



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, 22 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

3.1. 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 to take advice or undertake research.

3.2. During this time, outstanding answers from previous meetings will be delivered.

4. Minutes

To approve the [minutes of the Ordinary Meeting of the Council held on Thursday, 8th June 2023](#) ([LGA 1972 Schedule 12 Paragraph 41\(1\)](#)).

5. Chairman's Report

To receive a report and any announcements from the Chair of the Council and note the content.

6. Town Clerk's Report

To receive an [update from the Clerk](#) with items to note.

7. Co-options

To consider co-option applications received.

7.1. [P Gummer](#).

7.2. [P James](#).

7.3. [A Spring](#).

8. Finance

To consider and note the payments, receipts & invoices. To consider other financial matters including the bank reconciliation. It is **RECOMMENDED** that members:

8.1. Approve the Bank Reconciliations up until 31st May 2023.

8.2. Note the payments, receipts & invoices paid under delegation approve the Council payment list.

8.3. Note the budget to date and approve any virements between budgets and/or reserves.

8.4. Note the update on Council's Employer pension contribution.

9. Annual Governance and Accountability Return (AGAR)

9.1. To note the [report of the Internal Auditor](#).

9.2. To approve [Section 1](#) – Annual Governance Statement 2022/23.

9.3. To approve [Section 2](#) – Accounting Statements 2022/23.

9.4. To note the [period for the exercise of public rights](#) is 26 June 2023 – 4 August 2023.

10. Planning Matters

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

10.1. [23/00653/HOUSE](#). Erection of a log cabin at 73 Greystone Walk, Cullompton.

10.2. [23/00896/FULL](#). Redevelopment of site for the erection of a Chapel of Rest and Funeral Parlour (Use Class E).

11. Strategic Plan Update.

12. Town Team

To consider the requests from the Town Team as follows:

12.1. Benches and/or a youth shelter to be sited near the JT Centre, skateboard park and Sports Centre for the relaxation and pleasure of residents.

12.2. An empty shop in High Street that could be converted into a Community Café.

13. Policies for Adoption

To adopt the following policies:

13.1. [Emergency Plan](#).

13.2. [Cemetery Policy](#).

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.

16. Quotes for Health and Safety



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
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MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
DATED THURSDAY, 8 JUNE 2023 AT 7:00PM
AT CULLOMPTON TOWN HALL

PRESENT:

- Councillors:** J Buczkowski, R Dietrich, S Holvey (Chair), J Johns, C Snow.
- Officers:** The Town Clerk, the Deputy Town Clerk, the Finance Officer and the Administrative Assistant.
- Others:** District Councillors E Buczkowski and L Knight, 2 co-option candidates and 2 members of the public.

C23/018 **APOLOGIES FOR ABSENCES**
Apologies were received and accepted from Councillor M Thompson.

C23/019 **DECLARATION OF INTEREST AND DISPENSATIONS**
Councillor J Buczkowski declared an Other Registrable interest in Agenda Item 11 (Minute C23/026) as he is an Elected Member of Mid Devon District Council with whom the car park licence will be entered.

C23/020 **PUBLIC QUESTION TIME**
None of the members of the public present wished to ask questions of the Council.

C23/021 **MINUTES**
RESOLVED that the Minutes of the Annual Meeting of the Council held on 11 May 2023 are a true and correct record of the meeting; they were signed as such.

C23/022 **CO-OPTIONS**

1. **RESOLVED** that candidate M Dale is co-opted to Cullompton Town Council in St Andrew's Ward and is invited to sign the Declaration of Acceptance of Office.
2. **RESOLVED** that, as candidate P Gummer was absent from the meeting, his co-option is deferred.
3. **RESOLVED** that, as candidate A Spring was absent from the meeting, his co-option is deferred.
4. **RESOLVED** that candidate J Stanford is co-opted to Cullompton Town Council in St Andrew's Ward and is invited to sign and Declaration of Acceptance of Office.
5. **RESOLVED** that, as candidate P James was absent from the meeting, his co-option is deferred.

Matthew Dale & John Stanford signed the declaration of acceptance of office witnessed by the Clerk and then joined the meeting

C23/023

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

1. **RESOLVED** that the Internal Auditor report is rejected until a semantic error regarding the processes with the Soldo payment card is clarified.
2. **RESOLVED** that Section 1 of the AGAR is deferred.
3. **RESOLVED** that Section 2 of the AGAR is deferred.
4. **RESOLVED** that the period for the exercise of Public Rights is deferred.

C23/024

PLANNING MATTERS

RESOLVED that planning application

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 – is **SUPPORTED**.
2. **RESOLVED** that planning application [23/00717/HOUSE](#) – 9 Willand Road, Cullompton. Erection of an extension following demolition of existing – is **SUPPORTED**.

C23/025

WEDNESDAY STREET MARKET

1. **RESOLVED** that the matter of the long-term sustainability of the street market is deferred until detailed costings are available and planning matters investigated regarding an alternative location whilst Higher Bullring works are undertaken.
2. **RESOLVED** that the Council will provide assurance to the market traders that the market will run until at least the end of the financial year.
3. **RESOLVED** that the St Andrew's Car Park will be used as a temporary location with an expectation that this will be supported by MDDC.

C23/026

CAR PARK LICENCE

Councillor J Buczkowski departed the meeting having declared an interest in this item.

RESOLVED that MDDC are to find an alternative Town Centre location for the weekly market in return for the use of St Andrew's car park for works in the Higher Bullring.

Councillor J Buczkowski re-joined the meeting.

C23/027

APPOINTMENTS TO OUTSIDE BODIES

RESOLVED that Councillors M Dale and J Johns are appointed to the Town centre Regeneration Partnership.

RESOLVED that Councillor S Holvey will attend tomorrow's Metro Board meeting (in company with the Deputy Town Clerk) until a permanent Council member is nominated to attend on an ongoing basis.

C23/028 **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 excluded from this part of the meeting.

C23/029 **STAFFING MATTERS**

All recommendations made by the Town Clerk in his report are accepted and it was **RESOLVED**:

1. That the probation periods of the Town Clerk and Deputy Town Clerk have been completed.
2. That, as per the employee's contract, the spinal column point (SCP) for the Town Clerk will increase by 1 point.
3. That the appointment of Perry Strickland as the new Outdoor Maintenance Supervisor is noted.
4. That Stewart Worbey is promoted to Assistant Outdoor Maintenance Supervisor.
5. That the appointment of Rosica Evtimova as the new Administrative Assistant is noted.
6. That the Council has taken on an outdoor maintenance operative on a trial basis is noted.
7. That an advertisement for the role of a new outdoor maintenance operative will take place in week commencing 12 June 2023.
8. That the services of the Assisting Deputy Town Clerk are retained.

C23/030 **LEGAL MATTERS**

RESOLVED that, as there is an Order of the Court in place, mediation is pushed in the matter of the 2022 Christmas Lights display and that an upper threshold is not increased for the mediation process. It was noted that a Court date is set for 29 June 2023 should the mediation process fail.

RESOLVED that nothing is done in response to the latest correspondence from the complainant regarding the Council's right to use the lane adjacent to the Town Hall for emergency purposes.

The meeting closed at 8:40PM.

