



Town Clerk: Miss Joy Norris MSc ACIS

The Town Hall, 1 High Street, Devon, EX15 1AB  
[town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)  
01884 38249

Notice is hereby given that a Meeting of the **Town Council** will take place on **Tuesday 8<sup>th</sup> December 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](mailto: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)

A handwritten signature in black ink that reads 'Joy Norris'.

Joy Norris  
Town Clerk

**Date: 2 December 2020**

# AGENDA

Town Council 8 December 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 26 November 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)

**7. Councillor Co-Option Process**

(i) Update on the publicised process for 4 Councillors

(ii) To agree the timetable for the re-advertising the process

(Supporting Paper C)

**8. Clarification Of Virement Minute**

To clarify the Minute of the Council meeting held on 21 April 2020 - Motions Proposed by Councillors so that eth appropriate virement can be made (Supporting Paper D)

**9. Grant Application**

To consider a grant request from the Cullompton Cultural Consortium (Supporting Paper E)

**10. YMCA - Youth Service Provision**

To consider a report from the YMCA about service provision and costs for 2020/2021.  
(Supporting Paper F)

**11. Payments for Authorisation**

To examine and agree the accounts due for payment. (Supporting Paper G)

**12. 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.

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

### Present

**Chair:** Councillor J Buckowski

**Councillors:** E Andrews, M Dale, R Dietrich, G Guest, K Haslett, J Johns, 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.

**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)

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**Supporting Paper A**

**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**



No	Date of Meeting	Agenda item/Topic / Minute No	Resolution	Financial implications	To be actioned by	Priority	Remarks
1	27/02/2020	Lease for the container at Knightswood Minute 202(v)	That the Town Council accepts the end date of the lease for the container at Knightswood as 31 March 2022 and then reviews.	Nil	TC	Medium	MDDC informed Notice of Sections Not to Apply to Tenancy received from MDDC and forwarded to Tozers <b>Town Clerk signed Statutory Declaration</b>
2	12/03/2020	Sale of former BT phone Kiosk Minute 212	That the Council sell its Ex-BT phone kiosk to the London Fine Antiques Centre for the sum of £300.00 and these sale proceeds are to be used (in whole or in part) for a community event, project or facility within Cullompton.		DTC		BT asked to ensure that all service connections have been disconnected 17.03.20 BT confirmed services still connected, awaiting them to disconnect 12-16 weeks H2 10.08.20 confirmation received that power has been disconnected Agreement drafted by CTC Staff now to be forwarded to Tozers for checking <b>Changes suggested by Tozers to be incorporated then document re-checked</b>
3	21/04/2020	Emergency Fund - virements	£2,000 is taken from the 2019/20 Tourism and Youth Services surpluses and transferred to an emergency COVID-19 response fund in addition to £1,500 contained in the Community Wellbeing budget line.	Nil	TC		<b>On Agenda for 08.12.20 to clarify minute</b>

Please Note:

1: information updated or added since the last report will be in bold, red text

2: Actions Completed / Decisions Implemented will be greyed out and removed from the next report

4	14/05/2020	Motions regarding Code of Conduct	<p>(i) creates a new code of conduct policy which states clearly whether or not the Town Council will support a Councillor in Code of Conduct complaints and in what circumstances it would not support a Councillor in a Code of Conduct complaint</p> <p>(ii) That Cullompton Town Council create mechanism(s), either using existing insurance or legal support arrangements or some other means to ensure all Cullompton Town Councillors have access to legal support including for Code of Conduct allegations</p> <p>(iii) Prepare paper for Councillors about code of Conduct complaints, investigations and D15 sanctions</p>		TC		
5	11/06/2020	Queen's Birthday Honours	Write nominations		TC		Nomination submissions have been drafted
6	23/07/2020	chromebooks for Cullompton Community College	<p>(i) Pay for 10 chromebooks</p> <p>(ii) write to both neighbouring parishes asking them to consider making a similar donation and to our District and County Councillors to ask how they may be able to support the initiative.</p>		TC		<p>Community College contacted re purchase of 10 Chromebooks; invoice awaited from college supplier (chromebooks ordered and invoice arrangements being administered by CCC)</p> <p>Invoice not rec'd CCC informed by email on several occasions</p> <p>There is a delay with teh chromebooks being supplied to CCC</p>
7	27/08/2020	Committee Documents	<p>- Cllr Buzckowski's proposals</p> <p>(i) inform staff of changes required to future agendas and minutes</p> <p>(ii) update meetings protocol guidance</p> <p>(iii) Change Zoom settings to enable recording</p> <p>(iv) set up account with sound cloud and link to CTC website</p> <p>(v) transfer all audio and video recordings of meetings held by CTC to sound cloud account</p>		TC		<p>(i) staff informed of changes to committee documents</p> <p>(ii) Zoom settings changed 03.09.20</p> <p>Sound cloud account set -up recordings are being transferred committee by committee with links from the Town Council website</p>

