



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 **Tuesday, 14th December 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".

Joy Norris

Town Clerk

Date: 8th December 2021

AGENDA

Town Council 14th 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. Minutes

(i) To confirm the draft Minutes of the meeting held on 25th November 2021 (subsequently adjourned and reconvened on 6th December) as a correct record. (Supporting Paper A)

(ii) To confirm the draft Minutes of the extraordinary Town Council meeting held on 6th December 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. 2022/23 Budget Process.

To receive an update from the Resources Committee on the 2022/2023 Budget Process

(Please note the Resources Committee will meet on the evening of Thursday 9th December)

9. Town Hall Hire

To consider if the Town Hall should be made available for hire (Supporting Paper E)

10. Schedule of Meetings

To consider changes to the scheduled dates of Town Council meetings in January 2022 to enable the budget and precept decisions to be made in a timely manner.

11. 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.

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 meeting of the Town Council
held on Thursday 25 November 2021 commencing at 19:00 hrs**

Present

Chair: Councillor K Haslett

Councillors: J Buczkowski, R Dietrich, I Emmett, G Guest, J Johns, L Knight and M Smith

In attendance

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

Officers: J Norris (Town Clerk)

2 members of the public attended the meeting.

- 398** After the housekeeping announcement had been played but before the Mayor had started the first agenda item, a point of order was raised that the room temperature was cold and below the guidance for the minimum working temperature and that the door did not need to be open.

After the current government guidance was checked and further discussion a consensus was reached that the doors could be closed if facemasks were worn

399 Mayor's Announcements

19:14hours the Mayor started her announcements.

The Mayor's Announcements included:

- A reminder that the lantern parade followed by the Christmas light switch-on will take place on Saturday ; there will also be a Farmers Market and Craft market during the morning. It would be helpful to have more marshals - Anyone who is willing to volunteer please let the Town Clerk know.
- Cllr Beckwith has resigned as a Town Councillor due to work commitments
- The Electronic Advent Calendar will be live on 1 December – there are still a couple of slots available if any person or Group would like to record a message – please contact the Deputy Clerk for details

Town Council 14 December 2021
Supporting Paper A

- The internal auditor visited on 4 November and undertook an interim audit. There were 2 observations – 1 relating to Councillors undertaking bank reconciliations and the other a reminder to review the Risk Register before 31 March (actually on the agenda for tonight) The reports will be presented to the next meeting of the Governance Committee for consideration
- Yesterday representatives from the Institute of Cemetery and Crematoria Management visited the Cemetery and did a walk around with the Mayor and Chair of the Cemetery and Town Hall Committee (as well as Officers). They commented on how well the Cemetery was maintained and offered advice on areas such as management of memorials and levelling uneven ground. A report on the visit and advice will be made to a future Cemetery and Town Hall Committee.
- Events attended as Mayor since the last Town Council meeting include: meetings of Creative Cullompton, the Remembrance Sunday service, coffee morning following that at the Walronds, Traders drop-in at the Hayridge about Cullompton Projects. The Deputy Mayor attended the Armistice Day Commemoration.

400. Apologies for Absence

Apologies for absence were received from Councillors Andrews, Dale, Connolly and Rowe.

401. Declarations of Interests

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

402. Public Participation

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

Speaker 1

1. Yellow lines in Willand Road – there is a short document but no report. The yellow lines were put in to restrict parking and make the road safer. The Speaker said he thought the yellow lines should stay
2. On papers listed on the agenda are missing this happens too often
3. The speaker has not received replies to emails requesting meetings and audio recordings; he has already requested legal advice

The Chair thanked the speaker and said a response would be given.

403. Policing Report

To receive a report regarding local policing issues.

Unfortunately, the police are unable to attend meetings but hope to be able to arrange an event where they will invite people to attend.

404. Minutes

Consideration was given to the Minutes of the meeting held on 28th October 2021. (Supporting Paper A to the Agenda)

RESOLVED that the Minutes of the meeting held on 28 October 2021 be confirmed as a correct record.

405. Action List

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

406. Payments for Authorisation:

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

RESOLVED

- (i) that with the exception of the payment to Utilight the invoices due for payment as presented totalling £9,170.21 gross, plus the direct debits and standing authorisation items totalling £4060.48 be approved
- (i) that the 22.5 hours overtime related to 2 internments be approved for payment with the November salaries.

