



IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1972 SCHEDULE 12  
PARAGRAPH 26(2) [A] (ADMISSIONS TO MEETINGS) SECTION 1(4)

NOTICE IS GIVEN THAT AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL  
WILL BE HELD AT TOWN HALL, CULLOMPTON  
ON THURSDAY, 28<sup>th</sup> JULY 2022 AT 7:00PM

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC DECISION HAS BEEN  
TAKEN TO PROHIBIT THEM

### **PUBLIC SESSION**

For 15 minutes prior to the commencement of the meeting, members of the public are invited to question the Council on local issues etc. Questions will be answered by The Chair, The Chairs of the Standing Committees or Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.

### **TO THE CHAIR AND COUNCILLORS** **CULLOMPTON TOWN COUNCIL**

**YOU ARE HEREBY SUMMONED TO ATTEND AN  
ORDINARY MEETING OF  
CULLOMPTON TOWN COUNCIL  
28<sup>TH</sup> JULY 2022**

## **AGENDA**

- 1. Apologies for Absences**
- 2. Declaration of Financial Interest or Personal Connection**
- 3. Chairman's Report**
- 4. Member's Questions**  
*This item is for information only and no decisions will be taken on this item*
- 5. Minutes**  
*Receive and approve: -*  
  
Minutes of Ordinary Meeting of the Council held on Wednesday, 22<sup>nd</sup> June 2022  
Minutes of Extra-Ordinary Meeting of the Council held on Monday, 27<sup>th</sup> June 2022
- 6. Standing Committees**  
*Receive and approve: -*  
*(Members of these Committees will vote on the approval whilst Full Council will vote to receive.)*

Cemetery and Town Hall Committee  
Minutes of meeting held Thursday, 7<sup>th</sup> July 2022

Resources Committee

Minutes of meeting held Wednesday, 25<sup>th</sup> May 2022

Minutes of meeting held Thursday, 9<sup>th</sup> June 2022

Minutes of meeting held Thursday, 14<sup>th</sup> July 2022

Town Centre and Economic Development Committee

Minutes of meeting held Monday, 25<sup>th</sup> April 2022

Minutes of meeting held Monday, 27<sup>th</sup> June 2022

Community Wellbeing Committee

Minutes of meeting held Thursday, 21<sup>st</sup> July 2022

Governance Committee

Minutes of meeting held Thursday, 9<sup>th</sup> June 2022

Minutes of meeting held Tuesday, 26<sup>th</sup> July 2022

**7. Closure of the Route 1C Bus Service**

Motion to write to the managers and owners of the Stage Coach bus company, our locally elected representatives and publish this letter in the local media, objecting to the proposed closure of the Route 1C Bus Service

**8. Information Technology Service Provision**

Motion to appoint a IT Service Provider and implement a switch, within the Council administration, to Office 365

**9. Financial Report**

Motion to approve the Financial Report

**10. Payment of Salaries**

Motion to pay staff salaries by Standing Order

**11. Financial Regulations**

Motion to approve the amended Financial Regulations of Cullompton Town Council

**12. Committee Re-organisation**

Motion to approve the recommendation of the Governance Committee

**13. Councillor Vacancies**

Motion to receive the information that the Town Council is free to co-opt 2 new members to the Town Council and initiate the co-option process.

**14. Staff Appointments and Recruitment**

Motion to recruit 2 new members of staff to the outdoor team.



Francesca Pridding *PSLCC*  
Locum Town Clerk / RFO

**Cullompton Town Council**  
**Town Hall**  
**1 High Street**  
**Cullompton**

**EX15 1AB**

**01884 38249**

[town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)

