



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, 6th January 2022** 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 Cullompton 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: 30th December 2021

AGENDA

Town Council 6th January 2022

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)
- (iii) To confirm the draft Minutes of the extraordinary Town Council meeting held on 14th December 2021 as a correct record. (Supporting Paper C)

6. Action List

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

7. Payments for Approval

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

8. Meetings with Remote Attendance

To consider using the National Association of Local Councils (NALC) model letters to write to Neil Parish MP and the Minister for Levelling Up Communities regarding the Town Council's support for legislation to be amended to enable Councils to have the flexibility to use virtual meeting options for Council meetings. (Supporting Paper F)

9. Committee Composition

To consider a request from Councillor Rowe to sit on the Community Wellbeing Committee. (The Committee currently comprises Councillors Andrews, Buczkowski, Dale, Guest, Haslett and Johns)

10. Recommendations and Observations from the Resources Committee

To consider recommendations and observations from the Resources Committee regarding:

- (i) The approval and adoption of an Investment Policy
- (ii) The approval and adoption of a Reserves Policy
- (iii) The undertaking of bank reconciliations.

(Supporting Paper G)

11. 2022/2023 Budget

To consider the Town Council's budget and financial plans for 2022/2023. (Supporting Paper H)

12. 2022/2023 Precept

To set the Town Council's precept for 2022/2023 (Supporting Paper I)

13. Medium Term Financial Plan

To consider the adoption of a Medium Term Financial Plan for 3 years from 2022/2023 (Supporting Paper J)

14. Charity Commission Return – Upcott Field

To approve the 2020/2021 annual return to be submitted to the Charity Commission regarding Upcott Field. (Supporting Paper K)

15. Fire Service Community Risk Management Plan Consultation

To consider the Town Council's response to the draft five-year strategic plan for Devon and Somerset Fire and Rescue Service (Supporting Paper L)

16. Consultation Documents

To consider the introduction of a process whereby when a consultation documents is received on a strategic matter (other than planning related) the Town Clerk convenes a working group who draft a response for the Town Council to consider.

(Supporting Paper M)

17. Recommendations from the Town Centre & Economic Development Committee

To consider recommendations from the Town Centre & Economic Development Committee with regard to

- (i) Farmers Market using the Town Hall during inclement weather
- (ii) Market fees

(Supporting Paper N)

18. Recommendations from the Cemetery and Town Hall Committee

To consider a recommendation from the Cemetery and Town Hall Committee regarding the appointment of a contractor to undertake the first tranche of pathways resurfacing in the Cemetery. (Supporting Paper O)

19. Councillor Apologies

To consider formally accepting apologies for absence from Councillor Andrews and Dale. (Supporting Paper P)

20. 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	<p>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.</p> <p>After the current government guidance was checked and further discussion a consensus was reached that the doors could be closed if facemasks were worn</p>
399	<p>Mayor's Announcements 19:14hours the Mayor started her announcements. The Mayor's Announcements included:</p> <ul style="list-style-type: none">• 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 6 January 2022
Supporting Paper A

	<ul style="list-style-type: none"> • 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.
<p>400.</p>	<p>Apologies for Absence Apologies for absence were received from Councillors Andrews, Dale, Connolly and Rowe.</p>
<p>401.</p>	<p>Declarations of Interests No declarations of interests were made regarding any items on the Agenda at this stage of the meeting.</p>
<p>402.</p>	<p>Public Participation This agenda item allows members of the public present at the meeting to raise matters which are relevant to Cullompton.</p> <p>Speaker 1</p> <ol style="list-style-type: none"> 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 <p>The Chair thanked the speaker and said a response would be given.</p>
<p>403.</p>	<p>Policing Report To receive a report regarding local policing issues.</p> <p>Unfortunately, the police are unable to attend meetings but hope to be able to arrange an event where they will invite people to attend.</p>
<p>404.</p>	<p>Minutes Consideration was given to the Minutes of the meeting held on 28th October 2021. (Supporting Paper A to the Agenda)</p>

Town Council 6 January 2022
Supporting Paper A

	<p>RESOLVED that the Minutes of the meeting held on 28 October 2021 be confirmed as a correct record.</p>
405.	<p>Action List The Action List relating to the Town Council was reviewed. (Supporting Paper B to the Agenda)</p>
406.	<p>Payments for Authorisation: The accounts due for payment were examined. (Supporting Paper C to the Agenda)</p> <p>RESOLVED</p> <ul style="list-style-type: none"> (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.	<p>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)</p> <p>19:35 hours RESOLVED to suspend Standing Orders to enable the member of the public making the request to explain in more detail.</p> <p>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?</p> <p>19:41hours The meeting resumed.</p> <p>RESOLVED</p> <ul style="list-style-type: none"> (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.	<p>Recommendations from The Governance Committee To consider recommendations from the Governance Committee</p> <ul style="list-style-type: none"> (i) Business Procedures Risk register (Supporting Paper E to the Agenda) (ii) Financial Regulations (Supporting Paper F) <p>RESOLVED</p> <ul style="list-style-type: none"> (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.	<p>Reports from Representatives on Outside Bodies Reports from representatives on outside bodies were received:</p> <ul style="list-style-type: none"> • Swimming Pool Campaign – Councillor Guest • Allotment Association – Councillor Buczkowski • Cullompton United Charities – Councillor Haslett • Town Team – Councillor Smith • Metro Group – Councillor Smith
410.	<p>Review Of Meeting Arrangements</p> <p>(i) To consider the COVID_19 mitigations for meetings in the Town Hall (Supporting Paper G)</p> <p>(ii) Alternative Venues (Supporting Paper H)</p> <p>RESOLVED to defer this agenda item to the next Town Council meeting.</p>
411.	<p>Schedule of Meetings</p> <p>(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</p> <p>(ii) Consideration was given to The Resources Committee having an additional 2 meetings in December 2021.</p> <p>RESOLVED</p> <p>(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.</p> <p>(ii) The Town Clerk is given delegated authority to call the extra meetings of the Resources Committee in December 2021.</p>
412.	<p>20:30hrs Councillor G Guest left due to the room temperature</p> <p>20:36Hours RESOLVED to adjourn the meeting to enable it to be reconvened in an alternative venue which has suitable COVID precautions in place.</p>
<p>The meeting was reconvened on 6 December 2021 at 19:00hrs in The Hayridge Centre, 1 Exeter Hill, Cullompton</p> <p>The following were present: Chair: Councillor K Haslett Councillors: A Connolly, I Emmett, J Johns, M Rowe, M Smith and C Snow</p> <p>In attendance <i>Note: Councillors attending by remote access are not able to participate nor vote in the meeting</i> Officers: J Norris (Town Clerk)</p>	

1 member of the public and 1 member of the press attended the re-convened meeting. Apologies for absence for the reconvened meeting had been received from Councillors Andrews, Dale, Dietrich, Guest and Knight.

Before formally starting the meeting with the listed agenda items, there were short discussions on:

- The 7 principles of public life that are expected of Councillors
- The wearing of facemasks during the meeting

413.	<p>Christmas 2021</p> <p>To ratify recommendations from the Christmas Event Working Group with regard to</p> <ul style="list-style-type: none"> (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) <p>RESOLVED</p> <ul style="list-style-type: none"> (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.	<p>Parking – Willand Road</p> <p>Consideration was given to proposals from Devon County Council regarding changing the current parking restrictions in Willand Road. (Supporting Paper J to the Agenda)</p> <p>RESOLVED that Devon County Council is informed that the Town Council wishes the existing double yellow lines in Willand Road to be retained.</p>
415.	<p>Motion Made Standing Order No 9</p> <p>Consideration was given to a motion submitted by Councillor Emmett, regarding Remembrance Sunday namely:</p> <p>“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.’</p> <p>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.</p>
416.	<p>Fire Service Community Risk Management Plan Consultation</p> <p>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)</p>

	<p>RESOLVED</p> <p>(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.</p>
<p>417.</p>	<p>Members Questions</p> <p>This agenda item gives Councillors an opportunity to ask questions which are relevant to the work of the Council.</p> <p>Note: questions are to be for the purpose of obtaining information and not for debate nor discussion.</p> <p>The following questions / matters were raised:</p> <ul style="list-style-type: none"> • 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. • A Councillor said they were not impressed to read that a wildlife area was being created as non- native species were being planted in the Head Weir Road Play area. • A 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 a 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. <p>The Mayor asked that a written response be given to the above points and that it was circulated to all Councillors.</p> <ul style="list-style-type: none"> • The negative public response to the Christmas event and learning that can be taken from what has happened. • There have been positive comments as well about the Christmas events
<p>418</p>	<p>19:55hours RESOLVED to adjourn the meeting</p>
	<p>The meeting was reconvened on 6 December 2021 at 20:45hours (on the rising of the extraordinary Town Council meeting) in The Hayridge Centre, 1 Exeter Hill, Cullompton</p>
<p>419</p>	<p>Exclusion of the Press and Public</p> <p>RESOLVED that in accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the public and press during consideration of:</p> <ul style="list-style-type: none"> • 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). <p>The reports relating to this item had been withheld from public circulation and deposit.</p>
<p>420.</p>	<p>Toilet Building, Station Road</p>

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



Town Clerk: Miss Joy Norris MSc ACG

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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 a 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 solitors are instructed to contact the complainant's solitors 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



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**Minutes of the meeting of the Town Council
held on Tuesday 14 December 2021 commencing at 19:00 hrs**

Present

Chair: Councillor J Johns

Councillors: J Buczkowski, A Connolly, I Emmett, L Knight M Rowe 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 attended the meeting.

428. The Deputy Mayor took the Chair in the absence of the Mayor

429 Mayor's Announcements

The Deputy Mayor reminded everyone about the markets and Santa's Grotto which would be happening on Saturday.

430. Apologies for Absence

Apologies for absence were received from Councillors Andrews, Dale, Dietrich, Haslett and Smith.

The Chair did a roll call of the Councillors present in the Town Hall.

431. Declarations Of Interests

No declarations of interest were made at this stage of the meeting.

432. Public Participation

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

Speaker 1

The Speaker said he had concerns about draft minutes as presented as they contained errors because they did not reflect the reasons why there were adjournments nor dealt with questions that were asked.

The Speaker continued that he had previously raised previously the matter of the publication of the agenda and documents and legislation requires all documents to be published at the same time - when will this late publication stop?

Chair responded that an email response will be sent to the speaker.

433. Minutes

Consideration was given to the draft Minutes of the meeting held on 25th November 2021 (subsequently adjourned and reconvened on 6th December) and the draft Minutes of the extraordinary Town Council meeting held on 6th December 2021.
(Supporting Papers A and B to the Agenda)

RESOLVED not to confirm the draft minutes of the meeting held on 25th November 2021 (subsequently adjourned and reconvened on 6th December) and the draft Minutes of the extraordinary Town Council meeting held on 6th December 2021 as presented.

434. Action List

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

435. Payments for Authorisation:

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

RESOLVED

- (i) That the invoices due for payment as presented totalling £7,827.53 gross and the direct debits and standing authorisation items totalling £1,160.32 be approved
- (ii) That the overtime totalling 83.05 hours is approved and charged to the budget for the Christmas event.

