



Locum Town Clerk: S Winter LLB(Hons) PSLCC Assoc.CIPD

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 **Wednesday, 22nd June 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 you wish to attend and speak at a meeting, please email or phone with details of your first and last names and a brief outline of what you wish to say. This will ensure that your name is on the list to speak and will help us ensure that you are not missed. Notification in this way will help the meeting run as smoothly as possible.

The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously.

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

A handwritten signature in black ink, appearing to read "S Winter", is placed over a light grey rectangular background.

Sam Winter
Town Clerk
Date: 17th June 2022

AGENDA

Town Council 22nd June 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 receive and approve the minutes of the meeting held on 28th April 2022 (Supporting paper A, to follow).
- ii) To receive and approve the minutes of the Annual Town Council meeting held on 26th May 2022 (Supporting paper A1, to follow).
- iii) To receive and approve the minutes of the Extraordinary Town Council meeting held on 13th June 2022 (Supporting paper A2).

6. Action List

To receive and review the Action List relating to the Town Council. (Supporting paper B, to follow).

7. Payments for Approval

To examine and agree the accounts due for payment. (Supporting paper C, to follow).

- 8. Bank signatories**
To approve an additional administration user onto Lloyds bank.
- 9. Internal Audit Report**
To consider the Internal Audit report and the associated recommendations from the Governance Committee. (Supporting paper D).
- 10. Annual Governance Statement 21/22**
To consider and approve the Annual Governance Statement (section 1 of the Annual Return) and the associated recommendations from the Governance Committee. (Supporting paper E)
- 11. Annual Accounting Statements 21/22**
To consider and approve the Annual Accounting Statement (section 2 of the Annual Return) and the associated recommendations from the Governance Committee. (Supporting paper F).
- 12. Exercise of Public Rights**
To confirm the arrangements for the Exercise of Public Rights and publication of Unaudited Annual Governance & Accountability Return. (Supporting paper G).
- 13. Scheme of Delegation / Terms of Reference**
To review the Scheme of Delegation and the associated recommendations from the Governance Committee. (Supporting paper H).
- 14. Future of Cullompton Meeting**
To receive a proposal from Cllr Buczowski that a public meeting is hosted by the town council on 30th July 2022, to which the MP, county, district and town councillors are invited to discuss the future direction of the town.
- 15. 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.
- 16. Exclusion of the Press and Public**
To resolve to exclude press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 for items 17 due to matters relating to commercial interests, and item 18 due to matters relating to confidential staffing matters.
- 17. Christmas Light Contract**
To receive and approve a recommendation from the Community Wellbeing Committee on the provision of Christmas lights and resolve that a contract is entered into with the approved contractor. (Confidential supporting paper J).
- 18. Recruitment of Maintenance Supervisor**
To receive a recommendation from the interview panel on the appointment to the post of Maintenance Supervisor and to approve that an offer of employment is made and contract of employment drawn up.

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



Town Clerk: Miss Joy Norris MSc ACG

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

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**Minutes of a meeting of the Town Council
held on Thursday 28 April 2022 commencing at 19:00 hrs**

Present

Chair: Councillor K Haslett

Councillors: J Buczkowski, M Dale, R Dietrich, J Johns, L Knight, M Smith and C Snow

In attendance

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

County & District Councillors: J Berry

Officers: J Norris (Town Clerk)

Representatives from Mid Devon District Council (in the Town Hall and by remote access);
Representatives from English heritage (by remote access)

3 Candidates for Co-option

2 members of the public attended the meeting in the Town Hall and 2 members of the public by remote attendance.

527. Mayor's Announcements

The Mayor did a roll call of Councillors present in the Town Hall and welcomed the candidates for co-option.

The Mayor made a number of announcements which included:

- The Mayor and Clerk has attended a Ground Breaking at the McCarthy Stone development site
- A letter from Bell-Cornwell on behalf of their client Barrett David Wilson Homes had been forwarded to all Town Councillors
- The Cullompton Housing project at St Andrews has been nominated for a housing award
- The Jubilee keepsake for primary school children has been ordered an example of which is available for view this evening
- There has been a request for an extraordinary Town Council meeting to discuss the arrangements for replacing the Town Clerk following her resignation, which has been provisionally scheduled for 11 May in the Town Hall at 19:00 hrs, then

depending on decision regarding the Working Group at Agenda 13 the Working Group can follow-on from the meeting.

528. Apologies for Absence

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

529. Declarations of Interests

The following Declarations of Interest were made:

- Cllr Buczkowski declared a personal interest in agenda item 6, Co-Options, as 2 of the applicants are known to him and the third had emailed to introduce themselves.
- Cllr Buczkowski declared a personal interest in agenda item 9(iii) Planning Applications as he lives on Tiverton Road.
- Cllr Haslett declared a personal interest in agenda item 6, Co-Options, as 2 of the applicants are known to her
- Cllr Haslett declared a personal interest in agenda item 9(ii) Planning Applications as she had met Mr Rowe with regard to his planning application
- Cllr Johns declared a personal interest in agenda item 6, Co-Options, as all of the applicants are known to her
- Cllr Smith declared a personal interest in agenda item 6, Co-Options, as 2 of the applicants are known to him
- Cllr Smith declared a personal interest in agenda item 11, Grant Applications, as he is a member of the Town Team
- Cllr Snow declared a personal interest in agenda item 6, Co-Options, as 2 of the applicants are known to him

530. Public Participation

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

An Email had been received regarding parking at the McCarthy Stone development and the Town Council's decision not to support the removal of a section of double yellow lines on Willand Road.

The Mayor responded that the developer will be contacted regarding the contractor parking and the minutes about the removal of double yellow lines sent to the correspondent.

Speaker 1

The Speaker explained the role of the Town Team and gave examples of projects they have been involved with. The speaker requested the help of the Town Council to recruit volunteers to the Town Team.

The Mayor responded that an email would be sent to all Town Councillors.

Speaker 2

The Speaker said he was speaking about agenda no 9(iii) the North West Extension Spine Road delivery Schedule and asked if the Town Council would consider drafting a petition

to be submitted to Mid Devon District Council along the lines of the road needs to be completed before housebuilding is started.

The Mayor responded that they had a copy of the MDDC petition scheme but it may be quicker for a member of the public raise and submit a petition.

531. Minutes

To confirm the draft Minutes of the meeting held on 24th March 2022 and reconvened on 31 March 2022 as a correct record. (Supporting Paper A to the Agenda)

RESOLVED to defer consideration of the draft minutes of the meeting held on 24th March 2022 and reconvened on 31 March 2022 until the next meeting.

532. Co-Options

To consideration was given to the written applications to fill the 3 vacancies in South Ward and 1 vacancy in the Outer Ward. (Supporting Paper B to the Agenda)

(Note: The agenda item incorrectly stated the wards in which there are vacancies)

Each Candidate was invited to speak to introduce themselves and say why they would like to be a Town councillor and Councillors were given the opportunity to ask the candidates questions.

19:17hrs it was agreed to suspend Standing Orders to enable each candidate to speak.

19:24hrs Standing Orders were re-instated

RESOLVED that there being 3 vacancies in South Ward and 3 candidates namely, Ian Findlay, Shaun Holvey and Michael Thompson in accordance with legislation and the Town Council's policy the Council formally declares the 3 South Ward vacancies filled by Ian Findlay, Shaun Holvey and Michael Thompson.

533. Action List

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

Updates since the action list was published were provided, namely:

- A letter has been emailed (and posted) to MDDC regarding the proposed 3 weekly waste collections and asking for a person to attend and explain the proposals to the Community Wellbeing Committee on 17 May
- The jubilee beacon has been ordered, the Scouts have offered to light and supervise the burning of the beacon a location will be considered during a site visit to the Cemetery tomorrow morning
- On-street parking enforcement data has been requested from Devon County Council for the year 01.04.21 – 31.03.22

534. Payments for Approval

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

RESOLVED

- (i) that the payments for approval as presented, with the exception of the payment to the YMCA, totalling £5274.72 gross and the direct debits and standing authorisation items totalling £592.26 be approved.
- (ii) That the payments for the jubilee keepsakes and the jubilee beacon be approved but the order for the beacon is held until it has been confirmed the church do not already have one.

535. Recommendations from the Planning and Licensing Working Group

Note: Full details of planning applications can be seen by accessing <https://planning.middevon.gov.uk/online-applications/> and providing the planning reference number.

Recommendations were received from the Planning and Licensing Working Group. (Supporting Paper E to the Agenda)

- (i) **Land at NGR 302186 108607 (North of Rull Lane) (22/00481/MARM).** Reserved matters for the erection of 190 dwellings together with associated infrastructure following outline approval 17/01170/MOUT

RESOLVED to comment that many of the houses look the same on the plan and appear to be very uniform in their design; this is not dementia friendly. It is suggested that there should be more of a mixture of shapes sizes and orientation.

- (ii) **Land and Buildings at NGR 302094 104175 (Westcott Park), Westcott (22/00642/MFUL).** Erection of 21 dwellings with associated open space, landscaping and infrastructure.

RESOLVED that no comments be submitted regarding this application.

Note: Councillor Buczkowski stated that with the Mayor he had met Mr & Mrs Rowe to discuss a complaint but that it was unrelated to the application under discussion.

- (iii) **North West Extension Spine Road Delivery Schedule**

RESOLVED

- (i) That the Town Council takes a lead in the compilation of a petition to the effect that the spine road from Rull Lane / Willand Road to Tiverton Road be constructed/laid first at the very least for construction traffic before any houses are built
- (ii) That a planning consultant is appointed to advise on the legality of the 106 agreement and review the numerous applications to ensure that they conform to the Neighbourhood Plan and advise the Council appropriately and represent it if necessary.
- (iii) That a budget of £5,000 is made available, funded from the general reserves, for paying the consultant's fees
- (iv) That a traffic management and traffic flow report is required as part of the planning application; such report to cover Junction 28, Millennium Way, Willand Road, Tiverton Road and Fore Street.

536 Agenda Order

It was proposed and seconded that Agenda No 18, Heritage Action Zone Public Realm Project should be moved up the agenda.

A recorded vote was requested.

Voting For: Councillors Haslett, Johns and Smith

Voting Against: Councillors Buczkowski, Dale, Dietrich, Knight, and Snow

The proposal fell.

537. Grants Budgets

Consideration was given to bringing forward the underspend on the 2021/2022 grants budgets for use in 2022/2023. (Supporting Paper F to the Agenda)

RESOLVED to increase the 2022/2023 grants budget held by the Resources Committee (code 4075) and the Community Events budget (account 4165) held by the Community Wellbeing committee by the amount underspent on those budgets in 2021/2022.

538. Grant Applications

Consideration was given to grant applications referred from the Resources Committee. (Supporting Paper G to the Agenda)

Note: 20:29hrs

RESOLVED that the meeting be adjourned for 5 Minutes to check the resolution from the Resources Committee regarding grant applications.

At 20:32hrs it was further **RESOLVED** the meeting be reconvened.

The Mayor confirmed that the draft minutes of the Resources Committee held on 14 April 2022 did not refer to a grant of £1,000 to be made for the jubilee event.

RESOLVED

- (i) That Bradinch Youth Club be awarded £250.00 from the Youth Service budget towards the cost of running youth sessions
- (ii) That the Town Team Festivals Committee be awarded £250.00 from the Community Events budget to assist with the cost of promoting the spring and autumn festivals
- (iii) That the John Tallack Centre be awarded £400.00 from the youth service budget toward sthe cost of an outdoor table tennis table plus equipment
- (iv) That the Town Team be awarded £200.00 from the Community Events budget towards the cost of erecting and dismantling the gazebos
- (v) That the Community Wellbeing Committee is asked that at their next meeting consideration is given to making a grant of £1,000 to the Town Team in support of the jubilee event and commemorative booklet

539. Town Event Power Supplies

Consideration was given to recommendations from The Community Wellbeing Committee for the funding of independent power supplies in the Higher Bullring. (Supporting Paper H to the Agenda)

RESOLVED

- (i) That the power supplies in the higher Bullring should be sorted as a priority
- (ii) That an additional pillar is installed (to replace the supply which is currently courtesy of Ingleby House)
- (iii) That there is an additional power supply from the lighting column outside The Old Manse
- (iv) That the expenditure for (i) to (iii) above is funded from the Christmas Lights budget, The Town Maintenance budget, the Town Maintenance EMR and the Street Furniture EMR
- (v) That the Assistant Town Clerk is given delegated authority, following consultation with the Mayor to implement all further work and make decisions to achieve the required outcomes.

540. Streamlining the Meeting and Decision-Making Structure

This agenda item was to consider forming a task and finish group to review the current meeting and decision-making structure in the light of current Councillor and Officer capacity. (Supporting Paper I to the Agenda)

541. Covid – 19 Mitigations

The Covid mitigations in place for meetings held in the Town Hall were reviewed. (Supporting Paper J to the Agenda)

RESOLVED to remove the screens that have been put in place between Councillors and resume the former lay out used for meetings.

542. Extension of Meeting

20:55hrs

RESOLVED to extend the duration of the meeting until 21:15hrs

543. Apologies For Absence

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

RESOLVED to formally accept apologies for absence from Councillors Andrews and Guest for a period of 6 months on health grounds.

544. 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:

- Why has the Town centre & Economic Development Committee's recommendation regarding market fees not being included on the Council Agenda?

- Why has it taken 4 weeks for the Resources Committee recommendations to be considered by Council

545. 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 18, High Street Heritage Action Zone Public Realm Project on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (item at a pre-consultation stage).

546. High Street Heritage Action Zone Public Realm Project

Councillors received a presentation on the Public Realm Project and the proposed timetable. This was prior to the proposed scheme being considered by the Mid Devon District Council Cabinet and agreed for general consultation.