Town Clerk's Report

Item	Comment	Agenda Item in next 3 months?
Public Questions	None received at last meeting	No
Outdoor Team	The yard at the town hall has been cleaned, playpark cuttings have been taken over by the outdoor team, the low lying foliage has been removed from the lime trees along the high street and cutting in the cemetery is now on top of. The van is back from the bodywork garage following the break in. A plan for public rights of way cutting and clearing as part of the P3 DCC scheme is being worked up having previously not being formalised. The next month the outdoor team will continue to focus on grass cutting, play park repairs and small general maintenance.	No
Legal Update	The Clerk asks that a verbal update be given on the night under Part B	Yes
Allotments	Inspections have now taken place in Tiverton Road with further inspections planned for the next 2 weeks for the other sites. Improvement notices will be sent to the relevant plots and the outdoor team will be ensuring the cutting of communal pathways.	No
Markets & Welfare unit	A meeting was held with market traders. The majority were amenable to utilising St Andrew's Car Park but would prefer to be placed in the high street or Forge Way Car Park. Talks are continuing with MDDC on the best way forward.	No
Mayoral Board	Quotes are being sought to update the mayoral board.	No
Ramps	The ramps purchased for the mower and trailer are now with the Council.	No
Finance System & Apps	The new finance system is now in place and apps are installed for asset management, play inspections and general inspections. The apps will be fully operational on completion of the asset review that will start w/c 26 th June	No
Working Parties	The first two working party meetings have now taken place. The next strategic plan working party will look at the creation of themes for the community consultation. The other working party meeting next month will be dedicated to the Outdoor Spaces & Improvements working group (this will include the cemetery).	Yes



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	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

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 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.



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Completed applications are to be returned to the Town Clerk, either on paper or by email, to the Town Clerk by noon on Thursday 22nd June 2023.

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 Philip Jones		
Home address	[REDACTED] CULLOMPTON EX15 1AB		
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	<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 58 years old and have lived in Collingtree for over 20 years

I am very active in the Town Sports Club and enjoy Reading, writing,

My aim is to help Bring Collingtree up to the same level as Thetford and get the issues that concern Residents resolved.

Having been on the Council before I feel I have the inste To help Bring change.

Being a well known person in the Town people Trust me To Bring their issues To light.

Hopefully you will look favourably on my application and I look forward To Bringing Collingtree Back to where it should be in Days.

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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 of work during those twelve months has been in the parish; or *EXCLUDED*

☒

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

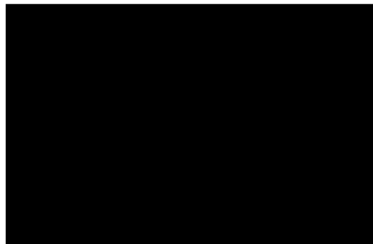
- d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

DECLARATION

I (insert full name) Philip Jones 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:



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? *

[REDACTED]

4. What is your email address? *

[REDACTED]

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.



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.

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.

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 SOLDO Prepaid Card. Top up 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

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H&S at work policy is in place

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. The Council

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 its 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

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Cullompton Town Council**

County Area (local councils and parish meetings only): _____

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **26th June 2023**

and ending on **4th August 2023**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

Signed:



Role: Town Clerk & RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.



CULLOMPTON COMMUNITY EMERGENCY PLAN

This plan covers the Cullompton area from St Andrew's Hill in the West to Stoneyford in the East, Bradninch Hill in the South and Hayne Barton to the North.

*All contacts in **RED** are confidential and, as such, are redacted in all copies of the Emergency Plan that are distributed in the public domain and certain other organisations. They are not to be disclosed without explicit permission from the owner of that contact number.*

Date of Adoption: July 2016
Reviewed: May 2023
Next Review Date: May 2024

Issue Number: v6

Written by: Cullompton Town Council
Contact: Steve Reardon (Deputy Town Clerk)
assistant.clerk@cullomptontowncouncil.gov.uk
01884 38249

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Introduction

1. An emergency or major incident is any event or circumstance that happens with or without warning. It can cause or threaten to cause:
 - 1.1. Death or injury.
 - 1.2. Disruption to the community.
 - 1.3. Damage to property or environment.
 - 1.4. Effects on such a scale that they cannot routinely be dealt with by the Emergency Services, local authorities or other organisations as part of their day-to-day activities.
2. Although there is no statutory responsibility for communities to plan for or respond to emergencies, it is good practice to identify potential hazards and make simple plans on how the community can respond to such emergencies.
3. The plan has been developed to provide resilience for Cullompton in the early stages of an emergency. A team has been formed to activate this plan and to aid the Emergency Services and other authorities as is required prior to, during and after an emergency.
4. The plan will be reviewed annually at a meeting of the Community, Economy and Tourism Committee.

Aims and Objectives

5. The aim of this plan is to increase resilience within the community through developing a robust and co-ordinated approach that compliments the plans of responding agencies. These plans are as follows:
 - 5.1. The Devon, Cornwall and Isles of Scilly LRF Multi Agency Flood Framework (Owner: Devon, Cornwall and Isles of Scilly Local Resilience Forum (DCIoS LRF)).
 - 5.2. Cullompton Multi Agency High Risk Flood Response Plan (Owner: Devon County Council).
 - 5.3. Mid Devon District Council Emergency Response Plan.
6. The objectives of the plan are as follows:
 - 6.1. Identify the risks most likely to impact the community.
 - 6.2. Identify relevant steps to mitigate and respond to emergency situations including warning the community as required.
 - 6.3. Identify vulnerable people and groups within the community.
 - 6.4. Identify community resources available to assist during an emergency.

- 6.5. Provide key contact details.
- 6.6. Provide information and assistance to the Emergency Services upon their arrival and as appropriate thereafter.

Types of Emergency

7. Types of emergency that may affect the community are as follows:
 - 7.1. **Flooding.** Approximately 530 properties are at risk of flooding from the River Culm, Cole Brook, Crow Green Stream, River Ken and Splatford Stream¹.
 - 7.2. **Road traffic, rail and aircraft accidents.** Cullompton becomes the main diversion route in the event that the M5 motorway is closed between Junctions 27 and 29. In addition, it is a military air corridor and lies close to the main railway line into and out of the South West of England².
 - 7.3. **Snow.** Although rare, Cullompton does suffer from significant snow fall on occasion and there are several areas, such as St Andrew's Hill and Exeter Hill/Cockpit Hill, that require salt and grit applied as a matter of urgency³.
 - 7.4. **Fire.** There are a number of buildings in Cullompton that are roofed in thatch and this presents a particular fire hazard⁴.

¹ The Council, in line with the District and County authorities, will not supply filled sandbags to defend against floodwater for the following reasons:

- Whilst sandbags can provide some protection against running water, such as surface water run-off, they are ineffective to defend against rising water because of rivers and streams bursting their banks.
- For those properties that might benefit from the use of sandbags, it has been assessed that the number of bags required is prohibitive; some 16 sandbags, together with plastic sheeting, are required to defend a single access point to a dwelling, more in the case of patio and French doors. The Council would find it impossible to retain sufficient sandbags and sufficient resource to prioritise their distribution.
- The local Housing Authority will do what it can to defend its own housing assets by the installation of temporary flood boards as required; since the last significant flooding in 2012, property owners have had sufficient time to make their own arrangements to defend their own property asset.
- There are many methods that are more effective at protecting access and egress points to a dwelling than sandbags such as the installation of flood boards which are relatively inexpensive and widely available.