407. 2022/23 Budget Process.

Consideration was given to a request from a member of the public to hold a public meeting as part of the budget process. (Supporting Paper D to the Agenda)

19:35 hours RESOLVED to suspend Standing Orders to enable the member of the public making the request to explain in more detail.

The Speaker said that this was his 3rd request for a meeting in 3 years.

In the pandemic situation the government has spent lots of money and there are lots of rumours about how that spending will affect taxes.

The public have a right to speak and how can people get questions and answers during the public participation which is time limited to 15 minutes?

19:41 hours The meeting resumed.

RESOLVED

- (i) that in 2022/2023 there are 2 public meetings / consultation events during the year
- (ii) that there is additional publicity for meetings where the 22/23 will be discussed and that at those meetings the public participation session will not be limited to 15 minutes but will be of a duration at the Chair's discretion.

408. Recommendations from The Governance Committee

To consider recommendations from the Governance Committee

- (i) Business Procedures Risk register (Supporting Paper E to the Agenda)
- (ii) Financial Regulations (Supporting Paper F)

RESOLVED

- (i) That the Business Procedures Risk Register as attached as Appendix 1 to these minutes is approved.
- (ii) That the Financial Regulations as attached as Appendix 2 to these minutes is approved.

409. Reports from Representatives on Outside Bodies

Reports from representatives on outside bodies were received:

- Swimming Pool Campaign – Councillor Guest
- Allotment Association – Councillor Buczkowski
- Cullompton United Charities – Councillor Haslett
- Town Team – Councillor Smith
- Metro Group – Councillor Smith

410. Review Of Meeting Arrangements

- (i) To consider the COVID_19 mitigations for meetings in the Town Hall (Supporting Paper G)
- (ii) Alternative Venues (Supporting Paper H)

RESOLVED to defer this agenda item to the next Town Council meeting.

411. Schedule of Meetings

- (i) Consideration was given to a request from the Chair of the Planning and Licensing Committee to change the Committee's meeting day from a Tuesday
- (ii) Consideration was given to The Resources Committee having an additional 2 meetings in December 2021.

RESOLVED

- (i) That the Planning and Licensing Committee has an item on its next Committee Agenda to discuss the day and time most suitable for the majority of the Committee and that it makes a decision as to the most suitable day for it meet.
- (ii) The Town Clerk is given delegated authority to call the extra meetings of the Resources Committee in December 2021.

412. 20:30hrs Councillor G Guest left due to the room temperature

20:36Hours RESOLVED to adjourn the meeting to enable it to be reconvened in an alternative venue which has suitable COVID precautions in place.

The meeting was reconvened on 6 December 2021 at 19:00hrs in The Hayridge Centre, 1 Exeter Hill, Cullompton

The following were present:

Chair: Councillor K Haslett

Councillors: A Connolly, I Emmett, 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 public and 1 member of the press attended the re-convened meeting.

Apologies for absence had been received from Councillors Andrews, Dale, Dietrich, Guest and Knight.

413. Christmas 2021

To ratify recommendations from the Christmas Event Working Group with regard to

- (i) Providing the Walronds with funding of £400.00 to provide a Christmas workshop
 - (ii) Small Christmas trees
 - (iii) Purchase of large Christmas trees
- (Supporting Paper I to the Agenda)

RESOLVED

- (iv) That the Walronds is provided with funding of £400.00 to provide a Christmas workshop
- (v) That no charge be made to retailers in High Street and Fore Street for the provision by the Town Council of a small, illuminated Christmas tree.
- (vi) That the expenditure for the large Christmas trees is approved, namely: £200 for delivery, installation and removal; £250 for a 25' tree in the Lower Bullring and £325.00 for a 30' tree in the Higher Bullring; the expenditure to be met from the Christmas event budget.

414. Parking – Willand Road

Consideration was given to proposals from Devon County Council regarding changing the current parking restrictions in Willand Road. (Supporting Paper J to the Agenda)

Following a vote to retain the current parking situation from which the majority of Councillors present abstained, the meeting agreed that a response be given to Devon County Council that the matter had been discussed by the Council and it was felt there were good reasons for both the retention of the current parking arrangement and the removal of the yellow lines; therefore Devon County Council should proceed with whichever option was most acceptable in terms of safety.