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8	27/08/2020	Station Road Toilets	Inform developer of Council response		TC		Developer informed by phone (letter also to be sent)
9	24/09/2020	Councillor Contact details	Compose form and circulate to all councillors for completion		TC		
10	10/11/2020	Committee Terms of Reference	Update the Committee terms of Reference for Town centre & Economic Development Committee to reflect that that the weekly market and the Farmers Market each have a representative on the Town Centre and Economic Development Committee and that those representatives may participate in a meeting as a Committee member but do not have any voting rights (as the Committee has delegated authority to deal with some financial matters)"		TC		<b>Terms of reference updated &amp; revised document published on website and circulated to councillors and staff</b>
11	10/11/2020	Grants	make grant payment of £300.00 to Culm Valley Car Scheme		TC		
12	10/11/2020	Complaints	Add complaints definitions and courses of action to policies list & website		TC		<b>Policies List Updated, policy put on website</b>
13	10/11/2020	Town Team Report	(i) re-send to Councillors (ii) publish report with Council papers on website		TC		Report emailed to Councillors & <b>website documents updated</b>
14	10/11/2020	Monitoring Officers Report	(i) Issue any existing NALC Guidance to Cllrs plus a briefing note covering recommendations 1-3 of report (ii) Research policy as described by MO for meeting notification		TC		<b>(i) DCLG guidance, NALC Leal Topic Note and general advice emailed to Councillors</b>
15	26/11/2020	<b>Declaration of Acceptance of Office</b>	<b>Amend template to include the statement "I undertake to attend any training as required"</b>		TC		<b>template declaration amended</b>
16	26/11/2020	<b>Grants</b>	<b>make grant of £250.00 to Cullompton Rangers Youth Football</b>		TC		

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17	26/11/2020	Committee memberships & Chairs	Update membership lists circulate updated lists to cocunillors and staff update website		TC		membership lists updated and emailed to Coucnillors and staff , website updated
18	26/11/2020	Reps on outside bodies	(I) contact non-councillor reps on Cullompton United Charities o see if they are willing to continue (ii) Contact o's bodies advising them of their reps (iii) Update list & info on website		TC		List updated

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**Agenda No 7, Councillor Co-Option Process**

**Introduction**

1. The Town Council currently has 4 casual vacancies (arising from the resignations of K Baldwin, W Jones, I Morton and R Murch) – 2 in South Wards, 1 in North Ward and 1 in Outer Ward.
2. Following confirmation from Mid Devon District Council that the Town Council could proceed to fill the vacancies by co-option the recruitment process was advertised on the Town Council’s website, on the Town Council noticeboard and the Town Council’s Facebook page.

**Update on Publicised Recruitment Process.**

3. The closing date for the receipt of completed application forms was 25 November 200 at 12 noon. At the closing date / time one application had been received which was withdrawn the next day.
4. A completed application was received on 27 November and the applicant was informed that it was received too late to be considered for the publicised process but would be held, if the candidate wished , when the vacancies were re-advertised.

