



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 EXTRA-ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
WILL BE HELD AT TOWN HALL, CULLOMPTON
ON THURSDAY, 24 NOVEMBER 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
EXTRA-ORDINARY MEETING OF
CULLOMPTON TOWN COUNCIL
24 NOVEMBER 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 the Town Council meeting held on 29 September 2022 (Supporting Paper A).
- 6. Payments List**
To approve list of payments (Supporting Paper B).
- 7. Budget 2023-2024**
To consider the budget and precept proposal for the Financial Year 2023-2024 (Supporting Paper C).

8. Farmers' Market Support

Debate and resolve:

Support for Cullompton Farmers' Market (Supporting Paper D).

9. Planning Matters

a. Cullompton NW Extension Green Infrastructure

Consider and Respond:

To consider and comment on the proposals for Green Infrastructure as part of the Cullompton NW Extension (Supporting documentation emailed by the Assistant Town Clerk to all members on 27 October 2022).

b. Cullompton NW Extension Street Naming

Debate and Recommend;

To consider suitable and recommend street names for part of the Cullompton NW Extension (Supporting documentation emailed by the Town Clerk to all members on 7 November 2022).

c. Planning Applications in the Parish of Cullompton

Consider and make comment:

Planning applications received by the Planning Authority and available to view on the [Planning Portal](#):

- i. [22/01901/MFUL](#). Conversion of part of former clubhouse to 19 dwellings and demolition of remaining building, associated parking and landscaping at the former Padbrook Park Golf and Country Club.
- ii. [22/01979/LBC](#). Listed Building Consent for replacement window at 5 Gravel Walk, Cullompton.
- iii. [22/02077/HOUSE](#). Erection of two storey extension to form annexe at 83 St Andrew's Estate, Cullompton.
- iv. [22/02085/FULL](#). Erection of 2 dwellings and extension to residential garden following demolition of existing building utilising the Class Q fall back position ([22/00491/PNCOU](#)).
- v. [22/02089/HOUSE](#). Erection of first floor extension above garage at 14 Gatehouse Close, Cullompton.



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



Locum Town Clerk: Francesca Pridding
 The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
enquiries@cullomptontowncouncil.gov.uk
 01884 38249

MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
HELD ON THURSDAY 29TH SEPTEMBER 2022
IN CULLOMPTON TOWN HALL AT 7.00PM

PRESENT: Councillor: James Buczkowski (Chair)
 Councillors: Shaun Holvey, Mike Thompson, Christopher Snow, Gordon Guest,
 Matthew Dale, Lloyd Knight, Martin Smith, Janet Johns, Ian Findlay,
 Lloyd Knight

OFFICERS PRESENT: Francesca Pridding (Locum Town Clerk)

Ref. 629 **APOLOGIES:**
 29.09.22 Robert Dietrich
 Kathryn Haslett

Ref. 630 **DECLARATION OF INTEREST:**
 29.09.22 Councillor Buczkowski Item 6 – Members of CCA
 Item 16 – Member of Town Team
 Councillor Thompson Item 11 (d) – Personal Connection
 Councillor Snow Item 11 (a) – Personal Connection
 Councillor Johns Item 16 (i) (ii) – Member of Town Team
 Councillor Guest Item 11 (g) – Previous Comments made

Ref. 631 **CHAIRMAN'S REPORT**
 29.09.22

- The Chairman thanked the Assistant Town Clerk and the Outdoor Team for their help over the period of National Mourning following the death of Queen Elizabeth II
- The Chairman reported that he had received an email in his capacity as District Councillor, from Mid-Devon, regarding the new bin collection scheme within Cullompton

Ref. 632 **MEMBERS' QUESTIONS**
 29.09.22 Councillor Snow raised queries on the Finance Report