Cullompton Town Council Current Year

Bank - Cash and Investment Reconciliation as at 27 July 2022

<u>Confirmed Bank &amp; Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/06/2022	Current Account	346,639.25
30/06/2022	Credit Card	655.33
30/04/2020	Lloyds 12 Month Deposit (Apr)	0.00
31/03/2020	Lloyds 6 Month Deposit (Apr)	0.00
30/06/2022	Petty Cash	0.58
31/03/2020	Lloyds 3 month deposit	0.00
30/06/2022	Cambridge & Counties Bank	80,200.55
31/03/2020	Recycling Bags Float	0.00
30/06/2022	Unity Trust Bank	50,810.64
30/06/2022	32 Day Notice	100,426.49
30/06/2022	Soldo	30.72
		578,763.56
 <u>Other Cash &amp; Bank Balances</u>		
		40.00
		578,803.56
 <u>Unpresented Payments</u>		
		655.33
		578,148.23
 <u>Receipts not on Bank Statement</u>		
		0.00
		578,148.23
 <u>Closing Balance</u>		
		578,148.23
 <u>All Cash &amp; Bank Accounts</u>		
1	Current Bank Account	346,639.25
2	Credit Card	-655.33
3	Lloyds 12 Month Deposit	0.00
4	Lloyds 6 Month Deposit	0.00
5	Petty Cash	0.58
6	Lloyds 3 Month Deposit	0.00
7	Cambridge & Counties Bank	80,200.55
8	Recycling Bags Float	0.00
9	Unity Bank Trust	50,810.64
10	32 Day Notice	100,426.49
11	Soldo	30.72
	Other Cash & Bank Balances	40.00
	Total Cash & Bank Balances	577,492.90

