



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, 8 JUNE 2023 AT 7:00PM

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

TO THE CHAIR AND COUNCILLORS OF CULLOMPTON TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL

JUNE 2023

Prior to the meeting commencing:

Outside Reports

Reports will be received by representatives from the Police, County and District Councillors as well as outside bodies, if present, on items relating to Cullompton Town and the wider area.

AGENDA

1. Apologies for Absences

Council to receive apologies for absence and consider the reasons given. ([LGA 1972 s85\(1\)](#))

2. Declaration of Interest & Dispensations

Members to declare any interests, including Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with [Localism Act 2011 s33\(b-e\)](#) (NB this does not preclude any later declarations).

3. Public Question Time

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.

4. Minutes

To approve the [minutes of the Annual Meeting of the Council held on Thursday, 11th May 2023](#).

5. Co-options

To consider co-option application received

- [M Dale](#).
- [P Gummer](#).
- [A Spring](#).
- [J Stanford](#).

6. Annual Governance and Accountability Return (AGAR)

- 6.1. To note the [report of the Internal Auditor](#).
- 6.2. To approve [Sections 1](#) – Annual Governance Statement 2022/23
- 6.3. To approve [Section 2](#) – Accounting Statements 2022/23
- 6.4. To note the period for the exercise of public rights is 12th June 2023 – 21st July 2023

7. Planning Matters

Consider and make comment:

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

- 9.1. [22/00652/MFUL](#) – Land at NGR 301784 108326 Land at Rull Lane. Change of use of agricultural land to green infrastructure including provision of a sports pitch (1.4 hectares) equipped with formal play area (0.45 hectares), a multi-use games area (0.1 hectares), allotments (0.7 hectares), community orchard (0.2 hectares), landscaped public open space (1.1 hectares) and associated infrastructure.
- 9.2. [23/00717/HOUSE](#) – 9 Willand Road, Cullompton. Erection of an extension following demolition of existing.

10. Wednesday Street Market

To consider the [sustainability of the Wednesday Street Market](#).

11. Car Park Licence

To agree to entering into a licence with MDDC for a [welfare unit sited at St Andrews Car Park](#).

12. Appointments to outside bodies

To appoint a member to the Town Centre Regeneration Partnership.

Exclusion of the Press and Public

To exclude press and public in accordance with [Section 1\(2\) of the Public Bodies \(Admission to Meetings\) Act, 1960](#)

Public Bodies (Admission to Meetings) Act 1960

In accordance with [Local Government Act 1972, Schedule 12A, parts 1.1 and 4.14](#) and [Section 1\(2\) of the Public Bodies \(Admission to Meetings\) Act, 1960](#) public and press are therefore excluded from this part of the meeting.

12. Staffing Matters.

13. Legal Matters.



Dan Ledger
Town Clerk / RFO

**Cullompton Town Council
Town Hall
1 High Street
Cullompton
EX15 1AB
01884 38249**

town.clerk@cullomptontowncouncil.gov.uk



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

MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
DATED THURSDAY, 11 MAY 2023 AT 7:00PM
AT CULLOMPTON TOWN HALL

PRESENT:

Councillors: J Buczkowski, R Dietrich, J Johns, S Holvey, M Thompson, C Snow

Officers: The Town Clerk, the Deputy Town Clerk.

Others: District Councillors E Buczkowski, M Fletcher, L Knight and S Robinson.

Councillor L Knight – Pleased to be elected and will try their utmost to do the best they can for Cullompton; they are keen for links to be re-established between the Town and District Councils.

C23/001 **ELECTION OF CHAIR**

1. To elect the Chair & Mayor for the Municipal Year 2023-2024 ([LGA 1972 s15\(2\)](#)).
RESOLVED that Councillor S Holvey is elected as the Chair of the Council and Town Mayor for the Municipal Year 2023-2024.
The elected Chair signed the declaration of acceptance of office.
The newly elected Chair signed the Declaration of Acceptance of Office.
2. To elect the Vice Chair & Deputy Mayor for the Municipal Year 2023-2024.
RESOLVED that Councillor M Thompson is elected as Vice-Chair of the Town Council and Deputy Town Mayor for the Municipal Year 2023-2024.
The elected Vice Chair signed the declaration of acceptance of office.
The newly elected Vice Chair and Deputy Town Mayor signed the Declaration of Acceptance of Office.

C23/002 **APOLOGIES FOR ABSENCES**

No apologies were received.

C23/003 **DECLARATION OF INTEREST AND DISPENSATIONS**

Councillor J Buczkowski declared a personal interest in Minute 8 in that one of the Aged Debtors is known to him personally.

C23/004 **PUBLIC QUESTION TIME**

As there were no members of the public present so this item of the Agenda did not take place.

C23/005 **MINUTES**

RESOLVED that the Minutes of the Meeting of the Council held on Thursday, 27 April 2023 are adopted as a true and correct record of the meeting. They were signed as such.