Following discussion regarding the invoices received from Utilight for Christmas lights it was

RESOLVED

- (i) That no action is taken on the invoices received until further information is obtained (see ii) below
- (ii) That clarification is sought regarding the legal, financial and taxation situation between the various companies but that the Town Council's dealings will be with SparkX

436. 2022/23 Budget Process.

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

There was no update as the Resources meeting scheduled for 9 December had been inquorate and therefore unable to proceed.

437. Town Hall Hire

Consideration was given to whether or not the Town Hall should be made available for hire (Supporting Paper E to the Agenda)

RESOLVED to defer making a decision on this agenda item and reconsider the availability of the Town Hall for hire when the COVID restrictions are eased/ guidance is changed.

438. Schedule of Meetings

Consideration was given to 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.

Guidance was given to the Town Clerk that the Council meeting scheduled for 6 January 2022 to discuss the budget, and the precept should be retained and that a Council meeting be provisionally scheduled for 18 January 2022 in case decisions are not made on 6 January and a further meeting is required.

439. 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 matters were raised:

- Questions from last 3 council meetings have not yet received a response
- There is a need to tighten the purse strings and not just increase budgets
- Has the Town Council any plans in place to mark the Queen's platinum jubilee and thought given to locations and budgets, road closures etc? Cullompton Community Association may be willing to work with the Town Council on an event. The Chair responded that this will be discussed by the Community Wellbeing Committee.
- Please can we find out if the HAZ project could help with funding to modernise the electrical supply in High Street and Fore Street and get the wiring removed from the front of properties.
- Continuing on from a matter raised at the last Council meeting there is a need to look into Christmas lights issues and learn from the experience in 2021 making a better event in 2022. A response was given that the Community Wellbeing Committee meeting on 16 December has an Agenda Item to consider setting up a working group to undertake a review of the 2021 Christmas Lights and events and identify learning.
- Lack of response from others, including the Mayor, on important questions being asked – over the last 3 – 4 months it seems that some Councillors are being ignored. There seems to be a communication problem and people need to work together as a team. The Chair responded that this should be addressed when the relevant persons are present and able to respond.

The Meeting closed at 20:07hrs

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	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 GOAB Committee agreed (i) to consider a financial reporting / process framework & (ii) a January 2022 meeting date to consider the 2020/2021 annual return. Annual Return for Upcott Field on Council agenda for 06.01.222
7	22.07.21	Town Hall Access	Contact Solicitors		TC		Solicitors contacted; update provided to Council 23.09.21 Tozers have started to draft the licence but view is awaited from the landowner re moving the access point

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
8	26.08.21	Recommendations from Town Hall Working Group	compile publication / communications plan re re-location 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
9	26.08.21	Welcome Back Fund	Contact MDDC re resolution and next steps		TC		Ideas suggested by TCED November meeting Ideas suggested at TCED: St Andrews Car Park Information Board Pidgeons – cleaning the pavements & netting on buildings or some other deterrent Cullompton having a designated coach drop –off / stopping place near the town centre (not the motorway services) - marketing campaign Murals on buildings on approaches to the Town -(if not HAZ funded) Flag Festival Cycle Racks MDDC have said "could be considered eligible for WBF funding as long as measures are perceived as temporary, sited on publicly owned land, can demonstrate additionally and would not be a permanent capital investment into the town centre environment."
10	28.10.21	Public Participation	vehicles parking in Fore Street causing a traffic obstruction		TC		19.11.21 Correspondent contacted and asked for permission to pass on contact details to DCC
11	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 Response rec'd 21.12.21 will be reported to TCED 31.01.22

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No	Date of Meeting	Agenda item/Topic / Minute No	Resolution / Action	Financial implications	To be actioned by	Priority	Remarks
12	23.10.21	recognition of long service	(i) research and obtain suitable plaque to place in town hall for current Councillors who have done more than 20 years continuous service (ii) research Freeman / aldermen schemes		TC		19.11.21 Plaque idea obtained from local company 10.12.21 Plaque ordered
13	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 13.12.21 extract from draft minutes sent to Tozers
14	25.11.21	Public Participation	Respond to member of public re points made during Public Participation		TC		
15	25.11.21	Police Report	Circulate details of Councillors Advocacy scheme to all Town Councillors		TC		Information emailed to Councillors 30.12.21
16	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 Resources Committee 09.12.21
17	25.11.21	Financial Regulations	(i) Update Financial Regulations (ii) Update Fin Regs on website (iii) Circulate revised Fin Regs to Councillors and staff		TC		05.12.21 Fin Regs Updated 15.12.21 website updated and revised document sent to Councillors and staff
18	25.11.21 (06.12.21)	Remembrance Sunday / Armistice Day Commemorations	Form and Convene Working Group		ATC		
19	25.11.21 (06.12.21)	Parking Willand Road	Inform DCC of Town Council's resolution		TC		24.12.21 Email sent to DCC, copied to DCC and MDDC Councillors
20	25.11.21 (06.12.21)	Fire Safety Consultation	Set up Working Group to draft a response for presentation to Council		TC		Working Group to meet on Zoom Wednesday 5 January 2022 at 15:30

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Payments for Approval

Town Council 6 January 2022 Supporting Paper E

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Description	A/C	Net Value	VAT	Invoice Total	Authorised	Authorised
30/11/2021	INV-5044	4097	A M LANE	Tree assessment Top Field	4200	478.30	95.66	573.96		
			A M LANE Total					573.96		
18/11/2021	211	4105	CLOUD 9	Shed Removal and landscaping	9022	2,034.00	406.80	2,440.80		
			CLOUD 9 Total					2,440.80		
20/10/2021	3329	4111	DALC	Councillor Training	4115	45.00	9.00	54.00		
10/11/2021	3392	4112	DALC	Councillor Training	4115	45.00	9.00	54.00		
14/12/2021	3452	4106	DALC	Councillor Training	4115	15.00	3.00	18.00		
			DALC Total					126.00		
18/12/2021	INV-23	4108	DB EVENT MEDICAL	Emergency Care Santa's Grotto	4096	112.50	-	112.50		
			DB EVENT MEDICAL Total					112.50		
13/12/2021	SINV01425593	4107	DEVON COMMERCIAL	Stationery	4052	10.90	2.18	13.08		
			DEVON COMMERCIAL Total					13.08		
02/12/2021	14190	4101	ICCM	ICCM onsite advice Nov 2021	4310	67.50	13.50	81.00		
			ICCM Total					81.00		
21/12/2021	6442	4117	MARBLES	PublicToilet Cleaning Dec 2021	4150	600.00	120.00	720.00		
			MARBLES Total					720.00		
01/12/2021	15377	4100	MICROSHADE	Hosting Service	4068	410.59	82.12	492.71		
			MICROSHADE Total					492.71		
10/12/2021	101949759	4109	RICOH	Photocopier Charges	4050	327.34	65.47	392.81		
			RICOH Total					392.81		
01/12/2021	87	4099	SCOUT GROUP	Use of Scout Radios 27.11.21	4096	50.00	-	50.00		
			SCOUT GROUP Total					50.00		
15/12/2021	21/12/15CTC01	4103	SESSIONS	Videos for Advent Calendar	4096	170.30	-	170.30		
			SESSIONS Total					170.30		
			SOLDO	Soldo Top Up		672.83	-	672.83		
			SOLDO Total					672.83		
17/12/2021	2076468023	4110	SOUTH WEST WATER	Water/Sewerage 29.9-16.12.21	4310	54.97	5.03	60.00		
			SOUTH WEST WATER Total					60.00		
22/12/2021	87279	4113	SSG	Manual Handling Training	4115	990.00	198.00	1,188.00		
			SSG Total					1,188.00		
14/12/2021	2	4104	TIM SCRACE	Bus Shelter Cleaning	4120	97.00	-	97.00		
			TIM SCRACE Total					97.00		
18/12/2021	20211218	4114	TIVERTON TOWN BAND	Band Christmas event 18.12.21	4096	150.00	-	150.00		
			TIVERTON TOWN BAND Total					150.00		
31/12/2021	9059	4098	YMCA DULVERTON	SLA Youth Service Oct-Dec 2021	4850	4,588.25	917.65	5,505.90		

Payments for Approval

Town Council 6 January 2022 Supporting Paper E

			YMCA DULVERTON Total					5,505.90		
			Grand Total					12,846.89		
Payments made by Direct Debit										
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Description	A/C	Net Value	VAT	Invoice Total		
01/12/2021	E2014726124	4102	ALLSTAR	Diesel for Van	4135	51.66	10.33	61.99		
			ALLSTAR Total					61.99		
29/12/2021	20211229	4126	D G BOILER CARE	Boiler Insurance	4405	36.42	-	36.42		
			D G BOILER CARE Total					36.42		
13/12/2021	20211213	4123	EE & T MOBILE	Mobile Phones	4061	90.00	18.00	108.00		
			EE & T MOBILE Total					108.00		
01/12/2021	20211201	4119	MDDC	Rent, Garage 2 Knightswood	4120	55.68	-	55.68		
01/12/2021	20211201A	4120	MDDC	NNDR St Andrews Car Park	4105	192.00	-	192.00		
			MDDC Total					247.68		
27/12/2021	27014665	4118	OPUS	Town Hall Gas 26.11-26.12.21	4405	174.03	8.70	182.73		
26/11/2021	26937264	4124	OPUS	Town Hall Gas 27.10-25.11.21	4405	115.14	5.76	120.90		
			OPUS Total					303.63		
10/12/2021	20211210	4122	SCOTTISH POWER	Town Hall Electric	4405	164.76	8.24	173.00		
21/12/2021	20211221	4125	SCOTTISH POWER	Market Electric	9070	11.06	0.55	11.61		
			SCOTTISH POWER Total					184.61		
01/12/2021	20211201B	4121	SHIRE LEASING	Phone Lease	4060	198.09	39.62	237.71		
			SHIRE LEASING Total					237.71		
31/10/2021	177876116	4115	WORLDPAY	CC Machine Charges October	4038	56.81	8.36	65.17		
30/11/2021	182370059	4116	WORLDPAY	CC Machine Charges November	4038	56.59	8.32	64.91		
			WORLDPAY Total					130.08		
			Grand Total					1,310.12		

Model letter for councillor/council to local MP

This model letter is a template that councillors and/or councils may use to highlight their support for legislation enabling the use of virtual and hybrid council meetings to their local MP. Text in bold for personalisation.

Template:

Dear **(Local MP)**,

I am/We are writing to you to seek your help in promoting the case for councils to have the flexibility to decide how best to conduct their local meetings. **I/We** welcome the return to in-person meetings where they can safely and efficiently take place, but also recognise the benefits of providing flexible meeting options, including opening up local democratic decision-making and creating a more accessible experience for councillors and the public.

Every week in local communities up and down the country, councillors are taking part in meetings as part of their responsibilities to represent their residents and make decisions about local issues. Councillors are proud to do this work and ensure that their residents voices are heard as part of this fundamental exercise of local democracy.