The meeting closed at 21: 45hrs



Town Clerk: Miss Joy Norris MSc ACG

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**Minutes of a meeting of the Annual Town Council Meeting
held on Thursday 26 May 2022 commencing at 19:00 hrs**

Present

Chair: Councillor J Buczkowski

Councillors: M Dale, R Dietrich, I Findlay, G Guest, K Haslett, S Holvey, J Johns, L Knight, and
M Thompson

In attendance

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

Officers: J Norris (Town Clerk)

5 members of the public attended the meeting in the Town Hall

547.	Election of Mayor The election of Mayor was held for the period until the 2023 Annual Meeting of the Town Council RESOLVED that Councillor Buczkowski e elected as Mayor until the 2023 Annual Meeting of the Town Council.
548.	Declaration of Acceptance of Office Councillor Buczkowski signed the Declaration of Acceptance of Office as the Mayor in front of the meeting.
549.	Appointment of Deputy Mayor Consideration was given to the appointment of a Deputy Mayor for the period until the 2023 Annual Meeting of the Town Council

	RESOLVED that Councillor Knight be appointed as Deputy Mayor until the 2023 Annual Meeting of the Town Council.
550.	<p>Mayor's Announcements</p> <p>(i) The Mayor (outgoing) said thanked the Deputy Mayor for her support during the year and Councillors generally for an interesting year during which had been complicated by the change from remote meetings back to face to face meeting with covid mitigations.</p> <p>(ii) The Mayor (incoming) said he was honoured to have been elected and thanked the outgoing Mayor and Deputy Mayor for their work in what had been a very challenging year. The Mayor then said whilst there were challenges ahead there were also some fantastic opportunities and Councillors would need to work together for the benefit of the town.</p>
551.	<p>Apologies for Absence</p> <p>Apologies for absence were received from Councillors Andrews, Smith and Snow.</p>
552.	<p>Declarations of Interests</p> <p>No Declarations of Interest were made regarding any items on the Agenda at this stage of the meeting, however at 19:23hrs Councillor Buczkowski declared a personal interest in the planning agenda item as he lives on Tiverton Road.</p>
553.	<p>Public Participation</p> <p>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> <p>The Speaker emailed the Town Council 2 months ago about anti-social behaviour but had not received any response from Councillors. The situation is getting out of control and every incident has been reported to the police but nothing seems to be happening. The speaker asked what is the Town Council planning to do about anti- social behaviour; is there a dedicated Councillor to link to the police and what projects exist or are planned to help young people?</p> <p>The Chair responded that he was willing to meet the Speaker to discuss the matter of anti-social behaviour further.</p> <p>Speaker 2</p> <p>Spoke about anti-social behaviour from his perspective as a child and how it made him feel.</p>
554.	<p>Minutes</p> <p>i) To confirm the draft minutes of the Town Council meeting held on 24th February 2022 as a correct record. (Supporting Paper Ai to the Agenda)</p>

Town Council 22 June 2022
Supporting Paper A1

	<p>ii) To confirm the draft minutes of the Town Council meeting held on 24th March 2022, subsequently adjourned and reconvened on 31st March 2022 as a correct record. (Supporting Paper Aii to the Agenda)</p> <p>iii) To confirm the draft minutes of the Town Council meeting held on 28th April 2022 as a correct record. (Supporting Paper Aiii)</p> <p>RESOLVED</p> <p>(i) That the draft minutes of the Town Council meeting held on 24th February 2022 be confirmed as a correct record.</p> <p>(ii) That the draft minutes of the Town Council meeting held on 24 March 2022 be confirmed as a correct record subject to a) the date in the title being changed from 28 March to 24 March and b) Minute 518 being amended by the insertion of the words “Before the meeting had started” being inserted at the start of the sixth paragraph.</p>
<p>555.</p>	<p>Action List The Action List relating to the Town Council was noted. (Supporting Paper B to the Agenda)</p>
<p>556.</p>	<p>Recommendations from the Planning and Licensing Working Group The agenda item was to receive recommendations from the Planning and Licensing Working Group however no recommendations had been made as only 2 Councillors attended the Working Group. (Supporting Paper C to the Agenda)</p>
<p>Note:</p>	<p>19:23hrs Councillor Buczkowski declared a personal interest in this agenda item as he lives on Tiverton Road.</p>
	<p>(i) 22/00706/MFUL Construction of vehicular access onto Tiverton Road and construction of spine road and associated infrastructure to facilitate the North West Cullompton urban extension at Land North West of Tiverton Road, Cullompton.</p> <p>RESOLVED –to send the following observations to Mid Devon District Council</p> <ul style="list-style-type: none"> • The application does not comply with Local Plan Policy CU1 and Neighbourhood Plan Policy SD01. • If permission is to be granted, the following considerations and conditions should be applied: <ul style="list-style-type: none"> ○ Cullompton Town Council demands an input into the formulation of the Construction Management Plan. ○ There are serious concerns about the width of pavements at Tiverton Road/Fore Street junction and the increased danger to pedestrians resulting from an increased number of LGV movements in and out of this junction. ○ A full traffic assessment and count is required the results of which should be incorporated into any Traffic Management Plan for this proposal. ○ That proper monitoring and enforcement of the Construction Management Plan, particularly in terms of contractor parking and early the early arrival of LGV

traffic waiting to make deliveries to site. In addition, close monitoring of wheel washing and the spreading of mud of the public highway.

- s38 and s138 of the Planning Act 2008 agreements should be in place prior to construction commencing.
- Traffic management measures to alleviate congestion and pedestrian safety issues at the High Street/Tiverton Road junction be conditioned and that, should the construction management plan indicate this junction will be used by construction traffic, these measures are implemented prior to any construction.
- Provision of a pedestrian crossing in the vicinity of the school crossing patrol area is conditioned.
- The new link road should be joined to the existing Tiverton Road by means of a roundabout.
- Traffic management measures to alleviate congestion and pedestrian safety issues at the High Street/Tiverton Road junction be conditioned and that should the construction management plan indicate this junction will be used by construction traffic that these measures are implemented prior
- to any construction.
- Provision of a safe signal-controlled pedestrian crossing in the vicinity of the school crossing patrol area on Tiverton Road be conditioned and in place before ANY construction is started.
- Parking be removed along Tiverton Road between Fore Street / High Street and the Site entrance
- The spine road is linked to Tiverton Road by way of Roundabout and NOT signal controlled Junction and in addition, due to their proximity, the Junctions of Langlands Road, and the entrance to the Cemetery should also form part of this junction.
- Tiverton Road Swept daily during construction (and more regularly if required).
- Bank person / supervisor on duty at the site entrance at all times when the site is open.
- No construction traffic to park or wait on Tiverton Road.
- CCTV installed around site entrance and along Tiverton Road to monitor compliance.
- No construction traffic to transit to or from the site between 07:30 and 09:30, 15:00 and 18:00 and overnight between 20:00 and 06:00
- All construction work to stop when a funeral is in progress at the Cemetery.
- Dust Control measures are put in place.
- It is understood that there is Japanese Knotweed on the site, this is an invasive species and the Landowner have been notified. It should be conditioned that no work is to commence until this Japanese Knotweed is treated and contaminated soil/vegetation removed.
- Goblin lane to remain open for the duration of work, providing an essential foot link to the Town Centre.

(ii) [22/00729/MFUL](#) Erection of 208 dwellings, open space, landscaping and associated infrastructure at Land at NGR 301738 107814 North of Tiverton Road/Goblin Lane, Cullompton.

RESOLVED to send the following observations to Mid Devon District Council

- No construction should take place until the spine road through the overall development allocation is completed and opened; this is Phase II and the spine road should be completed before Phase I is completed.
- Car parking in accordance with all NHP Policies, in particular Policy HS04 in terms of off-street parking provision.

(iii) [22/00596/MFUL](#) Engineering works to include the formation of a surface water attenuation pond and associated infrastructure following outline approval [17/01170/MOUT](#) at Land at NGR 302350 108810 (North West of Willand Road), Cullompton.

RESOLVED to send the following observations to Mid Devon District Council

- Concern that water from the attenuation ponds will drain into the leat and there are potentially both flooding and contamination concerns. There are further concerns that the existing infrastructure in Cullompton is of sufficient capacity to cope with the additional water as there is a history of flooding in this area.
- Further concern that attenuation ponds should have sufficient safety measures, including lifebuoys) in place and, as they are unsightly, should look like ponds with steps and/or a slipway to allow any that do fall into the ponds to safely escape.

557. Appointment to Committees

Consideration was given to the appointment of Town Councillors to the following Committees:

- (i) Cemetery and Town Hall Committee
- (ii) Community Wellbeing Committee
- (iii) Governance Committee
- (iv) Planning and Licensing Committee
- (v) Resources Committee
- (vi) Town Centre and Economic Development Committee
- (vii) No 19 High Street Development Committee
- (viii) Appeals Committee

(Supporting Paper D to the Agenda gave details of the existing committee composition)

RESOLVED

- (i) That Councillors Dietrich, Holvey, Johns, Snow and Thompson plus the Mayor and Deputy Mayor sit on the Cemetery and Town Hall Committee.
- (ii) That Councillors Dale, Guest and Holvey, plus the Mayor and Deputy Mayor sit on the Community Wellbeing Committee
- (iii) That Councillors Dale, Dietrich and Findlay plus the Mayor and Deputy Mayor sit on the Governance Committee
- (iv) That Councillors Findlay, Haslett, Holvey, Snow and Thompson plus the Mayor and Deputy Mayor sit on the Resources Committee
- (v) That Councillors Findlay, Holvey, and Johns, plus the Mayor and Deputy Mayor sit on the Town Centre & Economic Development Committee
- (vi) That the No 19 High Street Committee is disbanded

	<p>(vii) That Councillors Dale, Dietrich, and Johns, sit on the Appeals Committee</p>
<p>558.</p>	<p>Election of Committee Chairs The election of Committee Chairs was considered.</p> <p>RESOLVED that Committees elect their own chairs at their first meeting following the Annual Town Council meeting.</p>
<p>559.</p>	<p>Appointment of Councillors to Gift of A. Burrows Committee To consider the appointment of Town Councillors to the Gift Of A Burrows Committee. (The current committee comprises Councillors Andrews, Buczkowski, Dietrich, plus the Mayor and Deputy Mayor)</p> <p>RESOLVED that Councillors Dale and Dietrich plus the Mayor and Deputy Mayor sit on the Gift of A., Burrows Committee.</p>
<p>560.</p>	<p>Election of Chair of the Gift of A Burrows Committee The election of a Chair of the Gift of A. Burrows Committee was considered.</p> <p>RESOLVED that the Committee elects its own chair at the first meeting following the Annual Town Council meeting.</p>
<p>561.</p>	<p>Appointment to Working Groups The appointment of Town Councillors as core members of Working Groups was considered. (Supporting Paper E to the Agenda gave details of the existing Working Group core membership. All Councillors may attend any Working Group</p> <p>RESOLVED</p> <ul style="list-style-type: none"> (i) That Councillor Dale is on the Christmas Event Working Group. (ii) That Councillors Dale and Thompson are on the IT Working Group. (iii) That all Town Councillors are on the Planning & Licensing Working Group. (iv) That Councillors Dale, Findlay and Holvey are on the Policy Review Working Group. (v) That Councillors Dietrich, Guest, Holvey Johns and Thompson are on the Town Hall Working Group. (vi) That Councillors Dale, Findlay, Haslett and Holvey are on the Youth Services Working Group.
<p>562.</p>	<p>Appointment of Representatives on Outside Bodies</p>

	<p>The appointment of Town Council representatives to various organisations was considered. (Supporting Paper F to the Agenda detailed the existing representatives)</p> <p>RESOLVED that representatives to outside bodies are appointed as follows:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Allotment Association</td> <td style="width: 50%;">Councillor Buczkowski</td> </tr> <tr> <td>Cullompton Community Association</td> <td>Councillor Dale</td> </tr> <tr> <td>Cullompton Doing What Matters</td> <td>Councillor Smith</td> </tr> <tr> <td>Cullompton Swimming Pool Campaign</td> <td>Councillors Guest and Holvey</td> </tr> <tr> <td>Cullompton Town Team</td> <td>Councillors Johns and Smith</td> </tr> <tr> <td>Cullompton United Charites</td> <td>Councillors Andrews, Buczkowski and Haslett, plus Mr Richard Stephenson and Mr Anthony Nderitu</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Culm Garden Village Delivery Board</td> <td>Councillors Findlay, Guest and Haslett</td> </tr> <tr> <td>Culm Garden Village Member Forum</td> <td>Councillors Buczkowski, Dale and Guest,</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Culm Garden Village Stakeholder Forum</td> <td>All Councillors & Town Clerk</td> </tr> <tr> <td>Cullompton Town Centre Regeneration Partnership</td> <td>Councillors Buczkowski & Findlay</td> </tr> <tr> <td>Culm Valley in Business</td> <td>Councillor Smith</td> </tr> <tr> <td>Devon & Somerset Metro Group</td> <td>Councillor Smith</td> </tr> <tr> <td>Larger Local Councils</td> <td>Councillor Knight and Deputy Town Clerk</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Police and Crime Commissioner advocacy Scheme</td> <td>Cllr Holvey</td> </tr> <tr> <td>Traffic & Environment Working Group</td> <td>Mayor</td> </tr> <tr> <td>Voluntary Car Scheme</td> <td>Councillor Andrews</td> </tr> </table>	Allotment Association	Councillor Buczkowski	Cullompton Community Association	Councillor Dale	Cullompton Doing What Matters	Councillor Smith	Cullompton Swimming Pool Campaign	Councillors Guest and Holvey	Cullompton Town Team	Councillors Johns and Smith	Cullompton United Charites	Councillors Andrews, Buczkowski and Haslett, plus Mr Richard Stephenson and Mr Anthony Nderitu	 	 	Culm Garden Village Delivery Board	Councillors Findlay, Guest and Haslett	Culm Garden Village Member Forum	Councillors Buczkowski, Dale and Guest,	 	 	Culm Garden Village Stakeholder Forum	All Councillors & Town Clerk	Cullompton Town Centre Regeneration Partnership	Councillors Buczkowski & Findlay	Culm Valley in Business	Councillor Smith	Devon & Somerset Metro Group	Councillor Smith	Larger Local Councils	Councillor Knight and Deputy Town Clerk	 	 	Police and Crime Commissioner advocacy Scheme	Cllr Holvey	Traffic & Environment Working Group	Mayor	Voluntary Car Scheme	Councillor Andrews
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<p>563.</p>	<p>Calendar of Meetings</p> <p>Consideration was given to the proposed dates of Full Town Council and committee meetings for the civic year 2022 to 2023 (Supporting Paper G to the Agenda)</p> <p>RESOLVED that subject to the changes given below the calendar of meetings as presented is agreed</p> <ul style="list-style-type: none"> • The Cemetery & Town Hall Committee originally scheduled for 2 June 2022 is moved to 7 June 2022 • There will be a Governance Committee at 18:00 hrs on 9 June 2022 • The Council meeting originally scheduled for 23 June 2022 is moved to 22 June 2022 																																						
<p>564.</p>	<p>Car Park Permits</p> <p>Consideration was given to modifying the agreement with Devon County Council to ensure town council staff and visitors to the Town Hall can use car parking permits with a guarantee that no penalty charges are issued. (Supporting Paper H to the Agenda)</p> <p>RESOLVED that this agenda item is referred to the Town Centre and Economic Development Committee for consideration and decision.</p>																																						