² In the event of a serious road traffic collision on the M5 between Junctions 27 and 29, it is likely that traffic will be diverted through Cullompton and vehicles causing an obstruction in High Street and Fore Street will be removed. It may be that traffic is held on the M5 whilst accident investigation work is completed and, unless the weather is particularly inclement, there will be no need to evacuate vehicle occupants.

³ The last significant snowfall in Cullompton was in late November and early December 2010; this was a national event and lasted for about 14 days. During this time, the Highway Authority maintained salting and gritting of the major highway network.

⁴ Several buildings in Cullompton had thatched roofs and, therefore, could be considered at greater risk of fire. However, all premises served by electricity and gas are also at risk of fire and it is incumbent of the premises owner to maintain proper maintenance and safety standards.

- 7.5. **Pandemic.** In late 2019 and early 2020, a virulent strain of the Coronavirus escaped from the Wuhan province of China and quickly embedded itself in countries and communities worldwide. The response to this pandemic by both governmental and non-governmental agencies varied widely and the disease is now considered to be endemic⁵.
8. Clearly, this list is not exhaustive and other incidents could include acts of terrorism, hazardous substance release (either as vapour or into the water courses) or a serious fire in an industrial unit creating explosive or hazardous fumes. In all cases of emergency situations, the council and the population at large will be guided by the responding authorities.

Activation Procedure and Escalation

9. The Town Clerk (or Deputy Town Clerk in the absence of the Town Clerk) will be responsible for activation of the Emergency Plan following consultation with the Chairman of the Council. Although the council lacks the resource to deal with all aspects of an emergency, it can provide shelter for evacuees and a command and communication hub for the Emergency Services and Agency co-ordinators.

Community Emergency Response Team (CERT)

10. The CERT will comprise of the Town Clerk (as Co-ordinator) with current members of the Community Wellbeing Committee as members. On activation of the Emergency Plan by the Co-ordinator and council Chairman, all members of the CERT will be contacted via the telephone cascade and required to make their way to the Town Hall. Contact details for the CERT are as follows:

Role	Name	Contact Telephone	Address
Co-ordinator	Dan Ledger	07745 525166	
Deputy	Steve Reardon	07745 525178	
Outside Co-ord	Perry Stickland	07745 525168	

11. The role of the CERT Co-ordinator is to:
- 11.1. Co-ordinate the community response to an emergency.
- 11.2. Ensure that the plan is regularly reviewed and updated.

⁵ The response in the United Kingdom was known as “lockdown”, an instruction from central Government to stay indoors and to severely limit social mixing. Schools were closed, the hospitality industry was shut down and the population was permitted to leave their dwelling only for limited time and for specific purposes; these restrictions, although modified even to a county and city level over time, were in place for approximately 18 months. In Cullompton, the community rallied, and the Coronavirus Support Group was formed to provide support to the most vulnerable in the community by, for example, prescription and shopping collections; this group was supported by the Town Council in terms of publicity, financial and administrative support. As the disease is now endemic in the population and a vaccination programme is well embedded, these restrictions have been lifted.

- 11.3. Report annually, at the Annual Parish Meeting, detailing whether the plan has been activated and what, if any, lessons were learned.
- 11.4. Act as a focal point for the community in response to an emergency.
- 11.5. Act as the main point of contact for District and County Councillors and officers and the Emergency Services to ensure that communication is maintained.
- 11.6. Ensure that the appropriate authorities and individuals are notified of the emergency.
- 11.7. Delegate specific roles to others as required.
- 11.8. Allocate resources as required. For the purposes of each specific emergency, the Co-ordinator is delegated to spend on items directly related to the on-going emergency without further permission from the council in accordance with Financial Regulations.
- 12. All members of CERT should:
 - 12.1. Reside in the community and have good local knowledge.
 - 12.2. Be able to engage the support of the community and speak on behalf of the community.
 - 12.3. Ensure that the vulnerable are provided for ensuring that matters of confidentiality are maintained throughout.
 - 12.4. Ensure that communications are maintained within the community.
 - 12.5. Have a sufficient depth of knowledge of the plan to assume the role of Co-ordinator if required.

Communications

- 13. The Town Hall has two voice telephone lines and a broadband internet connection and these should be used as the primary means of communication with the community. CERT members in the community should carry mobile telephones if possible.
- 14. The Emergency Services have their own, secure, communication systems and are unlikely to require the Town Hall communication facilities.
- 15. Website and social media sites updates will be arranged by the CERT Co-ordinator and will be regularly updated with news and progress reports. These will be primary methods of communication with the community.
- 16. **Media Relations.** All approaches from the media, including television, radio, and print media are to be directed to the Co-ordinator or Chair of the council in the first instance. Under no circumstances are council members (other than the Chair), employees (other than the Clerk), or volunteers to offer a statement to the media.

Incident Co-ordination and Evacuation Assembly Points

17. The Town Hall (NGR 302064 107364) will be the primary control point and the primary evacuation point for all incidents if either are required. The Emergency Services, when called, will be told that the Town Hall will be available to be the primary control point; it should be noted that many of the Emergency Services have their own command and control vehicles and structures and will deploy them if necessary. An alternative evacuation point can be established, if required, at The Culm Valley Sports Centre, Meadow Lane, EX15 1LL (NGR 302188 106700).

Helicopter Landing Sites

18. Two Helicopter Landing Sites have been identified as follows:
 - 18.1. HLS1 – The astroturf sports pitches behind the Culm Valley Sports Centre (NGR 302172 106788).
 - 18.2. HLS2 – Cullompton Rugby Club (NGR 301159 106954). The Rugby Club is a registered landing site for the Devon Air Ambulance Trust who have remote control of flood lighting if necessary.
19. Each of these sites are suitable in all but the most inclement of weather although it should be stressed that the final decision on if and where an aircraft lands, either at these sites or at another unlisted location, will rest with the operator of that aircraft.

Vulnerable People

20. There are several areas of Cullompton that have a significant proportion of vulnerable residents who may have additional needs when evacuating. For those in a specific setting such as a care home, school, pre-school or nursery, their setting will have emergency procedures in place.
21. Identification of vulnerable people is based on local knowledge. There is not a central list of individuals but a list of partners and contact numbers that can be used to gather relevant information in the event of an emergency.
22. *Requests for lists of vulnerable people, including adults and childcare settings, should be directed through Silver Control or, if this has not been activated, through the Devon County Council Emergency Planning Service Unit Duty Officer.*

Note: A list of additional sensitive locations may be held by the Police e.g., Womens' refuges.

Plan Distribution

23. This plan has been distributed to the following Agencies:

- 23.1. Environment Agency.
- 23.2. Police (Middlemoor and Cullompton).
- 23.3. Devon Fire and Rescue Service (Clyst St George and Cullompton).
- 23.4. Devon County Council and Mid Devon District Council.
- 23.5. Culm Valley Integrated Centre for Health (Redacted Copy).
- 23.6. Culm Valley Sports Centre (Redacted Copy).

List of Appendices

- Appendix A – Key contact list.
- Appendix B – Your own Emergency Plan – Self Reliance.
- Appendix C – Description of likely emergencies and potential consequences.
- Appendix D – Communication Plan.
- Appendix E – Community Resources.
- Appendix F – Community Maps.
- Appendix G – Community Flood Plan.
- Appendix H – Instruction for the operation of the Evacuation Point.
- Appendix I – Action Check List and Log Sheet.
- Appendix J – Evacuation Centre Log Sheet.
- Appendix K – Standing Risk Assessment.