Before the coronavirus pandemic, council meetings took place in person with elected members, officers and the public present in one place. The contagious nature of the pandemic made this impossible and appropriate provision was made for councils to meet virtually under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. During this period of crisis, virtual council meetings allowed councillors to continue to meet and make democratic decisions safely and without delay or relying on delegating decisions to officers.

The relevant provision for council meetings ceased to have effect from 7 May 2021 and in-person public meetings resumed from this date. Councils are known for making things work in difficult circumstances and democratic services, monitoring officers and directors of public health have worked hard to ensure that council meetings go ahead as safely as possible. Despite this, in-person council meetings are not and cannot be fully accessible, without more flexibility as to how people can attend them.

For people who are clinically extremely vulnerable to COVID-19 and people who care for them, attending council meetings presents very real risks. As a consequence, councillors are being forced to decide between representing their residents in council meetings and protecting themselves or their loved ones. The combination of vulnerable councillors, self-isolation and children being sent home from school to isolate can mean it is difficult to get full attendance at council meetings. In most cases, the ability to attend meetings virtually would enable councillors who are unable to attend a meeting in person to attend and represent their communities from another location.

The requirement to always attend meetings in person can be a significant barrier for disabled councillors and councillors with children, caring responsibilities, and work commitments. For elected councillors, this can mean they are not able to attend as many meetings as their peers, missing relevant discussions and being deprived of their democratic right to vote on, decisions about key local issues. For prospective councillors, knowing that there will be the option to join meetings virtually can make the difference between them pursuing elected

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office or not. Local parties already find it difficult to encourage people to stand for election and this is particularly the case for young people, parents and disabled people.

In my council....[INSERT PERSONAL EXPERIENCES OR EXPERIENCES AT YOUR OWN COUNCIL].

Offering a range of ways to engage with council meetings, including virtual options, is more democratic, accessible and efficient for councillors, officers and the public. Virtual meeting options can help disabled people, carers, parents and workers to engage more freely and frequently with council meetings resulting in better attendance by councillors and members of the public, and a reduction in travel time, cost and carbon emissions associated with council business. **[Support with evidence from the use of virtual meetings if you have such data]**

Councillors are glad to meet in-person where it is safe to do so, but this past 18 months demonstrated how inclusive councils could become. Returning to in-person only meetings is a missed opportunity to open up local democracy and create a 'new normal' where anyone interested in local democracy can participate, particularly people who are underrepresented or currently denied access due to their personal circumstances preventing them from attending meetings in person.

For these reasons and in the interest of local democracy, **I/we** implore you to support our call for the Government to amend legislation to provide councils with the flexibility to use virtual meeting options for council meetings.

Yours sincerely,

Signature

Name

Model letter for councillor/council to Minister for Levelling Up Communities

This model letter is a template that councillors and/or councils may use to highlight their support for legalising of virtual and hybrid council meetings to the relevant Government minister. Text in bold for personalisation.

Template:

Dear Minister,

I am/We are writing to you to ask you to consider the case for councils to have the flexibility to decide how best to conduct their local meetings, including virtual, hybrid and in-person meeting options. **I/We** welcome the return to in-person meetings where they can safely and efficiently take place, but also recognise the benefits of providing flexible meeting options, including opening up local democratic decision-making and creating a more accessible experience for councillors and the public.

Every week in local communities up and down the country, councillors are taking part in meetings as part of their responsibilities to represent their residents and make decisions about local issues. Councillors are proud to do this work and ensure that their residents voices are heard as part of this fundamental exercise of local democracy.

Before the coronavirus pandemic, council meetings took place in person with elected members, officers and the public present in one place. The contagious nature of the pandemic made this impossible and appropriate provision was made for councils to meet virtually under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. During this period of crisis, virtual council meetings allowed councillors to continue to meet and make democratic decisions safely and without delay or relying on delegating decisions to officers.

The relevant provision for council meetings ceased to have effect from 7 May 2021 and in-person public meetings resumed from this date. Councils are known for making things work in difficult circumstances and democratic services, monitoring officers and directors of public health have worked hard to ensure that council meetings go ahead as safely as possible. Despite this, in-person council meetings are not and cannot be fully accessible, without more flexibility as to how people can attend them.

For people who are clinically extremely vulnerable to COVID-19 and people who care for them, attending council meetings presents very real risks. As a consequence, councillors are being forced to decide between representing their residents in council meetings and protecting themselves or their loved ones. The combination of vulnerable councillors, self-isolation and children being sent home from school to isolate can mean it is difficult to get full attendance at council meetings. In most cases, the ability to attend meetings virtually would enable councillors who are unable to attend a meeting in person to attend and represent their communities from another location.

The requirement to always attend meetings in person can be a significant barrier for disabled councillors and councillors with children, caring responsibilities, and work commitments. For elected councillors, this can mean they are not able to attend as many meetings as their

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peers, missing relevant discussions and being deprived of their democratic right to vote on, decisions about key local issues. For prospective councillors, knowing that there will be the option to join meetings virtually can make the difference between them pursuing elected office or not. Local parties already find it difficult to encourage people to stand for election and this is particularly the case for young people, parents and disabled people.

In my council....[INSERT PERSONAL EXPERIENCES OR EXPERIENCES AT YOUR OWN COUNCIL].

Offering a range of ways to engage with council meetings, including virtual options, is more democratic, accessible and efficient for councillors, officers and the public. Virtual meeting options can help disabled people, carers, parents and workers to engage more freely and frequently with council meetings resulting in better attendance by councillors and members of the public, and a reduction in travel time, cost and carbon emissions associated with council business. **[Support with evidence from the use of virtual meetings if you have such data]**

Councillors are glad to meet in-person where it is safe to do so, but this past 18 months demonstrated how inclusive councils could become. Returning to in-person only meetings is a missed opportunity to open up local democracy and create a 'new normal' where anyone interested in local democracy can participate, particularly people who are underrepresented or currently denied access due to their personal circumstances preventing them from attending meetings in person.

For these reasons and in the interest of local democracy, **I/we** ask you to prioritise your Department's response to the Call for evidence: Remote meetings and bring forward legislation to allow councils the flexibility to use virtual meeting options for council meetings.

Yours sincerely,

Signature

Name

Agenda No 10 Recommendations and Observations from the Resources Committee

Introduction

1. The Resources Committee met on 21 December 2021 and resolved to recommend or refer a number of matters to the full Council.

Investment Strategy

2. The Resources Committee recommend to Council that the Investment Strategy attached to this report as Appendix 1 is approved and adopted.

Reserves Policy

3. The Resources Committee recommend to Council that the Reserves Policy attached to this report as Appendix 2 is approved and adopted.

Bank Reconciliations

4. The Committee has noted, and wishes to make Council aware that Councillors are not undertaking bank reconciliations in a timely manner; this is likely to lead to a negative audit comment.

CULLOMPTON TOWN COUNCIL



INVESTMENT STRATEGY

Adopted February 2016, reviewed and updated XXXXXXX

1. INTRODUCTION

The strategy has been produced to comply with the guidance issued by the Secretary of State under Section 15(1) of the Local Government Act 2003 (3rd edition, effective for financial years commencing on or after 1 April 2018). Cullompton Town Council acknowledges its responsibilities to the community and the importance of prudently investing the temporary surplus funds held on behalf of the community.

The Town Council will ensure it has adequate though not excessive cash resources or standby facilities to enable it at all times to have the level of funds available which are necessary for the achievement of service objectives.

2. OBJECTIVES

2.1 The Council's objective is prudent investment of its balances. The Council's investment priorities are:

- (i) The security of its reserves.
- (ii) The liquidity of its investments.

Yield will be borne in mind when making decisions about where to invest but will not be an overriding consideration or objective (see 2.3 below)

2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

2.3 In balancing risk against return, the Town Council will be careful to avoid risks rather than to maximise returns.

2.4 Where external investment managers are used, they will be contractually required to comply with this Strategy.

3. POLICIES

3.1 All the Town Council's investments will be Specified investments which are those offering high security and high liquidity. This means that:

- (i) All investments will be made in sterling and any payments or repayments will also be made in sterling.
- (ii) Long term investments will be limited to a maximum of £100,000.00 and be reviewed annually.
- (iii) All investments will be made with a body or investment scheme which has been awarded a high credit rating by a credit rating agency (i.e. Standard and Poor's, Moody's Investors Service Ltd and Fitch Ratings Ltd) For the purposes of this Strategy "high credit rating" is an organisation with a credit rating of A- or higher that is domiciled in the UK or a sovereign rating of AA+ or higher for organisations domiciled in a foreign country.
- (iv) The Town Council may use the following:
 - Deposits with banks, building societies, local authorities or other public authorities
 - Other recognised funds specifically targeted at the public sector
- (v) All investments will be made through banks and building societies. The choice of institution and length of deposit (if required) will be in the remit of the Resources Committee.

3.2 For prudent management of its balances, the Town Council, maintaining sufficient levels of security and liquidity, implements a policy whereby funds which are likely to be surplus for up to three months can be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.

3.3 The Department of Communities and Local Government maintain that borrowing monies purely to invest or lend and make a return is unlawful and the Town Council will not engage in such activity.

4. Quantative Indicators

The quantative indicators that allow Councillors and the public to asses a local authority's total risk exposure as a result of its investment decisions will be used as at Appendix 1.

5. REVIEW OF THE STRATEGY

- 4.1 The Resources Committee will review the policy annually.
- 4.2 At the end of the financial year during the preparation of the accounts the Town Clerk will report on the investment activity
- 4.3 The Resources Committee may recommend variations to the strategy for the approval of the Full Council with the guidance from the Secretary of State.
- 4.4 The Resources Committee will review the Council's banking arrangements every two years.