565.	<p>Regular Payments for Authorisation</p> <p>In accordance with the Town Council’s Financial Regulations, consideration was given to the authorisation of payments which arise on a regular basis for the next 12 months. (Supporting Paper I to the Agenda)</p> <p>RESOLVED to approve the list of regular payments attached to these minutes as Appendix 1</p>
566	<p>Bank Signatories</p> <p>The current signatories on the bank and building society accounts were reviewed. (Supporting Paper J to the Agenda)</p> <p>RESOLVED</p> <ul style="list-style-type: none"> (i) That Councillors Thompson and Holvey are added as full signatories to the Lloyds bank accounts and when they have access to the accounts Councillors Guest and Andrews are removed as full signatories. (ii) That the Cambridge and Counties bank account and the Unity bank account signatories mirror the signatories for the Lloyds bank accounts.
567.	<p>Recommendations from Governance Committee</p> <p>To consider any recommendations deriving from the Governance Committee meeting held on 23rd May 2022. (Supporting Paper K to the Agenda)</p> <p>RESOLVED</p> <ul style="list-style-type: none"> (i) To accept and note the interim audit report and in particular the comments regarding the bank reconciliations (ii) To agree the Business Procedures Risk Register s attached to these minutes as Appendix 2
568.	<p>Recommendations from Resources Committee</p> <p>There were no recommendations deriving from the Resources Committee meeting held on 25th May 2022. (Supporting Paper L to follow, if required)</p>
569.	<p>Recommendations from Town Centre and Economic Development Committee</p> <p>To consider recommendations from the Town Centre and Economic Development Committee with regard to Market Fees (Supporting Paper M to the Agenda)</p> <p>RESOLVED</p> <ul style="list-style-type: none"> (i) Not to accept the recommendation from the Town Centre & Economic Development Committee to re-instate the market fees as soon as practicable (ii) That market pitches are free of charge for 12 months from the date of this meeting
570.	<p>Councillor Eileen Andrews – Recognition of Service</p> <p>An update report on recognising Councillors Andrews service was received.</p>
571.	<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>The following matters were raised:</p> <ul style="list-style-type: none">• It would be useful to have up to date about funding for the relief road• A recent leaflet about what people would like in the town did not have a box to tick for a relief road or motorway junction; the Mayor responded the leaflet not been published by a Council but was part of a political campaign• Cricket club - what progress has been made on preparing the new cricket square in readiness for the relief road?
572.	<p>Exclusion of the Press and Public</p> <p>RESOLVED 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 32 – Confirmation of the arrangements for a Locum Town Clerk and Responsible Financial Officer on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (financial, legal and subject to negotiation).
573.	<p>Confirmation of Locum Town Clerk and Responsible Financial Officer</p> <p>An update was received on the appointment of a locum to the position of Town Clerk and Responsible Finance Officer. (Supporting Paper O to the Agenda confidential to Councillors)</p> <p>RESOLVED to accept the proposal from the Local Government Resource Centre to appoint Sam Winter as a Locum Town Clerk (Part time 2 days per week) and Carmel Wilkinson as a Locum Deputy Town Clerk (Part time 2 days per week)</p>

The meeting closed at 21:07hrs



Town Clerk: S Winter (Locum) LLB(Hons) PSLCC Assoc. CIPD

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

enquiries@cullomptontowncouncil.gov.uk

01884 38249

**Minutes of the extraordinary meeting of the Town Council
held on Monday 13 June 2022 commencing at 15:00 hrs**

Present

Chair: Councillor J Buczkowski

Councillors: Councillors Dale, Findlay, Johns, Knight, Holvey and Thompson.

In attendance

Officers: S Winter, Locum Town Clerk

There were no members of the press or public in attendance.

572. Apologies for Absence

Apologies for absence were received from Councillors Andrews and Snow.

Absent: Councillors Haslet, Dietrich, Guest, Smith.

573. Declarations of Interests

No declarations of interest were made on items on this agenda.

574. Risks and Issues Log

To consider a risk and issues log pertaining to the current staffing situation (supporting paper A to the agenda)

The meeting considered the risks and issues associated with the changes to staffing and noted the stated potential mitigation and risk responses to be undertaken.

575. Responsible Financial Officer

To agree that the outgoing Town Clerk/ RFO will provide interim RFO services until a new permanent Town Clerk/RFO is appointed (supporting paper B to the agenda).

The meeting considered the present staffing position and acknowledged that it is in the interests of financial due diligence to maintain a consistent approach to financial management.

RESOLVED: It was unanimously resolved that the outgoing town clerk will continue to undertake the work of the Responsible Financial Officer until a permanent clerk/RFO is recruited, and the locum town clerk is delegated to issue a variation of terms of contract to the outgoing clerk at zero hours to a maximum 15 hours per month on the outgoing clerk's existing salary.

The meeting closed at 15:30hrs

Chair's Signature & Date

DRAFT

No	Date of Meeting	Agenda item/Topic / Minute No	Resolution / Action	Financial implications	To be actioned by	Priority	Remarks
1	22.07.21	Town Hall Access	Contact Solicitors		TC		<p>Solicitors contacted; update provided to Council 23.09.21</p> <p>Tozers have started to draft the licence but view is awaited from the landowner re moving the access point</p> <p>Response rec'd that there is no other viable access point. Waiting for C & T Hall Cttee to discuss draft licence.</p> <p>17.04.22 C & TH discussed draft licence and accepted subject to clarification of some matters</p> <p>Solicitor requested to provide requested clarification</p> <p>04.05.22 clarification emailed to C & TH members - no responses rec'd.</p> <p>H & S report recommendation to considered by June Cemetery & Town Hall Committee when information on feasibility of suggested sound / light warning in a conservation area was requested</p>
2	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

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
3	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 07.1.22 Plaque photographed and letter sent to Cllr Andrews Cllr Andrews family have asked if a second plaque could be purchased for Cllr Andrews to have at home - they are willing to meet the cost 18.05.22 Mayor visited Cllr Andrews Costs of an award board for the Town Hall being sought
4	25.11.21 (06.12.21)	Remembrance Sunday / Armistice Day Commemorations	Form and Convene Working Group		ATC		
5	06.01.22	Remote meetings	Complete model letter with own examples and send		TC		27.05.22 draft letter to Minister for Levelling Up sent to Mayor for perusal, signature and despatch
6	27.01.22	Vote of Thanks	Send Thank you letters to M Beckwith, I Emmett and M Rowe and also ask for feedback about improvements that could be made to help Councillors		TC / Mayor		Feedback form / questionnaire drafted
7	24.02.22	Streaming Equipment	Purchase agreed equipment		ATC / TC		computer, monitor and leads purchased and installed; camera to be purchased in May when there is sufficient funds on credit card 24.05.22 Camera delivered 25.05.22 Camera installed

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No	Date of Meeting	Agenda item/Topic / Minute No	Resolution / Action	Financial implications	To be actioned by	Priority	Remarks
8	24/31.03.22	HM the Queen's Platinum Jubilee	Purchase keepsakes for primary aged children		TC		26.04.22 medallion / coins ordered 01.06.22 order received; arrangements being made for Mayor to visit schools and present keepsakes
9	24/31.03.22	Parking Data	Request parking enforcement data from DCC		TC		email request sent 28.04.22 27.05.22 link to PCN data emailed to all Councillors
10	24/31.03.22	Drain Clearance	request drain clearance High St / Fore Street		TC		email sent to DCC 28.04.22
11	28.04.22	Public Participation	Parking in St George's View (i) email developer re parking difficulties		TC		email sent to developer 09.05.22 27.05.22 developer response requested. DCC & MDDC also emailed. Email also sent to member of the public stating what action has been taken.
12	28.04.22	Public Participation	Town Councillors to ocnsider how they may promote volunteering for the Town Team		Councillors		
13	28.04.22	Public Participation & Planning applications	Draft petition re spine road being completed before housing construction is started				CLlr Buczkowski drafted petition
14	28.04.22	Co-Options	Issue ocuments, memory stick, arrange training				Induction training held
15	28.04.22	Grants	(I) arrange to pay grants as agreed (ii) Community Wellbeing Cttee to consider grants releating to the jubilee		TC		on June Payments list for Council approval
16	26.05.22	Committee membership / wrking groups	(i) update website (ii) update relevant lists and email to staff and Councillors		Assistant Town Clerk & Admin Assistant		

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No	Date of Meeting	Agenda item/Topic / Minute No	Resolution / Action	Financial implications	To be actioned by	Priority	Remarks
17	26.05.22	Reps on Outside bodies	(i) update website (ii) update relevant lists and email to staff and Councillors (iii) notify outside bodies the names and contact details of the Town Council rep.		Assistant Town Clerk & Admin Assistant		
18	26.05.22	Calendar of meetings	(i) update meeting dates to reflect agreed changes (ii) change purdah to pre-election period and calendar to all councillors inspreadsheet form (iii) update website - (iv) colour copy in A3 and put copies in Town Hall for Councillors to collect.		Assistant Town Clerk		
19	28.05.22	Bank Signatories	Obtain forms, complete and submit for changes to authorised signatories		Mayor & Temp Admin Assistant		

Please Note:

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Description	A/C	Net Value	VAT	Invoice Total	Authorised	Authorised
24/05/2022	29265597	4365	ADECCO	Admin Support	4035	345.54	69.11	414.65		
31/05/2022	29271787	4366	ADECCO	Admin Support	4035	349.97	69.99	419.96		
			ADECCO Total					834.61		
30/05/2022	85087	4379	D & H PLANT	Digger Hire	4310	70.00	14.00	84.00		
			D & H PLANT Total					84.00		
31/05/2022	51046	4377	EDENVALE	Seeded Turf	4310	8.00	1.60	9.60		
			EDENVALE Total					9.60		
01/06/2022	INV-5859	4370	GREENBEAM	Broadband	4060	65.00	13.00	78.00		
			GREENBEAM Total					78.00		
06/06/2022	INV-1440	4371	IAC	Audit Services - annual return	4048	380.00	76.00	456.00		
			IAC Total					456.00		
17/05/2022	206829	4383	LABDON	Turpentine substitute	4310	4.30	0.86	5.16		
25/05/2022	207866	4382	LABDON	Varnish for benches	4310	18.59	3.72	22.31		
27/05/2022	208171	4381	LABDON	Warning Tape	4165	11.52	2.30	13.82		
01/06/2022	208740	4384	LABDON	Brackets for hanging baskets	4120	8.07	1.61	9.68		
06/06/2022	208962	4385	LABDON	Sand & Cement	4310	8.79	1.76	10.55		
			LABDON Total					61.52		
19/05/2022	6576	4380	MARBLES	Public Toilet Cleaning	4150	620.00	124.00	744.00		
			MARBLES Total					744.00		
01/06/2022	17516	4372	MODES	Modes support 2022-23	4068	74.17	14.83	89.00		
			MODES Total					89.00		
17/05/2022	IN202368563	4378	MOLE VALLEY	Compost for tubs	4120	14.16	2.83	16.99		
			MOLE VALLEY Total					16.99		
25/05/2022	14010460	4376	PLANTSCAPE	Hanging Baskets	4120	501.40	100.28	601.68		
			PLANTSCAPE Total					601.68		
15/06/2022			Soldo	Soldo Top Up		945.28	-	945.28		
			SOLDO					945.28		
31/05/2022	OUT-4729	4375	WASTEOLGY	Skip Hire	4310	20.00	4.00	24.00		
			WASTEOLGY Total					24.00		
16/03/2022	INV-0242		Cloud9 homes Ltd	cemetery Pathways		9,822.00	1,964.40	11,786.40		
			Grand Total					15,731.08		

Grants to be Paid									
			Bradninch Youth Club	running costs of youth sessions (Council 28.04.22)				250.00	
			Town Team Festival	Costs of promoting the spring & autumn Festivals (Council 28.04.22)				250.00	
			John Tallack Centre	Outdoor table tennis table & equipment (Coucnil 28.04.22)				£400.00	

Agenda No 9, Internal Audit Report

Council is recommended to accept the report and observations and agree the responses

1. All audit reports must be considered by the Council but the Governance Committee has the responsibility *"To consider reports from the Internal Auditor and make recommendations to the Town Council regarding the observations and recommendations from the Internal Auditor"*
2. The Governance Committee met on 9 June 2022 and considered the internal audit report and recommends to Council that it accepts the report and observations and agrees the responses as given below.
3. The following documents accompany this covering report:
 - Explanation of not covered responses
 - Signed Internal Audit Report 21/22 (p3 of the AGAR)
 - Internal audit summary
 - Internal audit detailed analysis
 - Year end Internal audit observations
4. The accompanying documents form the year end Internal audit report

Response to Observations

a) Asset register

Some physical checking of assets located in the Town Hall have been undertaken by the Town Clerk and Assistant Town Clerk. Councillors have been requested to assist with physical asset checks and their completed documentation is awaited.

b) Petty Cash & Float

Confirmation of these holdings was not requested during the audit visit but there is a written log for petty cash and the float.

c) Bank reconciliations not signed.