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Cemetery/Town Hall Committee</u>								
<u>300 Cemetery</u>								
1300 Burial Fees	0	2,405	25,000	22,595			9.6%	
1305 Cemetery Income, other	0	12	0	(12)			0.0%	
Cemetery :- Income	0	2,417	25,000	22,583			9.7%	0
4100 Public Works Loan Repayment	0	8,823	17,650	8,827		8,827	50.0%	
4300 Equipment Mtce & New	559	559	2,000	1,441		1,441	27.9%	
4310 Cemetery Running Expenses	84	4,248	20,000	15,752	2,473	13,278	33.6%	
9022 Cemetery Project	0	0	35,000	35,000		35,000	0.0%	
Cemetery :- Indirect Expenditure	643	13,630	74,650	61,020	2,473	58,546	21.6%	0
Net Income over Expenditure	(643)	(11,213)	(49,650)	(38,437)				
<u>400 Town Hall</u>								
1400 Town Hall Hire	0	365	0	(365)			0.0%	
Town Hall :- Income	0	365	0	(365)				0
4064 Fire Safety	0	0	5,000	5,000		5,000	0.0%	
4405 Town Hall Running Expenses	(253)	2,764	11,500	8,736	2,966	5,770	49.8%	667
Town Hall :- Indirect Expenditure	(253)	2,764	16,500	13,736	2,966	10,770	34.7%	667
Net Income over Expenditure	253	(2,399)	(16,500)	(14,101)				
6000 plus Transfer from EMR	0	667						
Movement to/(from) Gen Reserve	253	(1,731)						
Cemetery/Town Hall Committee :- Income	0	2,782	25,000	22,218			11.1%	
Expenditure	389	16,394	91,150	74,756	5,439	69,317	24.0%	
Net Income over Expenditure	(389)	(13,612)	(66,150)	(52,538)				
plus Transfer from EMR	0	667						
Movement to/(from) Gen Reserve	(389)	(12,945)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Town Ctre/Econ Dev Committee</u>								
<u>800 Town Centre</u>								
1005 Hanging Baskets	0	25	320	295			7.8%	
1055 Town Maintenance Income	0	0	2,000	2,000			0.0%	
1800 Street Market Income	0	0	500	500			0.0%	
1905 St Andrews car park income	0	(1,500)	5,500	7,000			(27.3%)	
Town Centre :- Income	<u>0</u>	<u>(1,475)</u>	<u>8,320</u>	<u>9,795</u>			<u>(17.7%)</u>	<u>0</u>
4005 CCTV	0	0	600	600		600	0.0%	
4105 St Andrew's Car Park	192	577	5,500	4,923	1,344	3,579	34.9%	
4120 Town Maintenance	161	1,237	7,500	6,263	1,447	4,816	35.8%	
4122 Grass/Verge Cutting	0	(582)	4,000	4,582	582	4,000	0.0%	
4150 Public Convenience Running Exp	600	1,825	3,500	1,675		1,675	52.1%	
4800 Outdoor Market expenses	136	642	3,000	2,358	100	2,259	24.7%	
4920 Tourism & Economic Development	0	0	1,000	1,000		1,000	0.0%	
9070 Market (link to EMR 320)	0	70	0	(70)		(70)	0.0%	
Town Centre :- Indirect Expenditure	<u>1,089</u>	<u>3,768</u>	<u>25,100</u>	<u>21,332</u>	<u>3,473</u>	<u>17,859</u>	<u>28.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,089)</u>	<u>(5,243)</u>	<u>(16,780)</u>	<u>(11,537)</u>				
Town Ctre/Econ Dev Committee :- Income	0	(1,475)	8,320	9,795			(17.7%)	
Expenditure	1,089	3,768	25,100	21,332	3,473	17,859	28.8%	
Movement to/(from) Gen Reserve	<u>(1,089)</u>	<u>(5,243)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Community Wellbeing Committee</u></b>								
<b><u>200 Allotments</u></b>								
1200 Allotment Rents - Top Field	25	650	0	(650)			0.0%	
1205 Allotment Rents - Haymans	0	173	0	(173)			0.0%	
Allotments :- Income	<u>25</u>	<u>823</u>	<u>0</u>	<u>(823)</u>				<u>0</u>
4200 Allotment Expenses	0	0	1,000	1,000	31	969	3.1%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>31</u>	<u>969</u>	<u>3.1%</u>	<u>0</u>
Net Income over Expenditure	<u>25</u>	<u>823</u>	<u>(1,000)</u>	<u>(1,823)</u>				
<b><u>600 Community Wellbeing Miscellane</u></b>								
4025 Social Media	0	0	100	100		100	0.0%	
4095 Christmas Lights	0	0	15,000	15,000		15,000	0.0%	
4096 Christmas Event	0	0	4,000	4,000		4,000	0.0%	
4125 Play Area Running Expenses	89	1,361	6,000	4,639	795	3,844	35.9%	