- Ref. 633
29.09.22 **MINUTES:**
Receive and approve: -
Minutes of Ordinary Meeting of the Council held on Thursday, 25th August 2022
RESOLVED: To receive and approve with Councillor Matthew Dale proposing and Councillor Ian Findlay seconding the motion.
Minutes of Extra-Ordinary Meeting of the Council held on Monday, 5th September 2022
RESOLVED: To receive and approve with Councillor Matthew Dale proposing and Councillor Lloyd Knight seconding the motion.
- Ref. 634
29.09.22 **STANDING COMMITTEES:**
Receive and approve: -
Community Wellbeing Committee
Minutes of meeting held Thursday, 18th August 2022
RESOLVED: To receive and approve with the inclusion of the word 'supporting' added to the recommendation that the Council adopts a 20 mph policy and that Councillor Smith is removed as being Present with Councillor James Buczkowski proposing and Councillor Mike Thompson seconding the motion.
RESOLVED: To approve the recommendations with Councillor Matthew Dale proposing and Councillor Gordon Guest seconding the motion.
- Ref. 635
29.09.22 **PAYMENTS LIST**
To approve the payments list
RESOLVED: To approve with Councillor Lloyd Knight proposing and Councillor Ian Findlay seconding the motion.
- Ref. 636
29.09.22 **UNPAID DEBTS**
To approve the writing off of specified debts
RESOLVED: To defer the decision regarding Invoices HH10896, HH10899 and HH10909 and to approve the writing off of Invoices AL10210 and AL10204 with Councillor James Buczkowski proposing and Councillor Lloyd Knight seconding the motion.
- Ref. 637
29.09.22 **SCHEME OF DELEGATION & TERMS OF REFERENCE**
To approve the Scheme of Delegation and the amendments to the Terms of Reference
Amendment proposed to change the reference at 2.1 to 'Dorset' to read 'Devon', at 2.2 to include the words 'within the limits set by Financial Regulations, at 3.1 to include 'the disposal of assets of over £500 and all interests in land' and to remove section 5 'Planning Matters'.

The amendment was proposed by Councillor Gordon Guest and seconded by Councillor Shaun Holvey

RESOLVED: To approve the Scheme of Delegation as amended

Amendment proposed to the Terms of Reference for all committees save Appeals to state that membership was to be a maximum of 7 members in addition to the Chair and Vice-Chair of the Council.

The amendment was proposed by Councillor James Buczkowski and seconded by Councillor Matthew Dale

RESOLVED: To approve the Committee Terms of Reference as amended

Amendment proposed to the Terms of Reference for the Appeals Committee to state that membership was to be a maximum of 7 members and that it would not include the Chair and Vice-Chair of the Council.

The amendment was proposed by Councillor James Buczkowski and seconded by Councillor Shaun Holvey

RESOLVED: To approve the Committee Terms of Reference as amended

Ref. 638
29.09.22

PLANNING, LICENCING AND STRATEGIC GROWTH COMMITTEE

To dissolve the Planning, Licencing and Strategic Growth Committee

DEFEATED

Ref. 639
29.09.22

PLANNING MATTERS

To consider planning matters (a) – (j)

Amendment proposed to defer matters (a) – (i) until the next Planning, Licencing and Strategic Growth Committee

The amendment was proposed by Councillor James Buczkowski and seconded by Councillor Matthew Dale

A further **amendment** was proposed that matters (a), (b), (d), (e), (f) and (j) be considered

The amendment was proposed by Councillor Matthew Dale and seconded by Councillor Ian Findlay

This amendment was **defeated**

RESOLVED: To approve the amendment as proposed by Councillor James Buczkowski and seconded by Councillor Matthew Dale

(j) **Cullompton NW Extension.** To discuss proposed changes to the access to the NW Extension via Tiverton Road.