As reported to the Resources Committee the Town Clerk has completed and signed the bank reconciliations for months 1-10 it is the Councillor reviews that have not been completed. The Councillor responsible for the March 2022 reconciliation has been reminded that it needs to be completed in order to be submitted with the AGAR.

d) Cash in Transit

The "Cash in transit" items have been reviewed - £404 was a cheque and £15.90 cash. The Town Clerk working with RBS have done the required adjustments and the

Town Council 22 June 2022
Supporting Paper D

revised documents have been sent to the internal auditor (07.06.22) along with the bank statement showing the deposit in the Town Council's current account.

e) Public Works Loan Board

The Town Clerk reviewed the figures and identified that the figures had been duplicated from the previous AGAR, working with RBS the correction has been made and the internal auditor informed (07.06.22)

Report Updated: 14 June 2022

Report Author: Responsible Financial Officer

The Clerk
Cullompton Town Council
The Town Hall
1 High Street
Cullompton
Devon
EX15 1AB

27-May-22

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2021/22, I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objectives K, and L and we are required to explain why we have done this.

- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review in 2020/21.*
- *The reason for the Not Covered response for Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose AQMA
Director

Annual Internal Audit Report 2021/22

Cullompton Town Council

<https://www.cullomptontowncouncil.gov.uk/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not Covered
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices and expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The receipt or raise requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were adequate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick 'not covered')			<input checked="" type="checkbox"/>
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.			<input checked="" type="checkbox"/>
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)	<input checked="" type="checkbox"/>		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>		
O. (For local councils only) Trust funds (including charities) – The council meets its responsibilities as a trustee.	<input checked="" type="checkbox"/>		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) Internal audit undertaken

Name of person who carried out the Internal audit

01/06/2021

04/11/2021

17/03/2022

Kevin Rose ACMA - IAG Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

27/05/2022

If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Cullompton Town Council



Reference Report Date: 04/11/2021

Year End Audit Date: 31/03/2022

Internal Audit Summary 2021-22

Internal Control Objective	Non-compliance			Negative Finding			Exception		
	Count	Value	Value/Count	Count	Value	Value/Count	Count	Value	Value/Count
A. Dependent accounting records have been properly kept throughout the financial year	0	0	0	0	0	0	0	0	0
B. All contracts completed with the financial regulations, payments were supported by true bills, all expenditure was authorised and all bills were appropriately accounted for.	0	0	0	0	0	0	0	0	0
C. The authority assessed the objectives with no achieving its objectives and reviewed the performance of arrangements to arrange bills.	0	0	0	0	0	0	0	0	0
D. The project or tasks implemented resulted from an objective budgetary process, financial support of the budget was properly monitored, and resources were appropriate.	0	0	0	0	0	0	0	0	0
E. Expenditure was carefully monitored, based on correct prices, properly recorded and properly billed, and VAT was appropriately accounted for.	0	0	0	0	0	0	0	0	0
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	0	0	0	0	0	0	0	0
G. Staffing is sufficient and allowances to members were paid in accordance with the authority's approach, and PAYE and NI requirements were properly applied.	0	0	0	0	0	0	0	0	0
H. Asset use inventories registers were complete and accurate and properly maintained.	0	0	0	0	0	0	0	0	0
I. Bank/bank account reconciliations were properly carried out during the year.	0	0	0	0	0	0	0	0	0
J. Accounting statements prepared during the year were prepared on the correct accounting basis (credits and payments or losses and expenditure) agreed to the last bill, supported by an accurate audit trail from supporting records and where appropriate debitors and creditors were properly recorded.	0	0	0	0	0	0	0	0	0
K. If the authority utilises bank or credit/in a limited liability vehicle in 2021/22, it met the applicable criteria and correctly followed the relevant provisions of the Companies Act 2006 in relation to the 2021/22 financial year.	0	0	0	0	0	0	0	0	0
L. If the authority has an external auditor, the external auditor was satisfied with the transparency and the financial statements.	0	0	0	0	0	0	0	0	0

Internal Control Objective	Risk Exposure		Level of Risk			Mitigation			Residual Risk		
	High	Medium	High	Medium	Low	High	Medium	Low	High	Medium	Low
N The subverts, during the previous year (2020-21) connects, provided for the party for the exercise of power rights or required for the Accounter and Audit Regulations (supported by the sector published on the basis of and/or authority agreement in various concerning the other req).	0	0	0	0	0	0	0	0	0	0	0
Y The authority has complied with the publication requirements for 2021/21 AGM (see AGM Page 1 Guidance/Annex).	0	0	0	0	0	0	0	0	0	0	0
0 (See last recorded entry) From points (including attributable) = The council met its responsibilities as a trustee	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

Culbourn Town Council

Internal Audit Detailed Analysis 2021-22

Interim Audit Date: 04/11/2022
 Year End Audit Date: 31/03/2022



Internal Control Objective	Risk Rating				Frequency				Significance							
	High	Medium	Low	Very Low	High	Medium	Low	Very Low	High	Medium	Low	Very Low				
A Accounting system Accrual Accounting Assets Liabilities This activity complies with the financial regulations, records were supported by history, all operations had approval and VAT was appropriately accounted for. An order registration & strength orders APG Assets Accounts Control Expenditure Control VAT Control Direct debit cards Tenders Bonds Other																
C This activity assesses the Agency's ability to deliver its objectives and maintain its integrity of management in respect of the following: Budget & Finance setting Budget monitoring Finance Other This report or other report received from an external body provides a regular input to the audit and regularly informs our own internal work. Budget & Finance setting Assets Accounts Control Expenditure Control VAT Control Direct debit cards Tenders Bonds Other																

Cullompton Town Council

Financial Year 2021-22

Year End Internal Audit Observations

to Audit and Internal Audit systems were complete and accurate and properly maintained.

2021-22

Ref	Issue	Priority	Recommendation	Priority	Comments
1	<p>The cash register has been subject to review by Council</p> <p>From a review of minutes it was not possible to verify that the updated Asset Register (and parallel spreadsheet) has been subject to formal review and approval by Council.</p>	Medium	<p>Prior to the approval of the Accounting Statements the Council should formally review and approved the updated Asset Register.</p> <p>The Council should also confirm whether the items disposed of were sold or were scrapped.</p>	Medium	
2	<p>Bank reconciliation has been signed and dated as evidence of independent review (Near End)</p>	Medium	<p>The Council was holding cash in direct debit of the 31st March 2022, a balance of £1.26 for Polly Cash and a £40.00 for the Police Post. Conditions of these cash holdings was not provided to the auditors.</p>	Medium	
3	<p>Bank reconciliation has been signed and dated as evidence of independent review (Near End)</p> <p>There are no unexplained balancing entries in any reconciliation (Near End)</p>	Medium	<p>At the close of the year end internal audit bank reconciliations had not been signed and dated as evidence of independent review</p> <p>There are unexplained balancing entries in any reconciliation (Near End)</p>	Medium	
4	<p>Year end bank reconciliation agrees to Box 8 of the Accounting Statements</p>	High	<p>The Year End bank reconciliation does not agree to Box 8 of the Accounting Statements. The Box 8 value does not include the balance on code 125-Cash In Transit</p>	High	<p>Council to review the preparation of the Box 8 value and agrees to the Councils accounting records and bank reconciliation and include the Cash in Transit balance on code 125.</p>

Accounting information prepared during the year were prepared on the correct accounting basis, properly and promptly and payments or losses and surplus (if any) agreed to the satisfaction, supporting an obligation and that from undistributed records and all other appropriate books and records were properly recorded.

6.001 1-1-1		2022-2023		2023-2024	
Debit		Debit		Credit	
1	The Year End PVLB balance (and any other items) agrees to the 10th debit Accounting Statements	The Year End PVLB balance (and other items) does not agree to the 10th debit Accounting Statements. The PVLB balance is recorded as £1,761,415.56			High
2	Audit Extended Trial Balance agrees to draft Accounting Statements	The draft balance does not include 'Profit in Summary' of £469,00 (see illustration Box 1)		Council to review the values stated in the draft accounting statements to ensure that they agree to the Council's accounting records	High

Agenda N 10, Annual Governance Statement 2021/2022

Council is recommended to approve the Annual Governance Statement

1. The Annual Governance Statement must be considered and agreed by the full Council but the Governance Committee has the responsibility to
 - *" To review the effectiveness of Internal controls and make recommendations to the appropriate Committee and / or Town Council*
 - *To have oversight of the production of the Annual Governance Statement and Annual Statement of Accounts and to make recommendations to the Town Council regarding its approval"*
2. The Governance Committee met on 9 June 2022 and considered the Annual Governance Statement and recommends to Council that taking into account the internal audit reports received during 2021/2022, the reviews of risk and the Town Council's governance arrangements, the answer to each of the governance assertions should be completed as "Yes" and recommends approval of the Annual Governance Statement to Council .
3. The Annual Governance Statement for 2021/2022 accompanies this report – this is page 4 of the AGAR.

Report Updated: 15 June 2022

Report Author: Responsible Financial Officer

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Cullompton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charities, in our capacity as the sole managing trustee we discharged our accountability responsibility for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman _____

Clerk _____

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Agenda N 11, Annual Accounting Statement 2021/2022

Council is recommended to approve the Annual Accounting Statement

1. The Annual Accounting Statement must be considered and agreed by the full Council but the Governance Committee has the responsibility to
 - *"To have oversight of the production of the Annual Governance Statement and Annual Statement of Accounts and to make recommendations to the Town Council regarding its approval"*
2. The Governance Committee met on 9 June 2022 and considered the Accounting Statement and resolved to recommend to Council that it be approved.

Information Provided for the Committee

1. The AGAR has been compiled using data from the Town Council's financial software (RBS). The following documents comprise the AGAR Submission regarding the Accounting Statements
 - Page 5 AGAR Part 3
 - Bank reconciliation pro forma
 - Reconciliation between boxes 7 & 8 pro forma
 - Explanation of variances pro forma
 - Variations Explanations
 - Draft notice regarding the exercise of public rights (See Agenda No 12)
2. The following documents produced from the RBS software package and used to compile the information for the AGAR submission are attached:
 - Annual Return Information
 - Working details for annual return
 - Detailed income and expenditure account (by budget heading)
 - Bank-Cash and Investment reconciliations as at 31.03.21
 - Balance sheet as at 31.03.21

Comments / Points to note on the AGAR and Its Supporting Documents

3. The AGAR part 3 and the pro forma documents are supplied by the external auditor.
4. The financial records have been reviewed and adjustments made to reflect comments and suggestions by the Resources Committee and the Internal Auditor.

Report Updated: 16 June 2022

Report Author: Responsible Financial Officer

Section 2 – Accounting Statements 2021/22 for

Cullompton Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	325,127	333,295	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	404,350	461,481	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	47,442	61,192	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	243,335	248,339	Total expenditure or payments made to and on behalf of all employees. Includes gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	17,647	17,647	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	182,642	165,113	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	333,295	424,869	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	348,194	434,382	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	1,136,484	1,135,959	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	184,552	176,046	The outstanding capital balance as at 31 March of all loans from third parties (including PVLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Joy King

16/04/22

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the ACA10 – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures

Name of smaller authority:

County area (local councils and parish meetings only):

Financial year ending 31 March 20xx

Prepared by (Name and Role):

Date:

		£	£
Balance per bank statements as at 31/3/22:			
Current account	account 1	202,658.0	
Sainsbury	account 2	91.7	
Cambridge and Counties Bank	account 3	80,015.4	
Ulster Bank Trust	account 4	50,760.8	
32 Day notice	account 5	100,404.5	
petty cash	account 6	3.3	
Recycling bags float	account 7	40.0	
	account 8		
			434,977.6
Less: any unpresented cheques as at 31/3/22 (enter these as negative numbers)			
	item 1		
	item 2		
	item 3		
	item 4		
[add more lines if necessary]	item 5		
	item 6		
	item 7		
	item 8		
Add: receipt not on bank statement as at 31/3/22			
Cheque for 404.00 paid into bank account via Post office on 31.03.22		404.0	
			404.0
Net balances as at 31/3/22 (Box 8)			434,381.6

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Cullampton Town Council

County area (local councils and parish meetings only):

Devon

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		424,566.00
Deduct: Debtors (enter these as negative numbers)		
Debtors	(16,310.00)	
after debtors	(1,500.00)	
vat control account	(8,100.00)	
cash in transit	-16	
	<u>(25,926.00)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1		
2		
	<u>-</u>	
Total deductions:		(25,926.00)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Creditors	33,924.00	
Gift of A. Burrows creditors	296.00	
Accruals	816.00	
Credit card year end balance	701	
	<u>35,439.00</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1		
2		
	<u>-</u>	
Total additions:		35,439.00
Box 8: Total cash and short term investments		<u>434,382.00</u>

2021/2022 Income Variations Explanations (AGAR Box 3 Total Other Receipts)