C23/005 **CO-OPTIONS**

The Clerk reported that a campaign would be mounted in order to attract those willing to be co-opted to the Council. He confirmed that the General Power of Competence (otherwise known as the Power of First Resort) would be lost until such time as there were 10 elected members but that, for the vast majority of the things carried out by Town Councils, there is other legislation to empower it.

C23/006 **TOWN CLERK'S REPORT**

The Town Clerk reported that:

- Following two resignations, the roles of Administrative Assistant and Outdoor Supervisor have been advertised.
- There were 6 members returned unopposed in the elections of 4 May 2023; vacancies will be filled by co-option.
- The Annual Town Meeting will take place on 25 May 2023.
- The container at St Andrew's car park has been moved and ramps will be ordered in time for the delivery of the new electric mower and trailer.
- The new system of managing the finances of the Council has been purchased and will be installed within the next month.
- Temporary identity cards have been made for all Councillors return post the Election; these will be replaced with full cards once vacancies have been filled.
- The Town Hall is available for hire again; the administration team will start to advertise the fact through our social media channels and website in the coming month.

C23/007 **FINANCE**

To consider and note the payments, receipts and invoices. To consider other financial matters including the bank reconciliation. *Please note that, due to the year-end processes, financial reports are unable to be produced; they will be published as soon as they are available.*

1. **RESOLVED** that the Bank Reconciliations up until 30th April 2023 are approved.
2. **RESOLVED** that the payments, receipts & invoices paid under delegation approve the Council payment list are noted.
3. **RESOLVED** that the regular payments of Council for the 2023-2024 municipal year are approved.
4. **RESOLVED** that the Aged Debtors for invoice numbers HH10896, HH10899 and HH10909 are written off. The remainder are deferred until a future meeting and dealt with in Part II to allow fuller explanations to be provided.
5. **RESOLVED** that Aged Creditors is deferred to a future meeting and dealt with in Part II to allow fuller explanations to be provided.

C23/008 **PLANNING MATTERS**

Consider and make comment:

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

1. [23/00655/HOUSE](#). Erection of a single storey rear extension at 2 Siskin Chase, Cullompton.
RESOLVED that the Council has no comment on this application.

2. [22/02374/MFUL](#). Construction and operation of a solar photovoltaic (PV) farm together with associated works, equipment, and infrastructure at land at NGR 301974 110937 (Dean Hill Road, Willand). *Note: This development is in a neighbouring Parish.*
RESOLVED that the Council OBJECTS to planning application 22/02374/MFUL on the basis that, until there is a definitive date for connection to the National Grid, it should not be developed.

C23/009

APPOINTMENT TO COMMITTEES

To consider the appointment of Town Councillors to the following Committees:

Committees:

Governance, Finance and Resources Committee.
Planning, Licensing and Strategic Growth Committee.
Services, Property and Outdoor Spaces Committee.
Community, Economy, and Tourism Committee.
Appeals Committee.

1. **RESOLVED** that, until there are at least 10 Councillors in total, that there are no Committees formed, that the Scheme of Delegation is suspended until a Committee Structure can be sustained and that 2 Full Council meetings per month will be held. Working Groups should continue and make recommendations to Full Council instead of a parent Committee.

Working Groups:

Events Working Group.
Strategic Growth and Development Working Group.
Outdoor Spaces Improvements Working Group.
Information Technology Working Group.
Council Strategic Plan 2023-2027 Working group
Section 106 Working Group.

2. **RESOLVED** that all Councillors are invited to attend all Working Group meetings.

C23/010

APPOINTMENT TO REPRESENTATIVES TO OUTSIDE BODIES

Councillor J Buczkowski declared an interest as he is a Trustee of the Cullompton Community Association.

- To consider the appointment of Town Councillors to the following outside bodies:
- Cullompton Community Association.
- Cullompton Swimming Pool Campaign.
- Cullompton Town Team.
- Cullompton United Charities.
- Garden Village:
 - Delivery Board.
 - Stakeholder Forum.
- Devon and Somerset Metro Group.
- Larger Local Councils.
- Police and Crime Commissioner Advocacy Scheme.
- Voluntary Car Scheme.

RESOLVED to defer this item for a period of 3 months to allow co-options to take place.

C23/011 APPOINTMENT OF COUNCILLORS TO GIFT OF A. BURROWS COMMITTEE

RESOLVED that Councillors J Buczkowski, S Holvey and R Dietrich are appointed to the Gift of A Burrow for Allotments Committee. Non-Councillors are to be considered for co-option to the Gift of A Burrow for Allotments Committee.

C23/012 APPOINTMENT OF COUNCILLORS TO UPCOTT FIELD COMMITTEE

RESOLVED that J Buczkowski, S Holvey and R Dietrich are appointed to the Upcott Field Committee. Non-Councillors are to be considered for co-option to the Upcott Field Committee.