Definitions (from the Statutory Guidance on Local Government Investments)

Investments (S4)

The definition of an investment covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit; for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

Specified Investments (S31)

An investment is a specified investment if all of the following apply:

- The investment is denominated in sterling and any payments or repayments in the respect of the investment are payable only in sterling.
- The investment is not a long term investment. This means that the local authority has contractual right to repayment within 12 months, either because that is the expiry term of the investment or through a non-conditional option
- The making of the investment is not defined as capital expenditure by virtue of Regulation 25 (1) (d) of the Local Authorities (Capital finance and Accounting (England) Regulations 003 (as amended)
- The investment is made with a body or an investment scheme described as high quality (see paragraph 33 [of the Statutory Guidance] or with one of the following bodies:
 - i The United Kingdom Government
 - ii A local authority in England or Wales (as defined in section 23 of the 2003 Act) or a similar body in Scotland or Northern Ireland; or
 - iii A parish or community council

Non Specified Investments (S35)

A non specified investment is any financial investment that is not a loan and does not meet the criteria to be treated as a specified investment

Security (S26)

Protecting the capital sum invested from loss

Liquidity (S26)

Ensuring the funds invested are available for expenditure when needed

Debt to net service expenditure (NSE) ratio	<i>Gross debt as a percentage of net service expenditure, where net service expenditure is a proxy for the size and financial strength of a local authority.</i>
Commercial income to NSE ratio	<i>Dependence on non-fees and charges income to deliver core services. Fees and charges should be netted off gross service expenditure to calculate NSE.</i>
Investment cover ratio	<i>The total net income from property investments, compared to the interest expense.</i>
Loan to value ratio	<i>The amount of debt compared to the total asset value.</i>
Target income returns	<i>Net revenue income compared to equity. This is a measure of achievement of the portfolio of properties.</i>
Benchmarking of returns	<i>As a measure against other investments and against other council's property portfolios.</i>
Gross and net income	<i>The income received from the investment portfolio at a gross level and net level (less costs) over time.</i>
Operating costs	<i>The trend in operating costs of the non-financial investment portfolio over time, as the portfolio of non-financial investments expands.</i>
Vacancy levels and Tenant exposures for non-financial investments	<i>Monitoring vacancy levels (voids) ensure the property portfolio is being managed (including marketing and tenant relations) to ensure</i>

(Source: Statutory Guidance on Local Authority Investments (3rdEdition))



POLICY TITLE	Reserves Policy
POLICY NO	
APPROVED	
REVISION DATE	
REVIEW DATE	
REPLACES POLICY	New Policy
POLICY AIM	This policy sets out the Town Council's stance regarding maintaining financial reserves

DRAFT

1. Introduction

- 1.1 Cullompton Town Council is required to maintain an adequate level of financial reserves to
 - Protect against risk
 - Ensure contingencies are in place
 - Accumulate funds for known or planned policy initiatives or projects
- 1.2 Sections 32 and 43 of the Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.
- 1.3 The 2021 Joint Panel on Accountability and Governance Practitioners Guide states *“ as with any financial entity, it is essential that authorities have sufficient Reserves (general and earmarked) to finance both its day to day operations and future plans. It is important, however, given that its funds are generated from taxation / public levies, that such reserves are not excessive.”* (5.31)
- 1.4 The 2018 Good Councillors Guide to Finance and Transparency *“Local Councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year.....Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes,”* (p17)
- 1.5 There is no specified minimum level of reserves that an authority should hold.

2 Policy Purpose

- 2.1 The purpose of this policy is to enable the Town Council to make financial decisions and keep the reserves at an appropriate level.

3 Types of Reserves

- 3.1 Cullompton Town Council maintains two types of reserves earmarked reserves and general reserves.
- 3.2 **Earmarked Reserves. (EMR)**
Earmarked reserves are a way of accumulating funds (“saving”) for use in a later financial year to meet a known or planned policy initiatives or projects; such initiatives or projects may well incur expenditure over more than one financial year.
- 3.3 An EMR must be for a genuine purpose and separately identifiable.
- 3.4 Amounts in earmarked reserves are set by the Town Council as part of the annual budget process.
- 3.5 If a specific EMR is no longer considered necessary, or the project has been completed and there is surplus in the EMR the Town Council will decide how the balance in the EMR should be allocated.
- 3.6 EMRs will increase through decisions of the Town Council and will decrease as they are spent on their specific purpose.
- 3.7 **General Reserves**
The purpose of the general reserves is
 - to provide a contingency to minimise the possible financial impacts to the authority from situations such as emergencies, unforeseen events, ad hoc emerging issues
 - to operate as a working balance to manage the impact of uneven cash flows.
- 3.8 The primary means of building the general reserve will be through reallocation of funds e.g. where a project comes in under budget or through an allocation from the precept.
- 3.9 Balancing the budget by drawing on reserves must be viewed as a legitimate short term option only.

4 Reserve Levels

4.1 The Good Councillors Guide to Finance and Transparency 2018 (p 17) says *“A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.*

Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year end general reserve should not be significantly higher than the annual precept.”

4.2 The 2021 Joint Panel on Accountability and Governance Practitioners Guide states *“The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority’s General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept / levy less any Loan Repayment and / or amounts included in Precept / Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,00 should plan on 3 months equivalent General Reserve. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained.”(5.32)*

4.3 The Town Council will set the level of general reserve to be maintained as part of the annual budget setting process. The level will

- Be between 3 months and 12 months expenditure
- Generally, will be maintained at approx. 6 months expenditure
- Not exceed the annual precept except in extreme circumstances.

Agenda No 11, 2022/2023 Budget

The Town Council is requested to

- (i) Agree the 2022/2023 income and expenditure budgets
- (ii) Agree the level of general reserves to be maintained in 2022/23 (as in 4.3 of the draft reserves policy)
- (iii) Agree the level, if any, of 2022/23 expenditure which is to be met from the general reserve

Attachments:

- Budget requests from Committees
- Risk matrix re budget setting

Introduction

1. This report draws together information from various sources regarding the 2022/2023 budget.
2. At its meeting on 21 December 2021, the Resources Committee considered the budget requests from the various committees and found no substantial errors or omissions. The Committee therefore resolved that the budget requests should be referred to Council for discussion and decision.

2022/2023 Budget Guiding Principle

3. The Town Council, at its meeting on 23 September 2021, considered guiding principles for the 2022/2023 budget and resolved (Minute 368)

“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.

Overall Summary

4. The attached budget requests from Committee’s show the current totals being

Proposed Expenditure	£519,507
Contribution to Earmarked Reserves	<u>£38,500</u>
Total required	£558,007
Estimated Income	£33500
Contingency sums brought Forward	£22,000

Precept required to fund above £502, 507

5. This would require a 4% rise in the annual cost per household which exceeds the guiding principle set by Council.
6. To meet the guiding principle set by Council, the maximum precept request would be £496,300 giving an annual cost per household (Band D equivalent) of £142.39 - an annual increase of £3.48.
7. The shortfall between the guiding principle maximum precept and the budgets put forward by Committees is £6,207. The Town Council needs to decide if this shortfall should be funded from the general reserve (see 33-37 below) or if the money can be saved from the expenditure budgets put forward by Committees.

General Background Information

8. Throughout the year each Committee receives regular income and expenditure reports which compares actual spend with the budgets to assist the committee monitor in-year expenditure and plan for future years. The Resources Committee receives income and expenditure reports for all the committees and the balance sheet so that it can maintain an overall view of the Town Council's financial position.
9. During 20/21 Committees started developing 3 year workplans to help with future budget planning and generating the medium term financial strategy, this has continued in 2021/2022
10. As part of the Town Council's aim to be open and transparent, information relating to **all** payments is published on the Town Council's website and is downloadable in a choice of formats.
11. The Good Councillors Guide to Finance and Transparency 2018 states the following:
"The preparation of an annual budget is one of the key statutory tasks undertaken by the council, irrespective of its size.

The budget:

- *results in the council setting the precept for the year;*
- *gives the clerk and other officers overall authority to make spending commitments in line with decisions of the council;*
- *enables progress monitoring during the year by comparing actual spending against planned spending*

It is important that councillors understand how the budget is put together and how it should be used. The budget is an essential tool for controlling the council's finances, and demonstrates that the council will have sufficient income to meet its objectives and carry out its activities.

The key stages in the budgeting process are:

- *review of current year budget and spending;*
- *determine the cost of spending plans;*
- *assess levels of anticipated income;* • *provide for contingencies and the need for reserves;*
- *approve the budget;*
- *set the precept"*

Budgets and Precept

12. The **budget** is the amount of money that the Town Council intends to spend, generate as income, save or otherwise allocate; it is usually divided into account codes or descriptions. In most cases a Committee has responsibility for specific budgets.
13. The **precept** is the amount of income raised through the billing authority (Mid Devon District Council) as Council Tax in order to provide services.
14. The budget and precept amounts do not have to be the same, for example the budget can exceed the amount of money raised through the precept if money can be taken from existing reserves for some items of expenditure.

Town Council Duties and Legal Responsibilities

15. Town Councils have few responsibilities regarding direct service provision - for example the provision of allotments.
16. A Town Council has many duties regarding the way in which it functions - for example in addition to the Annual Meeting it must meet at least three times a year and it must appoint a Responsible Financial Officer.
17. The Town Council also has legal duties resulting from things it does examples are as an employer the Town Council has a duty to provide staff with personal protective equipment and as the owner of vehicles used on the road it must insure vehicles and keep them roadworthy.

Risk Management

18. *“Risk management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, and can impact on the ability to achieve desired outcomes. The authority generally and members individually are responsible for risk management.”* (Governance and Accountability for Smaller authorities, March 2019 section 5.88).
19. The Town Council is working towards using risk management as an effective tool to assist decision making
20. A risk matrix has been compiled for the budget setting process and it is included within the papers for consideration.

Council Tax Capping

21. The Localism Act 2011 introduced the requirement for local authorities to hold local referendums on the level of Council Tax in an increase was considered to be excessive based upon a set of principles defined by the Secretary of State and approved by the House of Commons. Whilst no principles have yet been applied to parish and town councils the government expects town and parish councils to behave responsibly and protect their taxpayers from excessive precept increases. On 16 December 2021 the Secretary of State for Levelling Up , Housing and Communities published the Provisional Local Government Finance Settlement 2022/23 which includes the confirmation of no referendum principles for local (parish and town) councils in 2022/23

Council Tax Base

22. The council tax base is a calculated figure (not a real figure) of the number of dwellings converted to Band D equivalent. The method of calculation is set out in legislation and the calculation for Cullompton is undertaken by Mid Devon District Council (MDDC). Broadly the calculation works out the number of properties per council tax band in Cullompton (or the relevant parish) and then makes adjustments for
- New properties
 - Demolitions
 - Exempt properties
 - Disabled adaptations
 - Discounts
 - One adult households
 - No liable adults

The figure after adjustments is then multiplied by a specific factor to give a Band d equivalent.

23. Mid Devon District Council have notified the Town Council that the Cullompton council tax base for 2022/2023 will be 3485.57 compared to 3322.06 in 2021/2022

Council Tax Collection Rate

24. Mid Devon District Council have notified the Town Council that the estimated council tax collection rate for 2022/2023 will increase to 97.5% from 96%.

2022/23 Expenditure

25. In calculating budget figures for 22/23 Committees have each considered in the light of recent previous expenditure and what is likely to be needed; automatic increases have not been applied.
26. No Committee has identified any new projects or need for specific contributions to additional Earmarked Reserves other than those suggested in previous years.
27. Committees have not identified underspends in the current year that could be carried forward to fund expenditure in 2022/2023 (rather than using funding from the precept)
28. An amount of £10,000 funded from the precept has been included in the Ear Marked Reserve for the Railway Feasibility Study (330), this reflects the Town Council's previous resolution to consider making additional funding available as part of its commitment to having a railway station in Cullompton.
29. An amount of £35,000, funded by the precept has been included for cemetery essential works (4320) as that reflects the 21/22 position as requested by the Cemetery & Town Hall Committee; it may be that this should be put in the earmarked reserve for Cemetery Paths / projects (322).
30. Information has been requested on expenditure against the IT Support account code (4068) and what services the Town Council receive. At the time of preparing the report it has not been possible to compile this information but very effort will be made to have it available at the Town Council meeting.
31. Since the Committees considered their 2022/2023 expenditure requests the following items have been flagged by staff as possibly requiring expenditure:
- Celebration of the Her Majesty The Queen's Platinum Jubilee

- Modernising the electricity supply for Christmas and other events in Fore Street / High Street by replacing the cabling on buildings with permanent street level supplies (as in the Higher and Lower Bullring)

Income

32. The estimated income for 22/23 has been reduced from previous years; this reflects the on-going pandemic situation including not hiring out the town hall and reduced income from the market for pitches.

