



Town Clerk: Miss Joy Norris MSc ACG

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

Notice is hereby given that a meeting of the **Town Council** will take place on **Thursday, 28th October 2021** starting at **19:00 hrs** in the Town Hall, 1 High Street, Cullompton, EX15 1AB

The Agenda for the meeting is attached. 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)

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee as part of the item on the agenda called Public Participation; anyone wishing to raise an item during public participation must either be present in the Town Hall for the meeting or email their question to enquiries@cullomptontowncouncil.gov.uk it would be helpful if this could be at least 2 working days before the meeting if possible.

If you wish to attend and speak at a meeting it would be helpful if you email or phone with details of your first and last names and 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. Notification in this way will help the meeting run as smoothly as possible.

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.

The Town Council is investigating live streaming meetings and relevant links will be available on the Town Council website, however due to technical limitations the Town Council cannot guarantee the availability or quality of this means of attending a meeting.

A handwritten signature in black ink that reads 'Joy Norris' with a stylized flourish at the end.

Joy Norris

Town Clerk

Date: 22nd October 2021

AGENDA

Town Council 28th October 2021

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 and must be present in the Town Hall at the meeting or have made their submission in writing prior to the meeting.

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. (Please note people must either be present in the Town Hall or have made a written submission.)

5. Minutes

(i) To confirm the Minutes of the meeting held on 26nd August 2021 as a correct record. (Supporting Paper A)

(ii) To confirm the Minutes of the meeting held on 23rd September 2021 as a correct record. (Supporting Paper B)

6. Action List

To receive and review the Action List relating to the Town Council. (Supporting Paper C)

7. Payments for Authorisation:

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

8. Recommendations from Cemetery and Town Hall Committee

To consider recommendations from the Cemetery and Town Hall Committee (Supporting Paper E)

9. Recommendations from Town Centre & Economic Development Committee

To consider recommendations from the Town Centre and Economic Development Committee (Supporting paper F)

10. Committee Composition

To consider the composition of Committees, with regard to requests from recently co-opted Councillors (Supporting Paper G)

11. Members' Allowances

To confirm the Town Council's Policy regarding the payment of Members' Allowances. (Supporting Paper H)

12. Town Centre Wi-Fi

To consider a request to place a transmitter on the rear of the Town Hall as part of the Cullompton Town Centre Wi-fi Project. (Supporting Paper I)

13. Mid Devon District Council Playing Pitch Strategy

To consider any comments that the Town Council may wish to make on the Mid Devon District Council Playing Pitch Strategy (the Strategy can be viewed at <https://www.middevon.gov.uk/your-council/consultation-involvement/current-consultations/> or contact the Town Council office if a paper copy is required)

14. External Audit Report

To receive the External Audit Report for 2020/2021 (Supporting Paper J)

15. Internal Audit Report

To receive the Internal Audit Report for 2020/2021 and agree a response and any actions to be taken (Supporting Paper K)

16. Recognition of Long Serving Councillors

To consider ways in which long service by Councillors can be recognised. (Supporting Paper L)

17. Members Questions

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

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

18. Exclusion of the Press and Public

To consider passing a resolution in accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the public and press during consideration of:

- Agenda Item 19, Station Road Toilets on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (items subject to legal advice and negotiation).
- Agenda Item 20, Town Hall Internet Connection, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (items subject to legal advice and negotiation).
- Agenda Item 21, B3181 Baulk Bridge Replacement, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (items subject to negotiation).

The reports relating to these items have been withheld from public circulation and deposit.

19. Toilet Building, Station Road

To receive an update on matters pertaining to the toilet building on Station Road and take any associated decisions. (Supporting Paper M)

20. Town Hall Internet Connection

To consider the internet provision in the Town Hall. (Supporting Paper N)

21. B3181 Baulk Bridge Replacement

To receive an oral update from Cllr Emmett who attended a site visit.

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

enquiries@cullomptontowncouncil.gov.uk

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**Minutes of the meeting of the Town Council
held on Thursday 26 August 2021 commencing at 19:00 hrs**

Present

Chair: Councillor K Haslett

Councillors: E Andrews (from 19:16hrs), M Beckwith, J Buczkowski, M Dale, R Dietrich, I Emmett, L Knight and C Snow

In attendance

Note: Councillors attending by remote access are not able to participate nor vote in the meeting

Officers: J Norris (Town Clerk)

2 candidates for Co-option attended the meeting

1 member of the public attended the meeting

341. Mayor's Announcements

The Mayor did a roll call of all the Councillors present and the two co-option candidates and then gave a reminder that the Devon Association of Local Councils AGM would be held on 6 October 2021 details of which had been sent to Councillors in an email.

342. Apologies for Absence

Apologies for absence were received from Councillors Andrews, Guest, Johns and Smith (the latter being sent by email and seen after the meeting).

343. Declarations of Interests

The following Declarations of Interest were made:

- Councillor Beckwith declared a personal interest in Agenda No 17 Co-Options as he knew one of the candidates
- Councillor Buczkowski declared a personal interest in: Agenda No 4 Public Participation-tree planting on Tiverton Road as he lives opposite the verge pictured in Supporting Paper A; Agenda No 10 Payments for Authorisation as he is Treasurer of the Cullompton

Community Association; Agenda No 17 Co-Options as he knows 2 of the candidates, Mrs Rowe as a former Councillor trustee of the Cullompton Community Association and Mr Gummer as an ex-employee of the Town Council

- Councillor Dale declared a personal interest in Agenda No 10 Payments for Authorisation as he is a trustee of the CCA and Agenda No 17 Co-Options as he knows one of the candidates.
- Councillor Dietrich declared a personal interest in Agenda No 17 Co-Options as Michelle Rowe is known to him.
- Councillor Emmett declared a personal interest in Agenda No 10 Payments for Authorisation as he is a trustee of the CCA and in Agenda No 17 Co-Options as he is an acquaintance of Michelle Rowe.
- Councillor Haslett declared a personal interest in Agenda No 17 Co-Options as an acquaintance / friend of Mrs Rowe and Mr Gummer as a previous member of staff.
- Councillor Knight declared a personal interest in Agenda No 17 Co-Options as one of the candidates, Michelle Rowe is an acquaintance
- Councillor Snow declared a personal interest in Agenda No 17 Co-Options as he is known to the Co-option candidate Michelle Rowe.