RESOLVED: To **OBJECT** to the proposal and write stating those objections to the authority and for Councillors Smith to attend the authority meeting to enforce the Council position, with Councillor Martin Smith proposing and Councillor Janet Johns seconding the motion

Ref. 639
29.09.22

MOTION NOT REQUIRING WRITTEN NOTICE

Councillor Buczkowski proposed that items 16. Grants, 18. Exclusion of the Public and Press and 20. County Court Summons be considered in advance of the remaining items on the Agenda, this was seconded by Councillor Matthew Dale

RESOLVED: To approve the motion

*Councillor Buczkowski left the meeting
Councillor Knight took the Chair*

Ref. 640
29.09.22

GRANTS

To make grants in response to the applications:

- i) Cullompton Town Team – Christmas Light Switch-on Event

RESOLVED: To approve and donate £1000 with Councillor Matthew proposing and Councillor Shaun Holvey seconding the motion.

Councillors Thompson and Snow declared an interest in the following item

- ii) Cullompton Town Team – Street Furniture

DEFEATED

Councillor Buczkowski re-entered the meeting and took the Chair

- iii) Cullompton Rangers FC

RESOLVED: To approve and donate £500 with Councillor Chris Snow proposing and Councillor Shaun Holvey seconding the motion.

- iv) Coldharbour Mill

RESOLVED: To support the applicant with their future funding bids with Councillor Mike Thompson proposing and Councillor Shaun Holvey seconding the motion.

Ref. 641
29.09.22

MOTION NOT REQUIRING WRITTEN NOTICE

Councillor Buczkowski proposed that Standing Orders be suspended to allow for the Meeting to continue for a further 10 minutes this was seconded by Councillor Lloyd Knight

RESOLVED: To approve the motion

Ref. 642
29.09.22 **PUBLIC PARTICIPATION**
To exclude press and public in accordance with Section 12A of the Public Bodies (Admission to Meetings) Act, 1960

Public Bodies (Admission to Meetings) Act 1960

In accordance with Public Bodies Admission to Meetings Act - Local Government (Access to Information) Act (1985) Schedule 12A, parts 1.1 and 4.14, public and press are therefore excluded from this part of the meeting.

RESOLVED: To approve with Councillor James Buczkowski proposing and Councillor Lloyd Knight seconding the motion

Ref. 643
29.09.22 **COUNTY COURT SUMMONS**
To defend legal claim

RESOLVED: To defend the legal claim against the Council for sums due with Councillor Matthew Dale proposing and Councillor Chris Snow seconding the motion.

The meeting was adjourned at 9:45 pm, to be recommenced at 6:00 pm on Thursday 6th October 2022

Meeting recommenced 6:00pm Thursday 6th October

Ref. 644
06.10.22 **APOLOGIES:**
Matthew Dale
Kathryn Haslett

Ref. 645
06.10.22 **DECLARATION OF INTEREST:**
No further interests declared

Ref. 646
06.10.22 **MID DEVON SUPPLEMENTARY PLANNING DOCUMENT PROPOSAL**
Motion to form a working group to formulate a Council response, to be approved at the next Full Council meeting, to the proposed Mid-Devon Supplementary Planning Document dealing with East-Cullompton.

RESOLVED: To approve with Councillor James Buczkowski proposing and Councillor Gordon Guest seconding the motion

The meeting was informed that the Assistant Clerk had organised a stake-holder meeting for 20.10.2022

Ref. 647
06.10.22 **APPOINTMENT TO COMMITTEES**
To appoint members as per terms of reference to the following committees

- i) Services, Property and Outdoor Spaces
No Change

- ii) Community, Economy and Tourism
RESOLVED: To appoint Councillor Haslett with Councillor James Buczkowski proposing and Councillor Lloyd Knight
- iii) Governance, Finance and Resources
RESOLVED: To appoint Councillor Guest with Councillor James Buczkowski proposing and Councillor Shaun Holvey
- iv) Appeals
RESOLVED: To appoint Councillor Smith with Councillor James Buczkowski proposing and Councillor Shaun Holvey

Ref. 648
06.10.22 **BANKING ARRANGMENTS**
To approve the Locum Clerk's recommendation to move the Council's banking arrangements to Unity Trust Bank

RESOLVED: To approve with Councillor James Buczkowski proposing and Councillor Ian Findlay seconding the motion.