C23/013 CALENDAR OF MEETINGS

RESOLVED that the proposed calendar of Town Council meetings is deferred until amendments are made in accordance with Minute 10.

C23/014 ASSET REGISTER

RESOLVED that a one-time Working Group meets to discuss questions regarding the Asset Register in order that a report can be produced and presented to Full Council at a future meeting.

C23/015 POLICIES

To reaffirm and adopt the list of Policies currently in force at Cullompton Town Council:

- Standing Orders
- Financial Regulations.
- Councillor Code of Conduct.
- Publication Scheme.
- Data Protection Policy.
- Scheme of Delegation.
- CCTV Code of Practice.
- Investment Strategy.
- Public Participation Policy.
- Casual Vacancy Policy.
- Alcohol and Drugs Policy.
- Allotment Policies (Tiverton Road and Top Field/Hayman's Close).
- Reserves Policy.
- Dignity at Work Policy.
- Media Communications Policy.
- ICT Policy.
- Information and Information Security Policy.
- Councillor and Staff Allowances Policy.
- Community Engagement Strategy.
- Protocol on Recording of Meeting Policy.
- Town Hall Conditions for Hire.
- Cemetery Policy.
- Regulations for Memorial Masons.

- Grant Awarding Policy.
- Volunteer Policy.
- Risk Management Strategy and Policy Statement.
- Training and Development Policy.
- Child Protection and Safeguarding Policy.
- Protocol on Officer and Member Relationships.
- Equality and Diversity Policy.
- Whistleblowing Policy.
- Collections Development Policy.
- Health and Safety Policy.
- Smoking Policy.
- Cullompton Youth Strategy.
- Employee Code of Conduct.
- Lone Working and Home Working Policy.
- Disciplinary Procedure.

RESOLVED that the policies in force are noted.

C23/016 **RESOLVED** that, in accordance with [Local Government Act 1972, Schedule 12A, parts 1.1 and 4.14](#) and [Section 1\(2\) of the Public Bodies \(Admission to Meetings\) Act, 1960](#), the public and press are therefore excluded from this part of the meeting.

C23/017 **STAFFING MATTERS**

1. **RESOLVED** that the invoice for the Cherry trees purchased by the former Outdoor Supervisor is settled and that the trees are planted as soon as possible.
2. **RESOLVED** that the recruitment process for the Administrative Assistant is ended on Monday 15 May 2023 as there have been more than 40 applicants to date.

Councillor J Buczkowski recused himself from the meeting having declared a significant personal interest in the recruitment of the Outdoor Supervisor.

3. **RESOLVED** that, should an internal candidate be successful in his application to the position of Outdoor Supervisor, that the Town Clerk is delegated authority to begin the recruitment process to recruit replacement personnel (Note: at the time of the meeting, only one candidate application form had been received and this was an internal candidate).

Meeting closed at 20:45.



Town Clerk: Dan Ledger
The Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB
Tel: 01884 38249
town.clerk@cullomptontowncouncil.gov.uk
www.cullomptontowncouncil.gov.uk

Application for Co-option to Cullompton Town Council

Thank you for your interest in becoming a Cullompton Town Councillor. Please provide the information below to assist the Town Council in making their decision.

Completed applications are to be returned to the Town Clerk, either on paper or by email, to the Town Clerk **by noon on Thursday 11 May 2022**.

Please note that your name and the information in the "about you" section may be included as part of the supporting papers for the Town Council meeting to assist in the consideration of candidates for co-option (and will therefore be publicly available).

| | | | |
|--|---|---------------|-------------------------------------|
| Full Name and Title | MR MATTHEW DALE | | |
| Home address | [REDACTED] CULLOMPTON DEVON EX15 1HY | | |
| Home Telephone | [REDACTED] | | |
| Mobile Telephone | [REDACTED] | | |
| Email Address | [REDACTED] | | |
| Please indicate which Ward you wish to stand in. You can stand in all Wards in which there are vacancies but may be asked at the Full Council meeting to co-opt new members to explain the reason for your choice. | | | |
| St Andrews Ward | <input checked="" type="checkbox"/> | Padbrook Ward | <input checked="" type="checkbox"/> |
| Vale Ward | <input checked="" type="checkbox"/> | | |

CO-OPTION ELIGIBILITY DECLARATION

1. In order to be eligible for co-option to Cullompton Town Council, you must be a British subject, or a Citizen of the commonwealth or European Union and, on the relevant date (i.e. the day on which you are nominated or, if there is a poll, the day of the election) be 18 years of age or over. You must also be able to meet one of the following eligibility criteria set out below (please tick which applies to you):

I am registered as a local government elector for the parish; or



I have, during the whole of twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or



My principal or only place of work during those twelve months has been in the parish; or



I have, during the whole of twelve months, resided in the parish or within 3 miles of it.



2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a local Councillor or being a member of a local council if he or she is:

- a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint Committee on which the council is represented; or
- b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his or her creditors. This disqualification for bankruptcy ceases in the following circumstances:
 - i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his or her debts have been fully discharged;
 - ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his or her part;
 - iii. If the person is discharged without such a certificate.