344. Public Participation

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

The written submission regarding tree planting on Tiverton Road was considered. (Supporting Paper A to the Agenda)

It was agreed that this would be referred to the Community Wellbeing Committee to consider, obtaining more information of what types of trees the person has purchased and where it is proposed each tree will be planted and the future care regime.

Note: Councillor Buczkowski has declared a personal interest in this matter.

Speaker 1

The Speaker was attending the meeting on Zoom and said he wished to raise a point of order. It was agreed that as it was a point of order rather than a matter of public participation that the Speaker should be allowed to speak.

The Speaker then said he feels he cannot attend meetings in the Town Hall as he is vulnerable and he should be allowed to participate on Zoom if he cannot attend the meeting safely himself. The response was given that this was not a point of order and the public participation arrangements had not been changed without notice. The Town Clerk could have been contacted prior to the meeting and provision made to receive the speaker's representations and in future if the Speaker would contact the Town Clerk or Mayor prior to the meeting they would do their best to make arrangements to allay the speaker's concerns.

The Speaker raised a further matter regarding the publication of the documents for the meeting and that only 2 clear days notice of the meeting had been given. and the Town Clerk responded that the Agenda and notice of the meeting has been published the previous Friday on the Town Council noticeboard and also on the Town Council's website, Councillors were sent the

summons and agenda. The Supporting Papers were sent out in parts between Saturday and Tuesday lunchtime and posted on the website. The meeting was properly called and convened.

345. Minutes

Consideration was given to the draft Minutes of the meeting held on 22nd July 2021. (Supporting Paper B to the Agenda)

RESOLVED to confirm the minutes of the meeting held on 22 July 2021 as a correct record subject to the inclusion of Councillor Knight in the list of Councillors present and any specified timeframe being included in Minute 332 regarding the preparation of a plan for enabling the Town Hall to be available for hire.

346. Action List

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

347. Recommendations from the Resources Committee

Consideration was given to recommendations from the Resources Committee. (Supporting Paper D to the Agenda)

RESOLVED

- (i) That £1,750 is transferred from the general reserve to Office Equipment (code 4070) to cover the cost of the perspex partitions which were an extraordinary cost due to COCID
- (ii) That the balance of the Neighbourhood Plan Earmarked Reserve is returned to the general reserve
- (iii) That the £35,000 in the No 19 High Street Earmarked Reserve is transferred to the general reserve
- (iv) That a new account code is set up for the Cemetery and Town Hall Committee for Fire Safety with a budget for £5,000 taken from the general reserve
- (v) That the Terms of Reference / Scheme of Delegation for the Cemetery and Town Hall Committee are amended to include all fire safety work for all areas under the Town Council's control.

348. Recommendations from the Town Hall Relocation Working Group

Consideration was given to a recommendation from the Town Hall Working Group regarding considering a site on the North West Extension. (Supporting Paper E to the Agenda)

RESOLVED

- (i) Having looked at availability of suitable venues in town, the Town Hall Relocation Working Group have resolved to consider a site on the North West Extension as a 'community facility' with Cullompton Town Council' as a 'stakeholder' and to investigate other options
- (ii) that (i) above is publicised and members of the public are invited to make suggestions of other sites that could be investigated.

349. Parking, St George's View, Cullompton

Town Council 28 October 2021
Supporting Paper A

Consideration was given to the response received from Devon County Council regarding parking on St Georges View. (Supporting Paper F to the Agenda)

RESOLVED

- (i) That Devon County Council should be contacted and asked what size / minimum area could be considered for residents permit parking
- (ii) Ask Devon County Council for their proposals regarding the reduction in double yellow lines along Willand Road
- (iii) That the proposal referred to in (ii) above is considered by the Planning and Licensing Committee.

350. Payments for Authorisation:

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

RESOLVED that the invoices due for payment as presented totalling £19,294.17 gross, the direct debits and standing authorisation items totalling £2,298.16 be approved

Note: Councillors Buczkowski, Dale and Emmett had declared personal interests in this agenda item

351. Bank Signatory

Consideration was given to adding a Councillor as full signatory to the Lloyds current account and the 32 day notice account.

RESOLVED that Councillor Dietrich is added as full signatory to the Lloyds current account and the 32 day notice account.

352. Welcome Back fund – Delivery Partnership

Consideration was given to becoming a Delivery Partner with Mid Devon District Council for the Welcome Back Fund. (Supporting Paper H)

RESOLVED to become delivery partner with Mid Devon District Council for the Welcome Back Fund

353. Peninsula Transport Vision Consultation

Consideration was given to a Town Council response to the Peninsula Transport Vision consultation. (Supporting Paper I to the Agenda)

RESOLVED that a letter is sent in response to the consultation based upon the following points:

- Cullompton is in a rural area
- Transport connections are needed for both leisure and employment
- Accessible transport is required
- Facilitate the reduction of car journeys in and around Cullompton
- Service to the future Cullompton railway station

354. Conservation Area Appraisal and Management Plan (CAMP)

Consideration was given to a Town Council response to:

- (i) the consultation on the Conservation Area Appraisal and Management Plan (CAMP). (Supporting Paper J to the agenda)
- (ii) the consultation on the Cullompton Town Centre Masterplan. (Supporting Paper K to the Agenda)
- (iii) the consultation on the Cullompton High Street Heritage Action Zone Public Realm Enhancement (HSHAZ). (Supporting Paper L to the Agenda)

RESOLVED

- (i) that the Town Council is broadly in favour of the proposed changes to the conservation area
- (ii) With regard to the Cullompton Town Centre Masterplan there needs to be provision for the storage and removal of general rubbish

355. Co-Options

Consideration was given to applications for the office of town councillor and the co-option candidates to fill a vacancy in South Ward and a vacancy in North Ward. (Supporting Paper M to the Agenda)

The 2 co-option candidates present introduced themselves

Note:

20:25hrs the Mayor left the meeting and there was a short adjournment

RESOLVED that in the absence of the Mayor, Councillor Buczkowski should Chair the remainder of the meeting.