Key Contact List

Emergency Services, Agencies and Local Authorities

Police, Fire and Rescue, Ambulance	999 or 101	24 Hours
Tiverton Hospital	01884 235400	
Mid Devon District Council	01884 255255	
District Emergency Planning Officer	01392 265904	
District Emergency Centre (when open)	01884 255334	
National Grid (24 hour)	0800 678 3105	24 Hours
British Gas (24 hour)	0800 111 999	24 Hours
South West Water (24 hour)	0800 169 1144	24 Hours
Western Power Distribution	0800 365900	24 Hours
B.T.	0800 800152	24 Hours
Environment Agency	0800 807060	24 Hours
Floodline	0845 988 1188	24 Hours
Railway Line Tiverton Parkway	08457 000 125	
Head of Environmental Services (MDDC)	01884 244606	

Cullompton Town Council Contacts

Town Clerk (CERT Co-ordinator)	07745 525166
Deputy Town Clerk (Deputy CERT Co-ordinator)	07745 525178
Maintenance Supervisor	07745 525180

Vulnerable Groups

Residential Care Homes:

Court House Residential Home	01884 32510
Culm Valley Care Centre	01884 33142
St Andrew's Residential Care Home	01884 32369
Forge House	01884 32818
Sanctuary Housing Association (St Andrew's)	01884 33918
Clark's Court (via FirstPort)	033 3321 4072
Cullompton United Charities (Alms Houses)	01884 32166

Childcare Providers:

ABC Day Nursery	01884 38039
Cullompton Pre-School	01884 35018
Noah's Ark	01884 839590

Medical Personnel**Doctors Surgeries:**

Culm Valley Integrated Centre for Health (24 hours)	01884 831300
Bramblehaies Surgery	01884 33536

Veterinary Surgery:

The Vale Veterinary Centre	01884 32228
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Pharmacies:

Boots (Culm Valley Health Centre)	01884 32468
Boots (Station Road)	01884 32279
Tesco Pharmacy	01884 369247

Your Own Emergency Plan – Self Reliance

Emergencies can affect you and your community with little or no warning. Being prepared can help reduce the effect on you and your family's lives, reduce the need for external help and enable you to support those most vulnerable in your community. Disruption to essential services such as water and electricity, to regional transport and communication networks and damage to property are all ways in which an emergency can affect our everyday lives.

In addition, and bearing in mind that there are some low-lying areas of Cullompton that are particularly prone to flooding, you should consider registering to receive Environment Agency Flood Alerts and Flood Warnings in order that you have the required notice of expected flooding to act before the flooding arrives. You can do so by visiting the Environment Agency website at <https://www.gov.uk.sign-up-for-flood-warnings>. It may also be worth investigating the possibility of installing individual property measures, such as removable door barriers, for use in the event of an incidence of flooding.

It is very strongly recommended that you have sufficient insurance cover in place for both your property and its contents to repair property damage and replace your items if the worst happens.

If you are not directly involved in an incident but are close by or believe you may be in danger, in most cases the advice would be to **GET IN, STAY IN AND TUNE IN**.

Station	Frequency	Website
BBC Radio Devon	94.8-104.3 FM	www.bbc.co.uk/news/england/devon
Heart FM Exeter	97 FM	www.heart.co.uk/exeter
Mid Devon Gazette	Not applicable	http://www.devonlive.co.uk

The best defence is self-defence! It is likely that the Emergency Services and local authorities will have to prioritise their response and may take time to attend to your need in the case of a large-scale incident such as the flooding experienced in November 2012 or an accident on the railway or motorway. To prepare for such an incident, you should take some actions to mitigate the immediate aftermath. Questions you could ask yourself include:

- If I must be evacuated, is there somewhere I can go and who do I need to tell?
- Who will be responsible for collecting the children from school or looking after pets?

Key Contact Numbers

Emergency Contact Numbers			
Emergency Services	999	Cullompton Town Council	01884 38249
NHS Direct	111	Devon County Council	01392 265904
Local Police Station	101	College Road Surgery	01884 831300
Mid Devon District Council	01884 255255	Children's School	
Western Power Distribution	0800 365900	South West Water	0800 169 1144
British Telecom	0800 800152	British Gas	0800 111 999
Environment Agency	0800 807060	Floodline	0845 988 1188

Additionally, you should have copies of important documents either in a safe place within your property or have electronic copies backed up to either an online storage facility (the “cloud”), or to a USB storage device that is kept on your keyring, in your purse or in your emergency bag. Such documents could include insurance documents, copies of your passport or driving licence and other documents that might be lost because of fire or flooding.

Emergency Box

Be prepared! Assembling an emergency box will help you locate essential items quickly in an emergency. In addition, it may be worth putting together an emergency bag in case you have to evacuate at very short notice.

An emergency box could include things like:

- A torch with spare batteries. Perhaps you may wish to purchase a few inexpensive, battery powered or wind-up, camping lanterns or have candles and a means of lighting them to hand.
- A battery powered radio and spare batteries.
- Ensure your mobile phone is charged. It may also be worth purchasing an inexpensive external battery pack to provide additional charging for mobile devices in the event of a prolonged power cut.
- A first aid kit.
- Toiletries, personal hygiene, and other comfort items.
- Required medication.
- A list of useful contact numbers.
- A copy of this plan.

In addition, and in case you are unable to leave the house or there is a prolonged power cut, you might consider having to hand:

- Bottled water.
- Ready to eat food. It may be worth having a portable gas-powered camping stove and spare fuel to heat food or boil water for hot drinks. However, you should operate such stoves safely and in a well-ventilated space.
- A bottle and/or tin opener.
- Warm clothes, socks or slippers and a blanket or duvet.

An emergency bag could include the things that you and your family might need for a couple of nights away. These may include:

- Warm clothing.
- Changes of clothing, underwear, socks and shoes.
- Toiletries, personal hygiene, and other comfort items.
- A dressing gown and/or night clothes.
- Required medication.
- A good book and something to amuse the children!

Description of Likely Emergencies and Potential Consequences

Risk Matrix

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Likelihood measured between 1 and 5 with 1 being the least likely and 5 being the most likely.

Severity measured between 1 and 5 with 1 being the least serious and 5 being the most.

The matrix is indicative of the likelihood and severity of an instance on any given day but each instance will be assessed as it occurs. Total score is the Likelihood score multiplied by the Severity score to give an overall risk between 1 and 25. The Emergency Plan is unlikely to be activated unless the Risk Assessment achieves a score of less than 16 although the risks of, for example, heavy rain and flooding will be kept under constant review and will be closely monitored if the score exceeds 9. The Matrix Scores listed below may be reassessed according to the circumstances at the time.