Reserves

33. A draft Reserves Policy has been considered by the Resources Committee (21 December 2021) and is on the Agenda for the Town Council meeting on 6 January 2022. The draft Policy recommends that the Town Council maintains a general reserve of approx. 6 Months expenditure - this equates to approx. £200,000 (approx. £33,250 per month).
34. At the time of preparing this report (30.12.21) The Town Council's balance sheet is showing a general reserve of £224,081 and a current year fund of £183,323.
35. The Good Councillors Guide to Finance and Transparency 2018 states the following with regard to reserves

“RESERVES

Local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year.

A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.

Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year-end general reserve should not be significantly higher than the annual precept.

The council may have Earmarked Reserves for specific projects, where money is allocated for a specific purpose but may not be spent in that financial year. This may include reserves to purchase or renovate a building, develop a sports facility or community centre. The level of, and continued justification for, Earmarked Reserves should be reviewed by council on a regular basis, and not less than annually.

Many councils also hold an Election Reserve, as all reasonable costs of holding local council elections can be fully recharged by the district or unitary council to the local council. In the case of contested elections for a council with several wards then these costs can be relatively high.

If the amount of reserves at the year-end are above a certain level in relation to the annual precept then the council must advise the external auditor of why this level of reserves is required.”

36. Governance and Accountability for Smaller Authorities, March 2019 section 5.31 -5.33 provides the following advice

“5.31. *As with any financial entity, it is essential that authorities have sufficient Reserves (General and Earmarked) to finance both its day to day operations and future plans. It is*

important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.

5.32. General Reserve

The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (N R E). Net Revenue Expenditure (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months N R E, the larger the authority the nearer to 3 months. In practice, any authority with an N R E in excess of £200,000 should plan on 3 months equivalent

General Reserve. In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities.

5.33. Earmarked and Other Reserves

None of the above in any way affects the level of Earmarked and/or Capital Receipts Reserves (EMR/CRRs) that a authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and intended purposes, and their level should be subject to regular review and justification (at least annually), and should be separately identified and enumerated.

Significant levels of EMRs in particular may give rise to enquiries from Internal and/or External Auditors."

37. Judicious use of general reserves to supplement the precept is an acceptable practice but it must be remembered that it is not sustainable over the medium to long term

Report Author: Town Clerk & Responsible Financial Officer

Report prepared: 30 December 2021

Background Papers:

Cullompton Town Council Minutes of Council and Committees

The Good Councillors Guide to Finance and Transparency 2018

Governance and Accountability for Smaller Authorities, March 2019

Cullompton Town Council 2022-2023 Budget Preparations												
Committee	Heading / Description	Nominal Code	Proposed Expenditure / Budget 22/23	amount to be funded from Brought Forward / General reserve	Amount to be funded from EMR	Estimated Income 22/23	22/23 Precept Requirement		2021-2022 Budget	% Change between 20/21 and proposed 21/22	20/21 Actual Expenditure	notes
TCED	CCTV	4005	£ 600.00						£ 1,000.00	-40%	£593.00	
	St. Andrews Car Park	4105/1905	£ 5,500.00			£ 5,500.00	£ -		£ 5,500.00		£2,373.00	
	Town Maintenance	4120 / 1055	£ 7,500.00			£ 2,000.00			£ 7,500.00	0%	£3,401.00	
	Outdoor Market Expenses	4800/ 1800	£ 1,500.00			£ 500.00			£ 3,000.00		£2,823.00	
	Tourism and Economic Development	4920	£ 1,000.00						£ 1,000.00			
	Grass and Verge Cutting	4122	???						£ 4,000.00		£3,805.00	limited cuts in 21/22, different regime for 22/23
	Public Toilet Running Costs	4150	£ 7,000.00						£ 7,000.00	0%	£7,832.00	new toilets may reduce running costs
	Hanging Baskets	1005				£ 500.00			£ -			
	TOTAL FOR TCED			£ 23,100.00	£ -	£ -	£ 8,500.00			£ -		

Committee	Heading / Description	Nominal Code	Proposed Expenditure / Budget 22/23	amount to be funded from Brought Forward / General reserve	Amount to be funded from EMR	Estimated Income 22/23	22/23 Precept Requirement		2021-2022 Budget	% Change between 20/21 and proposed 21/22	20/21 Actual Expenditure	notes
Community Wellbeing	Mayors Chain	New	£ -				£ -		£ -			
	Allotment Expenses	4200	£ 1,000.00						£ 1,000.00	100%	£680.00	
	Christmas Lights	4095	£ 15,000.00						£ 15,000.00	0%	£14,100.00	
	Christmas Festival	4096	£ 4,000.00						£ 4,000.00	0%	£2,412.00	
	Cullompton Crier	4020	£ -						£ -	#DIV/0!		
	Social Media	4025	£ 100.00						£ 100.00	0%		
	Play Area Running Expenses	4125	£ 6,000.00						£ 16,000.00	-63%	£15,258.00	20200/23 budget provision put at pre-covid amount
	Community Wellbeing General Fund	4160	£ 1,500.00						£ 1,500.00	0%	£14.00	
	COVID-19	4175									£6,427.00	
	Community Events	4165	£ 3,000.00						£ 3,000.00	0%		
	Public Rights of Way	9050										
	Mayoralty Fund	4085	£ -						£ 500.00	-100%	£120.00	
	Leat Repairs	4910	£ 2,000.00						£ 2,000.00	0%	£450.00	
	Youth Services		£ 19,000.00						£ 19,000.00	0%	£9,177.00	
	Youth Council											
							£ -					
	TOTAL FOR COMMUNITY WELLBEING		£ 51,600.00	£ -	£ -	£ -		£ -				

Description	Code	Current Fund	22/23 precept requirement	Notes
Cemetery paths / projects	322	£16,173.00	£0.00	
Play Area Fund	328	£8,613.00	£0.00	
Play Equipment	329	£3,000.00	£1,000.00	
Railway Feasibility Study	330	£10,000.00	£10,000.00	needs to be at least £10,000
St Andrews Car Park	332	£9,000.00	£1,000.00	need to save towards re-surfacing
Tech Fund	334	£4,308.00	£15,000.00	
Townscape heritage scheme	338	£25,000.00		
Equipment Replacement (Outdoor Team)	356	£2,000.00	£500.00	
CCTV	358	£3,500.00	£1,000.00	need to save towards replacement equipment
Swimming Pool Development Order	364	£9,000.00		
Gazebos and equipment for enlarged market	320	£5,000.00	£5,000.00	£5000 for each of years 21/22 & 22/23
Street Furniture replacement	324	£2,500.00	£2,500.00	
Skatepark benches	336	£5,000.00		
Allotments	342	£8,119.00	£2,500.00	
Total			£38,500.00	

Cullompton Town Council Budget and Precept 2022 - 2023

Total Precept Request (based on Committee requests)			
2022-2023	2021-2022	Increase in Precept	
£502,507.00	£461,481.00	£41,026.00	9%

What will this be spent on?			
Town Centre and Economic Development	£23,100.00		4%
Community Wellbeing	£51,600.00		9%
Planning	£0.00		0%
Resources	£353,657.00		63%
Cemetery and Town Hall	£91,150.00		16%
Capital Projects and Earmarked Reserves	£38,500.00		7%
Total		£558,007.00	

Annual cost per household	£144.17	Annual increase per household	£5.26
Monthly cost per household	£12.01	Monthly increase per household	£0.44
Weekly cost per household	£2.77	Weekly increase per household	£0.10

costs calculated at council tax base of 3485.57 band D equivalent)

The Town Centre and Economic Development Committee promotes the town and its economy and includes running the weekly market, increasing tourism and maintaining the street furniture

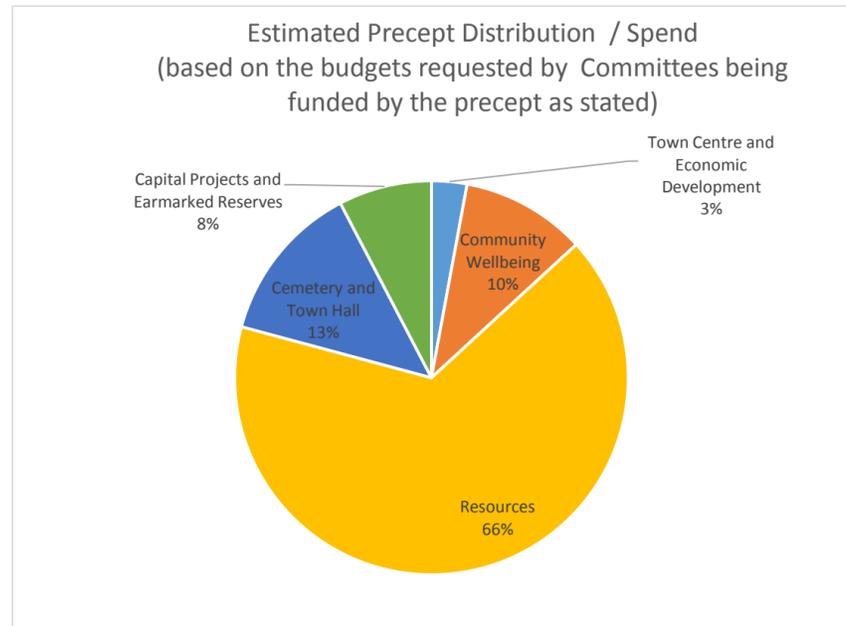
The Community Wellbeing Committee works to make the town a better place for everyone, supports the town's festivals, including the Christmas event, organises the Christmas Lights and oversees the children's play areas

The Planning and Licensing Committee ensures people have a voice in local developments, regardless of size; it ensures that the town is represented at stakeholder meetings of major projects such as the Garden Village

The Resources Committee is responsible for the administration, people and equipment ensuring that the Council's finances run in a fair and accountable way. The Committee also considers grant applications to support local community organisations

The Cemetery and Town Hall; Committee is responsible for both the Cemetery and Town Hall. The Cemetery contains 2 listed buildings which require significant maintenance works