4160 Community Wellbeing Committee	0	0	1,500	1,500	40	1,460	2.7%	
4165 Community Events	27	1,755	6,000	4,245		4,245	29.3%	
9050 Public Rights of Way EMR 350	0	0	0	0	350	(350)	0.0%	
Community Wellbeing Miscellane :- Indirect Expenditure	<u>116</u>	<u>3,117</u>	<u>32,600</u>	<u>29,483</u>	<u>1,185</u>	<u>28,298</u>	<u>13.2%</u>	<u>0</u>
Net Expenditure	<u>(116)</u>	<u>(3,117)</u>	<u>(32,600)</u>	<u>(29,483)</u>				
<b><u>835 Public Rights of Way</u></b>								
1835 Public Rights of Way	0	400	0	(400)			0.0%	
Public Rights of Way :- Income	<u>0</u>	<u>400</u>	<u>0</u>	<u>(400)</u>				<u>0</u>
Net Income	<u>0</u>	<u>400</u>	<u>0</u>	<u>(400)</u>				
<b><u>840 Youth Services</u></b>								
4850 Youth Services	0	0	19,000	19,000		19,000	0.0%	
Youth Services :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>19,000</u>	<u>19,000</u>	<u>0</u>	<u>19,000</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(19,000)</u>	<u>(19,000)</u>				
Community Wellbeing Committee :- Income	<u>25</u>	<u>1,223</u>	<u>0</u>	<u>(1,223)</u>			<u>0.0%</u>	
Expenditure	<u>116</u>	<u>3,117</u>	<u>52,600</u>	<u>49,483</u>	<u>1,216</u>	<u>48,267</u>	<u>8.2%</u>	
Movement to/(from) Gen Reserve	<u>(91)</u>	<u>(1,894)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Resources Committee</b>								
<b>100 Administration</b>								
1010 Interest Received	239	251	0	(251)			0.0%	
1025 Photocopying Income	0	81	0	(81)			0.0%	
1030 Precept	0	241,000	482,000	241,000			50.0%	
1040 Recycling Bags Income	72	158	0	(158)			0.0%	
Administration :- Income	<u>311</u>	<u>241,490</u>	<u>482,000</u>	<u>240,510</u>			<u>50.1%</u>	<u>0</u>
4000 Advertising	0	0	400	400		400	0.0%	
4035 General Administration/Other	554	3,264	1,815	(1,449)	110	(1,559)	185.9%	
4038 Card Processing charges	369	461	500	39		39	92.2%	
4045 Room Hire	26	26	2,500	2,474		2,474	1.1%	
4048 Audit Costs	380	380	2,620	2,240		2,240	14.5%	
4050 Photocopier	158	158	1,300	1,142		1,142	12.1%	
4051 Postage	0	4	400	396		396	1.1%	
4052 Stationery	25	136	1,250	1,114	111	1,003	19.8%	
4055 Subscriptions	0	1,654	2,000	346		346	82.7%	
4060 Telephone & Broadband	263	575	2,600	2,025		2,025	22.1%	
4061 Mobile phones	85	340	900	560	764	(204)	122.6%	
4062 Insurance	0	0	1,650	1,650		1,650	0.0%	
4063 Health & Safety Support	0	1,500	1,000	(500)		(500)	150.0%	
4065 Professional Fees	0	0	1,500	1,500		1,500	0.0%	
4067 Tech Fund EMR 334	0	25	0	(25)		(25)	0.0%	
4068 IT Support	79	2,009	10,000	7,991		7,991	20.1%	
4070 Office Equipment	1,249	1,249	5,765	4,516		4,516	21.7%	
4075 Grants	1,500	1,710	4,900	3,190		3,190	34.9%	
4090 Payroll Expenses	17,801	58,190	280,000	221,810		221,810	20.8%	
4091 Payroll Additional	496	6,396	0	(6,396)		(6,396)	0.0%	5,900
4094 Personal Protective Equipment	0	281	2,800	2,519		2,519	10.0%	
4115 Staff & Councillor Training	33	55	7,000	6,946		6,946	0.8%	
4130 Van Lease	(330)	991	4,000	3,009	2,973	36	99.1%	
4135 Van Running Expenses	98	178	2,500	2,322		2,322	7.1%	
Administration :- Indirect Expenditure	<u>22,787</u>	<u>79,582</u>	<u>337,400</u>	<u>257,818</u>	<u>3,958</u>	<u>253,860</u>	<u>24.8%</u>	<u>5,900</u>
Net Income over Expenditure	<u>(22,476)</u>	<u>161,908</u>	<u>144,600</u>	<u>(17,308)</u>				
6000 plus Transfer from EMR	0	5,900						
Movement to/(from) Gen Reserve	<u>(22,476)</u>	<u>167,808</u>						
Resources Committee :- Income	311	241,490	482,000	240,510			50.1%	
Expenditure	22,787	79,582	337,400	257,818	3,958	253,860	24.8%	
Net Income over Expenditure	<u>(22,476)</u>	<u>161,908</u>	<u>144,600</u>	<u>(17,308)</u>				
plus Transfer from EMR	0	5,900						
Movement to/(from) Gen Reserve	<u>(22,476)</u>	<u>167,808</u>						