415. Motion Made Standing Order No 9

Consideration was given to a motion submitted by Councillor Emmett, regarding Remembrance Sunday namely:

“That the council clarifies the ongoing RBL event management to secure the future of the event for the benefit of the community. The outcome to be an event blueprint identifying activities deadlines and standards required to enable continuity of the days activity.’

RESOLVED that the Council sets up a small Working Group, with the involvement of the Royal British Legion and churches in Cullompton, to look at the all aspects of running the Remembrance Sunday and Armistice Day commemorations with a view to devising a checklist for the activities required.

416. Fire Service Community Risk Management Plan Consultation

Consideration was given to the Town Council’s response to the draft five-year strategic plan for Devon and Somerset Fire and Rescue Service (Supporting Paper K to the Agenda)

RESOLVED

- (i) That a working group comprising the Mayor, Deputy Mayor and any other interested Councillor work the Town Clerk to draft a response which is presented to Council for approval.

417. Members Questions

This agenda item gives 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.

The following questions / matters were raised:

- Was a tendering process undertaken for the work in the Head Weir Road Play Area with particular reference to the planting? Also was due diligence taken about the choice of plants as the plants have berries on them and whether or not they are poisonous, the Councillor does not know the species planted.
- The Councillor was not impressed to read that a wildlife area was being created as non- native species were planted.
- The Councillor had been told he was named in a complaint but was surprised he had received no correspondence / information about the matter.
- The Deputy Clerk had emailed and then phoned the Councillor to ask about the policy on grass cutting; the Councillor believes that more is being dealt with by phone calls than the written word as there is no audit trail.
- The negative public response to the Christmas event

418 19:55hours RESOLVED to adjourn the meeting

The meeting was reconvened on 6 December 2021 at 20:45hours (on the rising of the extraordinary Town Council meeting) :00hrs in The Hayridge Centre, 1 Exeter Hill, Cullompton

419 Exclusion of the Press and Public

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

- Agenda Item 20, 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).

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

Toilet Building, Station Road

An update on matters pertaining to the toilet building on Station Road and to make any associated decisions was provided. (Supporting Paper L confidential for Councillors only)

RESOLVED

- (i) The Town Council agrees to the terms set out in the draft Short Term Agreement and Temporary Facilities Agreement supplied by Tozer's solicitors
- (ii) The Town Council's approves incurring the expenditure for Tozers fees (quoted as £3,500+VAT
- (iii) That Mid Devon District Council's offer to pay 50% of the Town Council's legal costs is accepted.

The meeting closed at 20:55hours

DRAFT



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

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01884 38249

**Minutes of an extraordinary meeting of the Town Council
held on Monday 6 December 2021 on the rising of the Town Council meeting**

Present

Chair: Councillor K Haslett

Councillors: A Connolly, I Emmett, 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 public and 1 member of the press were present.

421. Mayor's Announcements

There were no announcements.

422. Apologies for Absence

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

423. Declarations of Interests

The following declaration of interest was made:

- Councillor Snow declared a personal interest in Agenda No 7 Complaint as he knows the complainant.

424. Public Participation

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

Speaker 1

The Speaker said that we all make mistakes and the important thing is to learn from them. He continued that he is still waiting for a response to emails that he has sent.

The Speaker then said that item 7 is regarding matter he has raised and that it is not a complaint it is request for an apology which could have been dealt with by means of a meeting. He Speaker said he does not believe that Town Council policy regarding complaints has been followed in this matter.

425. Review Of Meeting Arrangements

Consideration was given to arrangements for Town Council and Committee meetings, including COVID-19 mitigations for meetings in the Town Hall and alternative meeting venues for Council and Committee meetings. (Supporting Paper A to the Agenda.)

RESOLVED

- (i) that Town Council and Committee meetings should be held in the Town Hall and that the mitigations including the perspex screens between Councillor seats, ventilating the room (through opening windows) and the requesting of attendees to wear face masks should continue
- (ii) that auxiliary heating should be available in case the temperature in the Town Hall drops to a low level during a meeting.

426. Exclusion of the Press and Public

RESOLVED that 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 report relating to this item had been withheld from public circulation and deposit.