In 2ai or 2aii above, the disqualification ceases on the date of the annulment and discharge respectively.

In 2aiii above, it ceases on the expiry of 5 years from the date of discharge; or

- c. Has, within 5 years before the day of election or since his or her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been

About You. Please provide the council with some background information about yourself. Continue on a separate sheet if necessary.

I have spent the last 4 years as a member of Culbourn town council as a councillor and have decided to stand again for co-option. I feel in my last 4 years as a councillor I've been on many committees and hopefully helped in the way the town has been run and represented I would like to be considered to come back as a councillor as I still have more to offer to help the council and the town.

sentenced to imprisonment (whether suspended or not) for not less than 3 months without the option of a fine; or

- d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

DECLARATION

I (insert full name) MATTHEW DALE hereby confirm that I meet the qualification criteria and am not disqualified for any reason from holding the office of Councillor at Culloompton Town Council and that the information provided on this form is, to the best of my knowledge, true and accurate.

Signed:



Date: 12/5/23



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town.clerk@cullomptontowncouncil.gov.uk
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| | | | |
|--|---------------------------------|---------------|--|
| Full Name and Title | PAUL GUMMER | | |
| Home address | [REDACTED] EXETER EX2 7RL | | |
| Home Telephone | | | |
| Mobile Telephone | [REDACTED] | | |
| Email Address | [REDACTED] | | |
| Please indicate which Ward you wish to stand in. You can stand in all Wards in which there are vacancies but may be asked at the Full Council meeting to co-opt new members to explain the reason for your choice. | | | |
| St Andrews Ward | | Padbrook Ward | |
| Vale Ward | ✓ | | |

About You. Please provide the council with some background information about yourself. Continue on a separate sheet if necessary.

65 years Old with a raft skills
including IT - Computer Systems
Design, Accounts, Man Management
Project management, Budgets.
Simplify & Organisation structures

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I am registered as a local government elector for the parish; or

☐

I have, during the whole of twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

☐

My principal or only place or work during those twelve months has been in the parish; or

☒

I have, during the whole of twelve months, resided in the parish or within 3 miles of it.

☐

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a local Councillor or being a member of a local council if he or she is:

- a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint Committee on which the council is represented; or
- b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his or her creditors. This disqualification for bankruptcy ceases in the following circumstances:
 - i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his or her debts have been fully discharged;
 - ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his or her part;
 - iii. If the person is discharged without such a certificate.

In 2ai or 2aii above, the disqualification ceases on the date of the annulment and discharge respectively.

In 2aiii above, it ceases on the expiry of 5 years from the date of discharge; or

- c. Has, within 5 years before the day of election or since his or her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been

sentenced to imprisonment (whether suspended or not) for not less than 3 months without the option of a fine; or

- d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

DECLARATION

I (insert full name) Paul Goumes hereby confirm that I meet the qualification criteria and am not disqualified for any reason from holding the office of Councillor at Cullompton Town Council and that the information provided on this form is, to the best of my knowledge, true and accurate.

Signed:



Date:

11th May 2023.

I have signed this the 11th as its the date I submitted an electronic version.

PG.

[View results](#)

Respondent

3

Anonymous

29:52

Time to complete

1. What is your full name and title? *

Anthony Douglas Spring

2. What is your full address including your postcode? *

Cullompton
EX15 1RP

3. What is your telephone number? *

4. What is your email address? *

5. For which Ward are you applying for Co-option (choose all that apply)? *

☐ St Andrew's Ward☒ Padbrook Ward☐ Vale Ward

6. Tell us about yourself. *

I served 24yrs in the Armed Forces and retired as a Captain. After that I worked as a manager for Sainsbury's and then ran my own business for a number of years. My wife and I then moved to France, where we resided for 13yrs.

I feel I can contribute to the council and be an asset to its workings. I'm interested in seeing Cullompton move forward in all aspects of the community. I can make unbiased decisions and am able to listen to all sides of a discussion without jumping to conclusions and then make, I feel, an informed decision.

7. In order to be eligible for co-option to Cullompton Town Council, you must be a British subject or a Citizen of the Commonwealth or European Union and, on the relevant date (i.e. the day on which you are nominated or, if there is a poll, the day of the election) be 18 years of age or over. You must also meet one of the following eligibility criteria (please select which applies to you): *

- ☒ I am registered as local government elector for the Parish.
- ☐ I have, during the whole of 12 months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the Parish.
- ☐ My principal or only place of work during those 12 months has been in the Parish.
- ☐ I have, during the whole of 12 months, resided in the Parish or within 3 miles of it.

8. I hereby confirm that I meet the qualification criteria and am not disqualified for any reason from holding the office of Councillor at Cullompton Town Council and that the information provided on this form is, to the best of my knowledge, true and accurate. *

- ☒ By selecting this box you are confirming that the statement above is true.