Heading / Description	20/21	E1	Information about difference
Hanging Baskets	£0	£275	Hanging baskets not charged for in 20/21 town centre re-opening grant used for purchase 21/22 baskets charged at £10.00 each
Interest received	£1,855	£740	lower interest rates
Miscellaneous income	£901	£304	main income in 0/21 was a DWP grant for specialist office furniture for disabled employee 2 items in 21/22 - sale of a telephone kiosk £ 300 and sale of a radar key £4.00
Photocopying	£14	£0	no chargeable photocopying undertaken
recycling bags	£753	£657	recycling bags more readily available in supermarkets etc
staff chargeback	£1,150	£0	Staff chargeback system not operated in 21/22 in the same manner
Christmas event	£1,320	£1,125	In 20/21 £1070 insurance money for gazebos damaged at Christmas event - replacements to be purchased in 2021/2022
Town Maintenance	£2,135	£12,335	21/22 grant funding of £800.00 obtained towards Christmas event
Allotment rents top field	£371	£506	21/22 Grant of £10,000 Welcome Back Funding via Mid Devon District Council
Allotment rents Haymans	£72	£119	20/21 some allotments were neglected and then relinquished, as an incentive to take a plot some were let rent free for the first year
Burial Fees	£16,701	£38,929	20/21 some allotments were neglected and then relinquished, as an incentive to take a plot some were let rent free for the first year
Cemetery income other	£16,239	£411	9 30year burial grants purchased in 21/22 compared to 2 in 20/21; 6 30 year ashes grants purchased in 21/22 compared to 1 in 20/21; 12 ashes interments in 21/22 compared to 6 in 20/21; 9 Saturday interments in 21/22 compared to 5 in 20/21
Town hall hire	-£135	£240	Refund of Cemetery MNDR in 20/21 £16,172.72
public rights of way	£400	£0	Unable to hire out Town Hall at all during 2020/2021 due to COVID-19 restrictions
St Andrews car park	£305	£5,599	Very limited hall hire allowed in 21/22
COVID-19 income	£5,161	£0	Path maintenance money from Devon County Council for planned maintenance work to be undertaken by CTC; this is P3 money
least repair work	£200	£0	Committee decision not to charge to encourage local people to park off road during the lockdown periods in 20/21; Charging reinstated wef 01.04.22
Total	£47,442	£61,190	COVID 19 grants to assist with re-opening the town centre received in 2020/21
			Work undertaken to the Leat in 20/21 and the income was from riparian owners
			Note: rounding discrepancy on 2021/22 total of £2.00 compared to Box 3 figure

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2022

Cullompton Town Council 2021-2022

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Date

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balance brought forward	325,127	333,295	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2	(+) Precept or Rates and Levies	404,390	461,481	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	47,442	61,192	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	243,335	246,339	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	17,647	17,647	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	182,542	165,113	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balance carried forward	333,295	424,869	Total balances and reserves at the end of the year. [Must equal (1+2+3) (4+5+6)]
8	Total value of cash and short term investments	348,194	434,382	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - To agree with bank reconciliation
9	Total fixed assets plus long term investments and assets	1,138,484	1,135,959	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.
10	Total Borrowings	164,352	178,046	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Contc</u>		<u>Code Description</u>
1	161,947	222,921	310	0	General Reserves
1	32,473	0	322	0	Centenary Pallas/Project
1	40,619	6,619	328	0	Town Hall Improvements EMR
1	0	35,000	327	0	18 High Street
1	8,873	8,813	328	0	Play Area Fund EMR
1	0	2,000	329	0	Play Equipment EMR
1	5,358	8,368	330	0	Railway Feasibility Study EMR
1	8,000	8,000	337	0	St Andrews park (privat EMR
1	0	2,308	331	0	Tech Fund EMR
1	70,000	22,500	338	0	Townscape Heritage Scheme FMR
1	871	0	340	0	General Contingency
1	1,250	0	344	0	Christmas Lights
1	1,000	0	346	0	Community Events
1	9,857	0	348	0	Cemetery Welfare Facilities
1	2,374	0	350	0	Public Rights of Way
1	10,563	0	352	0	Staffing Contingency
1	1,000	0	354	0	Mayoralty Fund
1	1,500	1,500	356	0	Equipment Replacement EMR
1	1,360	2,360	355	0	CCTV FMR
1	1,220	0	360	0	Health & Safety Support
1	1,500	0	357	0	Professional Fees
1	9,000	9,000	381	0	Swimming Pool Dev Order EMR
1	1,647	0	386	0	Youth Services
1	200	0	388	0	Youth Council
1	3,055	0	370	0	Market
1	6,148	7,115	376	0	Neighbourhood Plan
1	3,601	0	378	0	Public Tolls
1	Balances brought forward	325,127	333,295	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2	404,350	481,481	1030	100	Precept
2	(+) Precept or Rates and Levies	404,350	481,481	Total amount of precept (or for IDRs rates and levies) received or receivable in the year. Exclude any grants received.	
3	0	226	1005	800	Hanging Baskets
3	1,855	749	1010	100	Interest Received
3	801	304	1020	100	Miscellaneous Income
3	14	0	1025	100	Photocopying Income
3	753	657	1040	100	Recycling Bag Income
3	1,150	0	1046	700	Staff Charge Back
3	1,320	1,125	1051	600	Christmas Event
3	2,135	12,335	1055	800	Town Maintenance Income
3	371	508	1200	200	Allotment Rents - Top Field
3	72	119	1205	200	Allotment Rents - Haymire
3	10,791	38,828	1300	300	Rural Fees
3	18,238	411	1305	300	Cemetery Income, other
3	-136	240	1400	100	Town Hall Hire

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
3	400	0	1826	835	Public Rights of Way
3	305	5,669	1905	800	St Andrews car park income
3	5,181	0	1915	800	COVID-19 Income
3	200	0	1920	800	Leak Repair Work Income
3	(+) Total other receipts	61,192	Total income or receipts as recorded in the cashbook less the receipt or rates/fees received (line 2). Include any grants received.		
4	245,351	246,086	4000	100	Payroll Expenses
4	602	3,334	4001	100	Payroll Additional
4	308	0	4002	600	Payroll Additional Events
4	(-) Staff costs	248,339	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.		
5	17,647	17,647	4100	500	Public Works Loan Repayment
5	(-) Loan interest/capital repayments	17,647	Total expenditure or payments of capital and interest made during the year of the authority's borrowings (if any).		
6	76	-75	4030	100	Advertising
6	583	621	4035	600	CCTV
6	240	0	4010	100	Contingency
6	280	480	4030	100	Councillor Allowances
6	78	222	4036	100	General Administration/Other
6	523	937	4038	100	Card Processing charges
6	0	119	4045	100	Room Hire
6	2,670	1,760	4048	100	Audit Costs
6	1,353	1,220	4050	100	Photocopy
6	314	247	4051	100	Postage
6	818	670	4052	100	Stationery
6	1,754	2,432	4055	100	Subscriptions
6	2,244	2,340	4060	100	Telephone & Broadband
6	1,036	1,224	4061	100	Mobile phones
6	1,457	1,462	4062	100	Insurance
6	720	58	4063	100	Health & Safety Support
6	0	2,410	4064	400	Fire Safety
6	4,000	1,500	4065	100	Professional Fees
6	80	0	4067	100	Tech Fund FMR 334
6	7,382	8,064	4068	100	IT Support
6	717	3,641	4070	100	Office Equipment
6	1,103	241	4072	100	Recycling Bags Expenditure
6	2,560	1,100	4075	800	Grants
6	2,180	0	4076	100	Grant CCC chromebooks
6	120	169	4085	100	Mayorality Fund
6	777	455	4089	100	Homeworking Allowance
6	0	1,298	4094	100	Personal Protective Equipment
6	14,100	11,818	4095	600	Christmas Lights
6	2,414	3,782	4096	600	Christmas Event

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2022

	Last Year £	This Year £	Code	and Centre	Code Description	
8	2,373	8,283	4106	800	St Andrew's Car Park	
6	3,456	4,742	4115	100	Staff & Councillor Training	
6	0	89	4118	800	Public Rights of Way	
8	3,401	3,352	4120	800	Town Maintenance	
6	3,805	662	4122	800	Grass/Verge Cutting	
8	15,258	7,758	4125	800	Play Area Running Expenses	
6	1,490	-200	4126	600	Play Equipment Fund EMR328	
8	5,088	3,961	4130	100	Van Lease	
8	1,848	1,927	4136	100	Van Running Expenses	
6	7,832	10,824	4150	800	Public Conveniences Running Exp	
8	14	800	4160	800	Community Wellbeing Committee	
6	6,427	67	4175	600	COVID-19 Expenditure	
6	680	4,018	4200	200	Alotment Expenses	
6	825	753	4300	300	Equipment: Misc & New	
6	0	-20	4305	300	Cemetery Extension	
6	18,228	19,110	4310	300	Cemetery Running Expenses	
8	175	0	4330	300	Cemetery Staff Welfare	
6	7,907	8,484	4405	100	Town hall Running Expenses	
6	555	0	4830	800	Outdoor Market expenses	
6	9,177	18,353	4850	840	Youth Services	
6	450	0	4910	800	Leat Repairs	
6	0	10,264	4920	800	Tourism & Economic Development	
8	88	0	4999	800	Write Offs	
6	29,881	12,808	8022	300	Cemetery Project	
6	2,288	2,060	9070	800	Market (link to EMR 320)	
6	300	1,163	9086	820	Neighbourhood Plan	
8	11,838	0	9096	800	Cemetery Staff Welfare	
8	(-) All other payments	182,842	186,113		Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7	(=) Balances carried forward	333,295	424,859		Total balances and reserves at the end of the year. [Must equal (+2+3)-(4+5-6)]	
8		117,024	203,080	200	0	Current Bank Account
8		881	92	215	0	Solco
8		3	3	250	0	Party Cash
8		79,336	80,015	280	0	Cambridge & Counties Bank
8		40	40	276	0	Recycling Bags Host
8		50,736	50,767	290	0	Unity Bank Trust
8		100,374	100,104	290	0	32 Day Notice
8	Total value of cash and short term investments	248,194	434,382			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - To agree with bank reconciliation.
8		1,136,431	1,136,859	0	0	Total Fixed Assets
8	Total fixed assets plus long term investments and assets	1,136,484	1,136,859			The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>	<u>Code Description</u>
10	184,552	176,040	10 0	Total Borrowings
10	Total Borrowings	184,552		The outstanding capital balance as at 31 March of all loans from third parties (including PVLB).

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Std	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from LMT
100 Administration								
1010 Interest Received	178	740	2,000	1,260			37.0%	
1020 Miscellaneous Income	4	304	200	(104)			152.0%	
1030 Precept	0	461,481	461,481	0			100.0%	
1040 Recycling Bags Income	62	857	0	(857)			0.0%	
1051 Christmas Event	0	0	500	500			0.0%	
Administration - Income	234	463,182	464,181	998			98.8%	0
4000 Advertising	0	(75)	400	475		475	(18.8%)	
4030 Councillor Allowances	0	480	500	20		20	86.0%	
4035 General Administration/Other	0	222	1,650	1,428		1,428	13.8%	
4030 Card Processing charges	153	837	0	(937)		(937)	0.0%	
4045 Room Hire	0	119	500	381		381	22.8%	
4048 Audit Costs	0	1,760	3,000	1,240		1,240	59.7%	
4050 Photocopier	301	1,220	1,500	280		280	81.3%	
4051 Postage	0	247	400	153		153	61.8%	
4052 Stationery	15	670	1,500	830		830	44.7%	
4056 Subscriptions	0	2,432	1,800	(632)		(632)	152.0%	
4080 Telephone & Broadband	198	2,843	2,800	280		280	90.0%	
4081 Mobile phones	102	1,221	900	(324)		(324)	136.0%	
4082 Insurance	0	1,482	1,500	18		18	98.6%	
4083 Health & Safety Support	0	58	1,000	943		943	5.8%	
4086 Professional Fees	0	1,580	1,500	0		0	100.0%	
4088 IT Support	373	6,084	7,000	(1,084)		(1,084)	115.2%	
4070 Office Equipment	195	2,641	3,750	109		109	97.1%	
4072 Recycling Bags Expenditure	0	241	0	(241)		(241)	0.0%	
4075 Grants	800	1,100	3,000	1,900		1,800	38.7%	
4086 Mayors ty Fund	0	158	500	341		341	31.8%	
4090 Payroll Expenses	24,980	245,005	280,000	34,995		34,995	87.5%	
4091 Payroll Additional	0	3,334	0	(3,334)		(3,334)	0.0%	
4093 Homeworking Allowance	0	455	0	(455)		(455)	0.0%	
4094 Personal Protective Equipment	208	1,358	0	(1,358)		(1,358)	0.0%	
4115 Staff & Councillor Training	355	4,742	5,000	258		258	94.8%	
4130 Van Lease	330	3,564	4,000	36		58	98.1%	
4134 Van Running Expenses	90	1,877	2,000	73		70	86.3%	
4145 Gift of a Burrow (USC 502)	(142)	0	0	0		0	100%	
4355 Youth Council	0	0	200	200		200	0.0%	
4860 Election Contingency	0	0	5,000	5,000		5,000	0.0%	
Administration - Indirect Expenditure	28,035	286,614	329,000	40,385	0	40,385	87.7%	0
Net Income over Expenditure	(27,801)	174,568	135,181	(39,387)				