## Detailed Income &amp; Expenditure by Budget Heading 22/07/2022

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	336	244,020	515,320	271,300			47.4%	
Expenditure	24,381	102,861	506,250	403,389	14,086	389,303	23.1%	
Net Income over Expenditure	<u>(24,045)</u>	<u>141,159</u>	<u>9,070</u>	<u>(132,089)</u>				
plus Transfer from EMR	0	6,567						
Movement to/(from) Gen Reserve	<u>(24,045)</u>	<u>147,726</u>						

## Current Bank Account

Payments made between 01/06/2022 and 30/06/2022

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/06/2022	Mid Devon District Council	DD4408	55.68	55.68		500			Rent, Garage 2, Knightswood
01/06/2022	Mid Devon District Council	DD4409	192.00	192.00		500			NNDR St Andrews Car Park
01/06/2022	Shire Leasing PLC	DD4422	237.71	237.71		500			Telephone Lease
01/06/2022	Allstar	DD4442	60.70	60.70		500			Fuel for Cemetery
01/06/2022	Squareup	SQ	0.05			4038	100	0.05	Squareup Fee
06/06/2022	Credit Card	CC Payment	162.49			210		162.49	CC Payment
07/06/2022	Squareup	SQ	0.23			4038	100	0.23	Squareup Fee
10/06/2022	Scottish Power	DD4410	173.00	173.00		500			Town Hall Electric
13/06/2022	Opus Energy	DD4368	160.99	160.99		500			Town Hall Gas 26.4.22-26.5.22
15/06/2022	Allstar	DD4444	78.06	78.06		500			Fuel for Van
15/06/2022	Squareup	SQ	0.69			4038	100	0.69	Squareup Fee
20/06/2022	Cullompton Family Centre	BACS	250.00			4075	100	250.00	Grant - walking group support
20/06/2022	Cullompton Arts Centre	BACS	250.00			4075	100	250.00	Grant - towards arts festival
20/06/2022	Communnity Life Hub Group	BACS	100.00			4075	100	100.00	Grant - Tea Urn
20/06/2022	Noah's Ark Pre-School	BACS	250.00			4075	100	250.00	Grant - repair storm damage
20/06/2022	Cullompton Rangers	BACS	250.00			4075	100	250.00	Grant - stadiummax dragmat
20/06/2022	Cullompton Pre-School	BACS	300.00			4075	100	300.00	Grant - new technology
20/06/2022	Willowbank Primary School	BACS	100.00			4075	100	100.00	Grant- Resurface outdoor class
20/06/2022	Cullompton Bowling Club	BACS	150.00			4075	100	150.00	Grant - Insulate clubhouse
20/06/2022	O2	DD4374	101.87	101.87		500			Mobile Phones
20/06/2022	Mole Valley Farmers	E4360/1/47	170.62	170.62		500			Beacon cylinder hire
20/06/2022	Labdon Building Supplies	EP4314/5	48.61	48.61		500			socket set & bit set
20/06/2022	Devon County Council	EP4317	2,880.00	2,880.00		500			Pay & Display Car Park Fee
20/06/2022	Carlin Ltd	EP4318	1,800.00	1,800.00		500			H&S onsite assessment & report
20/06/2022	Adecco UK Ltd	EP4324/5	760.19	760.19		500			Admin Support
20/06/2022	GreenBeam Orion Ltd	EP4328	78.00	78.00		500			Broadband
20/06/2022	Microshade Business Contsultan	EP4329	484.32	484.32		500			Hosting Service
20/06/2022	Mole End Plants	EP4330	20.00	20.00		500			Jasmine/Clematis for cemetery
20/06/2022	Rialtas Business Solutions Ltd	EP4333-4	922.80	922.80		500			SupportLicence Asset Inventory
20/06/2022	Vision ICT Ltd	EP4335	345.60	345.60		500			Hosted emails 2022-2023
Subtotal Carried Forward:			10,383.61	8,570.15	0.00			1,813.46	