Flooding

Matrix Score	Likelihood	Severity	Consequence
Spring/Summer Likelihood 2 Severity 3 Total 6	River Culm flood plain frequently floods during periods of prolonged rainfall.	Potentially serious – majority of parish not in low-lying areas and flood defences now in place at Rivermead, Chestnut Avenue and Heyridge Meadow.	Disruption to transport/flooding of property in low lying areas.
Autumn/Winter Likelihood 3 Severity 4 Total 12			
Spring/Summer Likelihood 2 Severity 3 Total 6	Minor watercourses frequently flood during periods of prolonged rainfall.	Minor – relatively small number of properties affected.	Properties and roads adjacent to watercourses may be affected.
Autumn/Winter Likelihood 3 Severity 4 Total 12			

Spring/Summer Likelihood 2 Severity 3 Total 6	Surface water/run-off from fields frequent during periods of prolonged rainfall.	Minor impact on minor roads.	Properties and roads adjacent to fields may be affected.
Autumn/Winter Likelihood 3 Severity 4 Total 12			

Transport

Matrix Score	Likelihood	Severity	Consequence
Likelihood 3 Severity 2 Total 6	M5 Motorway – Possible risk of serious road traffic accident.	Major impact particularly if large vehicles or hazardous substances are involved.	Danger to life, property and the environment. Disruption to road traffic.
Likelihood 3 Severity 2 Total 6	Minor Roads – Possible risk of an accident on the Cullompton links with Tiverton and Exeter.	Major impact particularly if large vehicles or hazardous substances are involved.	Danger to life, property and the environment. Disruption to road traffic.
Likelihood 1 Severity 4 Total 4	Railway – Possible risk of an accident on the Exeter to Paddington main line.	Major impact on premises and environment adjacent to the railway line.	Major disruption to rail network with possible impact on adjacent road network.
Likelihood 1 Severity 5 Total 5	Aircraft – Possible risk of air accident involving flights to/from Exeter International Airport, small private aircraft and low flying military aviation assets.	Potentially catastrophic in large settlements.	Danger to life, property and the environment. Long term disruption and recovery issues.

Industrial Activities

Matrix Score	Likelihood	Severity	Consequence
Likelihood 2 Severity 3 Total 6	Industrial Activity (Kingsmill/ Alexandria Industrial Estates – Low risk of industrial accidents, chemical spillages, explosion and fire.	Major impact in immediate area of incident, minor impact on adjacent properties.	Possible smoke/ chemical fumes likely to disperse over distance.

Explosion and Fire

Matrix Score	Likelihood	Severity	Consequence
Likelihood 2 Severity 3 Total 6	Natural Gas Pipelines – Low risk of explosion and fire.	Major impact in immediate vicinity of incident.	Major impact to life, property and the environment in the immediate vicinity of the incident.
Likelihood 1 Severity 2 Total 2	Thatched Properties – Possible risk of fire, particularly in the Winter months.	Impact on property concerned and adjacent premises.	Spread of fire. Need for temporary accommodation and re-housing.

Pandemic

Matrix Score	Likelihood	Severity	Consequence
Likelihood 1 Severity 4 Total 4	Global Pandemic – Possible but unlikely	Usually, the impact will be minor but, as proved in the COVID19 Pandemic, can be serious.	Disruption to daily lives and routines dependent on the mitigation measures taken by Governmental authorities. Disruption to local services (such as health, education, transport and hospitality)
Likelihood 1 Severity 4 Total 4	Localised Disease Outbreak – Possible but unlikely.	Usually minor.	Disruption to local services (such as health, education, transport).

Environmental Conditions (Except Flooding)

Matrix Score	Likelihood	Severity	Consequence
Likelihood 1 Severity 3 Total 3	Snow – Annual light falls, occasionally heavy.	Usually minor, occasionally heavy and prolonged.	Disruption to amenities and transport network.
Spring/Summer Likelihood 2 Severity 3 Total 6	Wind – More frequent in Winter months.	Occasionally severe.	Risk of death or injury. Potential for widespread damage to property and disruption of amenities including power and communications. Emergency services stretched with increased response times.
Autumn/Winter Likelihood 3 Severity 4 Total 12			
Likelihood 2 Severity 2 Total 4	Drought – Infrequent.	Major disruption of reduced services or standpipes introduced.	Restrictions on usage, use of standpipes. Greater impact on vulnerable groups.
Likelihood 2 Severity 3 Total 6	Severe Heat – Infrequent.	Major disruption to medical services.	Medical services stretched. Greater impact on vulnerable groups.

Communication Plan

The provision of accurate information and reliable communications is essential in an emergency. Methods available will differ dependent on the type of incident although the Town Hall will always be the primary incident control point where possible:

Location	Responsibility	Remarks
Town Hall	CERT Co-ordinator	2 x voice telephone lines Broadband internet connection with LAN and WiFi 5 internet connected computers
Personal Mobile Telephones	Individual users	Key numbers contained at Appendix A
Website and Social Media	Cullompton Town Council	www.cullomptontowncouncil.gov.uk www.facebook.com/pages/Cullompton-Town-Council/231987970150610

Information concerning things such as school closures will usually be reported on local radio stations and the local television news. Individual school closures will be reported on the school's own websites:

Devon County Council	www.devon.gov.uk/schools/closure/
Cullompton Community College	www.cullompton.devon.sch.uk/
St Andrew's Primary School	www.standrewsprimary.school
Willowbank Primary School	www.willowbank.devon.sch.uk/

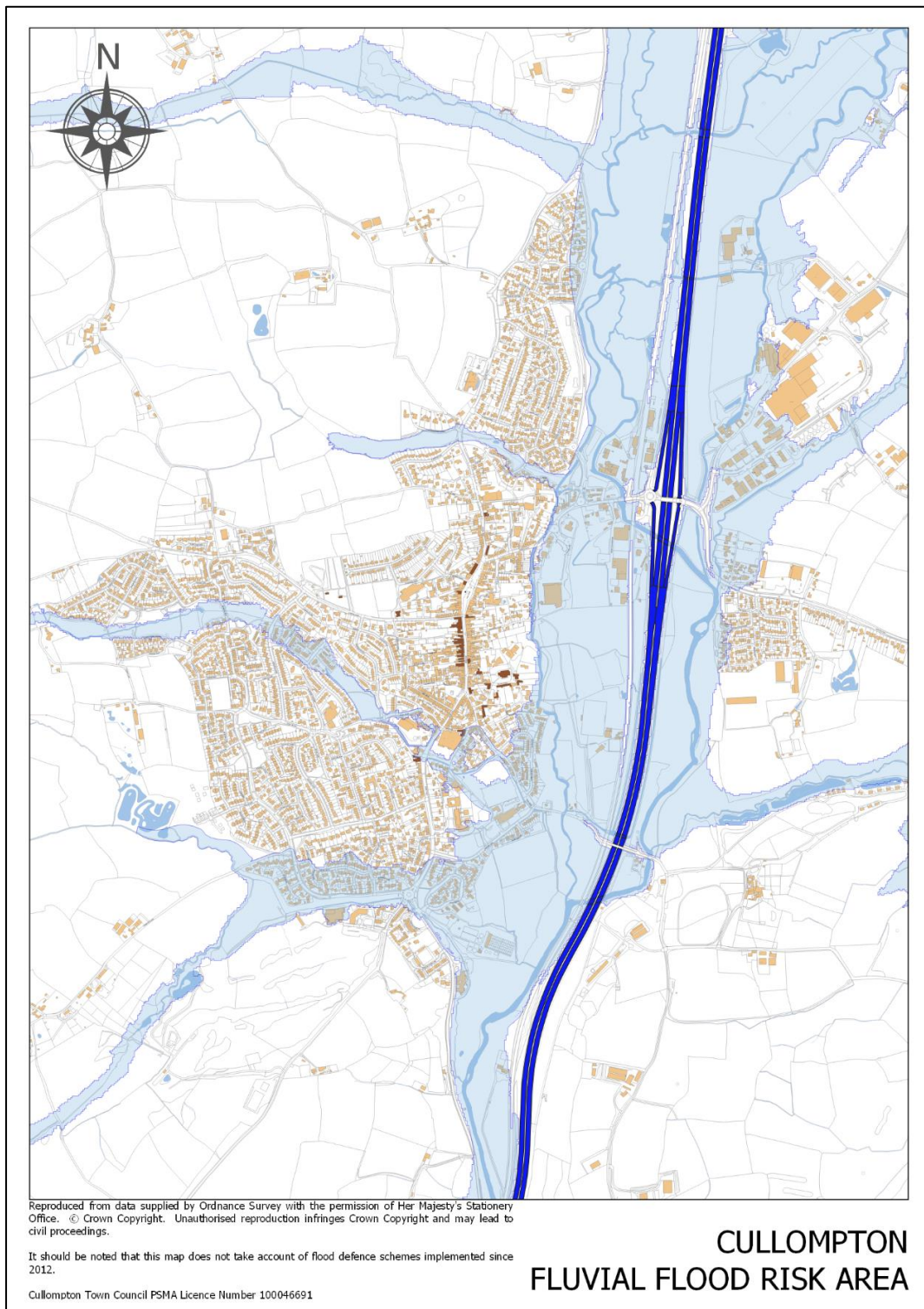
Further information can be found at the following web addresses:

Environment Agency Twitter Feed	twitter.com/envagency
Environment Agency Facebook	www.facebook.com/environmentagency
Devon County Council Twitter Feed	twitter.com/DevonCC
Devon County Council Facebook	www.facebook.com/OfficialDevonCC
Mid Devon District Council Twitter Feed	twitter.com/MidDevonDC
Mid Devon District Council Facebook	www.facebook.com/middevon1

Community Resources

Spiritual and Welfare	via Reverend Ed Hobbs at St Andrew's Church
Medical Centres	via the out of hours service (01884 831300)
Rest Centres	Town Hall Culm Valley Sports Centre

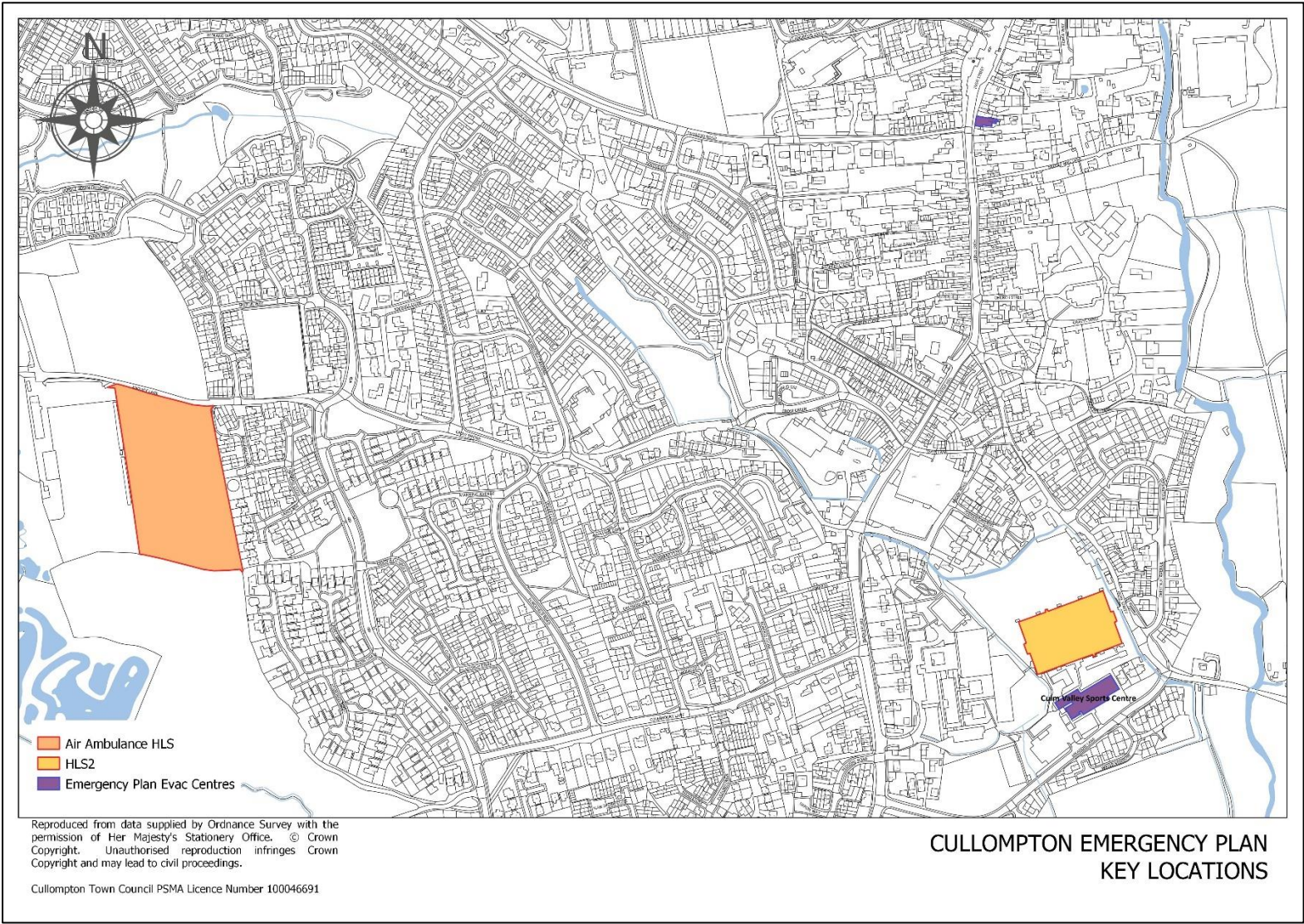
Community Map



Cullompton Fluvial (defined as “of a river”) Flood Risk Map.

It should be noted that this map does not take account of any flood defence measures that have been constructed.

Cullompton Emergency Plan Key Locations



Community Flood Plan (in partnership with the Environment Agency)

It is assessed that the most likely emergency to face Cullompton is an incidence of flooding. This assessment has been made by the council and the Environment Agency as Cullompton lies in the valley of the river Culm which, after periods of heavy and persistent rain, is prone to flooding to greater or lesser degrees throughout the year.

Approximately **530** properties are at risk of flooding from the River Culm, Cole Brook, Crow Green Stream, River Kenn and Splatford Stream.

Below is a list of locations in Cullompton at particular risk of flooding:

- Rivermead and Chestnut Avenue (rising water from the CCA Recreation Fields flood plain) now mitigated by a flood defence barrier.
- Duke Street (**including ABC Day Nursery**) (surface water run off).
- Brook Road (**including Cullompton Pre-School**) (Crow Green stream overflow and surface water run off).
- Knightswood (rising water from CCA Recreation Fields flood plain, running water from the stream across Heyridge Meadow). A scheme to mitigate the running water from the Heyridge Meadow stream has been completed.
- Kingsmill Industrial Estate (River Culm bursting its banks).
- Alexandria Industrial Estate (River Culm bursting its banks).
- Station Road and areas adjacent (River Culm bursting its banks).

As this place on the river Culm spends a good deal of time at Flood Alert during the winter months, it would be unreasonable and impractical to have resources on constant standby. However, when a Flood Alert is received, the weather forecast and local river level stations will be closely monitored and the Town Council will maintain a close liaison with the Environment Agency to try and predict if the Flood Alert status is likely to be escalated to a Flood Warning or Severe Flood Warning.