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from CDR
<u>200 Allotments</u>								
1200 Allotment Rents - Top Field	0	606	350	(156)			144.6%	
1205 Allotment Rents - Haymans	0	139	150	11			79.3%	
Allotments :- Income	0	626	500	(125)			125.0%	0
4200 Allotment Expenses	31	4,018	1,000	(3,018)	31	(3,049)	404.9%	
Allotments :- Indirect Expenditure	31	4,018	1,000	(3,018)	31	(3,049)	404.9%	0
Net Income over Expenditure	(31)	(3,393)	(500)	2,893				
<u>300 Cemetery</u>								
1300 Burial Fees	2,813	38,929	25,000	(13,829)			155.7%	
1305 Cemetery Income, other	12	411	0	(411)			0.0%	
Cemetery :- Income	2,825	39,340	25,000	(14,340)			157.4%	0
4100 Public Works Loan Repayment	0	17,647	17,650	3		3	100.0%	
4300 Equipment Maint & New	584	753	2,000	1,247		1,247	37.6%	
4305 Cemetery Extension	0	(20)	0	20		20	0.0%	
4310 Cemetery Running Expenses	1,478	19,110	20,000	890	751	158	99.3%	
9022 Cemetery Project	9,822	12,806	85,000	22,384		22,384	38.0%	
Cemetery :- Indirect Expenditure	11,884	39,085	74,650	24,555	751	23,804	68.1%	0
Net Income over Expenditure	(8,259)	(10,755)	(49,650)	(38,895)				
<u>400 Town Hall</u>								
1400 Town Hall Hire	0	240	5,000	4,760			4.8%	
Town Hall :- Income	0	240	5,000	4,760			4.8%	0
4064 Fire Safety	0	2,410	5,000	2,590		2,590	48.2%	
4406 Town Hall Running Expenses	729	6,464	11,500	3,036		3,036	73.5%	
Town Hall :- Indirect Expenditure	729	10,874	16,500	3,826	0	5,628	85.9%	0
Net Income over Expenditure	(729)	(10,634)	(11,500)	(896)				
<u>800 Community Wellbeing Miscellaneous</u>								
1051 Christmas Event	0	1,125	0	(1,125)			0.0%	
Community Wellbeing Miscellanea :- Income	0	1,125	0	(1,125)				0
402b Social Media	0	3	100	100		100	0.0%	
4085 Christmas Lights	3	11,618	15,000	3,387		3,382	77.5%	
4098 Christmas Event	0	3,782	1,000	218		218	84.6%	
4118 Public Rights of Way	18	89	0	(89)		(89)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4125 Play Area Running Expenses	218	7,796	18,000	8,244	795	7,449	53.4%	
4128 Play Equipment Hunt FMR328	0	(200)	0	200		200	0.0%	
4160 Community Walking Committee	0	800	1,500	700		700	83.3%	
4165 Community Events	0	0	3,000	3,000		3,000	0.0%	
4176 COVID-19 Expenditure	0	67	0	(67)		(67)	0.0%	
4910 Leat Repairs	0	0	2,000	2,000		2,000	0.0%	
8960 Public Rights of Way EMR 300	0	0	0	0	350	(350)	0.0%	
Community Walking Miscellane :- Indirect Expenditure	242	23,822	41,600	17,878	1,145	16,533	60.3%	0
Net Income over Expenditure	(242)	(22,797)	(41,600)	(18,803)				
800 Town Centre								
1005 Hanging Baskets	(8)	226	800	275			45.0%	
1055 Town Maintenance Income	12,135	12,135	2,000	(10,336)			618.8%	
1800 Street Market Income	0	0	1,000	1,000			100%	
1905 St Andrew car park Income	1,500	5,568	5,500	(89)			101.8%	
Town Centre :- Income	13,627	18,158	9,000	(8,158)			201.8%	0
4006 CC IV	0	621	1,000	379		379	62.1%	
4105 St Andrew's Car Park	7,711	6,263	5,900	(783)		(783)	113.9%	
4120 Town Maintenance	177	3,362	7,500	4,148	948	3,703	57.3%	
4122 Grass/Verge Cutting	582	582	4,000	3,418	582	2,836	29.1%	
4150 Public Convenience Running Exp	820	10,829	7,000	(3,829)		(3,829)	155.1%	
4920 Tourism & Economic Development	10,000	10,254	1,000	(9,264)		(9,254)	1025.4%	
8070 Market (link to EMR 320)	147	2,080	3,000	840		940	68.7%	
Town Centre :- Indirect Expenditure	14,237	34,062	29,000	(5,062)	1,528	(8,590)	122.7%	0
Net Income over Expenditure	(811)	(15,902)	(20,000)	(4,066)				
820 Neighbourhood Plan								
9086 Neighbourhood Plan	0	1,160	0	(1,160)		(1,160)	0.0%	1,160
Neighbourhood Plan :- Indirect Expenditure	0	1,160	0	(1,160)	0	(1,160)		1,160
Net Expenditure	0	(1,160)	0	1,160				
8000 plus Transfer from EMR	0	1,160						
Movement to/(from) Gen Reserve	0	0						
840 Youth Services								
4850 Youth Services	4,588	18,353	19,000	647		647	96.8%	
Youth Services :- Indirect Expenditure	4,588	18,353	19,000	647	0	647	96.8%	0
Net Expenditure	(4,588)	(18,353)	(19,000)	(647)				

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	General Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	16,466	522,673	503,561	(18,992)			103.6%	
Expenditure	58,747	431,088	510,760	79,652	3,455	78,197	85.1%	
Net Income over Expenditure	<u>(43,262)</u>	<u>91,574</u>	<u>(7,069)</u>	<u>(98,643)</u>				
plus Transfer from EMR	0	1,160						
Movement to/from Gen Reserve	<u>(43,262)</u>	<u>92,735</u>						

Cullompton Town Council 2021-2022

Bank - Cash and Investment Reconciliation as at 31 March 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2022	Current Account	202,888.01
31/03/2022	Credit Card	0.00
30/04/2020	Lloyds 12 Month Deposit (Apr)	0.00
31/03/2020	Lloyds 6 Month Deposit (Apr)	0.00
31/03/2021	Polly Cash	3.28
31/03/2020	Lloyds 3 month deposit	0.00
31/03/2022	Cambridge & Counties Bank	80,015.38
31/03/2020	Recycling Bags Float	0.00
31/03/2022	Unity Trust Bank	50,766.83
31/03/2022	32 Day Notice	100,404.48
31/03/2022	Soldo	91.70

433,837.64

Other Cash & Bank Balances

40.00

433,877.64

Receipts not on Bank Statement

404.00

Closing Balance

434,381.64

All Cash & Bank Accounts

1	Current Bank Account	202,888.01
2	Credit Card	0.00
3	Lloyds 12 Month Deposit	0.00
4	Lloyds 6 Month Deposit	0.00
5	Polly Cash	3.28
6	Lloyds 3 Month Deposit	0.00
7	Cambridge & Counties Bank	80,015.38
8	Recycling Bags Float	0.00
9	Unity Bank Trust	50,766.83
10	32 Day Notice	100,404.48
11	Soldo	91.70
	Other Cash & Bank Balances	40.00
	Total Cash & Bank Balances	434,381.64

31st March 2021

31st March 2022

31st March 2021		31st March 2022	
Current Assets			
1,490	Debtors	16,310	
148	Other Debtors	1,500	
4,321	VAT Control Account	8,100	
0	Cash In Transit	16	
117,024	Current Bank Account	203,060	
681	Solds	82	
3	Party Cash	3	
79,336	Cambridge & Counties Bank	80,015	
40	Recycling Bags Float	40	
50,738	Unity Bank Trust	60,767	
100,374	32 Day Notice	100,404	
<u>354,153</u>		<u>460,308</u>	
354,153	Total Assets		460,308
Current Liabilities			
18,170	Creditors	33,824	
0	Gift of A Burrow Creditors	298	
2,443	Accruals	616	
32	Credit Card ya balance	701	
212	BACS Payments	0	
<u>20,858</u>		<u>35,439</u>	
333,295	Total Assets Less Current Liabilities		424,869
Represented By			
222,821	General Reserves		253,157
0	Gazebos & Equipment Market		10,000
0	Cemetary Paths/Project		15,173
0	Street Furniture Replacement		5,000
5,819	Town Hall Improvements FMR		0
35,000	19 High Street		0
8,613	Play Area Fund EMR		8,613
2,000	Play Equipment EMR		2,000
6,359	Railway Feasibility Study EMR		20,000
8,000	St Andrews c park imprmt EMR		10,000
2,308	Tech Fund EMR		19,308
0	Skate Park Benches		6,000
22,500	Townscape Heritage Scheme EMR		25,000

17/06/2022

Cullompton Town Council 2021-2022

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Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

0	General Contingency	5,000
0	Allocments	10,619
0	Staffing Contingency	12,000
1,600	Equipment Replacement EMR	2,500
2,360	CCTV EMR	4,500
8,000	Swimming Pool Dev Order EMR	9,000
7,115	Neighbourhood Plan	0
0	Election Contingency	5,000
0	Last Repairs	2,000

333,295

424,689

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Agenda No 12, Exercise of Public Rights

Council is recommended to agree the timetable for the Exercise of Public Rights

The following timetable is proposed for submission of the 21/22 AGAR and the exercise of public rights:

- 22 June - AGAR considered by Town Council and signed by appropriate persons (Chairman and Clerk)
- 24 June – Notice of Public Rights published
- 27 June - AGAR and supporting papers submitted to the external auditor
- 27 June – 5 August is the 30 working day period for exercise of the public right of inspection (must include the first 10 working days in July).

The draft notice for the exercise of public rights is attached for information

Report Prepared: 15 June 2022

Report Author: Responsible Financial Officer

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (which must include publication on the authority's website):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 28 (Inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 2) Publish (including publication on the smaller authority's website) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 13 June – Friday 22 July 2022. (The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Cullompton Town Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement <u>24 June 2022</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Joy Norris, Responsible Financial Officer, Cullompton Town Council, The town Hall, 1 High Street, Cullompton Devon Ex15 1AB Email RFO@cullomptontowncouncil.gov.uk</p> <p>commencing on (c) <u>Monday 27 June 2022</u></p> <p>and ending on (d) <u>Friday 5 August 2022</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Joy Norris, Responsible Financial officer</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2016](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (8) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Agenda No 12, Scheme of Delegation / Committee Terms of Reference

Introduction

1. The Governance Committee met on 23 May 22 and reviewed the Scheme of Delegation / Terms of Reference.
2. The attached document which is recommended by the Committee for approval and adoption incorporates a number of changes which include:
 - Re-formatted information for each Committee to include composition, scope etc
 - Added general wording / responsibilities to each committee
 - Adding consistent wording about budget monitoring, virements to each Committee
Added to Town Centre & Economic Development Committee ToR – Highways and transport matters (other than as part of a planning application)
 - Making each Committee responsible for development and drafting of policy for matters within their remit with the Governance Committee having a remit to scrutinise implementation and effectiveness and a role to develop policies where they are not covered elsewhere by a Committee
 - Updating the Governance Committee responsibilities to reflect the introduction of the Strategic Consultation Working Group
 - Updated the Governance Committee Terms of Reference to include reviewing policies developed by Committees to ensure consistency throughout the Town Council's policies
 - A definitions section has been added at the end of the document
 - Health and Safety has been clarified as the responsibility of the Resources Committee
 - That the rules apply to Sub Committees as well as Committees has been clearly stated
 - The Resources Committee's role in relation to budget monitoring and scrutiny of budget plans has been re-worded to define the role more clearly
 - Committees have been given the sole responsibility of electing their Chair
 - The Town Council responsibilities have been updated to include responsibilities set out in Financial Regulations 1.13 & 1.14
 - The No 19 High Street Development Committee has been deleted
 - The membership and role of the Appeals Committee has been amended to reflect the draft Capability, Grievance and Disciplinary policies and procedures which are the subject of staff consultation
 - A new Committee for Town Clerk HR has been included.

CULLOMPTON TOWN COUNCIL



POLICY TITLE	Scheme of Delegation
POLICY NO	9
REVISION DATE	June 2022
REPLACES POLICY	
POLICY AIM	To set out how the Council operates and transacts its business.

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HOW THE COUNCIL OPERATES

Councillors agree to follow a Code of Conduct to ensure high standards in the way they undertake their duties. A copy of this Code is available on the Council's website www.cullomptontowncouncil.gov.uk or on request from the Council office.

All Councillors meet together once a month. The Council conducts its business through Committees. The responsibilities of each committee are set out in Section 4 and are reviewed annually. It is in the Committees that the Councillors decide the Council's overall policies and set the budget for each year. The Council retains certain powers and duties to itself and delegates to committees, sub-committees and on occasion to officers.

Membership of the various committees, sub-committees, working groups and outside bodies representatives are appointed at the Council's Annual Meeting in May of each year. The Committees themselves set the dates for their meetings.

Decision Making *The Town Council and its Committees, Working Groups and staff will endeavour to work within the policy framework set by the Town Council and Its Committees; if the Town Council or a Committee makes a decision which deviates from an agreed, existing policy the reason for the deviation will be included in the minute recording the decision. If a member of staff makes a decision which deviates from an agreed, existing policy the reason it will be reported to the next relevant Committee meeting.*

All decisions will be made with due regard to the following principles:

- *Legality*
- *Financial prudence and value for money*
- *The management of risk in a proportionate and considered manner*
- *The exercise of power must be proportionate to the desired outcome*
- *Account will be taken of consultation with partners and the public*
- *Proper consideration of advice from Officers and professional advisors*
- *Respect for human rights, diversity and equality*
- *Environmental impact and sustainability*
- *Council, Committee and Sub Committee decisions will be made in public whenever appropriate and possible*

Specifically, decision makers will ensure that in arriving at a decision full and proper consideration is given to:

- *The likely effect on crime and disorder and the need for prevention (Crime and Disorder Act 198 S 17)*
- *The Town Council's duty to promote equality and diversity*
- *Human Rights Legislation*
- *Environmental impact and sustainability*
- *Health and safety*
- *Obtaining and delivering value for money"*

1. FULL COUNCIL

Number of Members: 15 i.e. all Town Councillors

Frequency of Meetings: Monthly

Open to the Press and Public: Yes (unless a Resolution is made to exclude the press and public for a specific item / specific reason)

Quorum: 1/3 of the whole number of members of the Council (Standing Order 3v)

Overall Purpose / Scope: To provide strategic direction for the Council, determine its policies and make its major spending decisions

- i. Setting the annual budget
- ii. Issuing the precept demand.
- iii. Borrowing money.
- iv. Approving the Annual Statement of Accounts and Annual Report (AGAR) (taking into account recommendations, if any, from the Governance Committee).
- v. Incurring capital expenditure over and above the council's approved budget.
- vi. Incurring revenue expenditure which is over and above the council's approved budget
- vii. Incurring revenue expenditure which is in excess of £5,000 per item.
- viii. Approving any grant or single commitment in excess of £5,000
- ix. Making decisions on matters involving expenditure for which there is not an existing budget provision
- x. To receive agree budget virements requested by Committees
- xi. To approve the Town Council's banking arrangements including the approval of account signatories
- xii. Approving and amending Standing Orders and Financial Regulations (taking into account recommendations, if any, from the Governance Committee) .
- xiii. Writing off bad debts (taking into account recommendations, if any, from the Resources Committee)
- xiv. Addressing recommendations in any report from the internal or external auditors.
- xv. Reviewing the Council's Committee structure and procedures as necessary and **defining** the number of Committees together with the number of members appointed to each Committee.
- xvi. Determining the functions and constitution of Committees.
- xvii. **Setting** the dates of routine meetings of the Council. Individual Committees shall have delegated authority to agree the dates of their meetings.
- xviii. Filling of member vacancies on the council and any of its Committees.
- xix. Appointing or nominating members to fill vacancies on outside bodies on behalf of the council and receiving reports from the meetings of outside bodies.
- xx. To review the administrative functions of the council.
- xxi. To exercise the council's power to direct as to the custody of parish property and documents in accordance with the provisions of the Local Government Act 1972 Section 226.
- xxii. To consider legislation and the consequences thereof upon the council and disseminate such information to all members of the authority and its staff.
- xxiii. To decide upon matters referred by Committees.
- xxiv. Agreeing responses to Planning and Licensing Applications in all cases except where the Planning and Licencing Working Group guidance is that there are no objections to an application.