## Current Bank Account

Payments made between 01/06/2022 and 30/06/2022

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
20/06/2022	ABA Groundcare LLP	EP4343	634.50	634.50		500			Brushcutter & Vacuum
20/06/2022	D & H Plant Ltd	EP4344	84.00	84.00		500			Digger Hire
20/06/2022	Edenvale Turf (SW) Ltd	EP4345	7.20	7.20		500			Seeded Turf
20/06/2022	Halcyon Landscapes Ltd	EP4346	206.94	206.94		500			Play area grounds maintenance
20/06/2022	Wasteology Ltd	EP4348	420.00	420.00		500			Skip Hire
20/06/2022	Kevin Pilgrim Ltd	EP4349	71.67	71.67		500			Leaf Blower repair
20/06/2022	Mole End Plants	EP4350-1	143.50	143.50		500			Plants for town
20/06/2022	Labdon Building Supplies	EP4352-59	180.15	180.15		500			Dee Shackes - Headweir Road
20/06/2022	Gazeboshop	EP4363	340.02	340.02		500			Gazebo canopies
20/06/2022	LGRC Associates Ltd	EP4364	7,080.00	7,080.00		500			Deposit for Locum Services
20/06/2022	Perry Stickland	EXPJUNE	33.25			4135	100	33.25	Mileage expense to collect van
21/06/2022	Scottish Power	DD4412	11.61	11.61		500			Market Electric
21/06/2022	Worldpay (UK) Ltd	DD4424	83.23	83.23		500			CC Machine Charges May 2022
22/06/2022	Allstar	DD4443	63.17	63.17		500			Fuel for Cemetery
23/06/2022	NPower	DD4373	82.24	82.24		500			Cemetery Electric May 2022
24/06/2022	Salaries	BACS	12,358.97			4090	100	11,737.95	Salaries June 2022
						4091	100	496.02	Additional Payroll June 2022
						4800	800	125.00	Market Chargeback June 2022
24/06/2022	HMRC	BACS	3,260.49			4090	100	3,260.49	Tax & NIC June 2022
24/06/2022	Pensions	BACS	2,788.97			4090	100	2,788.97	Pension Contributions Jun 2022
24/06/2022	Unison	BACS	14.00			4090	100	14.00	Unison Subs June 2022
24/06/2022	Cloud9 Homes Ltd	EP4281	11,786.40	11,786.40		500			Renew Gravel Path at cemetery
27/06/2022	ALD FORD LEASE	DD4406	396.36	396.36		500			Van Lease
28/06/2022	D & G Boiler Care	DD4413	38.33	38.33		500			Boiler Insurance
Total Payments:			50,468.61	30,199.47	0.00			20,269.14	



Appendix 2.

	<b>IT Provider A</b>	<b>IT Provider B</b>	<b>IT Provider C</b>
One Off Set Up Cost	£1710.00	£2480.00	£2685.00
Ongoing Monthly Subscription	£523.00	£403.90	£335.40
Sector Specific	Yes	No	Yes
Innovation	No	No	Work with local youth/colleges to develop bespoke apps for sector needs
Able to Host Current Subscriptions (e.g. Rialtas)	Yes	No	Yes
Addon Apps for Councils	No	No	Yes
VOIP Support	No	No	Yes
In-House Training	Yes	No	Yes
Agenda Pack Solution	No	No	Yes



## **OFFICER REPORT**

COMMITTEE:	Town Council
DATE OF MEETING:	28 <sup>th</sup> July 2022
AGENDA ITEM:	14. Motion to recruit 2 new members of staff to the outdoor team
LEGAL AUTHORITY:	Local Government Act 1972 s. 112
FINANCIAL IMPLICATION:	<p>Recruitment is cost neutral because these are pre-existing posts which are now vacant. Outdoor Team vacancies have resulted in some savings to the staffing budget.</p> <p>Posts are expected to be recruited at the same pay grade as previously.</p>
IMPACT ASSESSMENT:	<p>Recruitment of 2 FTEs would return the team to previous staffing levels. Not to do so would compromise the Outdoor Team's ability to keep the cemetery in good order and deliver the cemetery and town hall Action Plan. Maintenance of childrens' play areas would also be compromised. Allotments, street markets, street furniture, flowerbeds and baskets, and events which are supported by the team would be impacted.</p>
BACKGROUND:	<p>At June 2022 there were 4.54 FTE posts in the Outdoor Team.</p> <p>The Outdoor Team Supervisor resigned in May 2022. Another member of the team left in July, one person is on sick leave until mid-August '22 and another is on light duties because of ill health - this person is eligible to retire in January 2023 and will remain on light duties until then because of a long-standing health condition.</p> <p>The final FT member of the team has continued working to the terms of his contract.</p> <p>In July 2022 a replacement FT team supervisor was appointed, increasing the team to 2 FTEs operating at full capacity.</p> <p>The workload of the Outdoor Team is at its peak from March to September. Grave digging is year-round. Hedge and tree work is done in autumn/winter. Maintenance and repairs are year-round.</p>



	<p>The team reduced from 5 to 2. If 2 additional FTEs are recruited the team will be back to previous staffing levels; assuming no further resignations.</p>
<b>SUMMARY:</b>	<p>The Outdoor Team is public-facing and has a significant year-round workload. The vacant posts need to be filled as soon as possible to regain lost momentum.</p>
<b>RECOMMENDATION:</b>	<p>It is recommended that 2 experienced FTEs are recruited with immediate effect.</p>