427. Complaint

Consideration was given to a complaint regarding the holding and handling of electronic information and to make any associated decisions. (Supporting Paper B to the Agenda – confidential for Councillors only)

The Mayor read out the advice/ information received from the Town Council's solitors.

RESOLVED that the Town Council's solicitors are instructed to contact the complainant's solicitors who are asked to provide evidence of the allegations.

Note Councillor Snow had declared a personal interest in this agenda item.

The meeting closed at 20:45hours

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 16.11.21 This will be referred to the Governance Committee for consideration
2	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 16.11.21 Drafting of a new policy to be referred to the Governance Committee 02.12.21 MDDC protocol for Lobbying of Councillors obtained as basis for a CTC document
3	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 16.11.21 Waiting for payee details to be confirmed
4	25.03.21	Planning Committee ToR	Draft revised ToR for presentation to Town Council for approval		TC / Chair of Planning		

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
5	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 draft letter will go to November Community Wellbeing Committee 10.12.21 Letter drafted, scheduled to be checked and sent w/c 13.12.21
6	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 unfortunately due to staff absence this has not been possible 16.11.21 Walronds booked for 30.11.21, invitations have been issued. Afternoon Tea event took place 30.11.21
7	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 16.11.21 Financial information provided in report to GOAB Committee which was scheduled for 21.10.21 but unfortunately was not quorate
8	22.07.21	Town Hall Access	Contact Solicitors		TC		Solicitors contacted; update provided to Council 23.09.21
9	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		16.11.21. Arrangements to be made for Working group to meet in January 2022

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No	Date of Meeting	Agenda item/Topic / Minute No	Resolution / Action	Financial implications	To be actioned by	Priority	Remarks
10	26.08.21	Welcome Back Fund	Contact MDDC re resolution and next steps		TC		Ideas suggested by TCED November meeting
11	23.09.21	Town Hall Hire	Obtain costs of hiring other similar facilities		TC		16.11.21 Mayor and Town Clerk visited the Hayridge Centre and obtained information. 06.12.21 Information presented to Council
12	28.10.21	Public Participation	vehicles parking in Fore Street causing a traffic obstruction		TC		19.11.21 Correspondednt contacted and asked for permission to pass on contact details to DCC
13	23.10.21	Verges / grass cutting	Contact MDDC about revised requirements, savings and costs of weed killing		TC		01.12.21 email sent to MDDC
14	23.10.21	recognition of long service	(i) research and obtain suitable plaque to place in town hall for current Coucnillors who have done mor ethan 20 years continuous service (ii) research Freeman / aldermen schemes		TC		19.11.21 Plaque idea obtained from local company 10.12.21 Plaque ordered
15	23.10.21	Station Road Toilets	obtain further information from Solicitors and MDDC 06.12.21 Advise Solicitor's and MDDC of Town Council resolutions				Information obtained to be reported to Council on 25.11.21
16	25.11.21	Public Participation	Respond to member of public re pointms made during Public Partticipation		TC		
17	25.11.21	Police Report	Circulate detaisl of Coucnillor Advocacy scheme to all Town Coucnillors		TC		
18	25.11.21	22/23 Budget	Publicise meetings where budget discussions are happening		TC		08.12.21 Media release issued and Item posted on Facebook re Resoucrs Committee 09.12.21
19	25.11.21	Financial Regulations	(i) Update Finanical Regulations (ii) Update Fin Regs on website (iii) Circulate revised Fin Regs to Coucnillors and staff		TC		05.12.21 Fin Regs Updated
20	25.11.21 (06.12.21)	Remembrance Sunday / Armistice Day Commemerations	Form and Comvene Working Group		ATC		

Please Note:

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Agenda No 7, Payments for Authorisation

Council is requested

- (i) To consider and approve the general list of payments**
- (ii) To consider and approve the overtime**
- (iii) To approve the payment of December salaries on December 24**
- (iv) To give instruction regarding the payment relating to the invoices received from Utilight**

1. The general list of payments for authorisation is attached.
2. In addition to the general payments for authorisation, an additional document is attached requesting approval of overtime to be paid with the December salaries (confidential for Councillors only as it has information pertaining to individual employees). This would usually have been dealt with by the Resources Committee as part of the confidential staffing report, but as the meeting scheduled for 9 December was not quorate, it is being presented to Council to enable payment to be considered, approved and made with the December salaries.
3. In keeping with the practice of previous years, staff have requested that they are paid one week early - on 24 December rather than the last Friday in the month which is 31 December.
4. Council's instructions are requested regarding invoices received from Utilight (confidential for Councillors only as it has financial information, information that may be subject to legal advice and negotiation).