The Chair reminded Councillors that there were 4 applicants and recapped which wards each of the applicants had indicated they were standing for.

The Chair called for nominations for the North Ward vacancy and Anthony Connolly was duly proposed and seconded, there were no other nominations.

RESOLVED that Anthony Connolly be co-opted as a Town Councillor for North Ward

The Chair called for nominations for the South Ward vacancy and Michelle Rowe was duly proposed and seconded, there were no other nominations.

RESOLVED that Michelle Rowe be co-opted as a Town Councillor for South Ward

Note: Councillors Beckwith, Buczkowski, Dale, Dietrich, Emmett, Haslett, Knight and Snow had declared personal interest in this agenda item.

358. Councillor Apologies

Consideration was given to formally accepting apologies for absence from Councillor Andrews. (Supporting Paper N to the Agenda)

RESOLVED to thank Councillor Andrews for her service and record that it was good to see her being able to attend meetings in the Town Hall

359. Insurance Renewals

To review the Town Council's insurance arrangements (Supporting Paper O to the Agenda)

RESOLVED

- (i) to renew the Town Council's insurance for 2021-2022 with Zurich for the sum of sum of £3719.743 plus insurance premium tax of £446.32 making a total of £4,165.75.
- (ii) to renew the Town Council's vehicle insurance for 2021-2022 with Zurich for the sum of sum of £1,160.76

360. Members Questions

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

The following questions / matters were raised:

- On the Town Council website the documents for tonight's meeting differ between the upcoming meetings page and the dedicated Council meeting page. The Clerk responded that everything was in order when she checked previously but if she could be advised of the precise problem it would be sorted.
- There are rumours that the relief road has been cancelled due to budget constraints; The response was given that the Town Council had not received any information about delay or cancellation and it was also stated that on 6 September core sampling and testing was to be started on CCA land.
- Problems in New Cut the Chair and Community Wellbeing Meeting Administrator are aware of the problems and being kept up to date.
- Now the budget for the 19 High Street Project has been put back into the general reserve should the No 19 High Street Committee be disbanded?

The meeting closed at 20:55hrs



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**Minutes of the meeting of the Town Council
held on Thursday 23rd September 2021 commencing at 19:00 hrs**

Present

Chair: Councillor K Haslett

Councillors: J Buczkowski, A Connolly, I Emmett, G Guest, J Johns, M Rowe, M Smith and C Snow

In attendance

Note: Councillors attending by remote access are not able to participate nor vote in the meeting

Officers: J Norris (Town Clerk)

1 member of the press attended the meeting on zoom

1 member of the public attended the meeting in the Town Hall

361. Mayor's Announcements

The Mayor did a roll call of all the Councillors present and welcomed Councillors Connolly and Rowe to their first full Town Council meeting since their co-option.

He Mayor then made the following announcements:

- Thank you to everyone for their concern at the last Town Council meeting and especially to Councillor Buczkowski for stepping in when the Mayor was unwell and had to leave.
- A reminder about the community engagement event being held at the Walronds on Saturday (25 September); the Mayor will be attending and the Town Council will have a stall so if as many Councillors as possible could attend, even if it is only for a short time, it would be appreciated.
- A paper copy of Councillor Berry's District Council and County Council report has been placed in each Councillor "booth"; it will also be emailed out to Councillors.

362. Apologies for Absence

Apologies for absence were received from Councillors Andrews, Beckwith, Dale, Dietrich and Knight.

2 Points of order were raised.

- 1 Did the Chair approve in advance the late distribution of supporting documents and what was the reason? The Mayor confirmed that she had known about the late distribution and agreed but had taken the view it was better to send them out late than not at all and she was aware that Councillors may wish to defer those items when they got to that point on the agenda.
- 2 Could it be confirmed that the Clerk has received Declarations of Acceptance of Office from all Councillors present? The Town Clerk confirmed that she did have the relevant documents.

363. Declarations of Interests

No declarations of interests were made regarding any items on the Agenda at this stage of the meeting.

Cllr Smith did declare a personal interest during consideration of Agenda No 15 Town Hall as he knows one of the interested parties.

364. Public Participation

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

Speaker 1

The Speaker has looked at the Town Council's website and it appears that the Town Council is breaching Regulations by not publishing Appendices 3 clear days before a meeting.

Following the Resources Committee on 9 September the Speaker had sent an email to the Mayor raising concerns over the publication of papers as raised by a Councillor at that meeting and as no reply was received subsequently sent a further email; the Speaker also sent 2 emails to the Deputy Mayor and received an unsatisfactory reply so he then circulated an email to all Councillors

RESOLVED to allow the speaker a further 5 minutes as there were no other members of the public present and therefore no other representations to be made during the 15 minutes allowed for public participation

The Speaker thanked the meeting for being allowed to continue and then said that as a member of the public he expected a reply to his email expected reply – why has no councillor responded? The Speaker said that either his emails are being blocked by the snooper or tampered with and diverted away from them being received.

The speaker said he has made a complaint to the ICO and is now considering malpractice, malfeasance in public office for the Council as a whole.