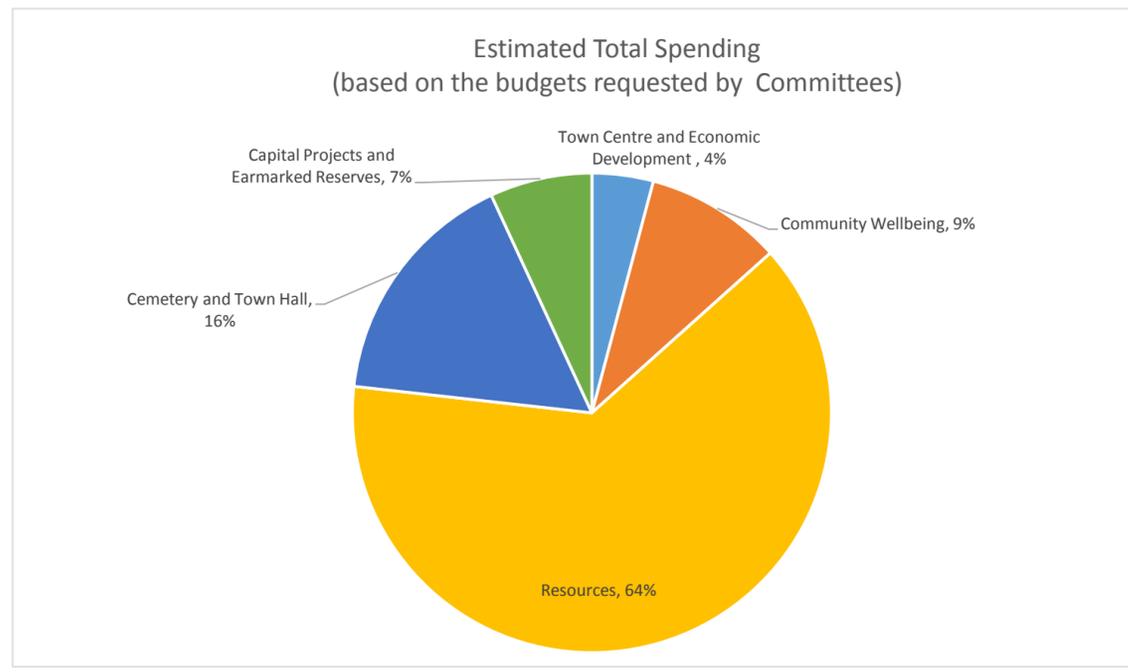
Capital projects are large projects which will improve and expand the community assets for the town. In order to save for larger projects the money is put into an earmarked reserve - i.e. a saving fund to be used for the named project



Total Budget 2022 - 2023

	Total Budget	Less income or funded from brought forward / general reserve	Precept
Town Centre and Economic Development	£ 23,100.00	£ 8,500.00	£ 14,600.00
Community Wellbeing	£ 51,600.00	£ -	£ 51,600.00

Planning (see items in capital and earmarked reserves)		£		-	£	-
Resources	£	353,657.00	£	22,000.00	£	331,657.00
Cemetery and Town Hall	£	91,150.00	£	25,000.00	£	66,150.00
Capital Projects and Earmarked Reserves	£	38,500.00			£	38,500.00
Total Planned Spending 2021 - 2022	£	558,007.00	£	55,500.00	£	502,507.00



Task / Activity Budget and Precept Setting

Prepared by: Responsible Financial Officer

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	Budgets	Whether or not the budget will be set at	Either Budgets and therefore the precept set at	<ul style="list-style-type: none"> Public outcry Threat of future capping Unable to 	<ul style="list-style-type: none"> Lack of forward planning Previous 	Major	Likley	High	Treat	<ul style="list-style-type: none"> Future spending plans considered 	Major	Possible	Medium

		an appropriate level	a high figure which is unsustainable Or Budget set too low to deliver an acceptable level of service	deliver services, planned work or projects • Failure to comply with legislative requirements	unrealistic decisions • Poor risk management • Weak budgetary control resulting in a shortfall in cash or overspend • Poor financial monitoring poor financial record keeping					individually by committees on more than one occasion • Regular, Ongoing financial monitoring by committees • Overarching monitoring by Resources Committee • Compliance with Standing orders and Financial regulations • Committee workplans • Guiding principle for 222/23 precept set by Council			
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Agenda No 12, 2022/2023 Precept

The Town Council is requested to agree the 2022/2023 request to be submitted to Mid Devon District Council.

Introduction

1. The Town Council uses the precept to fund expenditure and it is Cullompton Town Council's main source of funding.
2. Mid Devon District Council have asked to receive all 22/23 precept request by Friday 21 January 2022.
3. The Town Council, at its meeting on 23 September 2021, considered guiding principles for the 2022/2023 budget and resolved (Minute 368)

“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.*

2022/2023 Precept Level

4. To meet the guiding principle set out in 3 above the maximum level of precept requested would be £496,300.
5. The Town Council may wish to request a different amount dependent on its budget decisions made at Agenda No 11, particular those regarding estimated income levels and amount to be funded from the general reserve / carried forward from the 2021/2022 budget.

Budgets and Precept

6. The **budget** is the amount of money that the Town Council intends to spend, generate as income, save or otherwise allocate; it is usually divided into account codes or descriptions. In most cases a Committee has responsibility for specific budgets.
7. The **precept** is the amount of income raised through the billing authority (Mid Devon District Council) as Council Tax in order to provide services.
8. The budget and precept amounts do not have to be the same, for example the budget can exceed the amount of money raised through the precept if money can be taken from existing reserves for some items of expenditure.

Council Tax Capping

9. The Localism Act 2011 introduced the requirement for local authorities to hold local referendums on the level of Council Tax in an increase was considered to be excessive based upon a set of principles defined by the Secretary of State and approved by the House of Commons. Whilst no principles have yet been applied to parish and town councils the government expects town and parish councils to behave responsibly and protect their taxpayers from excessive precept increases. On 16 December 2021 the

Town Council 6 January 2022 Supporting Paper I

Secretary of State for Levelling Up , Housing and Communities published the Provisional Local Government Finance Settlement 2022/23 which includes the confirmation of no referendum principles for local (parish and town) councils in 2022/23

Council Tax Base

10. The council tax base is a calculated figure (not a real figure) of the number of dwellings converted to Band D equivalent. The method of calculation is set out in legislation and the calculation for Cullompton is undertaken by Mid Devon District Council (MDDC). Broadly the calculation works out the number of properties per council tax band in Cullompton (or the relevant parish) and then makes adjustments for

- New properties
- Demolitions
- Exempt properties
- Disabled adaptations
- Discounts
 - One adult households
 - No liable adults

The figure after adjustments is then multiplied by a specific factor to give a Band D equivalent.

11. Mid Devon District Council have notified the Town Council that the Cullompton council tax base for 2022/2023 will be 3485.57 compared to 3322.06 in 2021/2022

Council Tax Collection Rate

12. Mid Devon District Council have notified the Town Council that the estimated council tax collection rate for 2022/2023 will increase to 97.5% from 96%.

Report Author: Town Clerk & Responsible Financial Officer

Report prepared: 30 December 2021

Agenda No 13, Medium Term Financial Plan

Introduction

1. The Resources Committee met on 21 December 2021 and noted the draft Medium Term Financial Plan and agreed it should be referred to Council for consideration.
2. The text of the draft plan is attached as Appendix 1 so That Council can consider and agree the principles to be included. The document (paras 8 & 14) has been updated since the Resources Committee to reflect the current position.
3. The tables containing the financial information will be added after the 2022/2023 budget has been set and then a complete will be presented to Council for consideration in Spring 2022.



Medium Term Financial Plan 2022/2023 – 2024/2025

Purpose of the Plan

1. The Medium Term Financial Plan (MTFP) has the following objectives:
 - Identifying expenditure trends
 - Identifying income streams
 - Identifying funding gaps
 - Identifying potential funding opportunities
 - Providing a budget framework to help the Town Council plan service changes and projects that span more than one year
 - Providing a budget strategy to complement the Committee workplans and wish lists and in the future to help with delivering the Town Council's Strategic Plan
 - Even-out expenditure and precept requirements

Context

2. Cullompton Town Council is constituted under the Local Government Act 1972 to provide a range of statutory and discretionary services for local people.
3. Cullompton Town Council has the General Power of Competence (Localism Act 2011 and associated Regulations)
4. Cullompton Town Council 's principal source of funding is the precept raised from local council tax payers.
5. This is the first MTFP and will be reviewed in 6 months when it is anticipated further progress will have been made with committee workplans and the strategic plan.

Expenditure Trends

6. The following broad assumptions are used to model future estimated expenditure in this plan:
 - Static provision of services
 - The draft expenditure budget for 22/23 is approved
 - Contractual obligations such as salary increments and nationally agreed pay awards will be honoured; for the purposes of this plan these are being estimated at 2% per year for 21/22 (as at the time of preparing the draft MTFP the pay award has not been agreed) 22/23 and 23/24
 - Expenditure estimates are based on the outturn for 2020/2021. As it is the most accurate complete year data available, however it must be borne in mind that it was an unusual year due to the COVID 19 pandemic which resulted in changed ways of working
 - 10% increase on utilities, fuel, professional fees, insurance and IT Support

Income Trends

7. The following broad assumptions are used to model future estimated income in this plan:
 - The Council Tax base is the figure provided by MDDC for 2022/2023 i.e. 3485.57
 - For the duration of this MTFP the town Council's main source of income will continue to be the precept
 - Income for the market will be set at £500 for 22/23 and increase to £1,000 for 2023/24 recognising the need to re-build business following the COVID 19 pandemic when there was no income from these market.

Supporting Paper J, Appendix 1

- Income from hiring out the Town Hall has not been included due to uncertainty of COVID restrictions and mitigations at the time of preparing this plan.
- Income from St Andrew's car park will return to 2019/20 levels and will be ring-fenced for providing and maintaining the car park including the cost of enforcing the parking regulations.

Reserves

8. Cullompton Town Council has resolved to draft and adopt a reserves policy which will include a minimum amount to be retained in general reserves. The reserves policy is scheduled to be considered by Council in January 2022 (having been considered by the Resources Committee in December 2021).
9. Earmarked Reserves (EMR) are money that the Town Council saves, sometimes over a number of years, towards a specific project or for a specific purpose. The Town Council has a number of projects to be funded from EMR e.g. contributions to Cullompton railway station project, renovating the mortuary and chapel in the cemetery. The draft budget for 2022/2023 includes a precept requirement for contributions to EMRs for ongoing projects and also starting funds with a view to being able to replace street furniture and play equipment when the need arises.
10. The budget for 2022/2023 will utilise earmarked reserves and monies from the general reserves (where there were underspends brought forward) to fund planned expenditure. Judicious use of general reserves to supplement the precept is an acceptable practice but it must be remembered that it is not sustainable over the medium to long term

Precept

11. For the purposes of financial planning in the MTFP, the principle is applied that the precept demand will increase by a maximum of 3%

Capping

12. The Localism Act 2011 introduced the requirement for local authorities to hold local referendums on the level of Council Tax if an increase was considered to be excessive based upon a set of principles defined by the Secretary of State and approved by the House of Commons.
13. Whilst no principles have yet been applied to parish and town councils the government expects town and parish councils to behave responsibly and protect their taxpayers from excessive precept increases.
14. On 16 December 2021 the Secretary of State for Levelling Up , Housing and Communities published the Provisional Local Government Finance Settlement 2022/23 which includes the confirmation of no referendum principles for local (parish and town) councils in 2022/23

Risk Management

15. The Town Council should include risk assessment and risk management as part of its decision making processes including budget setting. Having a 3 year (rolling) medium term financial plan helps to identify risks and opportunities at an early stage in the financial cycle.