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Please note that your name and the information in the "about you" section may be included as part of the supporting papers for the Town Council meeting to assist in the consideration of candidates for co-option (and will therefore be publicly available).

| | | | |
|--|--|---------------|--------------------------|
| Full Name and Title | John Emil Stanford | | |
| Home address | [REDACTED] | | |
| Home Telephone | [REDACTED] | | |
| Mobile Telephone | [REDACTED] | | |
| Email Address | [REDACTED] | | |
| Please indicate which Ward you wish to stand in. You can stand in all Wards in which there are vacancies but may be asked at the Full Council meeting to co-opt new members to explain the reason for your choice. | | | |
| St Andrews Ward | <input checked="checked" type="checkbox"/> | Padbrook Ward | <input type="checkbox"/> |
| Vale Ward | <input type="checkbox"/> | | |

About You. Please provide the council with some background information about yourself. Continue on a separate sheet if necessary.

I am 66 years old, born in London 1n 1957. In 1960 my parents moved to Devon and I spent my early schooling at Kentisbeare Primary School. My secondary education was at The Kings Scool, Ottery St Mary.

In 1973, aged 16 I joined the Royal Signals and spent 2 years at the Army Apprentice College Harrogate gaining City and Guilds in Telecommunications. My army career spanned 24 years and I served in a number of theatres including active service in Northern Ireland on Bomb Disposal duties and Bosnia with the United Nations and NATO. I had a varied career which included combat radio communications, military training instructor roles and people management positions. I have been awarded the General Service, Long Service & Good Conduct and United Nations medals.

Following 22 years of adult service I was mandatory retired in 1997 in the rank of Warrant Officer & Acting Regimental Sergeant Major of 7th Signal Regiment.

Since my military service I have been employed mainly in the water industry with roles in South West Water 1998-2000, John Kennedy CE/Balfour Beatty 2000-2005, Ansa UK 2005-2016 (National General Manager) and finally Hydrotech Water Services (UK) as Operations Manager. I retired from all full time employment in May 2021.

I am married to my wife Lorraine, we have no children and have lived at our current address in Cullompton for 12 years.

I have a number of hobbies and interests including travelling, cooking, philately, computing and sea angling. I am currently the Chairman and Treasurer of Honiton Sea Angling Club of which I have been a member for over 25 years. I am also the vice Chairman and Treasurer of the Wyvern Division, a regional arm of The Angling Trust.

Following my retirement I do believe that I am able to more give time and my life experience to the local community and would like to be considered for a position on Cullompton Town Council.

CO-OPTION ELIGIBILITY DECLARATION

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I am registered as a local government elector for the parish; or

☒

I have, during the whole of twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

☒

My principal or only place or work during those twelve months has been in the parish; or

☐

I have, during the whole of twelve months, resided in the parish or within 3 miles of it.

☒

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a local Councillor or being a member of a local council if he or she is:

- a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint Committee on which the council is represented; or
- b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his or her creditors. This disqualification for bankruptcy ceases in the following circumstances:
 - i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his or her debts have been fully discharged;
 - ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his or her part;
 - iii. If the person is discharged without such a certificate.

In 2ai or 2aii above, the disqualification ceases on the date of the annulment and discharge respectively.

In 2aiii above, it ceases on the expiry of 5 years from the date of discharge; or

- c. Has, within 5 years before the day of election or since his or her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been

sentenced to imprisonment (whether suspended or not) for not less than 3 months without the option of a fine; or

- d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

DECLARATION

I (insert full name) John Emil Stanford hereby confirm that I meet the qualification criteria and am not disqualified for any reason from holding the office of Councillor at Cullompton Town Council and that the information provided on this form is, to the best of my knowledge, true and accurate.

Signed:

Date: 5/15/23



Internal Audit Review April 2023

Audit Trail Checks covering October 2022 to April 2023

Plus Year End AGAR & Processes

Provided by: Account-ant Yorkshire Limited

For: Dan Ledger, Clerk/RFO & Mary-Ann Findlay, Finance Officer

Date Issued: 22nd May 2023

Where information resulting from investigation and/or audit work is made public or is provided to a third party by the client or by Account-ant Yorkshire Limited then this must be done on the understanding that any third party will rely on the information at its own risk. Account-ant Yorkshire Limited will not owe a duty of care or assume any responsibility towards anyone other than the client in relation to the information supplied. Equally, no third party may assert any rights or bring any claims against Account-ant Yorkshire Limited in connection with the information. Where information is provided to a named third party, the third party will keep the information confidential.