The Mayor responded that she had not received any emails and suggested that the speaker put their points in writing and delivered the written document to the Town Council office and that any emails about council business sent to her personal accounts would not receive a response.

A response was given by a Councillor that Councillors may receive correspondence but choose not to reply and another Councillor apologised saying they would check but thought they had responded to the email from the speaker.

There was a further comment from a Councillor that it is legal to present supporting papers at a meeting but it is the Town Council's own procedure rule that supporting papers should be distributed with the agenda.

365. Minutes

This agenda item was to confirm the Minutes of the meeting held on 26nd August 2021 as a correct record. (Supporting Paper A to the Agenda)

RESOLVED to defer consideration of this agenda item until the next meeting.

366. Action List

This agenda item was to receive and review the Action List relating to the Town Council. (Supporting Paper B to the Agenda)

RESOLVED to defer consideration of this agenda item until the next meeting.

367. Payments for Authorisation:

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

RESOLVED that the invoices due for payment as presented totalling £6,221.99gross, and the direct debits and standing authorisation items totalling £1,494.09gross be approved.

368. 2022/2023 Budget

To consider any guiding principles for setting the 2022/2023 budget. (Supporting Paper D to the Agenda)

RESOLVED

- (i) that as a guiding principle for the 2022/2023 budget the maximum increase per household that will be considered is 3%
- (ii) that (i) above does not preclude assessing if there are any service areas where economies can be made.

369. Committee Composition

Consideration was given to the composition of Committees, in particular requests from recently co-opted Councillors. (Supporting Paper E to the Agenda)

RESOLVED that Councillor Rowe s appointed to the Cemetery and Town Hall Committee and the Resources Committee.

370. Recording of Meetings

Consideration was given as to whether or not to continue allowing all attendees of meetings held on the "Zoom" platform to record the meeting using the record facility within "Zoom" (Supporting Paper F to the Agenda)

It was agreed not to change the current practice of enabling attendees to use the zoom recording facility.

371. Annual Report 2020/2021

Consideration was given to the Town Clerk having delegated authority, following consultation with the Mayor and Chair of the Community Wellbeing Committee, to finalise the content of the 20/21 Annual Report. (Supporting Paper G to the Agenda)

RESOLVED

- (i) Not to publish an annual report for 2020/2021
- (ii) That a Working Group comprising any interested Councillor is formed to start work imminently on an Annual Report for 2021/2022 that comes out in a timely manner soon after the end of the financial year
- (iii) That the Working Group set up in (ii) above reports to the Community Wellbeing Committee
- (iv) That the Working Group remit is responsibility for the design and content of the Annual Report.

372. Town Hall Hire

Consideration was given to information relating to the potential of re-opening the Town Hall for hire. (Supporting Paper H to the Agenda)

RESOLVED that any decision to resume hiring out the Town Hall is deferred until January 2022

A recorded vote was requested:

Voting in Favour: Councillors Connolly, Guest, Johns, Smith, Haslett

Voting Against: Councillors Buczkowski, Emmett, Rowe

Abstention: Councillor Snow

373. Members Questions

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

The following questions / matters were raised:

- Why has the Town Council been recruiting staff instead of using contractors; staffing levels should reflect winter not summer requirements
- Reminder of the Autumn Festival scheduled for 9 October
- Councillor Guest requested he is provided with hard copies of meeting documents for the foreseeable future
- Concern that a previous question regarding the Upcott Field and Gift of A. Burrows Charity accounts has not received a formal response. The Council needs to satisfy itself that everything is in order and discharging its Trustee functions correctly.

374. Exclusion of the Press and Public

RESOLVED in accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the public and press during consideration of:

- Agenda Item 15 Town Hall on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (items subject to legal advice and negotiation).

The reports relating to this items had been withheld from public circulation and deposit.

375. Town Hall

To consider communications regarding egress of persons from the south side of the Town Hall and consider next steps. (Supporting Paper I to the Agenda, confidential for Councillors only)

Note: 20:51hrs. Councillor Smith declared a personal interest in the agenda item as he knows the interested parties.

RESOLVED

- (i) To instruct the Town Council's solicitor regarding the drafting of a licence
- (ii) Seek to negotiate moving the egress location.

The meeting closed at 21:05hrs

No	Date of Meeting	Agenda item/Topic / Minute No	Resolution / Action	Financial implications	To be actioned by	Priority	Remarks
1	14/05/2020	Motions regarding Code of Conduct	(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 (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 (iii) Prepare paper for Councillors about code of Conduct complaints, investigations and sanctions		TC		Monitoring Officer provided training on Code of Conduct; Work required on other items
2	11/06/2020	Queen's Birthday Honours	Write nominations		TC		Nomination submissions have been drafted
3	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		(i) DCLG guidance, NALC Legal Topic Note and general advice emailed to Councillors (ii) 19.01.21 Monitoring Officer facilitated Councillor training session
4	02.12.2020	Grant Application	notify Cultural Consortium of grant award		TC		Waiting for results of funding bid to be announced - Heritage England have said it will not be until after the May 2021 elections
5	25.02.21	Policies	Update policy list and website: Complaints; employee code of conduct		TC		(i) Complaints Policy & Procedure added to list & updated on website 24.03.21
6	25.03.21	Whistleblowing Policy	(i) amend policies list (ii) put on website (iii) inform staff (iv) email updated list and policy to Cllrs for memory stick		TC		(i) Policies list updated (ii) Website updated (iii) policies list and whistleblowing policy emailed to Councillors