Agenda No 14, Charity Commission Return – Upcott Field

Introduction

1. A return for the financial year 2020/2021 needs to be submitted to the Charity Commission by 31 January 2022 with regard to the land known as Upcott Field and held in trust by the Town Council.
2. The attached spreadsheet has been downloaded from the Charity Commission website in order to prepare for submitting the annual return.
3. A draft annual return has been prepared and is attached for Council's approval.

Charity annual return questions

This document is to help charities prepare for their annual return by gathering the required information.

Submit your annual return online, once you have the information you need.

There is more guidance on the questions in the online service.

During the pandemic, any money provided by the government's furlough programme must be declared individually as 'income from government grants'.

If your income is under £10,000 you only need to report your income and spending.

Section: Financial period	Notes
<p>You will be asked to confirm the charity's financial period.</p> <p>If the financial period end dates displayed are incorrect, you can change them in the Change the charity financial period service.</p>	01.04.20 - 31.03.21
Section: Income and spending	
<p>You will be asked to enter the charity's income and spending in the financial period for this annual return in the boxes provided. Please round all figures to the nearest pound (do not enter decimal points or commas).</p> <p>If your charity is part of a group and has prepared group accounts, then please use the group figures to complete the annual return. (Group accounts are only required where group income is more than £1million).</p>	None
Section: Confirm income and spending	
<p>In the financial details section you will be asked to enter key financial information from your accounts, including total income.</p> <p>For charities with an income greater than £500,000. The total income from your Statement of Financial Activities should match the gross income you have entered here, unless your charity has received endowments during the year, or made transfers from your endowment to your income funds. If this is the case you should exclude these amounts from the total income you enter here.</p> <p>Please check the gross income figure you have entered here is correct.</p>	None
Section: Serious incidents	
<p>If gross income is more than £25,000 you will be asked if there were any serious incidents in your charity that have not been reported to the Charity Commission, for the period of this return.</p>	None
Section: Fundraising	
<p>Did your charity raise funds from the public?</p>	No
<p>If you answer 'Yes', you will be asked:</p>	
<p>Did the charity work with any professional fundraisers?</p>	
<p>Did your charity have a written agreement with each of its professional fundraisers?</p>	

Did your charity work with any commercial participators?	
Did your charity have a written agreement with each of its commercial participators?	
Section: Grant making	
Was grant making the main way your charity carried out its purposes?	
Section: Income from government contracts	
During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities?	No
If you answer 'Yes', you will be asked:	
How many contracts did your charity have with central government or local authorities?	
Enter total value of contracts. Please round all figures to the nearest pound (do not enter decimal points or commas). What was the total value of these contracts?	
Section: Income from government grants	
During the financial period for this annual return, did the charity receive income from grants from central government or local authorities? During the pandemic, any money provided by the government's furlough programme must be declared individually as 'income from government grants'.	No
If you answer 'Yes', you will be asked:	
How many grants did your charity receive from central government or local authorities? If you received any furlough payments, each payment received needs to be recorded individually as single grants.	
Enter total value of grants. Please round all figures to the nearest pound (do not enter decimal points or commas). What was the total value of these grants?	
Section: Income from outside the UK	
Did your charity receive income from outside the UK?	No
If you answer 'Yes', you will be presented with a table of countries. Select countries or territories the charity received income from. Then answer the following questions.	

<p>What is the value of income from each country? Please round all figures to the nearest pound (do not enter decimal points or commas). If your charity did not have any income from the source, please enter 0 (zero).</p> <p>Specify the source and amount of income from the options below:</p> <ul style="list-style-type: none"> - Overseas government or quasi government bodies - Overseas charities, NGOs or NPOs - Other overseas institutions - Individuals resident overseas (for example school fees and memberships) - Unknown/Do not know <p>Notes on income from other overseas institutions and individuals resident overseas</p> <p>1. If your gross income is less than £25,000, only include payments that make up more than 80% of the charity's income. If your gross income is more than £25,000, only include payments of more than £25,000.</p> <p>2. If you are completing a 2018 annual return, these categories are optional.</p>	
<p>Section: Operating and spending outside England and Wales</p>	
<p>Did your charity operate outside England and Wales?</p>	<p>No</p>
<p>If you answer 'Yes', you will see a table of countries. Select countries or territories the charity operated in during the financial period covered in the annual return. Then answer the following questions.</p>	
<p>Record the total expenditure by country or territory. Please round all figures to the nearest pound (do not enter decimal points or commas). If your charity did not spend any money in the country, please enter 0 (zero). Note: If your charity operated in Northern Ireland or Scotland, you are not required to provide a value for spending for either of these countries.</p>	
<p>When spending money or working outside England and Wales, did your charity transfer money other than using the regulated banking system? Note: if you are completing a 2018 annual return, this question is optional.</p>	
<p>What methods to transfer money did your charity use?</p> <ul style="list-style-type: none"> - Cash courier - Other charities or NGOs/Non-Profits - Money Service Business (e.g. Western Union) - Informal Money Transfer Systems - Online payment methods (e.g. PayPal) - Other <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	
<p>How much money did your charity send outside the regulated banking system in total? Please round all figures to the nearest pound (do not enter decimal points or commas).</p>	
<p>Did your charity have procedures and controls in place to monitor expenditure outside England and Wales? Note: if you are completing a 2018 annual return, this question is optional.</p>	

<p>Are the trustees satisfied that your charity's risk management policies and procedures adequately covered activities and spending outside England and Wales?</p> <p>Note: if you are completing a 2018 annual return, this question is optional.</p>	
Section: Subsidiaries	
Did the charity have any subsidiaries?	No
If you answer 'Yes', you will be asked:	
Were any of the trustees also directors of the charity's subsidiaries?	
Section: Trustee payments	
Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses?	No
If you answer 'Yes', you will be asked:	
<p>Did any of the trustees receive payments or benefits for:</p> <ul style="list-style-type: none"> - being a charity trustee? - providing services to your charity (such as specialist services or advice provided by trustees who are builders, electricians, graphic designers, lawyers, for example)? - any other benefit from the charity (for example, accommodation, car, holiday)? Also include any payments and benefits given to trustees who are paid members of staff 	
Did any of the trustees resign and then take up employment with the charity?	No
Section: Employees	
Did any of your charity's staff receive total employee benefits of £60,000 or more?	No
If you answer 'Yes', you will be asked:	
<p>Enter the <u>number of staff</u> whose total employee benefits were in each of the following bands:</p> <p>£60,000 to £70,000 £70,001 to £80,000 £80,001 to £90,000 £90,001 to £100,000 £100,001 to £110,000 £110,001 to £120,000 £120,001 to £130,000 £130,001 to £140,000 £140,001 to £150,000 £150,001 to £200,000 £200,001 to £250,000 £250,001 to £300,000 £300,001 to £350,000 £350,001 to £400,000 £400,001 to £450,000 £450,001 to £500,000 Over £500,000</p>	
For your highest paid member of staff only, what was the total value of their employee benefits?	
Section: Volunteers	

How many UK volunteers, excluding trustees, did the charity have during the financial period?	0
Section: Financial controls	
Did your charity review its internal financial controls?	yes
Section: Safeguarding	
Note: only charities with particular classifications and not regulated by certain organisations will be asked this question.	
Has the charity obtained a standard, enhanced or enhanced with barred lists DBS check on all trustees, employees and volunteers who are in roles that are eligible for these checks?	

Only charities with annual income over £500,000 need to answer the following financial questions.

[At this point, other charities will be asked to provide copies of their trustee annual report and annual accounts.](#)

Section: Account type	
<p>IMPORTANT - You will need a final version of the published accounts to fill in the financial details section. The trustees should ensure that this section is completed by a competent person who is familiar with the charity's accounts.</p> <p>The information you need to complete this section will generally be found in the statement of financial activities (SoFA).</p> <p>When completing this section you may wish to look at Charities SORP.</p> <p>Please indicate whether the information that you are giving is based on group accounts or charity-only accounts by clicking on the relevant account type. If you have prepared group accounts, please use these to complete the following section.</p>	
Does your charity prepare:	
<p>Group accounts</p> <p>Charity only accounts</p>	
Section: Income and Endowments	
<p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Fields that are indented provide additional information and are included in the figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Donations and legacies	
Of the total donations and legacies what amount is Legacies	
Of the total donations and legacies what amount is Endowments received	
Other trading activity	
Investment income	

Income from charitable activities	
Other income	
Total income and endowments	
Note: The amount entered for 'Total income and endowments' minus 'Endowments Received' should be equal to the figure entered for 'Income' on the charity Information page. If the charity controls subsidiary undertakings, consolidated figures should be used from group accounts where these have been prepared.	
Section: Expenditure	
<p>The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).</p> <p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Fields that are indented provide additional information and are included in the figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Expenditure on raising funds	
Of total expenditure on raising funds what amount is Investment management costs	
Other expenditure	
Expenditure on charitable activities	
Of the total expenditure on charitable activities what value is Grants to institutions	
Of the total expenditure on charitable activities what value is Governance costs	
Total expenditure	
Section: Other recognised gains/(losses)	
<p>The information you need to complete this section will generally be found in the Statement of Financial Activities (SoFA).</p> <p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Fields that are indented provide additional information and are included in the figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
<p>This figure should be prefixed with the minus symbol if it is a negative value.</p> <p>Gains/(losses) on revaluation of fixed assets</p>	
<p>This figure should be prefixed with the minus symbol if it is a negative value.</p> <p>Actuarial gains/(losses) on defined benefit pension schemes</p>	

<p>This figure should be prefixed with the minus symbol if it is a negative value.</p> <p>Net gains/(losses) on investments</p>	
<p>This figure should be prefixed with the minus symbol if it is a negative value.</p> <p>Other gains/(losses)</p>	
Section: Assets	
<p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Fields that are indented provide additional information and are included in the figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>The information you need to complete this section will generally be found in the Balance Sheet.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Total fixed assets	
Of the total fixed assets what value is Fixed asset investments	
Total current assets	
Of the total current assets what value is Current asset investments	
Of the total current assets what value is Cash at bank and in hand	
Section: Liabilities	
<p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Fields that are indented provide additional information and are included in the figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>The information you need to complete this section will generally be found in the Balance Sheet.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Creditors due within one year	
Creditors falling due after one year and provisions	
Defined benefit pension scheme asset/(liability)	
Total net assets/(liabilities)	
Section: Funds	