Introduction & Scope

- I. Local councils in England must complete an Annual Governance and Accountability Return (AGAR) which includes an Annual Governance Statement, Accounting Statements, and an Annual Internal Audit report.
- II. Proper practices for Town Councils and the preparation of the AGAR is included in Joint Panel on Accountability & Governance (Practitioner's Guide) March 2022. A copy of which can be found on nalc.gov.uk
- III. Internal Audit is a key component of the council's system of internal control. The purpose of internal audit is to review and report to the council whether its systems of financial and other internal controls and procedures are effective.
- IV. As part of the AGAR, the council's internal auditor, acting independently and on the basis of an assessment of risk, carries out assessments of compliance with relevant procedures and controls in operation throughout the financial year.
- V. Our work with Cullompton Town Council commenced on 1st December 2022 with the remote completion of an Interim Internal Audit of including transactions from April to September 2022, this was followed up by Year End Review which commenced 15th May 2023
- VI. All aspects of internal audit were covered.

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About Account-ant Yorkshire Limited

Cullompton has appointed Account-ant Yorkshire Limited with the view to complete Interim and Year End Internal Audits for the Council.

Account-ant Yorkshire Limited is an Accountancy Practice owned and run by Rachel Pearson who is a CIMA Qualified Management Accountant and Member in Practice. She has been fully qualified for over 10 years and been in a finance role for over 20 years.

Rachel started of Town and Parish Council Audits in 2018 and has gained a vast amount of knowledge and experience in the subsequent years.

The Auditor for the period April 2022 to March 2023 is Rachel Pearson ACMA (MiP)

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Summary

I have reviewed a wide range of documentation including documentation provided by the Clerk & Finance Officer as well as the Parish Council website.

Our audits have been completed remotely. My contacts being Dan Ledger & Maz Findlay

I have conversed with Dan & Maz on the phone and via email but not met either in person or virtually at the time of writing this report

The Council has been open and clear with regards any queries I have made

Having reviewed the Council, I believe they are at a High standard whilst there is always room for continuous improvement even in a High standard Town Council.

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Findings

Proper Bookkeeping

Cullompton Town Council uses an Accounting System called Rialtas to record all its financial transactions. The system is arithmetically correct. Monthly Reconciliations are undertaken as a minimum. Payments are reviewed and authorised at Full Council meetings which are held monthly

Standing Orders and Financial Regulations

Standing orders and Financial Regulations were agreed at Full Council in January 2023 with amendments made to bring both documents back in line with the NALC model documents.

Both are accessible on the website:

Financial Regulations:

<https://cullomptontowncouncil.gov.uk/wp-content/uploads/2022/11/002-Financial-Regulations.pdf>

This is due for review September 2023

Standing Orders:

<https://cullomptontowncouncil.gov.uk/wp-content/uploads/2022/11/001-Standing-Orders.pdf>

Documentation Readoption by Finance & General Purpose Committee

Along with the Standing Orders and Financial Regulations many policies were readopted without amendment during the year 2022/23

A number of policies are available on the website but we do not believe it a full list

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Payment Controls

Staffing

The Finance Department at Year End Audit comprised of two members of staff. The RFO and Finance Officer

Purchases above De Minimus

Contracts and evidence of 3 quotes obtained where possible for items over the De Minimus of £3,000

Sample Review

The Auditor reviewed a sample of purchase and sales invoices. All items were found to have an audit trail and were authorised. A list of payments are given during each Full Council Meeting.

The Auditor noted a slightly different name on payment vs supplier in Rialtas. See Recommendations

VAT reporting

Quartered VAT returns completed.

S137 Expenditure

The Council has General Power of Competence and therefore is not required to report S137 expenditure separately.

As the Council has General Power of Competence they cannot use the S137 Power.

Grants Given

Grants given over £2k resulted in the recipient providing a report within 12 months of receipt. Only one grant at this level has been paid and the report has not been received yet.

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Risk Management Arrangements

Risk Assessments

Risk Assessment seen. The team have been working on an update – updates seen by the Auditor. They will be presented to Council in the next meeting

Burial Authorities

The Council is a Burial Authority. The Auditor has chosen 3 burials during the year to see the paperwork in relation to this and found these to be sufficient

Unusual Financial Activity

The minutes and accounts have been reviewed for unusual financial activity and none has been identified.

Insurance Cover

Insurance cover appears to be comprehensive

Internal Controls

The Internal Controls are set out in the Financial Regulations.

The Clerk has confirmed the Council have fully complied with 2.2 of their Financial Regulations since his appointment. Prior to this the reconciliations were approved at Council but not signed.

Investments

The Council does not currently have any investments. There is money present in Savings Accounts but not formal Investments

GDPR

The Council does have a GDPR policy.

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Budgetary Controls

Budget Preparation

Budget drawn up with predicted inflationary rises from previous year by RFO. Each committee reviews portions of the budget that come under their delegation with recommendations. These recommendations and draft budget go to Council for review in November/December. Further amendments are then made with the budget and precept agreed in January. This is then sent to MDDC as the collections authority.

Budget Reviews

The actual vs budgets are reviewed at Full Council on a monthly basis.

