



Town Clerk: Miss Joy Norris MSc ACG

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Notice is hereby given that an extraordinary meeting of the **Town Council** will take place on **Monday, 6th December 2021** on the rising of the Town Council meeting (adjourned from 25 November 221) in the Hayridge Centre, 1 Exeter Hill, Cullompton, EX15 1DJ

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 Town Council 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 Hayridge Centre 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, appearing to be 'Kathryn Haslett', written in a cursive style.

Kathryn Haslett
Mayor
Date: 30th November 2021

AGENDA

Town Council 6 December 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. Review Of Meeting Arrangements

To consider arrangements for Town Council and Committee meetings, including COVID-19 mitigations for meetings in the Town Hall, alternative meeting venues for Council and Committee meetings and arrangements for hiring out the Town Hall. (Supporting Paper A)

6. 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 7, Complaint on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (items subject to legal advice).

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

7. Complaint

To consider a complaint regarding the holding and handling of electronic information and to make any associated decisions. (Supporting Paper B)

*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*

Agenda No 5, Review of Meeting Arrangements

Introduction:

1. The Town Council meeting on 22 July 2021 (Minute 332) confirmed that the existing mitigations should remain in place; the mitigations were listed in the Supporting Paper as
 - Only Committee members and the meeting administrators in the Town Hall, others encouraged to attend via Zoom
 - Meeting attendees to wear facemasks
 - Doors to the town hall open during meetings
 - Councillors sitting in the same place at every meeting
 - Perspex screens dividing tables to form an individual booth for each Councillor
 - Anti-bacterial wipes provided in each Councillor booth
 - Meeting attendees discouraged from socialising in the Town Hall before and after meetings
 - Plastic chairs used instead of upholstered ones
 - Meetings kept as short as possible
2. At the Town Council meeting on 22 July 2021 (Minute 337) it was resolved *“That the Town Council discontinues the idea of so called hybrid meetings and that participation in future meetings must be in person (or written questions in advance) and that the meeting will be streamed to a platform such Facebook or YouTube to enable members of the public to observe proceedings”*
3. At The Town Council meeting on 23 September 2021 it was resolved that any decision to resume hiring out the Town Hall was deferred until January 2022.
4. The Town Council meeting on 25 November 2021 was adjourned due to the low temperature in the Town Hall where the meeting was being held.

Legislation Regarding Council Meeting Venues

5. Legislation requires that if the Council owns a suitable room which it can use free of charge, meetings must be held there. If no such room is owned then at reasonable times and after providing reasonable notice the council may use free of charge a room in any school maintained by the local education authority but may have to pay for charges such as a caretaker to provide access to the building. (Local Government Act 1972, s134 (1) – (3))

Current Town Hall Situation

6. Since the Town Council meeting on 25 November all the windows in the Town Hall (in the hall itself) have been eased and now open.
7. The temperature of the water in the radiators has been increased via the heating boiler which in turn should increase the room temperatures.

COVID Situation

8. The Government is re-introducing wearing of face masks in shops and on public transport with effect from 30 November 2021.

9. The Government Guidance (<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#let-fresh-air-in-if-you-meet-indoors-meeting-outdoors-is-safer>) regarding fresh air says
*“If you’re indoors, you should let fresh air in to reduce the risk of catching or spreading COVID-19.
 The more fresh air you let into your home or other enclosed spaces, the less likely a person is to inhale infectious particles.
 You can let in fresh air by uncovering vents and opening doors and windows. Opening your windows for just 10 minutes, or a small amount of time continuously where you can, makes a significant difference. This is particularly important before, during and after meeting people you do not live with indoors.”*
10. The same guidance page states the following about wearing face coverings *“In indoor settings where a face covering is not required, the Government continues to expect and strongly recommend that you wear a face covering in crowded and enclosed spaces, where you may come into contact with other people you do not normally meet.”*
11. The following table regarding confirmed COVID cases was taken from <https://www.devon.gov.uk/coronavirus-advice-in-devon/coronavirus-data/> on 30 November 2021