**Timetable for re-advertising the process**

w/c 14.12.20	Casual vacancies are advertised and application packs made available
Tuesday 5 January 2020	Information evening (via Zoom)
Thursday 14 January 2021 12 Noon	Closing date for the receipt of completed candidate forms
Thursday 28 January 2021	Town Council Meeting with Agenda item for dealing with the Co-options

Report Author: Town Clerk

Report Prepared: 2 December 2020

**Agenda No 8, Clarification of Virement Minute**

**RECOMMENDED**

(i) That the Council resolves that the minute of 21 April 2020 should have read

**“RESOLVED:** That an emergency, COVID\_19 response fund of £2,000 is created by taking £1,000 from the 2020/21 tourism budget line and £1,000 from the 2020/21 Youth Services budget line; this is in addition to £1,500 general budget contained in the Community Wellbeing budget.  
Proposed Councillor James Buczkowski, seconded Councillor Matthew Dale.”

(ii) that a note is added to the approved minutes of Council on 21 April cross referring the original minute to the amendment.

**Introduction**

1. The Agenda for the Town Council meeting held on 21 April 2020 has Agendas Item 8 stated as follows:

**“MOTIONS PUT FORWARD BY COUNCILLORS**

**Coronavirus (COVID-19) Pandemic - Virements to create an emergency fund**

(Cllr James Buczkowski)

That the Town Council considers making virements to both the 2019/20 and 2020/21 budgets to create an emergency fund to support the Town Council’s local response to the Coronavirus (COVID-19) Pandemic.”

2. The corresponding Minute 8 of the Town Council meeting reads as follows

**“Motions proposed by Councillors:** That the Town Council considers making virements to both the 2019/20 and 2020/21 budgets to create an emergency fund to support the Town Council’s local response to the Coronavirus and COVID-19 pandemic (Councillor James Buczkowski).

*\*Councillor Matthew Dale joined the meeting.*

**RESOLVED:** That an emergency fund of £2,000 taken from the 2019/20 Tourism and Youth Services surpluses is transferred to a COVID-19 response fund in addition to £1,500 contained in the Community Wellbeing budget line.  
Proposed Councillor James Buczkowski, seconded Councillor Matthew Dale.”

**Issue**

3. No revisions have been made to the 20/21 budget allocations as the minute refers to the 2019/20 budgets.

**Action Taken**

4. The audio recording of the Council meeting held on 21 April 2020 has been reviewed, Cllr Buczkowski introduced the proposal and then said “.....the proposal would be to transfer

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**Supporting Paper D**

£1,000 from tourism and £1,000 from the youth services budget, that would not affect the YMCA contract whatsoever, that was residual funding, into the new budget heading for supporting the town in the current pandemic.”

Then at the Mayor’s invitation Cllr Buczkowski confirmed the proposal was “...to transfer £1,000 from the tourism budget line, this is in the 20/21 budget it would be to transfer £1,000 from the tourism budget line and £1,000 from the youth services budget into a fund that would support the town with the current covid pandemic in addition to obviously the community wellbeing fund of £1,500 which is already available. It is worth adding that it was at the disposal of the working group and clearly it would have to be authorised by Council but I think the working Group should be the budget holders of that line”

The proposal was seconded by Cllr Dale.

Report Author: Town Clerk

Report Prepared: 2 December 2020



Town Clerk: Miss Joy Norris MSc ACIS

The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB  
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## APPLICATION FOR A GRANT

### 1. DETAILS OF ORGANISATION

**Name of organisation:** Cullompton High Street Action Zone (HAZ) Cultural Consortium

**Contact name:** Judy Morris

**Position in organisation:** Consortium member

**Address:** [REDACTED]

**Phone No:** [REDACTED]

**E-mail (required if possible):** [REDACTED]

**Purpose/aims of organisation:** To develop and deliver a cultural programme for Cullompton which will

- Revitalise our high street through programming: bringing new activity, more people and raising aspirations.
- Invite greater use of our high street and increase dwell time.
- Support people and places to thrive through cultural engagement, creating greater pride, sense of community and wellbeing.
- Support local organisations, communities and stakeholders to embed and sustain the benefits of the programme in the future.
- Support the work of the overall capital programme.

**Size of organisation/No. of members:** 10

**Annual Budget:** We have been invited to apply for a grant of up to £120,000, funded by the National Lottery and supported by Arts Council England. They expect grants to be awarded between £30,000 and £80,000 to be spread over 3 years from March 2021.



## 2. DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED

Has your organisation received any financial assistance from the Town Council in the past?