- xxv. The election of the Town Mayor and appointment of the Deputy Town Mayor.
- xxvi. Confirming the appointment or dismissal of the Town Clerk.
- xxvii. Approving and adopting all Town Council policies
- xxviii. Declaring eligibility for the General Power of Competence

2. COMMITTEE RULES AND STRUCTURES

Note: the provisions in this section apply to Committees and Sub Committees

- The composition of Committees shall be no more than 7 (seven) members of the council excluding the Town Mayor and Deputy Town Mayor.
- The Town Mayor and Deputy Town Mayor shall be ex-officio members of all Committees and Sub Committee's with full voting rights.
- Each Committee shall be responsible for the election of Committee Chairman and, if required, Vice-Chairman.
- All members of the council may attend all meetings of the Committees and speak with the permission of the Committee Chairman but may not vote unless appointed as a member of the Committee.
- Three members of a Committee shall constitute a quorum.
- If a Committee is not quorate then any Council member present at the meeting, but not a member of that committee, can be co-opted onto the Committee and have full voting rights for that meeting only.
- Committees have delegated powers to make binding decisions on behalf of the council as indicated in their delegated responsibilities provided that in all cases the meeting is quorate. If the number of members present, not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.
- Committees may form Sub-Committees as required to deal with specific issues as necessary.
- Non-council members may be co-opted onto all Council Committees, Sub-Committees and Working Groups at the discretion of the members of that Committee, Sub-Committee or Working Group with the exception of Resources Committee, the Appeals Committee and the Governance Committee. Non council members of Council Committees will have no voting rights.
- Individual Committee Terms of Reference shall be reviewed by the Committee and ratified by the council annually.
- Expenditure on revenue items may be authorised by a Committee up to the amounts included for that class of expenditure in the approved budget provided that such expenditure does not exceed £5,000 (Financial Regulations 4.1)

3. RESPONSIBILITY DELEGATED TO CULLOMPTON TOWN COUNCIL OFFICERS

The Proper Officer. The Town Clerk is designated and authorised as Proper Officer for the purpose of all relevant sections of the Local Government Act 1972, the Localism Act **2011** and any other statute requiring the designation of a Proper Officer.

a. **General Matters:**

- i. To sign on behalf of the council any document necessary to give effect to any decision of the council.
- ii. In consultation with the Council, to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation to the council.
- iii. To institute, defend and appear in any legal proceedings authorised by the council.
- iv. To make representations to any tribunal or public inquiry into any matter in which the council has an interest either in its own right or on behalf of the citizens of Cullompton.
- v. To decide arrangements for the closure of the council's premises.
- vi. To manage the council's facilities and assets including allotments, open space, amenity areas, cemeteries, the Town Hall and other building and assets.
- vii. To grant grave spaces.
- viii. To convene meetings of the Planning and Licensing Working Group (date time and place including meetings with remote attendance) provided that there is at least 1 meeting per month
- ix. To respond to planning and licensing applications where the Planning and Licensing Working Group guidance is that there are no objections to the application

b. **Financial Matters:**

- (i) The Town Clerk is authorised to incur expenditure for any items below £1,000 for that class of expenditure in the approved budget (Financial Regulations 4.1)
- (ii) The Town Clerk is authorised to incur emergency expenditure up to a maximum of £1,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the council's Financial Regulations.

c. **Staffing Matters.** The Town Clerk is given delegated powers to manage council staff in accordance with the council's policies, procedures and budget including:

- i. Control of staff performance and discipline.
- ii. Payment of expenses and allowances in accordance with the council's scheme.

- iii. To present to the Resources Committee recommendations for employees' increments in accordance with the council's staff appraisal scheme.

- d. **Urgency.** The Town Clerk is authorised to act on behalf of the council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the council or relevant Committee or Sub-Committee. Where possible, the Town Mayor and the Chairman of any relevant Committees are to be consulted before such action is taken.

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4. COMMITTEE STRUCTURE

COMMITTEES

- **Appeals:** To hear and determine appeals against decisions taken with regard to capability, disciplinary and grievance matters (in the case pertaining to the Town Clerk to make recommendation to Council)
- **Cemetery and Town Hall:** The care, management and improvement of Cullompton's Cemetery and Town Hall; fire safety for all areas under the Town Council's control
- **Community Well-Being:** Health, community safety, community events, play areas, Top Field and Haymans Close Allotments, community transport, Public Rights of Way, Youth Service provision and the general well-being of the people that live in Cullompton parish.
- **Gift of A Burrow for Allotments:** The Burrows Allotment Field, a registered charity with its own bank account, for which the Council is the sole trustee.
- **Governance Committee:** Risk Management, Insurance, Annual Accounting Statements and Annual Governance Statement (AGAR), review of Governing documents, policy development and review
- **Resources:** Finance and personnel matters
- **Town Centre & Economic Development:** Management and promotion of the outdoor market, St Andrews car park, public toilets, town centre revitalisation, Codners Corner, CCTV, street furniture and floral enhancement of the town and the War Memorial.

STEERING AND WORKING GROUPS

- **Christmas Lights Event Working Group:** Organisation of Cullompton's Annual Christmas Festival. Reports to Community Wellbeing Committee.
- **Community Resilience:** To provide and support a co-ordinated approach to helping the parish of Cullompton during emergency situations and in the immediate months following any such emergency. (see page 10 for detailed ToR)
- **ICT Working Group:** Information, Communication and Technology matters. Reports to Resources Committee
- **Planning and Licensing Working Group** To consider and draft responses to all planning and licensing applications where the Council is consulted
- **Policy Review Working Group:** Review Council's policy and procedural documents, including an annual review of the Council's emergency plan. Reports to the Governance Committee
- **Strategic Consultations Working Group:** to consider consultation documents and prepare draft responses for the Town Council's consideration
- **Youth Services Working Group:** Make recommendations to Full Council relating to the provision of youth services in Cullompton and prepare a youth strategy for Cullompton. Reports to Community Wellbeing.

PROPERTY FOR WHICH THE COUNCIL IS THE SOLE TRUSTEE

Upcott Recreation Field and Gift of A Burrow for Allotments

4.1. APPEALS COMMITTEE

Councillors No of Members: 5 Town Councillors who cannot be the Mayor, deputy Mayor nor members of eth Resources Committee

Frequency of Meetings: when required

Open to the Press and Public: Unlikely as the Committee will be dealing with personnel issues - a Resolution is made to exclude the press and public for a specific item / specific reason)

Quorum: 3 Committee members

Reports to: Town Council

Overall Purpose / Scope. Hearing and determining appeals regarding capability, discipline and grievance matters

Outputs: Final Decisions on appeals regarding capability, discipline and grievance matters for staff other than the Town Clerk

Recommendation to Council on any appeal made by the Town Clerk regarding termination of employment

- Considering and deciding whether individual appeals have established grounds for appeal according to the capability, disciplinary or grievance procedures.
- To gather and consider information and evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.

4.2 CEMETERY AND TOWN HALL COMMITTEE

Councillors No of Members: 7 Town Councillors + Mayor & Deputy Mayor as Ex Officio voting members

Frequency of Meetings: Monthly

Open to the Press and Public: Yes (Unless a Resolution is made to exclude the press and public for a specific item / specific reason)

Quorum: 3 Committee members

Reports to: Town Council

Overall Purpose / Scope. To have oversight of matters pertaining to the Cemetery and the Town Hall

Outputs:

Specific Responsibilities:

- i. The care, maintenance and regulation of the Cemetery, Town Hall and .*
- ii. On an annual basis, review and set the Council's fees and charges for the cemetery and Town Hall.*
- iii. To control the finances of the Cemetery and Town Hall budget lines, including virements between the budget lines subject to the limits of the budget agreed by Council *
- iv. To undertake quarterly reviews of expenditure against the approved budget and to report to the council highlighting any concerns.
- v. To develop, fund and bring to fruition, projects for the improvement of the Cemetery and Town Hall.
- vi. Fire safety for all areas under the Town Council's control
- vii. To develop and draft policies for matters pertaining to the Cemetery and Town Hall for approval by the Town Council
- viii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to the likely effect on crime and disorder and the need for prevention (Crime & Disorder Act 1998 S17)
- ix. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to the Council's duty to promote equality and diversity
- x. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to Human Rights legislation
- xi. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to environmental impact and sustainability
- xii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to health and safety
- xiii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to obtaining and delivering value for money.

4.3 COMMUNITY WELLBEING COMMITTEE

Councillors No of Members: 7 Town Councillors + Mayor & Deputy Mayor as Ex Officio voting members

Frequency of Meetings: Monthly

Open to the Press and Public: Yes (Unless a Resolution is made to exclude the press and public for a specific item / specific reason)

Quorum: 3 Committee members

Reports to: Town Council

Overall Purpose / Scope.

Outputs:

Decision Making Power: as indicated by *

Specific Responsibilities:

- i. Any matters which impacts on the general health and wellbeing of those living in Cullompton parish.
- ii. To make appropriate representations to any relevant agency in relation to any incident event or action which, in the opinion of the Council, is detrimental to the health of the community in its area.
- iii. To work with other authorities to maintain, develop and promote the public footpaths within the Parish through schemes such as the Parish Paths Partnership.
- iv. To organise the Christmas lighting display and Christmas Event(s)
- v. To organise other community events.
- vi. Public safety and crime and disorder.
- vii. To prepare, monitor and review the Council's Sport and Leisure Strategy.
- viii. To oversee the Council's archive project.
- ix. To establish and foster civic relationships with such bodies or organisations as the Council may authorise.
- x. The care maintenance and regulation of play areas and play equipment under the control of the Council and make recommendations in relation to play areas and public open space not in the control of the Town Council.
- xi. The care, maintenance and control of the 'Top Field' and Haymans Close allotment sites, including regular review and setting of fees. *
- xii. To investigate opportunities to improve transport links, to include community bus service.
- xiii. Public relations and promotion: including newsletter and appropriate communication documents.
- xiv. To have overall responsibility for the Emergency Plan
- xv. To determine any requests for funding - grants or otherwise – for work on The Leat (as the committee is the budget holder)
- xvi. To commission and manage youth service provision for Cullompton, including the agreement of the content of any related contract or Service Level Agreement
- xvii. To approve any expenditure regarding youth service provision where a budget has already been agreed by Council

- xviii. To consider the recommendations of the Youth Services Working Group regarding a Youth Strategy for Cullompton and refer the final draft to Council for approval
- xix. To oversee and monitor the implementation of a youth service strategy for Cullompton
- xx. To control the finances of the budget lines within the Committee's areas of responsibility, including virements between the budget lines subject to the limits of the budget agreed by Council.
- xxi. To develop and draft policies for matters pertaining to play areas, allotments, youth services and any other topics falling within the remit of the Community Wellbeing Committee for approval by the Town Council
- xxii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to the likely effect on crime and disorder and the need for prevention (Crime & Disorder Act 1998 S17)
- xxiii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to the Council's duty to promote equality and diversity
- xxiv. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to Human Rights legislation
- xxv. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to environmental impact and sustainability
- xxvi. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to health and safety
- xxvii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to obtaining and delivering value for money.

4.4 GOVERNANCE COMMITTEE

Councillors No of Members: 7 Town Councillors + Mayor & Deputy Mayor as Ex Officio voting members

Note: The Chair of the Governance Committee should not also hold the position of Mayor or Chair or Vice-Chair of any other Town Council Committee

Frequency of Meetings: As and when required (Usually twice a year)

Open to the Press and Public: Yes (Unless a Resolution is made to exclude the press and public for a specific item / specific reason)

Quorum: 3 Committee members

Reports to: Town Council

Overall Purpose / Scope To ensure that the Council operates in an effective, efficient and ethical manner whilst complying with legal requirements and its own policies and procedures taking into account recommendations from audits.

Outputs: Business Procedures Risk Register; New and revised Town Council policies

Decision Making Power: None

Specific Responsibilities:

- i. To consider reports from the Internal Auditor and make recommendations to the Town Council regarding the observations and recommendations from the Internal Auditor.
- ii. To consider reports from the External Auditor and make recommendations to the Town Council regarding the observations and recommendations from the Internal Auditor.
- iii. To make arrangements for the appointment of an internal auditor and make recommendations to Council.
- iv. To review the effectiveness of internal controls and make recommendations to the appropriate Committee and / or Town Council.
- v. To have oversight of the production of the Annual Governance Statement and Annual Statement of Accounts and to make recommendations to the Town Council regarding its approval.
- vi. To monitor and review the Town Council's Standing Orders, Scheme of Delegation and Financial Regulations and to recommend changes to the Town Council.
- vii. To monitor and review the Town Council's insurance arrangements including making recommendations to Town Council regarding the appointment of insurance provider(s).
- viii. To review the Town Council's business procedures risk register and make recommendations to the Town Council.
- ix. To regularly review and update the policies of the Town Council.
- x. To ensure that the Council's strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.
- xi. To scrutinise the implementation and effectiveness of Town Council policies.
- xii. To review draft policies prepared by other Committees to ensure that the Town Council's policies are consistent and complementary.