Budget Variances

Variances observed in various categories but overall the Council is in a positive position

Income Controls

Precept

The District Council does not provide a confirmation of Precept document. – however the Auditor has had sight of the 22/23 Budget compiled to calculate the precept

Cash and Near Cash Securities

The Council try to promote card payments wherever possible, there is a safe at office for any cash before banking and we utilise banks to cash in.

Income Properly Recorded and Banked

Cash and cheques received are banked within a month.

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Multipay Card/Credit Card

The Council has a Charge Card. Spend is agreed by 2 Councillors prior to payment being made

Payroll Controls

Staffing

All members of staff have current job descriptions and terms and conditions. The council also has an annual appraisal process. During appraisals it was noted that two employees require job reviews due to the nature of their work changing substantially compared to the their original job description

Payroll Processing

Payroll is processed internally using MoneySoft Payroll Software initially which was changed to Sage Payroll during the year. The Auditor reviewed April 22 and August 22 Payslips and found:

August:

- One employee paid into a different name than the one on the Payslip – this was explained as a recent marriage

One value differed from the payslip. This was due to the Council using standing orders to pay salaries rather than bank transfers/faster payments. The standing orders were set based on standard hours and when any differences occurred corrects were made and top up payments processed or deductions from next payment made.

The Internal Auditor recommended Standing Order payments be halted in the Interim Audit recommendations

PAYE, NIC and Pension Payments

The Council processes HMRC and Pension Payments in line with required deadlines

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Expenses

No expenses were chosen as part of the sampling of income and expenditure

Approval of salaries and increments

Increases through the Green Book are done with a simple letter to the employee and are automatic. Discretionary increases are done through committee. Appraisals will be conducted, if the Clerk is recommending an increase this will go to the Governance, Resources and Finance committee for resolution. If resolved, the Town Clerk will write to the employee informing them of the increase. The Council is about to go through a benchmarking exercise with an external consultant. The results of which will be taken to GRF committee.

Minimum Wage Threshold Met

No members of staff is currently on Minimum Wage

HR Procedures and policies adopted

There are internal HR Policies and procedures which have been created following guidance from a professional body

Training Policy and record for staff and elected members

There is a training policy and training requirements are monitored regularly

Qualified Clerk

RFO is not CILCA qualified but has other relevant training and qualifications

Annual Staff Appraisals

Appraisals are undertaken.

H&S review of Staff Workstations and PC equipment

H&S at work policy is in place

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Asset Control

Register

The Council has an up to date Asset Register

Insurance

Insurance appears to be comprehensive – but does not split out the asset values within the policy schedule

Bank Reconciliations

Bank Reconciliations are present for all accounts. These are reconciled monthly in Rialtas and matched to the physical bank statements. No difference observed

Grants

A log of receipt vs expenditure is kept for Grants received

Accounting Principles

The Council are operating as Income and Expenditure.

Allotments

The Council Manages a number of allotments.

The record management of the Allotments is on an Excel spreadsheet at the moment but the Council have recently resolved to use a third party software

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Facilities Management

The Council rents out the Town Hall for events. The records for this are currently managed in Excel but the Council have recently resolved to use a third party software

Market Authority

The Council is a Market Authority. However, it does not currently charge for market stalls. This has been decided by council in consideration of the Cost of Living Crisis. It will be put on the agenda for review in the coming months

Earmarked Reserves

The council operates a Reserves policy and it is regularly reviewed

Monies in Bank

The Council operates a large number of bank accounts. This is to spread the risk due to FSCS regulations.

Year End & AGAR

Year end AGAR matches back to the Trial Balance Provided

Trust Funds Independent Examination

Yes. Gift of A Burrows & Upcott Field are two trusts. They are not independently examined as The Council does not meet the £25,000 income threshold

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Other items of Note

The council is registered with the Information Commissioners Office under membership number: Z5621338 and expires in April 2024

The council has sufficient security over information and uses Cloud Storage.

Arrangement for inspection of public records

The arrangements for inspection of Public Records are covered in the Council's publication scheme which can be found

<https://cullomptontowncouncil.gov.uk/wp-content/uploads/2022/11/004-Publication-Scheme.pdf>

Memberships

The Council has many memberships in place in order to assist with the successful management of the Council and it's amenities.

ICCM,
South West Councils,
NALC,
DALC
SLCC

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Recommendations/Further Information Required

- Ensure all policies are on the website for transparency purposes. Also suggest adding a Version control to each document to show when approved and when to review
- Some of the policies on the website are very old – for instance, the Equality & Diversity Policy is dated 2015
- Investigate the report that personnel with personal Lloyds accounts are able to transfer between personal and Council accounts. This has been raised by another Internal Auditor who has found this issue with Natwest and Lloyds banks.
- The team advised cash and cheques are banked within a month. This is quite a long period of time. Is there a way to bank faster? i.e. using an app for cheques.