No

If yes, please supply details

Date	Project/Scheme/Event	Amount Received

## 3. DETAILS OF THE GRANT REQUESTED

**Brief description of the intended use of the grant:** The grant will be used as match funding towards the delivery of this exciting project for Cullompton. A contribution from the Town Council will give the funders confidence that we have the support of Cullompton Town Council.

**Who will benefit?** Everyone living in Cullompton parish

**Overall cost of the project/event/scheme:** £100,000

**Amount applied for:** £1000.00

**Other sources of funding:**

Funding Body	Amount	Confirmed? Yes or No
Cullompton Town Team	1000.00	Yes
Cullompton Walronds Preservation Trust	1000.00	Yes

**Please add any information you consider may be helpful to the Town Council when considering your application:** (continue on a separate sheet if necessary)

In partnership with Arts Council England and the National Lottery Heritage Fund, Historic England is offering support and funding for the development and production of cultural programmes and partnerships that will complement the work of the HAZ programme. We will be in competition with other towns for this funding and so, to give Cullompton the best possible outcome in terms of financial benefit, we would like to be able to show that organisations such as the Town Council are willing to invest in this project.

**Name:** Mrs Judy Morris

**Signature:**

**Date:** 2 December 2020

**PLEASE ENSURE THAT COPY OF THE ORGANISATION'S MOST RECENT ACCOUNTS ARE  
SUBMITTED WITH APPLICATION**

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**Report to Cullompton Town Council  
Re: Youth Services Contract**

**Overview**

YMCA Dulverton Group reaffirms our commitment to delivering quality youth provision in Cullompton, alongside our Supported Accommodation and Early Years provision in the town. Our aim has remained constant: to create supportive, inclusive and energising communities where young people can truly belong, contribute and thrive.

Due to the Covid-19 pandemic, we have not been able to fulfil the full youth services delivery in line with the Service Level Agreement. We are confident that had the pandemic not occurred, we would have been able to deliver the contract in full.

This report outlines the delivery which has taken place thus far, and our plans moving forward for the remainder of the financial year and beyond. We hope that despite the difficulties with the contract thus far, we will be able to move forward constructively in order to achieve positive outcomes for young people in our community.

**Service Level Agreement and Invoices**

In order to acknowledge the fact that we have been unable to deliver according to the original specifications of the SLA, we would propose the following:

- Invoice for Quarter 1 to remain in place (already paid)
- Invoices for Quarters 2 and 3 to be cancelled
- Invoice for Quarter 4 to remain in place

In effect, this will result in a 50% reduction in the original cost as pre-agreed in the Service Level Agreement. We hope that this shows our commitment to continue delivering for the remainder of the financial year (and beyond).

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YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

## Youth Service Delivery

### Youth Outreach

We have found that Youth Outreach has been an effective way of engaging with young people in Cullompton during the Covid-19 pandemic, including some young people who may have not accessed our services previously. A youth outreach session involves a minimum of two youth workers (usually three) going to places where young people are known to congregate in order to engage with them. In Cullompton, we have targeted areas such as the skate park, CCA fields, Knightswood, Tufty Park and St. Andrew's Park. Through outreach, we are able to engage with young people in a Covid-secure manner, advising them of local services, checking in on their wellbeing and providing a friendly face to talk to. On a single outreach session, we have reached between zero (when it was raining heavily!) and 23 young people. Whilst doing outreach sessions, we have provided free bottles of water on a hot day, free hot chocolates on cold evenings as well as distributing a number of wellbeing bags for young people. We have conducted a total of 19 outreach sessions so far, totalling 203 engagements with young people.



### Wellbeing Bags

We have created youth wellbeing bags, each of which contains: a small bag of lavender for relaxation, a hot chocolate sachet, a stress ball, a notepad and pen, a small bag of sweets, an inspirational quote and a guide to breathing exercises for stress-relief. We have now distributed a total of **50** wellbeing bags during the pandemic, which have been well-received.

One mother of a recipient said: ***"Thanks so much guys! My son was a happy recipient... a really thoughtful thing to do!"***

We are looking to expand this provision, to provide more wellbeing bags for young people in Cullompton.