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

No	Date of Meeting	Agenda item/Topic / Minute No	Resolution / Action	Financial implications	To be actioned by	Priority	Remarks
7	25.03.21	fees & charges	(i) update prices on RBS (ii) update prices on relevant documents (iii) update information on website		TC		information updated for (i) (ii) & (iii)
8	25.03.21	Planning Committee ToR	Draft revised ToR for presentation to Town Council for approval		TC / Chair of Planning		
9	24.06.21	Chairs / Announcements / vote of thanks	send letter of appreciation to J Lochhead and informing of formal vote of thanks		TC / Mayor		Letter sent 20.09.21
10	24.06.2021	Grants Policy	Amend Policy Start first tranche of process		TC		Grants policy updated, tranche 1 advertised 04.10.211
11	24.06.2021	Committee Structure	Update Terms of Reference documents Update website pages		TC		(i) website updated
12	24.06.2021	CCC Community Alliance	Join the CC Community Alliance		TC		On August Payments list for approval
13	22.07.21	Town Hall Hire	Prepare plan for re-opening		TC		23.09.2021 Town Council considered and requested further information to be re-visited in December 2021
14	22.07.21	Footpaths - accessibility	(i) Arrange meeting Cllr Guest, Volunteer Footpath Warden And DCC RoW Officer to gather evidence (ii) use evidence as basis of a formal letter to DCC		DTC / TC		Meeting held Tuesday 21 September 18.10. 21 Cllr Guest drafted letter and consulting on content; expected that drfat letter will go to November Community Wellbeing Committee
15	22.07.21	Neighbourhood Plan celebration	Arrange celebration for NHPlan Volunteers - max Budget £100.00		TC / SPO		Arrangement of event tasked with intention of event taking place by the end of October but unfortunatley due to staff absence this has not been possible

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No	Date of Meeting	Agenda item/Topic / Minute No	Resolution / Action	Financial implications	To be actioned by	Priority	Remarks
16	22.07.21	Charity Accounts	Check procedures		TC		12.10.21 Search done of previous Town Council minutes - no charity accounts found. Meeting of GOAB scheduled for 26.10.21 incl request for agreement on regular monitoring; internal auditor to be asked for any advice during visit 04.11.21
17	22.07.21	Town Hall Access	Contact Solicitors		TC		Solicitors contacted; update provided to Council 23.09.21
18	26.08.21	Public Participation	Refer the request regarding tree planting on a verge in Tiverton Road to Community Wellbeing Committee so that they can obtain more information regarding the tree types, future care and liklet future maintenance cost to the Town Council		TC		21.10.21 Community Wellbeing considered and agreed the request.
19	26.08.21	Recommendations from the Resources Committee	(i) Action the various journals agreed in the resolution (ii) update the Schgeme of Delegation / terms of reference		TC		03.09.21 journals actioned & financial software updated
20	26.08.21	Recommendations from Town Hall Working Group	compile publication / communications plan re relocation of town hall inviting suggestions for suitable sites		TC / Town Hall Working Group		
21	26.08.21	Parking St George's View	Contact DCC re resident's permit parking & double yellow line proposal for Willand Road		TC/ATC		email sent
22	26.08.21	Bank Signatory	Add Cllr Dietrich as a signatory to the Lloyds bank accounts		TC		madate completed and Lloyds have amended signatory details and access
23	26.08.21	Welcome Back Fund	Contact MDDC re resolution and next steps		TC		
24	26.08.21	Consultations	send responses to various consultations		TC		

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

No	Date of Meeting	Agenda item/Topic / Minute No	Resolution / Action	Financial implications	To be actioned by	Priority	Remarks
25	23.09.21	Committee Composition	CLr Rowe to sit on Cemetery & Town Hall & Resources Committee (i) update website (councillor & committee page) (ii) update membership lists		TC		website updated
26	23.09.21	Town Hall Hire	Obtain costs of hiring other similar facilities		TC		
27	23.09.21	Council & Committee Papers	CLr Guest would like to receive hard copies		TC		Staff Informed

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

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Description	A/C	Net Value	VAT	Invoice Total	Authorised	Authorised
10/09/2021	84012	3957	D & H PLANT	Digger Hire	4310	130.00	26.00	156.00		
			D & H PLANT Total					156.00		
22/09/2021	3283	3958	DALC	Councillor training	4115	30.00	6.00	36.00		
			DALC Total					36.00		
17/09/2021	SINV01413646	3959	DEVON COMMERCIAL	Stationery	4052	18.80	3.76	22.56		
24/09/2021	SINV01414845	3960	DEVON COMMERCIAL	Stationery	4052	42.00	8.40	50.40		
30/09/2021	SINV01415451	3981	DEVON COMMERCIAL	Stationery	4052	14.80	2.96	17.76		
			DEVON COMMERCIAL Total					90.72		
04/10/2021	2777	3985	HALCYON	Play Area Grounds Maintenance	4125	168.25	33.65	201.90		
			HALCYON Total					201.90		
10/10/2021	T03123	3986	HUSH FARMS	LANTRA sit astride training	4115	585.00	117.00	702.00		
			HUSH FARMS Total					702.00		
14/09/2021	180918	3962	LABDON	Gloves & Safety Glasses	4094	21.50	4.30	25.80		
21/09/2021	181715	3975	LABDON	Keys for cemetery	4310	4.16	0.83	4.99		
28/09/2021	182462	3976	LABDON	Bins for Tufty Park	4125	13.86	2.77	16.63		
13/07/2021	174149	3880	LABDON	Marker Pens	4310	3.33	0.67	4.00		
			LABDON Total					51.42		
28/09/2021	6349	3977	MARBLES	PublicToiletCleaning Sept 2021	4150	600.00	120.00	720.00		
			MARBLES Total					720.00		
29/09/2021	80020492	3980	MDDC	Cemetery Trade Waste Oct 21-Mar 22	4310	467.22	-	467.22		
04/10/2021	20030623	3987	MDDC	Garden Waste Sacks	4072	137.90	27.58	165.48		
01/07/2021	20030011	3867	MDDC	Ground rent for storage container		225.00	-	225.00		
			MDDC Total					857.70		
01/10/2021	15108	3989	MICROSHADE	Hosting Service	4068	410.59	82.12	492.71		
			MICROSHADE Total					492.71		
02/09/2021	IN201284593	3963	MOLE VALLEY	PPE	4094	49.62	9.92	59.54		
07/09/2021	IN201295640	3964	MOLE VALLEY	Tools for cemetery	4310	103.88	20.78	124.66		
08/09/2021	IN201298203	3965	MOLE VALLEY	Tools for St Andrews Car Park	4105	53.44	10.69	64.13		
13/09/2021	IN201309327	3966	MOLE VALLEY	PPE	4094	185.92	25.59	211.51		
01/09/2021	IN201315855	3967	MOLE VALLEY	Rake/PPE	4310	199.11	29.82	228.93		
14/09/2021	IN201315856	3968	MOLE VALLEY	PPE	4094	23.90	4.78	28.68		
21/09/2021	IN201330710	3978	MOLE VALLEY	PPE	4094	72.28	14.46	86.74		
21/09/2021	CN200076077	3979	MOLE VALLEY	Lawn Edging Blade return	4310	- 24.99	- 5.00	- 29.99		