Ref. 649
06.10.22 **INTERNAL AUDITOR**
To appoint an Internal Auditor

RESOLVED: To appoint Auditor B with Councillor Lloyd Knight proposing and Councillor Ian Findlay seconding the motion.

Council was reminded that, for the next Agenda Item it would be acting as the Trustee for Gift of A. Burrows

Ref. 650
06.10.22 **GIFT OF A. BURROWS BOARD OF TRUSTEES**
To expand the Board of Trustees beyond the sole Council Trustee and to seek new trustees to sit on the board.

DEFEATED

Ref. 651
29.09.22 **PUBLIC PARTICIPATION**
To exclude press and public in accordance with Section 12A of the Public Bodies (Admission to Meetings) Act, 1960

Public Bodies (Admission to Meetings) Act 1960

In accordance with Public Bodies Admission to Meetings Act - Local Government (Access to Information) Act (1985) Schedule 12A, parts 1.1 and 4.14, public and press are therefore excluded from this part of the meeting.

RESOLVED: To approve with Councillor James Buczkowski proposing and Councillor Lloyd Knight seconding the motion

Ref. 652
06.10.22

FLEXIBLE WORKING REQUEST

To allow a request for flexible working by staff member.

RESOLVED: To approve with Councillor James Buczkowski proposing and Councillor Janet Johns seconding the motion

The meeting was declared closed at 6:53 pm

CHAIRMAN

DRAFT

SUPPORTING PAPER B

Invoice Date	Invoice Number	Supplier A/c Name	Supplier A/c Code	Net Value	VAT
04/10/2022	1408	LGRC	LGR01	2,513.93	502.79
21/10/2022	1425	LGRC	LGR01	6,156.43	1,231.29
08/11/2022	1440	LGRC	LGR01	4,933.85	986.77
09/11/2022	1441	LGRC	LGR01	3,365.70	673.14
			LGR01 Total		
01/11/2022			Millenniumquest	20,943.00	4188.6
			Millenniumquest Total	20,943.00	4,188.60

Invoice Total	Analysis Description
3,016.72	Locum Deputy Town Clerk Sept'22
7,387.72	Locum Town Clerk Sept'22
5,920.62	Locum Town Clerk Oct'22
4,038.84	Locum Deputy Town Clerk Oct'22
20,363.90	
25,131.60	Christmas Lights 2022
25,131.60	

GOVERNANCE, FINANCE AND RESOURCES

	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
Salaries, PAYE, Pension & NI					
	£ 248,794.00	£ 230,000.00	£ 280,000.00		£ 300,000.00

Committee Recommendation:

Officer Recommendation: The £300,000 recommendation has Employers NI at the 13.8% rate.

	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
Locum Support					
	£ -	£ 45,000.00	£ 12,000.00		£ 10,000.00

Committee Recommendation:

Officer Recommendation:

	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
Advertising					
	-£ 75.00	£ -	£ 400.00		£ 400.00

Committee Recommendation:

Officer Recommendation: As before

	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
Training					
	£ 4,742.30	£ 3,500.00	£ 7,000.00		£ 7,000.00

Committee Recommendation:

Officer Recommendation: New Councillor training will be needed in May'23 plus Town Clerk will be finishing CiLCA may need additional training and payment including SLCC conferences. Ongoing staff training.

	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
Photocopier and Printing					
	£ 1,219.58	£ 650.00	£ 1,300.00		£ 700.00

Committee Recommendation:

Officer Recommendation: Decrease in printed material being generated

	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
Stationery & Postage					
	£ 917.21	£ 900.00	£ 1,650.00		£ 900.00

Committee Recommendation:

Officer Recommendation: The split will be as follows: £800 Stationery and £100 postage

GOVERNANCE, FINANCE AND RESOURCES

Phone & Broadband	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
		£ 2,340.31	£ 2,501.00	£ 2,600.00	
Committee Recommendation:					
Officer Recommendation: Sector recommendations suggest 3% increase on previous years budget.					