### Online Work

At the beginning of the pandemic, we provided some online activities to engage young people. This included online quiz sessions, different challenges and social media content. We found that the online engagement was not as successful as anticipated, potentially due to 'digital overload' with young people engaging with school online as well as other activities. We have plans to revamp our online presence using different techniques, as outlined below. We provided a total of 11 online quiz sessions, plus online challenges.

# Kahoot!





## **Moving Forward**

Despite the challenges presented in youth work delivery thus far due to Covid-19, we are determined to move forward with a flexible but robust plan of providing high quality services for young people at this current time. We will be following guidance from the National Youth Agency (NYA), who review every government update, liaise with government ministers and apply the UK Government's Covid-19 guidance to the youth work sector.

### **One-to-one sessions**

We are offering one-to-one sessions to young people who have been identified as requiring specific support. At the moment, we are working with one young person and we are liaising with the school nurse regarding two more young people who have been identified as benefiting from additional one-to-one youth work support. Although described as 'one-to-one', these sessions require two members to be present of staff due to safeguarding procedures.

### **Online engagement**

In December 2020, we plan to re-launch our online challenges through our social media platforms (Facebook and Instagram). This will include 4x weekly challenges during the month of December, with a small prize incentive for the best submission. We are hoping that the prizes will generate interest and engagement through our online platforms, increasing the number of young people who participate.

### **Youth Council**

During the month of December, we will be advertising on social media and through partner organisations for young people who may be interested in participating in Cullompton Youth Council. Our intention is to recommence sessions in January, with what we anticipate to be a renewed interest. We will base our programme around the organisation of a fundraising idea/event to be co-designed and led by young people with facilitation from YMCA staff.

### **Youth Outreach**

We will continue delivering youth outreach sessions on a weekly basis. We are pleased with the impact this has been having so far, and intend to continue providing free hot chocolates during the winter months, as well as expanding our Wellbeing Bags programme in early 2021.

### **Face-to-face open access sessions**

We hope that Tier-2 guidelines will allow for us to recommence face-to-face group sessions (pending confirmation from the National Youth Agency). If this is the case, we intend to recommence face-to-face group sessions indoors from January with limited numbers. We hope to be able to provide two face-to-face indoor sessions a week from January-March 2021.

### **Youth Services Working Group**

We would warmly welcome the recommencement of a Youth Services Working Group, and would like to offer our services to facilitate this if we can be of any help in this way. Currently, the KPIs for the Service Level Agreement are pending subject to confirmation from the Youth Services Working Group. We found that during the financial year 2019-20, the Youth Services Working Group was helpful in providing direct feedback to our youth services delivery, and provided a clear and open means of communication between YMCA Cullompton and Cullompton Town Council.





## **Summary**

To summarise, we acknowledge the difficulties caused to the contract management of the Service Level Agreement due to the unprecedented Covid-19 pandemic. We hope that the financial plan outlined above will provide a way for both parties to move forward with the remainder of the contract, and we remain committed to a positive partnership with the Town Council. We are excited by and passionate about continuing and expanding our approach to meet the needs of young people and to ensure that high quality youth services are delivered in Cullompton at this time.