- xiii. To develop and draft policies which are required but do not fall within the remit of any other Committee.
- xiv. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to the likely effect on crime and disorder and the need for prevention (Crime & Disorder Act 1998 S17).
- xv. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to the Council's duty to promote equality and diversity.
- xvi. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to Human Rights legislation.
- xvii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to environmental impact and sustainability.
- xviii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to health and safety.
- xix. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to obtaining and delivering value for money.

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4.5 RESOURCES COMMITTEE

Councillors No of Members: 7 Town Councillors + Mayor & Deputy Mayor as Ex Officio voting members

Frequency of Meetings: Monthly

Open to the Press and Public: Yes (Unless a Resolution is made to exclude the press and public for a specific item / specific reason)

Quorum: 3 Committee members

Reports to: Town Council

Overall Purpose / Scope.

Outputs:

Decision Making Power: as indicated by *

Specific Responsibilities:

Administration:

- i. To maintain a continuous general oversight on the Council's administration.
- ii. To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology.
- iii. To recommend on the acquisition and renewal of vehicles and ensure the maintenance and serviceability of vehicles in a roadworthy state.
- iv. To consider and agree any matter regarding internet access at the Town Hall, including enabling town centre wi fi.

a. Finance

- i. To provide effective oversight and scrutiny of the Town Council's budget, reserves and balances including recommending and monitoring the annual budget.
- ii. To undertake quarterly review of the Town Council's expenditure against the approved budget and to report to the Council highlighting any variations.
- iii. To scrutinise the proposed income and expenditure plans of Committee's in order to assist Council in agreeing a balanced budget and setting the precept.
- iv. To consider virements as necessary and make recommendations to Council.
- v. To undertake regular review of the council's banking arrangements and investments.
- vi. To make investment decisions in line with the Town Council's Investment Strategy
- vii. To consider and determine grant applications made to the Town Council (other than those relating to the Leat)
- viii. To consider matters referred by the council.
- ix. To control the finances of the budget lines within the Committee's areas of responsibility, including virements between the budget lines subject to the limits of the budget agreed by Council.
- x. To ensure that funding opportunities and income generation opportunities are explored and developed

- b. Personnel:**
- i. To recruit, retain and develop staff and councillors to undertake the work of the council.
 - ii. The Chairman of the Policy, Finance & Personnel Committee or the Town Mayor or Deputy Town Mayor is to conduct the annual appraisal of the Town Clerk. agree objectives and bring a report back to the Committee
 - iii. To agree and monitor training requirements for staff and councillors within an agreed budget.
 - iv. To consider requests referred by the Town Clerk from Members and staff to attend conferences, courses and meetings relevant to the work of the council.
 - v. To consider matters emanating from employment procedures contained in the Contract of Employment applicable to all members of staff employed by the council and to determine such matters in accordance with the Town Council's relevant policy and procedures.
 - vi. To receive and note annual and other appraisals and be the point of contact for any appeal.
 - vii. To deal with any staff complaint concerning the Town Clerk.
 - viii. To deal with any staff matters referred by the Town Clerk.
 - ix. To deal with any other personnel matters.
 - x. To decide, with the Town Clerk and any other staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures.
 - XI. to develop and implement the Town Council's health and safety policy and have oversight of related working practices and administration
 - XII. To ensure that the council complies with health and safety legislation and best practice.
- xx. To develop and draft policies for matters pertaining to the financial administration of the Town Council and staffing matters for approval by the Town Council
 - xxi. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to the likely effect on crime and disorder and the need for prevention (Crime & Disorder Act 1998 S17)
 - xxii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to the Council's duty to promote equality and diversity
 - xxiii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to Human Rights legislation
 - xxiv. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to environmental impact and sustainability
 - xxv. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to health and safety
 - xxvi. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to obtaining and delivering value for money.

4.6 TOWN CENTRE AND ECONOMIC DEVELOPMENT COMMITTEE

Councillors No of Members: 7 Town Councillors + Mayor & Deputy Mayor as Ex Officio voting members

Note: Committee composition, in addition to the nominated Councillors, the weekly market, the Farmers Market and Culm Valley In Business each have a representative on the Town Centre and Economic Development Committee and those representatives may participate in a meeting as a Committee member but do not have any voting rights (as the Committee has delegated authority to deal with some financial matters).

Frequency of Meetings: Monthly

Open to the Press and Public: Yes (Unless a Resolution is made to exclude the press and public for a specific item / specific reason)

Quorum: 3 Committee members

Reports to: Town Council

Overall Purpose / Scope.

Outputs:

Decision Making Power: as indicated by *

Specific Responsibilities:

- i. To manage, monitor and regulate the Council's market activities including controlling the market finances, setting and reviewing fees for market pitches and other associated fees
- ii. To manage, control and regulate the town's CCTV system.*
- iii. The care, maintenance and regulation of St Andrews car park and Codners Corner*.
- iv. To control the finances of the St Andrews car park, This includes setting and reviewing the car park charges*
- v. The care, maintenance and regulation of public toilet facilities in the town centre.*
- vi. The care, maintenance and regulation of the War Memorial*
- vii. The care and maintenance of the town's street furniture*
- viii. The care and maintenance of the floral enhancement of the town*
- ix. To control the Town Maintenance budget and undertake quarterly review of income and expenditure.
- x. Project and economic development to improve the viability of the town centre
- xi. Makes recommendations on behalf of the Town council to the appropriate authority / organisation on highways issues such as parking, traffic calming, highway improvements, maintenance of verges, drainage and gullies.*
- xii. Liaises with relevant organisations regarding issues relating to public transport*
- xiii. To control the finances of the budget lines within the Committee's areas of responsibility, including virements between the budget lines subject to the limits of the budget agreed by Council.

- a. To develop and draft policies for matters pertaining to the remit of the town Centre & Economic Development Committee, including the market and St Andrews car park, for approval by the Town Council
- xiv. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to the likely effect on crime and disorder and the need for prevention (Crime & Disorder Act 1998 S17)
- xv. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to the Council's duty to promote equality and diversity
- xvi. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to Human Rights legislation
- xvii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to environmental impact and sustainability
- xviii. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to health and safety
- xix. To ensure that in respect of the Committee's work, decisions and activities that full and proper consideration is given to obtaining and delivering value for money.

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4.7 TOWN CLERK HR COMMITTEE

Councillors No of Members: Mayor, Deputy Mayor, Chair of Resources and if any of the former posts are held by the same person the Vice-Chair of Resources

Frequency of Meetings: When required

Open to the Press and Public: Unlikely as the Committee will be dealing with personnel issues - a Resolution is made to exclude the press and public for a specific item / specific reason)

Quorum: 3 Committee members

Reports to: Town Council

Overall Purpose / Scope. To support and manage the Town Clerk

Specific Responsibilities:

- (i) To act as the Town Clerk's first point of contact for any concern's relating to their employment
- (ii) To conduct the Town Clerk's appraisal

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Community Resilience Working Group
Terms of Reference
(agreed by Town Council on 21 April 2020, amended 25 June 2020)

Scope: To provide and support a co-ordinated approach to helping the parish of Cullompton during emergency situations and in the immediate months following any such emergency.

Note: an emergency situation can range from a major accident, flooding, fire or health pandemic

Reports to: Full Town Council

Membership: Mayor, Chair of Policy, Finance and Personnel Committee, Chair of Community Wellbeing Committee (all three being ex officio appointments) (this means that should the Mayor / Chair be unable to attend the Deputy Mayor / Vice-Chair may deputise)

A maximum of 5 other Town Councillors

Chair: Mayor

Standing Invitees: Any relevant Volunteer Group / Organisation
Food Bank
Church
Dr Surgeries
Pharmacies
District Councillors
Blue Light Services

Outputs:

- A shared understanding of what help and services are available for people living within the parish of Cullompton
- A shared understanding of what help and services are available for businesses / organisations operating within the parish of Cullompton
- A shared understanding of what additional help/ services may be useful and who / how that can be provided
- Constructive and timely support from the Town Council during and immediately after the emergency situation
- Dissemination of accurate information

Delegated Powers / Decision Making: None (NB: The PFP Committee 12.03.2020 resolved that following consultation with the Mayor and Chair of PFP Committee that the Town Clerk is given delegated authority, following consultation with the Mayor and the Chair of the Policy, Finance and Personnel Committee, to take any necessary steps to deal with the emerging coronavirus situation, recognising that the health and safety of staff, councillors and the public is the priority.)

Meeting Frequency: As and when required; (meetings may be held by video conference)

Planning and Licensing Working Group
Terms of Reference
(agreed by Town Council on 24 February 2022)

Overall Purpose / Scope: To consider and draft responses to all planning and licensing applications where the Council is consulted

Reports to: Full Council

Membership: All Town Councillors

Chair: to be appointed by Full Council

Open to the Press and Public: Yes unless a resolution is made to exclude the press and public for a specific item / specific reason; members of the public may speak at the discretion of the meeting chair

Responsibilities / Outputs:

- The purpose of the working group is to draft responses to all planning and licensing applications where the Council is consulted having due regard for:
 - The National Planning Policy Framework.
 - The Planning Authority's Local Plan.
 - The Conservation Area Management Plan.
 - The Greater Exeter Strategic Plan
 - The Neighbourhood Plan
 - The view of parishioners as appropriate.
 - All other information and advice that may be available.
- Draft responses are recommended to Full Council for approval.

Delegated Powers / Decision Making: None

Meeting Frequency: a minimum of every month, at a date and time decided by the Town Clerk; meetings may be held remotely, at the discretion of the Town Clerk

Strategic Consultations Working Group

Terms of Reference (agreed by Town Council on 6 January 2022)

Overall Purpose / Scope: to consider consultation documents and prepare draft responses for the Town Council's consideration

Reports to: Full Council

Membership: Core members – Mayor, Deputy Mayor and Committee Chairs
All other Town Councillors will be invited to attend

Chair: The Mayor

Open to the Press and Public: No

Process:

- 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.

Youth Services Working Group
Terms of Reference
(agreed by Town Council on 28 January 2021)

Scope: To enable and monitor youth service provision working with service providers to assess need and to encourage and support activities with the aim of fostering the personal development of young people

Reports to: Community Wellbeing Committee

Membership: Mayor and Deputy Mayor as ex officio members
A maximum of 5 other Town Councillors

Chair: to be elected by the Working Group

Standing Invitees: Provider of youth service provision paid for by the Town Council
Head of provision under the Service Level Agreement for youth service provision
Chair of Youth Forum
Youth Council representative
Representative from St Andrew's Church Youth Work Team

Responsibilities / Outputs:

- A shared understanding of what youth services are available within the parish of Cullompton
- Identified needs for service provision and what form that provision should / could take, including what services exist and where there are gaps in provision
- Knowledge of additional help/ services that may be useful and who / how that can be provided
- To keep under review any contracts and service level agreements(SLA) regarding youth service provision that the Town Council is party to and make recommendations to the Community Wellbeing Committee as to future content
- To make recommendations on key performance indicators (KPIs) to be included in any contracts and service level agreements regarding youth service provision
- To monitor quarterly, using the agreed KPIs, actual service delivery compared to the contract or SLA provisions
- To ensure that services provided via the service level agreement offer value for money
- To produce and review at least every 3 years a youth strategy for Cullompton; the youth strategy having its basis in needs identified by the Youth Services Working group
- Liaison with organisations that provide services for young people in Cullompton and to facilitate at least 1 event a year for those organisations to network and share knowledge and experience
- Hold at least 1 event a year for young people where they can give their views on youth service provision in the town.

Delegated Powers / Decision Making: None

Meeting Frequency: As and when required but at least 1 meeting every 3 months;
(meetings may be held by video conference)

Definitions

Action Plan	Targeted, detailed resourced and programmed activities to achieve implementation of objectives
Aims	Broad brush statements of vision and intent
Annual Governance Statement	A statement in internal control by the council required by regulations which forms part of the annual return and sets out representations and assertions intended to give the public assurance about the way in which the council has exercised corporate governance
Delegated Power	The decisions and actions that a committee is allowed to make without reference back to a full meeting of the Council
Discretionary	A function or service provided by the Town Council, that is not mandatory, but assists with the achievement of its aims and objectives
Internal Audit	A function within, or procured by the council, which review and reports on the effectiveness of internal controls (Governance & Accountability for Local Councils)
Internal Control	An activity, process, system or measure to ensure that a local council's activities are carried out properly and as intended (Governance & Accountability for Local Councils)
Mandatory	Compulsory compliance is required by the Town Council in the performance of its duties in order to remain lawful
Objectives	Specific detailed goals to achieve the aims
Policy	What it is wanted / intended to do
Precept	A legal demand by a local council on its District Council (or other second tier body) for operating funds to meet budget needs. The precept is recovered from local taxpayers via council tax
Priority	The rank / order of importance of the approved aims and objectives
Procedure	The rules / steps that govern the implementation of the policy
Process	The action needs to implement a policy

Reserves	Balances of cash held for specific future purposes or generally to offset risk (Governance & Accountability for Local Councils)
Risk Management	The arrangements which a council makes to identify key business risks, evaluate these and put in place measures to reduce the risk or manage the consequence of it occurring (Governance & Accountability for Local Councils)
Statutory	Duties required of the Town Council by virtue of the fact they are set in statute
Strategy	How and when we put the policy into effect
Terms of Reference	provide information on the purpose and scope of a Committee , Working Group etc
Virement	Approved transfers of expenditure from one budget head to another (Governance & Accountability for Local Councils)

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