Devon County Council		COVID-19 Dashboard													
Confirmed cases: Last 14 days															
Area name	Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Total
East Devon	80	109	123	121	105	107	98	89	131	113	117	98	98	83	1472
Exeter	97	96	126	130	90	86	100	72	103	127	108	109	83	82	1409
Mid Devon	74	122	89	98	85	72	64	73	94	80	104	115	76	49	1195
North Devon	86	126	109	116	114	134	121	128	128	131	123	117	95	68	1596
South Hams	51	96	99	69	48	73	72	66	86	71	77	88	77	59	1032
Teignbridge	109	160	136	143	150	118	137	152	159	164	130	149	126	109	1942
Torridge	73	133	116	98	104	93	96	78	141	117	114	97	93	70	1423
West Devon	35	46	43	56	38	32	33	24	42	43	33	47	53	39	564

Area name	Sun 14	Mon 15	Tue 16	Wed 17	Thu 18	Fri 19	Sat 20	Sun 21	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26	Sat 27	Total
Devon	605	888	841	831	734	715	721	682	884	846	806	820	701	559	10633
Torbay	126	127	146	148	108	90	111	115	139	115	135	123	138	106	1727
Plymouth	157	274	285	218	225	190	184	186	310	269	278	217	256	173	3222
Total	1203	1691	1694	1646	1482	1360	1315	1330	1762	1717	1678	1592	1489	1166	21125

Advice from the Association of Local Councils

12. The NALC advice on meetings and coronavirus was last updated in July 2021.
 13. The DALC Website has the following information from 30 November 2021

“Covid-19 winter advice

*As Covid-19 advice changes to reflect the challenges posed by the Omicron variant, councils may be wondering what this means for your winter meetings. Face coverings must now be worn in some public settings, and self-isolation guidance has changed ([read the latest guidance](#)) along with an increased booster vaccination programme.
 However, there has been no change to the legislation around council meetings which must still take place in-person. In addition to the spread of the new variant, Covid-19 cases remain*

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high in Devon so councils will need to risk assess their meetings to make sure that staff, councillors and members of the public are being kept safe. There are some ways to mitigate the risk of an in-person meeting including:

- *good ventilation in your venue*
- *social distancing with attendees spaced out*
- *providing hand sanitiser*
- *face coverings worn when possible*
- *one way in and out system to allow attendees to remain socially distanced*
- *minimising shared objects such as paper, pens etc*
- *consider postponing meetings if local rates are high or if there is illness within the council*

14. The DALC “Top Tips” for holding safe Council meetings includes the following:

“Local council meetings should be held in accordance with the four Covid 19 principles:

- *How to meet the social distancing requirements entering and leaving the building and during the meeting*
- *What PPE materials should you provide – hand sanitiser, masks, wipes or spray*
- *How can you limit sharing documents and materials – continuing to use laptops and tables?*
- *Ensuring proper ventilation – can the windows be open during the meeting and beforehand if the room has been used during the day.”*

Risk Assessment

15. The risk assessment and current mitigations for using / re-opening the Town Hall has been reviewed and is attached at Appendix 1. The likelihood assessments remain unchanged from the September assessment but in view of the continued increasing COVID cases in Mid Devon and the new omicron variant these may need to be reviewed and increased in the coming weeks.

16. The risk assessments and mitigations may be similar for meetings in hired venues but would need to be undertaken bearing in mind any requirements in the hire contract.

Alternative Meeting Venues for Council and Committees

The Hayridge Centre

17. Rooms at the Hayridge Centre are currently available for hire daytime and evenings. (Hired Rooms must be vacated by 21:30hrs)

18. The cost for rooms 2 & 3 together (as being used for Town Council on 6 December 2021) is approximately £30.00 per hour. The cost for one room would be approx. £17.00 per hour. For regular / longterm bookings it may be possible to negotiate a discounted rate.

19. We have been told that there is wi fi capability, hearing loops and audio visual equipment. There is also good disabled access.

20. There is pay and display parking in the private car park adjacent to the Hayridge Centre

21. For meetings that are held outside of the library’s usual opening hours the Town Council will need to have a person with access to the open+ system to enable access to the meeting to anyone who doesn’t have a library card. As Town Council /

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Committee meetings have to be open to the press and public this likely means a member of staff being on “door duty” for the duration of the meeting.