## 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
26/11/2020	INV-14845	Atlas	Monthly Retained Safety Services	60.00	12.00	72.00	Health & Safety Support	4063			3502
26/11/2020		Cullompton Rangers Youth Football Club	Grant towards team clothing	250.00	-	250.00	Grants	4075			
10/11/2020		Culm Valley Car Scheme	Grant towards general running expenses of the service	300.00	-	300.00	Grants	4075			
06/11/2020	834681	Devon Commercial Stationers	Folders	5.72	1.14	6.86	Stationery	4052			3503
06/11/2020	834682	Devon Commercial Stationers	Paper	31.74	6.35	38.09	Stationery	4052			3504
03/12/2020	2233 - Proform	Gas Cage Shop	Gas Cylinder Cage	270.00	54.00	324.00	Cemetery Running Expenses	4310			
03/12/2020	T02928	Hush Farms	Pesticide Training	550.00	110.00	660.00	Staff & Councillor Training	4115			
20/11/2020	232902	Kompan	Cap-Nut/Screws	4.00	0.80	4.80	Play Area Running Expenses	4125			3505
16/11/2020	146845	Labdon	Bolts	1.40	0.28	1.68	Town Maintenance	4120			3506
16/11/2020	146851	Labdon	Washers/Nuts/Bolts	0.85	0.18	1.03	Town Maintenance	4120			3507
18/11/2020	147046	Labdon	Heat Gun	17.72	3.54	21.26	Town Maintenance	4120			3508
18/11/2020	147047	Labdon	Gripfill	2.86	0.57	3.43	Town Hall Running Expenses	4405			3509
23/11/2020	147600	Labdon	Cable Ties	16.52	3.30	19.82	Town Maintenance	4120			3510
25/11/2020	147907	Labdon	Cable Ties	22.08	4.42	26.50	Town Hall Running Expenses	4405			3511
26/11/2020	148062	Labdon	Wire Brush	1.53	0.31	1.84	Cemetery Running Expenses	4310			3512
26/11/2020	148126	Labdon	Powergrab	28.00	5.60	33.60	Town Maintenance	4120			3513
30/11/2020	14855	Labdon	Cable Ties	22.08	4.42	26.50	Town Hall Running Expenses	4405			3514
29/11/2020	6058	Marbles	Public Toilet cleaning & Play area sanitising	2,400.00	480.00	2,880.00	Public Toilet & Play area expenses	4150/4125			3515
01/12/2020	13864	Micoshade	Hosting Service	410.59	82.12	492.71	IT Support	4068			
29/10/2020	IN200630265	Mole Valley	Pry Gate Eye	2.40	0.48	2.88	Market Running Expenses	9070			3516
24/11/2020		Paul Gummer - Expenses	Number Plate for van from Halfords	13.33	2.67	16.00	Van Running Expenses	4135			
22/11/2020	SB20203369	PKF	Professional Services	1,000.00	200.00	1,200.00	Professional Fees	4065			3517
22/11/2020	44402	Wasteology Ltd	Skip Exchange	300.00	60.00	360.00	Cemetery Running Expenses	4310			3518
<b>TOTAL</b>				<b>5,710.82</b>	<b>1,032.18</b>	<b>6,743.00</b>					

## Payments to be made by Direct Debit

Invoice Date	Invoice No	Supplier	Goods Description	Net	VAT	Gross	Account	Code	Authorised	Authorised	RBS ref no
12/11/2020	13805279	ALD Ford Lease	Road Fund Licence	35.00	-	35.00	Van Running Expenses	4135			3500
19/11/2020	13808592	ALD Ford Lease	Van Lease and Service	990.90	198.18	1,189.08	Van Lease	4130			3501
25/11/2020	E2013253423	Allstar	Fuel for Van	40.31	8.06	48.37	Van Running Expenses	4135			

02/12/2020	E2013311880	Allstar	Fuel for Van	6.48	1.30	7.78	Van Running Expenses	4135			
26/11/2020	25877691	Opus	Town Hall Gas 27.10.20-25.11.20	162.42	8.12	170.54	Town Hall Running Expenses	4405			3519
30/11/2020	2020-43722	Soldo	Monthly Subscription November 2020	5.00	1.00	6.00	General Admin/Other	4035			
<b>TOTAL</b>				<b>1,240.11</b>	<b>216.66</b>	<b>1,456.77</b>					

**Payments to be made by Credit Card**

Invoice Date	Invoice No	Supplier	Goods Description	Net	VAT	Gross	Account	Code	Authorised	Authorised	RBS ref no
30/10/2020	QWW4943644	Toolstation	Industrial Connectors for market lights	64.17	12.83	77.00	Market Running Expenses	9070			
<b>TOTAL</b>				<b>64.17</b>	<b>12.83</b>	<b>77.00</b>					

**Payments to be made by Soldo Card**

Date	Invoice No	Supplier	Goods Description	Net	VAT	Gross	Account	Code	Authorised	Authorised	no
20/11/2020		Home Bargains	Christmas Grotto Items	84.81	12.40	97.21	Christmas Event	4096			
21/11/2020		Chaplins	Christmas Grotto Items & diaries for staff	28.94	-	28.94	Christmas Event & Stationery	4096/4052			
<b>TOTAL</b>				<b>113.75</b>	<b>12.40</b>	<b>126.15</b>					

Approved for payment on ..... Signature .....