			MOLE VALLEY Total					774.20		
12/10/2021	27958	3991	ONE STOP	Union Flags	4120	88.00	17.60	105.60		
			ONE STOP Total					105.60		
23/09/2021	8787159	3961	PILGRIM	Door studs for chapel door/Repair Ber	4310	88.98	17.80	106.78		
			PILGRIM Total					106.78		
10/09/2021	101894916	3969	RICOH	Photocopier Charges	4050	329.22	65.85	395.07		
			RICOH Total					395.07		
01/10/2021	MEM236073-1	3992	SLCC	SLCC Membership Fee	4055	289.00	-	289.00		
			SLCC Total					289.00		
09/09/2021	2075415623	3970	SOUTH WEST WATER	GOAB Water 1.7.21-9.9.21	502	85.86	-	85.86		
28/09/2021	2075569199	3971	SOUTH WEST WATER	Water/sewerage 18.6-28.9.21	4310	75.77	6.90	82.67		
			SOUTH WEST WATER Total					168.53		
04/10/2021	14	3993	TIM SCRACE	Window Cleaning	4405	55.00	-	55.00		
			TIM SCRACE Total					55.00		
07/10/2021	INV-0007	3994	UTILIGHT	Christmas Lights installation	4095	6,589.96	1,317.99	7,907.95		
			UTILIGHT Total					7,907.95		
16/10/2021	OUT-780	3996	WASTEOLGY	Skip Exchange	4310	300.00	60.00	360.00		
			WASTEOLGY Total					360.00		
21/09/2021	I09109	3982	WT CONSULTANCY	Fire Safety Provisions Work	4064	2,410.00	482.00	2,892.00		
			WT CONSULTANCY Total					2,892.00		
30/09/2021	8957	3983	YMCA DULVERTON	SLA Youth Service Jul-Sep 2021	4850	4,588.25	917.65	5,505.90		
			YMCA DULVERTON Total					5,505.90		
27/09/2021				Expenses - mileage		64.80	-	64.80		
				Total				64.80		
27/09/2021				Expenses - eye test		49.00	-	49.00		
								49.00		
			Grand Total					21,982.28		
			Payments made by Direct Debit							
01/10/2021	15312429	3984	ALD FORD LEASE	Van Lease	4130	330.30	66.06	396.36		
11/10/2021	15397504	3988	ALD FORD LEASE	Road Fund Licence WG70HND	4135	10.00	-	10.00		
			ALD FORD LEASE Total					406.36		

08/09/2021	E2014373386	3973	ALLSTAR	Fuel for Van & Cemetery	4135	71.83	14.38	86.21		
22/09/2021	E2014419463	3974	ALLSTAR	Diesel for Van	4135	21.65	4.33	25.98		
06/10/2021	E2014477941	3995	ALLSTAR	Fuel for Van	4135	12.96	2.60	15.56		
			ALLSTAR Total					127.75		
28/09/2021	20210928	3972	D G BOILER CARE	Boiler Insurance	4405	36.42	-	36.42		
			D G BOILER CARE Total					36.42		
07/10/2021	IN01533705	3990	NPOWER	Cemetery Electric September 21	4310	47.85	2.39	50.24		
			NPOWER Total					50.24		
21/09/2021	20210921	3954	SCOTTISH POWER	Market Electric	9070	11.06	0.55	11.61		
			SCOTTISH POWER Total					11.61		
31/08/2021	168553084	3953	WORLDPAY	CC Machine Charges August 2021	4038	57.08	8.42	65.50		
			WORLDPAY Total					65.50		
			Total					697.88		
Payments made by SOLD card										
Date Paid			Payee Name	Transaction Detail		Net	VAT	Total		
03/09/2021			Amazon	Wallets for personnel files		12.99	-	12.99		
06/09/2021			Soldo	Soldo Subs August 2021		10.00	2.00	12.00		
08/09/2021			Deep Blue Logic	Laptop		249.58	49.92	299.50		
13/09/2021			Devon County Council	Christmas road closure		79.50	-	79.50		
13/09/2021			Devon County Council	Christmas road closure		79.50	-	79.50		
16/09/2021			Deep Blue Logic	Cables for laptop		24.04	4.81	28.85		
21/09/2021			HM Land Registry	Land Registry Search Town Hall		6.00	-	6.00		
21/09/2021			HM Land Registry	Land Resistry Search Town Hall		6.00	-	6.00		
21/09/2021			HM Land Registry	Land Registry Search Town Hall		6.00	-	6.00		

Agenda No 8, Recommendations from the Cemetery and Town Hall Committee

At its meeting on 2 September 2021 the Cemetery and Town Hall Committee made the following recommendation:

“RESOLVED to recommend to Council that any matters regarding internet access at the Town Hall, including enabling town centre wi fi, should be within the Terms of Reference for the Resources Committee.”

