alcohol or illegal drugs on Town Council premises whilst on Town Council business other than for arranging or attending civic functions.
3. Intoxication at work either as a result of alcohol or illegal drugs will normally be treated as gross misconduct and result in disciplinary action.
4. Whilst on Town Council premises or whilst on Town Council business employees, volunteers, contractors and Councillors shall not supply others with illegal drugs or alcohol (with the exception of Civic functions where alcohol may be provided).
5. Whilst on Town Council premises or whilst on Town Council business employees, volunteers, contractors and Councillors shall not consume alcohol (with the exception of Civic functions where alcohol may be provided) illegal drugs or abuse any substance.

In addition, employees, volunteers, contractors and Councillors must

- Ensure they are aware of the side effects of any prescription or over the counter medication they are taking, and
- Inform their line manager or, in the case of a Councillor The Mayor or the Town Clerk, of any side effects which may affect work performance or the health and safety of themselves or others e.g. drowsiness.

Contravention of any of the above rules by an employee will be treated as gross misconduct and disciplinary action will be taken; in the case of volunteers or contractors their services will be terminated immediately.

Possession of or dealing in illegal drugs on Town Council premises will, without exception, be reported to the Police and, if children or vulnerable adults may be impacted social services will also be informed.

Employees, Volunteers and Councillor Responsibilities

- Everyone is responsible for ensuring their own fitness to carry out their duties when they start work and throughout the working period.
- Anyone taking prescribed medication or over the counter medication that could impact upon their ability to undertake their role should inform their line manager or, in the case of a Councillor, The Mayor or the Town Clerk,
- Anyone who has a drug or alcohol problem should discuss the matter with their line manager or the Town Clerk or, in the case of a Councillor, The Mayor
- No one should “cover-up” for a colleague. Anyone believing a colleague may have an alcohol or drug misuse problem or is affected by other medication must tell their own line manager.

Management Responsibilities

- Line managers are responsible for monitoring the performance, health and well-being and conduct of their teams whilst they are at work. Changes in an employee’s behaviour or performance that may be as a result of substance abuse must be monitored and managed in accordance with this policy.

Help and Support

Any employee who seeks the assistance of the Town Council in finding treatment for a drugs or alcohol problem has the Town Council’s assurance that information will only be shared as agreed by the employee, their manager and the Town Clerk. All information will be handled sensitively and only used for its proper purpose and in line with the Data Protection Act 1998

The Town Council will endeavour to ensure that help and advice are made available to any employee, volunteer or Councillor who feels that they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

It may be necessary for an employee to be absent from work or undertake restricted duties to ensure their own safety and that of others. Such absences will be treated in accordance with the Town Council’s usual rules for sickness absence.

The Town Council will allow time off (normally unpaid) for employees to obtain treatment or attend support groups.

Policy Review

This policy will be reviewed every 3 years unless legislation necessitates an earlier review.

Useful contacts / sources of Information:

Alcoholics Anonymous

<https://www.alcoholics-anonymous.org.uk/>

Advice and Counselling On Alcohol And Drugs

<http://www.acad.org.uk/>

FRANK

Friendly, confidential drugs advice

<http://www.talktofrank.com/>

Background Documents: ACAS Advisory Booklet “Health, work and well-being