Mobile Phones	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
		£ 1,223.88	£ 1,100.00	£ 900.00	
Committee Recommendation:					
Officer Recommendation: A full audit of mobile phone requirements will be done and hopefully expenditure reduced.					

Office Equipment	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
		£ 3,640.58	£ 2,000.00	£ 5,765.00	
Committee Recommendation:					
Officer Recommendation:					

IT Support	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
		£ 8,063.62	£ 11,000.00	£ 10,000.00	
Committee Recommendation:					
Officer Recommendation: Ongoing Office 365 and emails, year end cost and other support. Savings due to new IT provision and reorganisation of budget headings.					

IT Subscriptions	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
Committee Recommendation:					
Officer Recommendation:					

Website Hosting	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
		£ -	£ 450.00	£ -	
Committee Recommendation:					
Officer Recommendation:					

GOVERNANCE, FINANCE AND RESOURCES

Recruitment	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ 3,154.42	£ -		£ 3,000.00

Committee Recommendation:

Officer Recommendation: Previous figures were coded to admin support or advertising. Created this year to better monitor expenditure.

Professional Membership Subs	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 2,432.28	£ 2,000.00	£ 2,000.00		£ 2,500.00

Committee Recommendation:

Officer Recommendation:

Bank Charges	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ 100.00	£ -		£ 250.00

Committee Recommendation:

Officer Recommendation:

Card Charges	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 937.09	£ 750.00	£ 500.00		£ 500.00

Committee Recommendation:

Officer Recommendation: Included in figure is all cards e.g fuel card, soldo etc.

Audit Fees	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 1,760.00	£ 1,000.00	£ 2,620.00		£ 1,500.00

Committee Recommendation:

Officer Recommendation:

Insurance	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 4,758.00	£ 5,689.54	£ 1,650.00		£ 6,000.00

Committee Recommendation:

Officer Recommendation: In previous years insurance apportioned to each committee.

GOVERNANCE, FINANCE AND RESOURCES

Professional Fees	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 1,500.00	£ 3,500.00	£ 1,500.00		£ 2,500.00
Committee Recommendation:					
Officer Recommendation: Figure includes legal practice retainer.					

Health and Safety	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 57.50	£ 1,500.00	£ 1,000.00		£ 1,000.00
Committee Recommendation:					
Officer Recommendation:					

Grants	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 1,100.00	£ 4,900.00	£ 3,000.00		£ 5,000.00
Committee Recommendation:					
Officer Recommendation: Over budget due to timing of second grant application, remaining £1900 carried over from 21/22.					

PPE	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 1,368.44	£ 2,000.00	£ 2,800.00		£ 2,000.00
Committee Recommendation:					
Officer Recommendation:					

Van Lease	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 3,963.60	£ 3,963.60	£ 4,000.00		£ 4,000.00
Committee Recommendation:					
Officer Recommendation:					

Van - Running Expenses	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 1,926.63	£ 1,500.00	£ 2,500.00		£ 2,500.00
Committee Recommendation:					
Officer Recommendation:					

GOVERNANCE, FINANCE AND RESOURCES

General Admin	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 222.09	£ 500.00	£ 1,815.00		£ -
Committee Recommendation:					
Officer Recommendation: To no longer use due to lack of specificity.					

Recycling Bags	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 240.90	£ 276.00	£ -		£ 300.00
Committee Recommendation:					
Officer Recommendation: to re stock recycling bags shown on income page.					

Mayoralty Fund	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 159.00	£ -	£ -		£ 200.00
Committee Recommendation:					
Officer Recommendation:					

CCTV	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ 50.00	£ -		£ 1,000.00
Committee Recommendation:					
Officer Recommendation: Annual service plus maintenance					

Mileage & Subsistence	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ -	£ -		£ 400.00
Committee Recommendation:					
Officer Recommendation:					

Trees	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ -	£ -		£ 2,000.00
Committee Recommendation:					
Officer Recommendation:					

GOVERNANCE, FINANCE AND RESOURCES

Archive Project	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ 1,000.00	£ -		£ 2,500.00

Committee Recommendation:

Officer Recommendation: Overbudget due to previous finance officer using her time while employed on archive project. 2 hours per week allocated which is to be continued as contractor invoicing monthly.