<p>The information you need to complete this section will generally be found on the Balance Sheet or in the notes to the accounts.</p> <p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Fields that are indented provide additional information and are included in the figures for the field above.</p> <p>The indented fields may not represent the whole amount.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Endowment funds	
Restricted funds	
Unrestricted funds	
Total funds	
Section: Additional information	
<p>The information you need to complete this section will generally be found in the notes to the accounts.</p> <p>All fields are mandatory - Enter 0 (zero) if the field does not apply to your charity.</p> <p>Enter figures to the nearest pound and restate them in pounds if the accounts have, for example, been prepared to the nearest thousand. Do not enter decimal points or commas.</p>	
Support costs	
Depreciation charge for the year	
Level of reserves	
Average number of employees	
Section: Send Trustees' Annual Report and Accounts	
You are required to submit your Trustees' Annual Report and accounts for this financial period. You will be asked if you want to attach this at the time of completing the annual return.	
Section: Submit Trustees' Annual Report, external scrutiny and accounts	
<p>You are required to submit your Trustees' Annual Report and accounts for this financial period.</p> <p>You can attach files in any of the following formats: .docx and family, .xlsx and family, .ODF, .CSV, PDF and each file cannot exceed 25MB.</p> <p>You must attach a complete set of accounts which is comprised of the Trustees' Annual Report, accounts and appropriate independent examiners' / auditor's report.</p> <p>Privacy Notice</p> <p>This privacy notice explains how the Charity Commission processes personal data when a charity completes the annual return service including uploading the charity's accounts and trustees' annual report.</p> <p>The charity's accounts and trustees' annual report are published in full on the Commission's website. In completing the annual return 21 (AR21) service, your charity will be processing personal data and in some instances personal data which is special category personal data. This personal data may be processed in response to the question set in the AR21 service or it may be included in the accounts and trustees' annual report.</p>	

<p>Some personal data is required to be included by SORP but other personal data may be included because it is relevant to the charity's financial performance or governance such as the names and other personal data about trustees, employees, donors, volunteers and beneficiaries.</p> <p>The charity as the data controller is responsible for ensuring that its response in the AR21 service and the accounts and trustees' annual report meet its obligations under the General Data Protection Regulations 2016 and the Data Protection Act 2018 for all the personal data processed. You will need to take particular care if you are including personal data about children, adults at risk, special category personal data or your charity's trustees have a dispensation from including their name in the accounts.</p>	
<p>By continuing to upload the accounts you certify that you have read this privacy notice and are authorised by the charity trustees to submit information.</p> <p>Select this option if you want to attach one file for all reports - file must not exceed 25MB Do not use special characters when naming the file. For example do not use these characters < > : " / \ ? * @</p> <p>By selecting this option you confirm that the file includes all of the following: Trustees' annual report Accounts Examiner's / auditor's report</p> <p>Select this option if you want to attach a separate file for each report - each file must not exceed 25MB Do not use special characters when naming the files. For example do not use these characters < > : " / \ ? * @</p>	
<p>Does your independent examiners/auditors report identify any areas where accounting rules were not followed, disclosures not fully made or accounting records incomplete?</p> <p>Note: charitable incorporated organisations (CIOs) with income of £25,000 or less will not be asked this question.</p>	
<p>Section: Check and submit your annual return</p>	
<p>Before you complete the declaration and submit the annual return, you should check the content and accuracy of the information you have provided.</p>	



Charity Commission Annual Return 2021

UPCOTT FIELD RECREATION GROUND

Charity registration number: 300806

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2021.

PART A - Charity information

Financial period

Financial period start date

01/04/2020

Financial period end date

31/03/2021

Income and spending

Income £

£ 0

Spending £

£ 0

Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

This annual return has not been submitted and no Declaration has been made

Agenda No 16, Consultation Documents

Introduction

1. The Town Council frequently receives consultation documents on strategic services or organisation arrangements, recent examples include transport, waste and the fire and rescue service.
2. Whilst these services and consultations may not have a direct impact upon the work of the Town Council they may impact upon services to residents and businesses within the town and the Town Council may be able to offer a local view or information within a strategic context.

Process

3. At a recent Town Council meeting it was suggested that there should be a standard process for dealing with strategic consultations (other than those relating to Planning).
4. The following is suggested as a starting point for agreeing a process to deal with strategic consultations:
 - There is a “standing” Working Group comprising the Mayor, Deputy Mayor and Committee Chairs and all other Councillors will be invited to attend. The terms of reference are to consider consultation documents and prepare draft responses for the Town Council’s consideration. The Mayor will chair the Working Group
 - When Town Clerk receives consultation information all Councillors will be informed and sent the relevant information (this may be done in a Clerk’s Update or by any other suitable electronic means) .
 - The Town Clerk (or member of staff delegated by the Town Clerk) compiles a timetable for considering the consultation information and preparing a response etc.
 - The Town Clerk convenes the working group following consultation with the Mayor and Deputy Mayor and all Councillors are sent the invitation to attend the Working Group.
 - The Working Group will agree the timetable and meet as required to agree a draft response to be presented to Council for approval. This may include a recommendation from the Working Group that no response is submitted.

Report Author: Town Clerk

Report Prepared: 30 December 2021

**Agenda No 17,
Recommendations from the Town Centre and Economic Development Committee**

1. The Town Centre and Economic Development Committee met on 29 November 2021, and made the following resolutions:
 - (I) **RESOLVED to recommend to Council** that the Farmers Market be allowed to trade in the Town Hall if the weather is extremely bad so that the Farmers Market did not need to be cancelled.

 - (II) **RESOLVED to recommend to Council** that there are no charges for the weekly market until 31 March 2022.

Agenda item 18, Recommendation from the Cemetery & Town Hall Committee

RECOMMENDATION from the Cemetery & Town Hall Committee –

For the Town Council to consider the appointment of its preferred contractor and works to address the first tranche of the cemetery pathways project.

Cemetery Pathways Quotation

1. Introduction

The Cemetery & Town Hall Committee, having considered the condition of the cemetery pathways, determined that work should be undertaken to make these more health & safety compliant. Various options for the paths surfacing were considered with members agreeing that quotes should be invited for two options i.e. concrete and compressed limestone – both to include suggestions for drainage. Three sections of pathway (in close proximity to the listed buildings i.e. chapel and former mortuary) were agreed to be the priority and would constitute the first tranche of pathways work undertaken with quotations invited from contractors.

2. Quotations

At its meeting on 2nd December 2021, consideration was given to the quotations as received for the first tranche rejuvenation project of the cemetery pathways, associated drainage and ducting and it was:

RESOLVED: That following consideration of the quotations as received for the rejuvenation of the cemetery (older part) pathways, associated drainage and ducting, the Cemetery & Town Hall Committee wish to opt for Contract A Option 1 in the sum of £9,537.00:

‘To grade off a 50mm layer, dig/lay/backfill 3x service ducts, lay timber path edgings, resurface with 6mm to dust limestone materials and compacted, clay channels to be carefully cleared and undisturbed. Day Rates applicable – drainage channels/stoppage of works’

- *However, as members present do not feel they have sufficient knowledge required to determine if this is the most appropriate option for the cemetery, that a recommendation is made to the Town Council for formal ratification.*

- *It is noted that there are a number of Town Councillors who are specialists in certain related fields and it would be useful to receive both their view and the wider view of the Town Council on the preferred option.*

3. Recommendation

With the above in mind, the Town Council is now asked to consider the appointment of the preferred contractor and proposed works; to formally ratify the Cemetery & Town Hall Committee’s preferred option.

Summary of Quotations Received

Cullompton Town Council's Cemetery Pathways Rejuvenation Project (Tranche 1 – priority pathways)

CONTRACTOR	OPTION	COST £ + VAT	FORM OF QUOTATION REC'D	INSURANCE > £5 million Public Liability Insurance / professional indemnity cover	INSURANCE Employer Liability Insurance certificates.	REFERENCES REC'D	RISK ASSESSMENTS	METHOD STATEMENTS	HEALTH AND SAFETY POLICY STATEMENTS	EVIDENCE OF CURRENT, RELEVANT PROFESSIONAL MEMBERSHIPS / REGISTRATION
A Option 1	To grade off a 50mm layer, dig/lay/backfill 3x service ducts, lay timber path edgings, re surface with 6mm to dust limestone materials and compacted, clay channels to be carefully cleared and undisturbed. Day Rates applicable – drainage channels/stoppage of works	£9,537.00	Y	Y	Y	Y	N	N	Y	ACDC & CHAS – on letterhead
A Option 2	To grade off a 100mm layer, dig/lay/backfill 3x service ducts, lay 7mber path edgings, re surface with 100mm concrete (float finish), clay channels to be carefully cleared and undisturbed. Day Rates applicable – drainage channels/stoppage of works	£13,437.60	Y	Y	Y	Y	N	N	Y	ACDC & CHAS – on letterhead

CONTRACTOR	OPTION	COST £ + VAT	FORM OF QUOTATION REC'D	INSURANCE > £5 million Public Liability Insurance / professional indemnity cover	INSURANCE Employer Liability Insurance certificates.	REFERENCES REC'D	RISK ASSESSMENTS	METHOD STATEMENTS	HEALTH AND SAFETY POLICY STATEMENTS	EVIDENCE OF CURRENT, RELEVANT PROFESSIONAL MEMBERSHIPS / REGISTRATION
B	<p>Prepare the areas Lay approx.. 100mm of C35 concrete to a float finish</p> <p>Prepare the areas Coat the area with 10mm close graded surface course bitmac to a compacted finish of approx 40mm</p> <p>Install treated wooden edging</p> <p>Install approx 70m of 100mm ducting</p>	<p>£23,950.00</p> <p>£16,450.00</p> <p>£18.92 per linear metre</p> <p>£2,800.00</p>	N	N	N	N	N	N	N	N
C Option 1	<p>Hoggin Path Timber (4x8) x48 Pegs x140 Digger Dumper Roller Stone Labour</p> <p>Materials and workmanship are guaranteed for a period of five years</p>	<p>£1,892.00</p> <p>£912.00</p> <p>£640.00</p> <p>£380.00</p> <p>£180.00</p> <p>£80.00</p> <p>£660.00</p> <p>£3,360.00</p> <p><u>TOTAL</u> £8,104.00</p>	N	N	N	N	N	N	N	N
C Option 2	<p>Tarmac 35 ton Timber (4x8) x48 Pegs</p>	<p>£5,550.00</p> <p>£912.00</p> <p>£640.00</p>	N	N	N	N	N	N	N	N

Materials and workmanship are guaranteed for a period of five years	Digger	£380.00								
	Dumper	£180.00								
	Roller	£80.00								
	Stone	£660.00								
	Labour	£3,360.00								
	<u>TOTAL</u>	£11,762.00								
D	Concrete 3 sections of pathway	£26,524.16	Y	N	N	Y	N	N	N	N

Report Author: Maria Weston – Deputy Town Clerk

Date: 25th November 2021

Agenda No 19, Councillor Apologies

Council is asked to

- | |
|--|
| <p>(i) formally approve Council Andrews' absence from meetings due to an on-going health issue.</p> <p>(ii) formally approve Council Dale's' absence from meetings due to an on-going health issue</p> |
|--|

1. The Local Government Act 1972 S85(1) says “..... if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.”
2. Councillor Andrews last attended a meeting in person on 26 August 2021 –but when possible has been attending Council and Committee meetings by remote access – using the Zoom facility to phone in, and she is also in regular contact with staff at the Town Hall. Councillor Andrews is following medical advice which means it is extremely difficult for her to attend meetings in person.
3. Councillor Dale has received a medical diagnosis and is undergoing treatment which means that he is vulnerable to picking up viruses and infections and will be for some months. In the present circumstances therefore attending meetings in person could be detrimental to his health.

Report Prepared: 30 December 2021

Report Author: Town Clerk