22. In the email accompanying the booking form it states *“We will maintain the following Covid safety measures - hand sanitisation stations, ventilation of our library spaces and regular cleaning. Test & Trace will also remain available.”* Also *“With restrictions eased, we are asking all customers to please be kind to others. Mask wearing and respecting personal space is appreciated. Please do not enter if you have symptoms.”*

Community Centre

23. The Community Centre is not currently available for evening hire.
24. Hire rates for a room with a capacity for 25 people (taking into account COVID mitigations) would cost approx. £100.00 for a 4 hour day time session. For regular / longterm bookings it may be possible to negotiate a discounted rate.
25. There would be IT plug-in and projection available.
26. There is free parking.

Other Possible Venues

27. There are other potential venues such as The Walronds and The Scout Hut that could be explored.

Additional Considerations

28. COVID precautions in hired venues may be different to the mitigations put in place in the Town Hall.
29. The Town Hall is fitted with audio equipment which assists people to hear what is happening in a meeting and also enables audio recording. The equipment is hard wired in the Town Hall and would therefore require some re-wiring and investment to make it portable;
30. As the Town Council is committed to live streaming meetings internet access is required.
31. Considering points 27 and 28 above there would be the consideration of transporting equipment to and from the venue and setting it up and dismantling it.
32. In addition to audio equipment meeting administrator’s would need to take various reference documents, computer and other meeting related paperwork to the venue.
33. Lone Working and related safety requirements would need to be assessed.

Hiring Out The Town Hall

34. The hall within the Town Hall has not been available for hire since the start of the COVID-19 pandemic when the country was put into a lockdown situation.
35. The Town Hall is currently set up for Council and committee meetings with tables, perspex screens, microphones and associated wiring being left in situ between meetings.
36. As well as having the hall which can be hired out the building is also the regular place of work for 6 members of staff who use the downstairs kitchen and toilets.
37. With no hiring of the hall having taken place since the start of the pandemic (March 2020), the Town Council has had no income from hall hire. Please see below for a breakdown of income generated over the last few years:

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Financial Year	Estimated Income	Actual Income
2018-19	£11,225.00	£12,325.00
2019-20	£11,700.00	£9,296.00
2020-21	£10,000.00	(£135.00)
2021-22	£5,000.00	£240.00 (MDDC Hire)

38. The hire fees for the Town Hall are currently
- Session lasting no more than two hours**
- Local groups/clubs/organisations/charities £20.00
- Commercial hirers £45.00
- Session lasting no more than four hours**
- Local groups/clubs/organisations/charities £35.00
- Commercial hirers £80.00
39. The current conditions of hire state “Hirers will be expected to set up and clear the tables and chairs within the time slot and leave the hall as clean and tidy as when they found it.”
40. The majority of hirers require chairs, not all hirers require tables or use of the kitchen facilities.
41. There have been some enquirers about Town Hall hire in recent months – these have included a social organisation, a retailer and an enquiry for a child’s birthday party in January 2022
42. At the Town Centre and Economic Development Committee on 29 November 2021 the Farmers Market asked if in cases of extreme weather it would be possible for the Farmers Market to use the Town Hall – this request was supported by the Committee.
43. The Caretaker’s current cleaning checklist is provided at Appendix 2
44. It has been suggested that a fogger would be a useful tool / piece of equipment for the caretaker to use to help clean and mitigate the risk of transmitting viruses. A fogger works by spraying a mist into the air that then falls onto any exposed surface / object and have been used for some time to control insects and pests; since the start of the COVID19 pandemic they have been used with disinfectant / sanitisers (rather than pesticides) in places such as hotel rooms to assist in reducing the risks of transmitting the virus.
- The HSE website <https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm> offers advice for cleaning premises using fog, mist or UV treatment.
- Use of a fogger as part of a cleaning regime requires appropriate risk assessment and training for the person using it.
- Foggers can be bought or leased or companies can be contracted to undertake the fogging work. Cordless, hand held fogging machines are available to buy approx. £200.00 (approx. 1.5L capacity) with more powerful and larger capacity machines the cost rises.
45. The Hall is 88m sq. (Dimensions below have been taken from the Town Hall Feasibility Study Report – compiled by Chartered Architect in 2016.)
46. The table below shows the hall’s capacity /occupancy