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Description	A/C	Net Value	VAT	Invoice Total	Authorised	Authorised
08/11/2021	4067	4051	AS SIGNS	Road closure signs	4096	75.00	15.00	90.00		
			AS SIGNS Total					90.00		
27/11/2021	20211127	4052	BRADNINCH MILLERS	Morris Dancing Christmas Fest	4096	50.00	-	50.00		
			BRADNINCH MILLERS Total					50.00		
30/11/2021	11211	4053	CROOKED TEMPO	Samba Band Christmas Fest	4096	175.00	-	175.00		
			CROOKED TEMPO Total					175.00		
30/11/2021	42/1	4087	CULM FLORIST	Armistice/Remembrance Flowers	4085	63.50	-	63.50		
			CULM FLORIST Total					63.50		
18/11/2021	84301	4077	D & H PLANT	Digger Hire - Headweir PP	4125	70.00	14.00	84.00		
25/11/2021	84331	4078	D & H PLANT	Digger Hire	4310	70.00	14.00	84.00		
			D & H PLANT Total					168.00		
23/11/2021	3423	4054	DALC	Councillor Training	4115	45.00	9.00	54.00		
			DALC Total					54.00		
27/11/2021	INV-14	4055	DB EVENT MEDICAL	Emergency medical cover	4096	335.00	-	335.00		
			DB EVENT MEDICAL Total					335.00		
30/11/2021	SINV01423351	4056	DEVON COMMERCIAL	Stationery	4052	94.85	18.97	113.82		
30/11/2021	SINV01423352	4057	DEVON COMMERCIAL	Stationery	4052	22.88	4.58	27.46		
			DEVON COMMERCIAL Total					141.28		
30/11/2021	50272	4093	EDENVALE	Seeded Turf	4310	10.74	2.14	12.88		
			EDENVALE Total					12.88		
06/12/2021	2869	4091	HALCYON	Play Area Grounds Maintenance	4125	168.25	33.65	201.90		
			HALCYON Total					201.90		
30/11/2021	INV483	4058	HEDGES DIRECT	Vibernum Tinus	4125	1,799.92	359.98	2,159.90		
			HEDGES DIRECT Total					2,159.90		
02/12/2021	CR-03182	4073	HUSH FARMS	Credit on hedge trimmer course	4115	- 90.00	- 18.00	- 108.00		
09/11/2021	T03155	4038	HUSH FARMS	Training for Lantra certs	4115	1,080.00	216.00	1,296.00		
			HUSH FARMS Total					1,188.00		
09/11/2021	187278	4094	LABDON	Masking tape/paint brush	4310	3.33	0.66	3.99		
24/11/2021	189028	4081	LABDON	PPE/cutting discs/batteries	4094	40.88	8.18	49.06		
25/11/2021	189183	4082	LABDON	Neck Warmer	4094	3.92	0.78	4.70		
25/11/2021	189181	4083	LABDON	Meter Key/fencing stakes/pipe lagg	4095	11.39	2.28	13.67		
10/11/2021	187357	4084	LABDON	Wheelbarrow/hooks/clamp	4310	138.17	27.63	165.80		
16/11/2021	188026	4086	LABDON	Key covers	4035	2.10	0.42	2.52		
			LABDON Total					239.74		
03/12/2021	SIN014639	4089	LIBRARIES UNLTD	Room Hire 6.12.21	4045	118.80	-	118.80		