Agenda No 9,
Recommendations from the Town Centre and Economic Development Committee

1. At its meeting on 27 September 2021 the Town Centre and Economic Development Committee made the following recommendation regarding fees to be charged for market stalls etc:

“RESOLVED to recommend to Council that no charge be made for a further 3 months i.e. until 31 December 2021 “

2. At its meeting on 27 September 2021 the Town Centre and Economic Development Committee made the following recommendation

“RESOLVED to recommend to Council

- (i) that the following areas are left uncut:

- Millenium Way
- South side of Swallow Way
- North side of Honiton Road
- West side of Willand Road

- (ii) That MDDC are asked what the cost saving will be if the areas in (i) above are not cut

- (iii) That MDDC are asked how much weed spraying in the town could be done for the amount that is saved from not cutting the areas in (i) above

- (iv) That the aim is to get all road sides / kerbs in the town sprayed, including the residential areas

- (v) That the Outdoor Team and Maintenance Supervisor is asked to work out the cost of the CTC Outdoor Team weed spraying all the roadsides /kerbs in the town

Agenda No 10 Committee Composition

1. The Town Council's Scheme of Delegation / Terms of Reference states
 - *The composition of Committees shall be no more than 7 (seven) members of the council excluding the Town Mayor and Deputy Town Mayor.*
 - *The Town Mayor and Deputy Town Mayor shall be ex-officio members of all Committees with full voting rights."*
2. The table below shows the number of seats currently filled on each Committee (except the Planning and Licensing Committee which all Town Councillors sit on)

Committee	Councillors (excluding Mayor & Deputy Mayor)	No Seats filled
Cemetery & Town Hall	E Andrews, J Buczkowski, M Dale, R Dietrich, I Emmett, M Rowe, C Snow.	7
Community Wellbeing	E Andrews, M Beckwith, J Buczkowski, M Dale, G Guest.	5
Governance	M Beckwith, J Buczkowski, M Dale, L Knight,	4
Resources	E Andrews, M Beckwith, J Buczkowski, M Dale, M Rowe, C Snow	6
Town Centre & Economic Development Committee	E Andrews, M Beckwith, J Buczkowski, I Emmett,	4
Gift Of A. Burrows	E Andrews, J Buczkowski, R Dietrich, I Emmett	4
No 19 High Street development Committee (not currently active)	E Andrews, M Beckwith, J Buczkowski, L Knight, M Smith	5

3. Councillor Rowe has made a request to sit on the Town Centre and Economic Development Committee
4. Councillor Connolly has made a request to sit on the Resources Committee and the Town Centre and Economic Development Committee.

Report prepared: 22 October 2021

Report Author: Town Clerk

Agenda No 11, Member's Allowances

The Town Council is requested to confirm that for the financial year 2021/2022 the Town Council will pay an allowance of £100.00 to each elected Councillor and £120.00 to the Town Mayor.

1. The payment of allowances to Councillors is governed by the Local Authorities (Members' Allowances) (England) Regulations 2003.
2. The Parish Basic Allowance is ".....a figure which is calculated to cover expenses that are normally associated with the basic duties of being a local councillor" (NALC LTN 33 S3).
3. The Town Council has an allowance scheme for elected Councillors which is part of its "Councillors, and Staff Allowances and Expenses Policy" (the Policy can be found at <https://www.cullomptontowncouncil.gov.uk/UserFiles/Files/08%20Councillor%20and%20Staff%20Allowances%20policy%202015.pdf>)
Section 5 of the Policy states
"Elected Member's Allowance
Elected Member's are entitled to an allowance to cover the general expenses of being a councillor.
The members allowance shall be agreed by Full Council from time to time in consultation with the Mid Devon District Council Parish Remuneration Panel."
4. As required by the 2003 Regulations, the Cullompton scheme is based upon the recommendations of the Mid Devon Parish Remuneration Panel (their most recent relevant report being 2017 available at <https://www.middevon.gov.uk/media/345092/town-and-parish-allowances-scheme.pdf>)
5. Since 2017/2018 the Cullompton Town Council basic allowance paid to elected Councillors is £100.00 to each elected Councillor and £120.00 to the Town Mayor.
6. The Cullompton Allowance is usually paid in 2 equal instalments.
7. "Regulation 32 [of the 2003 Regulations] enables a member to elect in writing to the proper officer that he or she wishes to forgo all or any part of their entitlement to the above allowances." (NALC LTN 33 S19)
8. The Town Council has a 2021/2022 budget for Councillor Allowances (4030) of £500.00.

Report prepared: 22 October 2021

Report Author: Town Clerk

Agenda 12, Town Centre Wi Fi

1. Mid Devon District Council re leading a project to provide free Town Centre WiFi in Cullompton.
2. The project will cover High Street and Fore Street and people in the Town Centre will be able to access, at no cost, limited WiFi bandwidth in order to access the internet. Once the broadband signal reaches the main hub in the Town Centre, it will be bounced around High Street and Fore Street using transmitters fixed to a limited number of buildings; a larger number than required have been identified and the exact location of these transmitters will be determined by the permissions obtained.
3. The Town Hall is one of the buildings that has been identified as a “host” for a transmitter and consideration is also being given to the possibility of utilising the CCTV column in High Street.
4. Users will need to log on to the service.
5. Cameras will be installed to record, initially, footfall; a count will be made when an individual or group of individuals cross a pre-determined point. The system will not record and retain data that will make an individual identifiable and may be expended, in future, to record vehicular movements including the length of vehicles.
6. It is hoped that installation will commence in October 2021 with the service live as soon as possible after that with the hope that it will be prior to Christmas.