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Area	Dimensions Metres Squared	Formula Per Person	Usual capacity (this is also the same for social distancing1M)	Social distancing numbers at 2M
Hall	88	0.5 Assembly	176	88
		0.3 Standing	293	147
		1.0 Seated	88	44

Usual occupancy calculation extracted from the CLG guide for Fire Safety Risk Assessment in Small and Medium Places of Assembly under the Regulatory Reform (Fire Safety) Order 2005 (area / formula = capacity)

Government guidance at the time of assessing any occupancy levels should be taken into consideration particularly in relation to Covid-19 whereby it is advised that individuals should stay at least 2M apart. e.g. Hall 88 metres squared divided by 2M = 44 divided by 0.5 assembly = 88 individuals

47. The table below shows the estimated time and cost to do various tasks associated with setting up / dismantling the hall

Task	Time	Cost
Put Out Microphones	20 Minutes	£4.00
Connect & test microphones	20 minutes	£4.88
Dismantle microphones	10 Minutes	£2.44
Council – set up tables	30 minutes	£6.13
Council – take down tables	30 minutes	£6.13
Perspex screens – remove from tables and store	15 minutes	£3.06
Perspex screens remove or add feet	4 minutes per screen (2 feet) 20 Screens = 80minute	£16.00
Mop the floor, check kitchen and toilets after use after event	20 minutes	£4.00
Pre booking check	20 minutes	£4.00
Post booking check	20 minutes	£4.00
Set up 40 chairs and 5 tables	20 Minutes	£4.00
Clear 40 chairs and 5 tables	20 Minutes	£4.00
Set up 85 chairs & 17 tables	40 minutes	£8.00
Clear 85 chairs & 17 tables	40 minutes	£8.00
Set up 10 chairs & 10 tables	15 minutes	£3.06
Clear 10 chairs & 10 tables	15 minutes	£3.06

Report Prepared: 1 December 2021

Report Author: Town Clerk

Task / Activity Using / Re-opening (COVID 19) the Town Hall

Area / Location Town Hall

Assessor Name Joy Norris

Assessment Date 1 December 2021

Recommended Review Date February 2022

Risk Management Matrix

		Negligible	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Rare (< 6%)	1	Low	Low	Low	Low	High
Unlikely (6 - 20%)	2	Low	Low	Low	Medium	High
Possible (21 – 50%)	3	Low	Low	Medium	Medium	High
Likely (51 – 80%)	4	Low	Medium	Medium	High	Very High
Almost Certain (> 80%)	5	Low	Medium	High	Very High	Very High

Supporting Paper A, Appendix 1

No	Short Risk Description	Uncertainty?	Leading To?	Resulting In?	Possible Causes	Inherent Impact Assessment	Inherent Likelihood Assessment	Inherent Risk Score	"T" action	Controls / Actions	(Residual) Impact Assessment	(Residual) Likelihood Assessment	(Residual) Risk Score
1	COVID-19 virus transmission at Council / Committee meetings	Whether or not the Town Hall is harbouring the virus	<ul style="list-style-type: none"> • Transmission of the virus 	<ul style="list-style-type: none"> • Spread of the virus • People becoming ill with the virus 	<ul style="list-style-type: none"> • Lack of cleaning • People with virus using the town hall 	Major	Possible	Medium	Treat	<ul style="list-style-type: none"> • Town hall only to be used for formal meetings • Any person who has COVID-19 symptoms or been in close contact with someone who has symptoms is required to self-isolate • Track and trace qr code signs in place • Perspex screens erected between councillors • Each councillor has an allocated "booth, with own microphone • Hand sanitiser provided at entrance to town hall • Packs of disinfectant wipes provided in each booth • Doors open during meetings 	Major	Rare	Low

Supporting Paper A, Appendix 1

										<ul style="list-style-type: none"> • Public and non-committee councillors encouraged to attend via Zoom • Facemasks to be worn during meetings • Caretaker has a cleaning checklist 			
2	COVID-19 virus transmission between staff or visitors	Whether or not people working or visiting the town hall are transmitting the virus	<ul style="list-style-type: none"> • Transmission of the virus 	<ul style="list-style-type: none"> • Spread of the virus • People becoming ill with the virus 	<ul style="list-style-type: none"> • Lack of cleaning • People with virus using the town hall 	Major	Possible	Medium	Treat	<ul style="list-style-type: none"> • Any person who has COVID-19 symptoms or been in close contact with someone who has symptoms is required to self-isolate • Track and trace q code signs in place • Hand sanitiser by entrance door • One-way system in downstairs office • Each work station has disinfectant spray and wipes • Office based employees have their own designated work space • Reception desk has high 			