Election Expenditure	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ -	£ -		£ 5,000.00

Committee Recommendation:

Officer Recommendation: 23/24 is an election year, £5,000 in EMR recommend an extra £5,000 incase of contested wards.

Councillor Allowances	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 480.00		£ -		£ 2,250.00

Committee Recommendation:

Officer Recommendation:

Leat Repairs	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ -	£ -		£ 2,000.00

Committee Recommendation:

Officer Recommendation: Licences could be needed for emergency/remedial work.

Public Works Loan Repayment	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 17,646.64	£ 17,646.64	£ 17,650.00		£ 17,650.00

Committee Recommendation:

Officer Recommendation:

Utilities	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ -	£ -		

Committee Recommendation:

Officer Recommendation: Do we wish to use this budget heading moving forward for all utilities for TC's premises?

COMMUNITY, ECONOMY AND TOURISM COMMITTEE

Christmas Lights	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 11,618.00	£ 20,000.00	£ 15,000.00	£ 17,000.00	£ 17,000.00
Committee Recommendation:					
Officer Recommendation: To allow the dressing of the 6 trees at the front of the Hayridge car park with a small contingency.					

Christmas Event	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 3,782.00	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00
Committee Recommendation: To provide grants to community groups					
Officer Recommendation:					

Public Rights of Way	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 99.00	£ -	£ -	£ -	£ -
Committee Recommendation:					
Officer Recommendation:					

Community Events	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ 3,500.00	£ 6,000.00	£ 6,000.00	£ 6,000.00
Committee Recommendation: In order to provide grants to community groups to facilitate community events including funding and administering road closures.					
Officer Recommendation:					

Outdoor Market Expenses	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ 1,000.00	£ 3,000.00	£ 2,000.00	£ 2,000.00
Committee Recommendation: Although there is an EMR for gazebo replacement, there may be incidental expenses such as replacement of signage and flags.					
Officer Recommendation:					

Youth Services	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 18,353.00	£ 650.00	£ 19,000.00	£ 20,000.00	£ 20,000.00
Committee Recommendation: Until the way forward with Youth Services and how they are provided is found, such services should be budgeted for; if it is unspent, it can be reallocated or placed into EMR.					
Officer Recommendation:					

Tourism and Economic Development	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 10,254.00	£ -	£ 1,500.00	£ 1,500.00	£ 1,500.00
Committee Recommendation:					
Officer Recommendation: Large spend in 2021/22 due to Welcome Back Fund spend (notice board and pavement cleaning) offset by a £10,000 grant from central Government paid via MDDC. Budget required to allow the purchase of additional, self-watering, hanging baskets; this will all much less frequent watering by staff and the consequential savings in staff time.					

SERVICES, PROPERTY AND OUTDOOR SPACES

Fire Safety	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 2,410.00	£ 3,000.00	£ 5,000.00	£ 3,000.00	£ 3,000.00

Committee Recommendation: Surplus from current year to be moved to Town Hall EMR.

Officer Recommendation: Need to ensure that fire escape route is properly signposted and safe and that the fire extinguishers are up to date. Suggest remaining 2022/23 budget is moved to Town Hall EMR

Cemetery Running Expenses	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 19,109.73	£ 17,500.00	£ 20,000.00	£ 20,000.00	£ 20,000.00

Committee Recommendation:

Officer Recommendation: Retain budget to account for increases in overheads, rates included

Cemetery Projects/Essential Works	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -		£ -	£ -	£ -

Committee Recommendation:

Officer Recommendation:

Allotment Expenses	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 4,017.83	£ 1,250.00	£ 1,000.00	£ 1,500.00	£ 1,500.00

Committee Recommendation:

Officer Recommendation: Likely to be slightly over budget this year due to works required recommend slight increase to absorb any works required to make good paths etc.