15/11/2021	20211115	4050	EE & T MOBILE	Mobile Phones	4061	90.00	18.00	108.00		
			EE & T MOBILE Total					108.00		
01/11/2021	20211101	4047	MDDC	Rent, Garage 2 Knightwood	4120	55.68	-	55.68		
01/11/2021	20211101A	4048	MDDC	NNDR St Andrews Car Park	4105	192.00	-	192.00		
			MDDC Total					247.68		
07/12/2021	IN02205647	4090	NPOWER	Cemetery Electric Nov 2021	4310	75.00	3.75	78.75		
			NPOWER Total					78.75		
10/11/2021	20211110	4049	SCOTTISH POWER	Town Hall Electric	4405	164.76	8.24	173.00		
22/11/2021	20211122	4075	SCOTTISH POWER	Market Electric	9070	11.06	0.55	11.61		
			SCOTTISH POWER Total					184.61		
			Grand Total					1,160.32		
Payments made by Soldo Card										
01/11/2021			Amazon	Fairy Lights	73.30	14.66	87.96			
03/11/2021			Sound Cloud	Sound Cloud subscription	90.00	-	90.00			
03/11/2021			Soldo	SOLDO Subs October 2021	10.00	2.00	12.00			
12/11/2021			Amazon	Antivirus Software	13.32	2.67	15.99			
19/11/2021			Amazon	Wireless Router	87.49	17.50	104.99			
19/11/2021			Amazon	Watering cans	15.08	3.07	18.15			
29/11/2021			Amazon	Essential Law for Cemetery	39.00	-	39.00			
				Total				368.09		

Overtime

1. Overtime is usually agreed in advance by the Town Clerk and then reported to the Resources Committee for approval before payment is made.
2. The overtime detailed in the table below was incurred leading up to and including the Christmas event on 27 November 2021:

Name	Date	No hours
I Atkins	27.11.21	4
I Dan	27.11.21	11
P Stickland	26.11.21	3
	27.11.21	13.5
S Worbey	27.11.21	6
D Orton	27.11.21	8.5
M Shackleton	25.11.21	3
	26.11.21	4.75
	27.11.21	11.3
M Weston	27.11.21	9
J Norris	27.11.21	9

3. There will be further overtime required on 18 December 2021
4. This information was contained in the Staffing report to the Resources Committee scheduled for 9 December which did not take place as it was not quorate. The information for 27 November is therefore being presented to Council so that it can be approved and included in the December pay run.

Invoices for Christmas Lights.

1. The quotation for the Christmas Lights that was accepted by the Town Council was submitted by SparkXLtd.
2. Two Invoices have been received so far
 - Invoice No Inv—0007 dated October 2021 £6,589.96 from Utilight was approved by Council on 28 October 2021
 - Invoice No inv-0021 dated 9 November 2021 £5,100 from Utilight was not approved by Council on 25 November

(Note: the breakdown of the quotation is being checked and will be reported to Councillors)

3. When the October invoice was processed for payment the bank details were in the name of SuckX. At this stage the payment process was stopped whilst some research was done:

The Assistant Town Clerk found the following information from Companies House website:

- SparkX Limited is registered at Wellhead Farm in Wendover with the sole Director being Rogers, Chris Paul.
- SparkX Group Limited is registered at Wellhead Farm in Wendover with the sole Director being Rogers, Chris Paul.
- Utilight Limited is registered at 20-22 Wenlock Road, London with the sole Director being Rogers, Chris.
- SuckX Limited is registered at Wayside, Stert Road, Chinnor (not at the address listed on the invoice) with the sole Director being Labross, Stuart Jozef; Rogers, Chris Paul resigned as a Director of SuckX in July this year and ceased to be a significant shareholder in SuckX in August when Vanessa Danielli Ancelma Dechiche Silva became the significant shareholder.

In addition , the bank details supplied on the original quotation are not the bank details supplied to us on the SuckX invoice.

4. When enquiries were made of the Director, the following email response was received

"I'm sorry for the multitude of company names, we are currently undergoing some major restructuring, and will over the next 12 months be separating our Christmas, Highway Electrical, Plant Hire and Suction Excavation services into separate organisations, under one parent company.

I can confirm that Utilight is a trading name of SuckX Ltd. Should SuckX be paid for services then SparkX will consider the original quotation as paid. The bank account details are xxxxxxxxxx

Hope that helps, and if you require anymore information from me please let me know"

5. The Town Council is being requested to provide a payment date.
6. The Town Council is requested to:

- Agree what information it requires regarding the company names / structures in order to make a payment
- Consider what action should be taken regarding payment of the invoices received considering the service received.