Supporting Paper A, Appendix 1

										perspex screen			
										<ul style="list-style-type: none"> • Each office staff member has their own laptop and keyboard 			
3	Hall Hire	Whether or not the Town Hall people attending the town hall for private hire events are transmitting the virus whilst on the premises	<ul style="list-style-type: none"> • Transmission of the virus 	<ul style="list-style-type: none"> • Spread of the virus • People becoming ill with the virus either fellow attendees or Town Council staff, Councillors, or other visitors 	<ul style="list-style-type: none"> • Lack of cleaning • People with virus using the town hall • More people in the town hall at any one time 	Major	Likely	High	Treat	<ul style="list-style-type: none"> • Purchase fogger • Train caretaker + 1 to use fogger • Hall to be fogged after every hire • Allow at least 24hours between each hall use hire or hire and a CTC meeting • Hall hire conditions amended as follows: <ul style="list-style-type: none"> ➢ Hirers to remove own waste ➢ Hirers to clean touch points such as light switches at start and end if hire, and the same with tables if used ➢ No use of kitchen facilities ➢ No use of tables or use of tables limited to a max of 6 	Major	Possible	Medium

Supporting Paper A, Appendix 1

										➤ Limit the number of people in the hall at any one time			
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XXXXX 2021 DAILY CLEANING SCHEDULE

Sanitise all external & internal door handles, door panels, locks, combination pads & light switches

Outside, Corridor, Town Hall, Kitchen, all Offices, all WCs, Staircase

Sanitise external noticeboards and post box

Sanitise internal noticeboards

Check walkways clear & free of debris

Report any areas that need attention to Maintenance Supervisor

Sweep and mop floors

Corridor, Kitchen, WCs

Sweep floor

Town Hall

Vacuum floors

Offices and stairs

Sanitise gate (spray shutters)

Sanitise (dust) window sills

Town Hall, Kitchen, all Offices

Sanitise set-up tables, plastic chairs & perspex screen

Town Hall

Sanitise perspex screen on outside

Front Office

Empty and sanitise bins (inside and outside)

All Offices, WCs, Caddy Bin, General Waste bin in Kitchen

Sanitise sinks, worktops and washing up bowl

Kitchen

XXXXXX 2021 DAILY CLEANING SCHEDULE

Sanitise microwave (external)

Sanitise fridge (outside)

Sanitise all Toilets and Urinal

leave toilet seats down

Wash all hand basins and sanitise taps

WCs

Sanitise baby changing unit

Sanitise Mirrors

WCs

Sanitise stair rails and chair lift

Sanitise Committee Room Round Table

Check air fresheners are operational

WEEKLY CLEANING SCHEDULE

GENERAL/EXTERIOR

- Check all lighting working
- Sanitise defibrillator casing box
- Check Defibrillator operational
- Check fire alarms and emergency lighting
- Clean all of Main door outside

CORRIDOR

- Sanitise skirting boards
- Clean all of Reception and Main.I doors

TOWN HALL

- Polish floor
- Sanitise Skirting Boards
- Polish glass covered pictures/Mayoral plaque/Ploudalmezeau plaque/Charter

KITCHEN

- Sanitise inside fridge
- Sanitise inside microwave
- Sanitise skirting boards
- Check stock of supplies in back cupboard

Empty 3 no. recycling bins

MEN'S WC

- Sanitise skirting boards

ACCESSIBLE WC

- Sanitise skirting boards

Check disabled switch

UPSTAIRS WC

- Sanitise skirting boards

STAIRCASE

- Polish glass covered pictures
- Sanitise skirting boards

OFFICES

- Sanitise skirting boards
- Empty recycling (cardboard) boxes

MONTHLY CLEANING SCHEDULE

- Clean windows internally including in between shutters
- Clean doors to all cabinets
- Check time accurate on clocks