Other Equipment - New & Maintenance	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 752.85	£ 6,500.00	£ 2,000.00	£ 3,000.00	£ 3,000.00

Committee Recommendation:

Officer Recommendation: This does not include IT equipment for Town Hall or Cemetery.

Town Hall Improvements	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -		£ -	£ -	£ -

Committee Recommendation: Dependent on what is agreed in the Strategic Plan.

Officer Recommendation:

Town Hall Running Expenses	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 8,463.58	£ 10,000.00	£ 11,500.00	£ 19,500.00	£ 14,500.00

Committee Recommendation: £14,500 plus £5,000 contingency to be added as an EMR due to ongoing energy crisis.

Officer Recommendation: Due to fluctuations in the energy prices, the potential for another increase in unit price and now back to office working we are factoring in a percentage uplift in electricity and gas costs.

SERVICES, PROPERTY AND OUTDOOR SPACES

Play Area Running Expenses	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£	7,756.05	£ 4,500.00	£ 6,000.00	£ 4,500.00
Committee Recommendation: 2021/22 increased expenditure due to COVID legislation around play area cleaning.					
Officer Recommendation: Annual play inspection, equipment maintenance.					

Play Area Equipment	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£	-		£ -	£ -
Committee Recommendation: Decision pending officer report on Upcott Field. EMR's are available once strategic plan is adopted.					
Officer Recommendation: Do any play areas need updating? Reference ROSPA reports.					

Play Area Projects	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£	-		£ -	£ -
Committee Recommendation: Decision pending officer report on Upcott Field. EMR's are available once strategic plan is adopted.					
Officer Recommendation: Upcott field s106 needs to be considered.					

St Andrews Car Park	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£	6,262.89	£ 5,000.00	£ 5,500.00	£ 5,500.00
Committee Recommendation: Any anticipated capital expenditure, EMR's are available.					
Officer Recommendation: Rates at £2,300 and Pay and Display Fee from Mid Devon at £2,400.					

Public Rights of Way	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£	98.92	£ -	£ -	£ 400.00
Committee Recommendation: Grant anticipated from DCC. Works to be undertaken by outdoor team with advisement from Nick Savage.					
Officer Recommendation: If grant received, needs to be spent in full and reported on.					

Town Maintenance	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£	3,351.52	£ 4,000.00	£ 7,500.00	£ 4,500.00
Committee Recommendation:					
Officer Recommendation: Based on this year expenditure without hanging baskets which will be moving to community, Economy and Tourism committee.					

Grass/Verge Cutting	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£	582.35	£ 1,950.00	£ 4,000.00	£ 3,000.00
Committee Recommendation:					
Officer Recommendation: We intend to journal £1950 from Cemetery Running and Play Areas to Grass/Verge Cutting.					

Public Convenience Running Expenses	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£	10,928.60	£ 7,500.00	£ 3,500.00	£ -
Committee Recommendation: Deferred until report regarding termination of current contract is brought to the committee.					
Officer Recommendation: Cleaning contract has been terminated so the running costs are reduced					

INCOME

Precept	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 461,481.00	£ 482,000.00	£ 482,000.00		£ 498,985.00
Committee Recommendation:					
Officer Recommendation: 0.00% increase against Band D Levy					

Allotment Rents - Top Field	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 506.00	£ 625.00	£ 625.00	£ 625.00	£ 625.00
Committee Recommendation:					
Officer Recommendation: Same as last year due to no increase in fees.					

Allotment Rents - Haymans	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 119.00	£ 172.50	£ 172.50	£ 172.50	£ 172.50
Committee Recommendation:					
Officer Recommendation: Same as last year due to no increase in fees.					