CONFIDENTIAL

TAX INVOICE

Cullompton Town Council
1 High Street
Cullompton
EX15 1AB

Invoice Date

7 Oct 2021

Invoice Number

INV-0007

Reference

Festive Lighting

VAT Number

374 9454 55

Utilight

Wellhead Farm

29 Hale Road

Wendover

AYLESBURY

Aylesbury

Buckinghamshire

HP22 6NJ

GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Dressing of Lime Trees on the High St	1.00	5,500.00	20%	5,500.00
Supply of lighting column features (Hire)	6.00	96.66	20%	579.96
Installation of lighting column features	6.00	85.00	20%	510.00
			Subtotal	6,589.96
			TOTAL VAT 20%	1,317.99
			TOTAL GBP	7,907.95

Due Date: 4 Nov 2021

PAYMENT ADVICE

To: Utilight
Wellhead Farm
29 Hale Road
Wendover
AYLESBURY
Aylesbury
Buckinghamshire

Customer

Cullompton Town Council

Invoice Number

INV-0007

Amount Due

7,907.95

Due Date

4 Nov 2021

Amount Enclosed

Enter the amount you are paying above



TAX INVOICE

Cullompton Town Council
1 High Street
Cullompton
EX15 1AB

Invoice Date
9 Nov 2021

Invoice Number
INV-0021

Reference
Festive Lighting 2021

VAT Number
374 9454 55

Suckx Ltd T/A Utilight
Wellhead Farm
29 Hale Road
Wendover
AYLESBURY
Aylesbury
Buckinghamshire
HP22 6NJ
GBR

Description	Quantity	Unit Price	VAT	Amount GBP
Supply 800 RGB LED's - 100m string	1.00	550.00	20%	550.00
Supply 640 RGB LED's - 80m string	1.00	450.00	20%	450.00
Dress 9m tree with 100m string	1.00	900.00	20%	900.00
Dress 6m tree with 80m string	1.00	700.00	20%	700.00
Install 15 x 4ft trees on High Street	1.00	1,000.00	20%	1,000.00
Install 25 x 4ft trees on Fore St	1.00	1,500.00	20%	1,500.00
			Subtotal	5,100.00
			TOTAL VAT 20%	1,020.00
			TOTAL GBP	6,120.00

Due Date: 9 Dec 2021

Payment due within 30 days of invoice date. Late payment charges may apply.
Payment to HSBC - SuckX Ltd - Sort Code 40-08-68 Account Number 80233870

PAYMENT ADVICE

To: Suckx Ltd T/A Utilight
Wellhead Farm
29 Hale Road
Wendover
AYLESBURY
Aylesbury
Buckinghamshire

Customer Cullompton Town Council
Invoice Number INV-0021
Amount Due **6,120.00**
Due Date 9 Dec 2021

Amount Enclosed

Enter the amount you are paying above

Agenda No 9, Town Hall Hire

The Council is requested to decide

- (i) whether or not the Town Hall should be available for hire from January 2022
- (ii) if hire is not allowed when this will be reviewed
- (iii) If hire is allowed
 - any additional mitigations that should be introduced
 - any additional hire conditions
 - to confirm the hire charges

Introduction:

1. At its extraordinary meeting on 6 December 2021, The Town Council confirmed that the existing mitigations for Council (including Committee meetings) should remain in place; the mitigations include:
 - 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 23 September 2021 it was resolved that any decision to resume hiring out the Town Hall was deferred until January 2022.

Hiring Out The Town Hall

3. 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.
4. 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.
5. 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.
6. 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:

Financial Year	Estimated Income	Actual Income
----------------	------------------	---------------

Town Council 14 December 2021
Supporting Paper E

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)

7. 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
8. 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.”
9. The majority of hirers require chairs, not all hirers require tables or use of the kitchen facilities.
10. 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
11. 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.
12. The Caretaker’s current cleaning checklist is provided at the end of this report
13. 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.
14. The Hall is 88m sq. (Dimensions below have been taken from the Town Hall Feasibility Study Report – compiled by Chartered Architect in 2016.)
15. The table below shows the hall’s capacity /occupancy

Town Council 14 December 2021
Supporting Paper E

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

16. 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 updated : 11 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

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

										<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 			

										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

										➤ Limit the number of people in the hall at any one time			
--	--	--	--	--	--	--	--	--	--	--	--	--	--

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.l 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