Report Author: Assistant Town Clerk

Report Prepared: 12 October 2021

Agenda No 14, External Audit Report

1. The report from the External Auditor, which does not contain any recommendations, was received on 6 September 2021 and is attached to this introductory report.
2. The Notice of the Conclusion of Audit was announced on 10 September and displayed on the noticeboard outside the Town Hall for 1 month.
3. The External audit Report and the Notice of Conclusion of Audit has been incorporated into the documents on the Town Council's website entitled "Annual Return for the financial year ending 31 March 2021" which can be found at [https://www.cullomptontowncouncil.gov.uk/ UserFiles/Files/Finance/AGAR/Accounts%20incl%20Conclusion%20for%20web%202020-2021.pdf](https://www.cullomptontowncouncil.gov.uk/UserFiles/Files/Finance/AGAR/Accounts%20incl%20Conclusion%20for%20web%202020-2021.pdf)

Note: Reports and Recommendations from the External Auditor would usually be first considered by the Governance Committee and then reported to Council together with any associated recommendations from the Committee. As there are no External Auditor recommendations and a date has not currently been agreed for the Governance Committee the 2020/2021 External Audit Report is being presented directly to Council.

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Cullompton Town Council – DV0122**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

04/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Cullompton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Cullompton Town Council** for the year ended 31 March 2021 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Cullompton Town Council** on application to:
Miss Joy Norris, Town Clerk & Responsible Financial Officer, The Town Hall,, 1 High Street, Cullompton, Devon, EX15 1AB. Email: enquiries@cullomptontowncouncil.gov.uk
The inspection rights may be exercised between 09:30 – 13:30hrs Mondays, Tuesdays, Thursday and Fridays and 09*:30-12:3 on Wednesdays or by appointment
3. Copies will be provided to any person on payment of £0.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Miss Joy Norris, Town Clerk & Responsible Financial Officer

Date of announcement: 10 September 2021

Agenda No 15, Internal Audit Report

1. IAC, The Town Council's Internal Auditor undertook an on-site audit on 1 June 2021; this audit related to the financial year 2020/2021 and included the end of year accounts.
2. The Internal audit report was published as part of the Agenda and supporting papers for the Governance Committee scheduled for 3 August 2021 (which did not take place as it was inquorate). As a result of that publication Councillors asked if it would be possible for IAC to provide more information about the tests / items where a negative has been recorded. IAC were contacted and said they would not be providing any further information.
3. The sole recommendation from the internal auditor is "*The Council should undertake a formal review of the asset register on an annual basis*". This recommendation is being implemented and an asset check is currently underway with a first report scheduled to be presented to the November Resources Committee.

Note: Reports and Recommendations from the Internal Auditor would usually be first considered by the Governance Committee and then reported to Council together with any associated recommendations from the Committee. The Internal Audit Report was originally put on the Agenda for the Governance Committee meeting scheduled to take place on 3 August 2021 but that meeting did not take place as it was inquorate; a date has not currently been agreed for the Governance Committee to meet (although efforts are being made to schedule a meeting in early / mid November). The Internal Audit report is therefore being referred direct to Council so that its contents are available to Councillors and the public.



Client	Cullompton Town Council	
Clerk:	Joy Norris	
	Name	Date
Prior Year Audit Signed	Paula Sakalla	26 June 2020
Pre Audit	Paula Sakalla	28 October 2020
Visit 1 Auditor:	Paula Sakalla	23 November 2020
Year End Auditor	Paula Sakalla	1 June 2021
Reviewed by	Kevin Rose	9 June 2021

Internal Audit Summary 2020-21



Complete
Yes
Yes
Yes
Yes
Yes

Negative Analysis

Annual Return – Compliance with Requirements		Not checked	Not applicable	Positive	Negative	Statutory Non-Compliance	High	Medium	Low
Box A	Appropriate accounting records have been kept properly throughout the year.	0	0	4	1	0	0	0	0
Box B	This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	2	4	34	0	0	0	0	0
Box C	This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1	1	9	0	0	0	0	0
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	5	2	14	3	0	0	0	0
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	4	8	11	0	0	0	0	0
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	7	2	0	0	0	0	0
Box G	Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	0	1	15	1	0	1	0	0
Box H	Asset and investments registers were complete and accurate and properly maintained.	0	4	4	1	0	1	0	0
Box I	Periodic and year-end bank account reconciliations were properly carried out.	0	3	12	1	0	0	0	0
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	0	1	7	0	0	0	0	0
Box K	IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt.	0	2	0	0	0	0	0	0
Box L	During summer 2020 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	0	0	4	0	0	0	0	0
Box M	Trust funds (including charitable) – The council met its responsibilities as a trustee.	0	0	5	0	0	0	0	0

Total

12	33	121	7	0	2	0	0
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Cullompton Town Council

Financial Year 2020-21

Year End Internal Audit Observations



Visit date: 1 June 2021

Box H Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	The Council has not reviewed the asset register during the financial year.	<i>It is understood that the Council are due to review the Asset Register along with the 2020-21 Annual Return scheduled for 24 June 2021.</i>	The Council should undertake a formal review of the asset register on an annual basis.	High	

Agenda No 16, Recognition of Long Serving Councillors

Council is requested to decide if it wishes to implement any suggestions in recognition of long service and agree any associated budget.

1. . Councillors and staff were recently asked to make suggestions for ways in which long serving Councillors could be given recognition and shown appreciation. The ideas put forward were as follows:
 - Scented rose garden / wall (possibly in the Cemetery)
 - Video with personal messages of thanks
 - Glassware
 - Certificate
 - Card
 - Flowers
 - Media release
 - Plaque in / on the town Hall
 - Seat / bench
 - Nomination for an honour (NB sometimes these aren't open for serving councillors if the nomination is in recognition of their service as a councillor)
 - Alderman Scheme