Cemetery	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 39,340.36	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ 25,000.00
Committee Recommendation: Budget does not reflect the agreed 10% uplift in cemetery fees agreed at SPOS meeting 03/11/2022.					
Officer Recommendation:					

Town Hall Hire	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 240.00	£ 365.00	£ -	£ 250.00	£ 250.00
Committee Recommendation: Deferred until legal issue re fire exit resolved.					
Officer Recommendation: Town hall not open to public, however, polling station due May 2023.					

St Andrews Car Park	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 5,599.46	£ 4,500.00	£ 5,500.00	£ 5,500.00	£ 4,500.00
Committee Recommendation:					
Officer Recommendation:					

Public Rights of Way	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ -	£ -	£ -	£ 400.00	£ 400.00
Committee Recommendation:					
Officer Recommendation: Yearly grant of £400 expected, however, need to apply for this.					

Recycling Bags	2021/22 Actual	2022/23 Est.	2022/23 Budget	2023/24 Comm Rec	2023/24 Officer Rec
	£ 657.40	£ 500.00	£ -		£ 500.00
Committee Recommendation:					
Officer Recommendation:					

Report from Cullompton Farmers' Market for 27th October 2022



Cullompton Farmers' Market is still going well despite the financial uncertainties faced by traders and customers. The Autumn festival was particularly well supported.

However.

The market is facing a crossroads due to changes in the management of the setting up and storage of equipment. Currently everything is stored in a horsebox at a fairly secure site and brought in for each market by a volunteer trader. This will be ending by Christmas. The setting up and taking down is currently being done by volunteer traders but none of them are prepared to take on the future storage and transport of equipment to each market.

Our options:

1. To advertise for someone to be paid to carry out the storage of the horsebox and transport. They will need a suitable vehicle to tow to the market twice a month. [Personally, if the traders aren't prepared to do this I can't see anyone else wanting to unless they have the right facilities and transport].
2. To look for storage in the immediate vicinity and employ someone to bring the equipment down to the market in a trailer [or equivalent]. Ideally walking distance – such as St Andrew's car park. The gazebos are quite heavy and will need a team - which could be volunteer traders – to put them up. A small container [3m x 3m] would be adequate and fit next to the Town council container... or is there room in the Town Council container?

This workload could be eased by asking traders to bring their own gazebo and only supplying to those who request and are prepared to pay an additional hire fee to cover the cost of the labour.

Are there any other options that the council feel might help?

How much help could the council provide going forward?

The market has appreciated working with the council in the past and look forward to any help in keeping the market going in the future.

Sarah Jones [Secretary]

On behalf of Cullompton Farmers' Market



To: Steve Reardon[assistant.clerk@cullomptontowncouncil.gov.uk]
Cc: sarah@bloomberryjuice.co.uk[sarah@bloomberryjuice.co.uk]
From: [REDACTED]
Sent: Mon 07/11/2022 10:06:39 AM
Importance: Normal
Subject: Cullompton Farmers market

Hi Steve

Good to talk to you this morning

We were wondering if you and the Town Council could help in a slight dilemma we have in the Farmers Market

Ian Sadler our chairman has given notice that he wont be involved in the market after Christmas. Basically, his business, selling eggs, has been decimated by the effects of bird flu. Ian is currently responsible for the storage of the horse box which hold all our gazebos and brings it to each market and returns at the end. This facility will end when he goes.

We have not been able to find a satisfactory solution for his replacement but are still exploring avenues

One short term solution which we would very much like to discuss with yourselves, is whether after Christmas we can have the loan of your (town council) gazebos with your people erecting and taking down at the start/end of each market. We have already expressed our current situation in a letter by Sarah via yourself to your councillors but thought that this might be an extra (short term) solution to help us continue with the market.

This is a facility that the farmers Market are willing to pay for and would be very grateful if you can let us know if this is feasible

We would need at least 10 of your gazebos (maybe 11) and the Farmers Market is held on the second and fourth Saturdays of each month between 9.30 and 12.30

I hope that's OK and many thanks for your help and consideration

Kind regards

Chris

This email has been scanned for spam & viruses. If you believe this email should have been stopped by our filters, [click here](#) to report it.