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Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval? | | |
| | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | | |
| | Has an explanation of significant variations been published where required? | | |
| | Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Cullompton Town Council

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

During the financial year ended 31 March 2023, 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 2022/23 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. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| 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. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| 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. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered") | ✓ | | |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes ✓ | No | Not applicable |

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

23/05/2023 01/12/2022

Name of person who carried out the internal audit

Rachel Pearson

Signature of person who carried out the internal audit

R Pearson

Date

23/05/2023

*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).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2023, that:

| | Agreed | | |
|---|--------|-----|--|
| | Yes | No* | 'Yes' means that this authority: |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 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. | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 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. | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 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. | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | <i>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.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 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. | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |

***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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

| | Year ending | | Notes and guidance |
|--|-----------------------|-----------------------|--|
| | 31 March 2022 £ | 31 March 2023 £ | |
| 1. Balances brought forward | | | <i>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.</i> |
| 2. (+) Precept or Rates and Levies | | | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | | | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | | | <i>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.</i> |
| 5. (-) Loan interest/capital repayments | | | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | | | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | | | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | | | <i>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.</i> |
| 9. Total fixed assets plus long term investments and assets | | | <i>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.</i> |
| 10. Total borrowings | | | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |

| For Local Councils Only | Yes | No | N/A | |
|---|-----|----|-----|--|
| 11a. Disclosure note re Trust funds (including charitable) | | | | <i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i> |
| 11b. Disclosure note re Trust funds (including charitable) | | | | <i>The figures in the accounting statements above do not include any Trust transactions.</i> |

I certify that for the year ended 31 March 2023 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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



The Town Hall
1 High Street
CULLOMPTON
Devon
EX15 1AB

www.cullomptontowncouncil.gov.uk
admin@cullomptontowncouncil.gov.uk
01884 38249
Town Clerk: Dan Ledger

| CULLOMPTON TOWN COUNCIL (‘the Council’) | |
|--|---|
| Date of report | 30 May 2023 |
| Item of business | Wednesday Street Market |
| Details | To agree a course of action in regards to the street market and to arrange a meeting with market traders |
| Recommendations | <p>It is RECOMMENDED that Members resolve:</p> <ul style="list-style-type: none"> • For Council to arrange a meeting with street market traders on the course of action during construction work at the Higher Bullring |

1. Purpose of report

As members will be aware, works are planned to improve the public realm around the Higher Bullring. The works are part of the Heritage Action Zone funding through Historic England secured by Mid Devon District Council. The works are estimated to take around 6 months to complete, commencing in late June/July and will involve shutting off the Higher Bullring area. Whilst single events will still be able to take place, such as the Remembrance Day ceremony, regular events are not able to continue at the location whilst works are in progress.

The Town Council supports a weekly Wednesday Street Market which is currently still free to traders since reopening post the COVID-19 lockdowns. Through discussions with the project manager of the HAZ public realm scheme, whilst alternative sites have been explored there are no obvious alternate sites available to house the market externally in either authority’s ownership.

Below sets out options that officers recommend members consider.

Regardless of members decision, officers feel it is imperative to arrange a meeting with market traders as soon as possible to agree future arrangements.



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2. Options

Option A

Offer an alternate site for the street markets. MDDC have stated that Forge Way cannot accommodate the Wednesday market. There are no other sites deemed to have sufficient footfall to sustain the market in the town council ownership other than moving the market indoors to the town hall. Additional licences, hall hire and cleaning costs would need to be taken into consideration if this option is taken up by Council

Option B

Cease the Wednesday market until the construction works are completed at the Higher Bullring.

3. RECOMMENDATIONS

It is **RECOMMENDED** that Members resolve for Council to arrange a meeting with street market traders on the course of action during construction work at the Higher Bullring



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| CULLOMPTON TOWN COUNCIL (‘the Council’) | |
|--|---|
| Date of report | 30 May 2023 |
| Item of business | Car Park Licence |
| Details | To agree whether to grant a licence in principle to MDDC for a Welfare unit to be sited on St Andrews Car Park |
| Recommendations | It is RECOMMENDED that Members resolve to agree whether to grant a licence in principle to Mid Devon District Council (MDDC) for a Welfare unit to be sited on St Andrews Car Park |

1. Purpose of report

Due to the improvements planned to the public realm around the Higher Bullring, there is a need for a welfare unit site within the town in close proximity to the site. MDDC have approached officers at the town council as to whether there is a possibility of siting a welfare unit for the duration of the project set within St Andrews Car Park. The area required is anticipated to occupy 8 parking spaces. It is estimated that there will be a 3 week overlap between this and the ZEDpods project.

Due to the reduction of spaces that this welfare unit may causes, MDDC are actively exploring the options to move the Town Council’s container to another secure location to free up additional spaces to reduce the burden the reduction of available car parking spaces

Council are being requested to consider the following:

- The siting of a welfare unit at St Andrew’s Car Park
- The agreement of a licence for the unit
- The moving of the Council container to another location

It is hoped that a member of the MDDC HAZ project team will be in attendance at the Full Council meeting to answer any further questions that members may have.