An automatic **Flood Alert** is issued by the Environment Agency when flooding is considered possible. This is when preparations should be made for flooding and the council will:

- Closely monitor the weather forecast for indications of further heavy and persistent rainfall.
- Be aware of the areas that are liable to flood.
- Contact Flood Wardens if the weather forecast is for further heavy and persistent rainfall.
- Liaise with the Environment Agency.

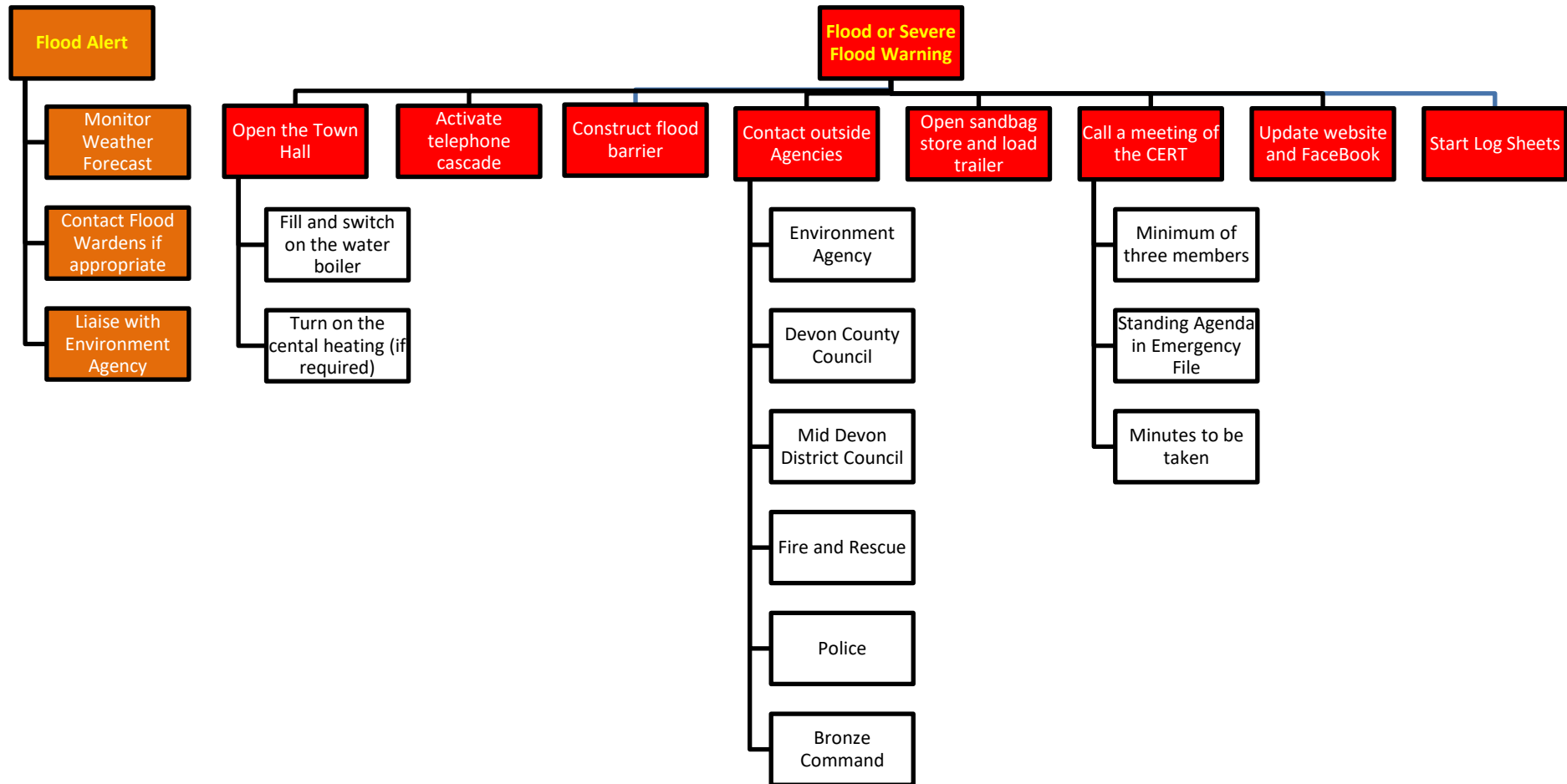
A **Flood Warning** is issued by the Environment Agency when flooding is expected and immediate action is to be taken. The Environment Agency advises that as much notice as is possible will be given and this notice should be at least 4 hours. They will also endeavour to issue a Flood Warning in time to erect flood defences before dusk:

- The flood barrier at Duke Street and Chestnut will be erected by town council staff and/or Flood Wardens and the junction of Chestnut Avenue and Duke Street will be closed until the Flood Warning is downgraded.
- Activate the telephone cascade.
- Outside agencies, such as the Environment Agency, Police and Fire and Rescue services will be contacted.
- CERT will meet to establish next actions including opening the evacuation point, the evacuation of those most at risk and the distribution of sandbags.
- The website and Facebook pages will be updated to inform the population of the decisions made and actions that they should be taking.

A **Severe Flood Warning** will be issued by the Environment Agency when severe flooding is expected and there is likely to be a danger to life. If not already done so:

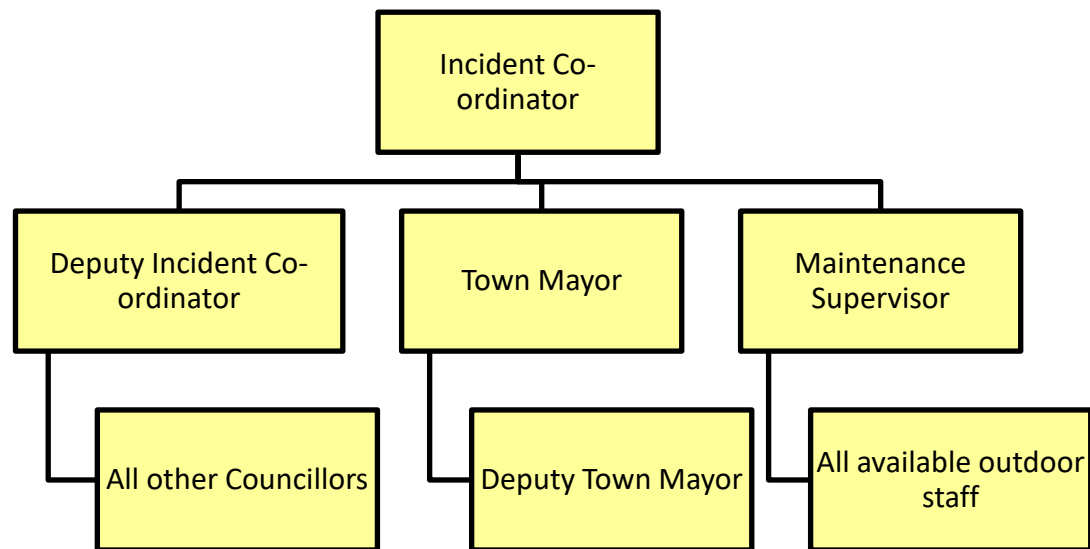
- The flood barrier at Rivermead and Chestnut will be erected by town council staff and/or Flood Wardens and the junction of Chestnut Avenue and Duke Street will be closed.
- Activate the telephone cascade.
- Outside agencies, such as the Environment Agency, Police and Fire and Rescue services will be contacted.
- CERT will meet to establish next actions including opening the evacuation point, the evacuation of those most at risk and the distribution of sandbags.
- The website and Facebook pages will be updated to inform the population of the decisions made and actions that they should be taking.

TOWN COUNCIL ACTIONS as as result of:



Cullompton Town Council Telephone Cascade

Up to date contact information is held by all Councillors



Instructions for the Operation of the Evacuation Point

In the event of a serious emergency, such as the flooding experienced in November 2012, it may be necessary to open the primary evacuation centre located at the Town Hall. If this is not possible, secondary evacuation centres are located at the Culm Valley Sports Centre, Meadow Lane, Cullompton.

When it is deemed necessary by CERT to open the primary evacuation centre, the following actions are to be taken:

- The Town Hall will be opened by the Town Clerk, Deputy Town Clerk or Maintenance Supervisor.
- The telephone cascade is to be initiated in order that sufficient personnel are available to tend to those evacuated.
- Emergency food supplies are to be located or, if necessary, purchased.
- An area is to be identified to provide privacy for those that need it.
- A white board and pens are made available.
- A log is to be started to record evacuees.

Where possible, evacuees will be hosted in the Town Hall with the office accommodation reserved for council and Agency staff to operate from. Chairs and tables are available for comfort and the kitchen can provide hot meals and drinks.

Action Check List and Log Sheet

Date	Time	Action taken by	Action taken	Signature
		Co-ord	Telephone cascade activated.	
		Co-ord/Chairman	CERT meeting convened.	
		Co-ord	Outside Agencies contacted.	
		Co-ord/Maint Sup	Flood barrier at junction of Chestnut Avenue/Duke Street erected.	
		Co-ord/Maint Sup	Contact FIDO to inform them that the flood barrier at junction of Chestnut Avenue/Duke Street has been erected.	
		Co-ord/Maint Sup	Sandbag store open/trailer loaded.	
		Co-ord	Website and social media sites updated.	

Date	Time	Action taken by	Action taken	Signature

APPENDIX J

Evacuation Centre Log Sheet

Name	Address	Number of Children and Vulnerable Adults	Time In	Time Out	Remarks

Name	Address	Number of Children and Vulnerable Adults	Time In	Time Out	Remarks

Cullompton Town Council: Risk Assessment Form

EVENT	EMERGENCY PLAN	Assessment prepared by:	Deputy Town Clerk
Date of Risk Assessment:	14 March 2016		
Review Date:	Annual with the Emergency Plan		

Activity/Task	Hazard	Who might be harmed and how?	Controls in Place	Severity (1-5)	Like- lihood (1-5)	Risk/ Priorit y LxS
Lone Working	May become injured or subject to physical assault.	Staff, Elected Members and Volunteers working alone may be subject to physical assault or become otherwise injured.	Ensure that all personnel conducting tasks away from the Primary Control Point have effective communications and work in pairs where practicable.	3	3	9
Slips, Trips and Falls	May slip, trip or fall, particularly in inclement weather or flood water.	Staff, Elected Members and Volunteers may slip, trip or fall causing injury whilst conducting tasks.	Ensure that all personnel conducting tasks away from the Primary Control Point have sufficient and serviceable Personal Protective Equipment and are warned to be especially vigilant.	4	4	16

Environmental Conditions	Inclement weather and pressure of work.	Staff, Elected Members and Volunteers may fall ill to sun burn, hyperthermia and dehydration due to hot and dry conditions or hypothermia due to wet, cold and windy conditions. Exhaustion may become a factor if personnel are worked without taking regular rest periods.	Ensure that all personnel conducting tasks away from the Primary Control Point have sufficient and serviceable Personal Protective Equipment for prevailing weather and environmental conditions including sufficient fluids and sunscreen and hot drinks if appropriate and changes of clothing. Personnel should take regular breaks (at least ½hr in every 4 hrs) to feed, rest and recuperate in an appropriate location to prevent exhaustion.	5	2	10
Flood Water	Potentially deep, fast moving water with debris.	Staff, Elected Members and Volunteers becoming swept away or otherwise injured after entering moving flood water.	Ensure that all personnel conducting tasks away from the Primary Control Point are aware of the hazards of entering flood water which may be fast moving and contain fixed and moving debris.	5	3	15
Falling Debris	High winds may cause trees to fall, roof tiles to dislodge and other debris to be scattered.	Staff, Elected Members and Volunteers may become injured by falling and flying debris caused by high winds.	Ensure that all personnel conducting tasks away from the Primary Control Point have sufficient and serviceable Personal Protective Equipment and are especially alert for falling debris.	3	4	12
Foul Water	Flood water may cause the sewerage system to overflow.	Staff, Elected Members and Volunteers may become ill due to the ingestion of foul water.	Ensure that all personnel conducting tasks away from the Primary Control Point are aware of the potential dangers of contact with foul water and the need to take particular care of their personal hygiene. Hand cleansing gel issued to all groups operating away from the Primary Control Point.	3	3	9

Vehicle Operations	Flood water/snow may be deeper than it looks and contain debris and ice on the road may damage vehicles.	Staff authorised to drive council vehicles may become injured and vehicles become damaged due to driving through floods or in icy and snowy conditions.	Ensure that staff authorised to drive vehicles are aware that they should not drive through flood water and snow drifts. Drivers should be vigilant for the presence of ice on the road. Rental of a 4 wheel drive vehicle should be considered by CERT. Drivers are to read and sign the advice sheet entitled “Driving in Wet Conditions and Through Flood Water”.	4	3	12
Contaminated Waste	Raw sewerage from overflowing sewage pipes may contaminate flood prevention measures such as sandbags.	Staff, Elected Members and Volunteers may become ill due to the handling of waste contaminated by raw sewerage from overflowing sewer pipes.	Ensure that personnel who may come into contact with contaminated waste have sufficient and serviceable Personal Protective Equipment and are aware of the potential dangers of handling contaminated waste. All items of equipment that is suspected of coming into contact with contaminated waste should be dealt with as contaminated waste.	3	3	9
LIKELIHOOD	1. Very unlikely – could happen but probably never will	2. Unlikely – could happen but only rarely	3. Even chance	4. Likely – could happen occasionally	5. Very Likely – could happen regularly	
SEVERITY	1. Negligible (delay only)	2. Slight - First aid or minor damage to the environment or minor business interruption	3. Moderate – Lost time injury, illness, damage, lost business	4. High – Major injury/damage. Lost time, business interruption	5. Very high – fatality, business closure, major damage to the environment	

Additional preventative and protective measures:

This Risk Assessment cannot cover every eventuality and Staff, Elected Members and Volunteers will be expected to make judgements as they see fit and constantly assessing the risks. However, it should be borne in mind that, when making a judgement, that if a decision is poor, you may become part of the problem rather than part of the solution. For example, by entering a fast moving river or an unsurveyed area of flood water to rescue an animal or item or property you may become a casualty and place a further burden on already overstretched Emergency Services.

Town Clerk's name: Dan Ledger	Date:
Town Clerk's signature:	
Emergency Plan Lead: Steve Reardon	Date:
Emergency Plan Lead Signature:	
Town Mayor: Councillor Shaun Holvey	Date:
Town Mayor Signature:	



POLICY TITLE	CEMETERY POLICY AND REGULATIONS FOR MEMORIAL MASONS
POLICY NO	010
APPROVAL DATE	Adopted February 2016
REVIEW DATE	May 2023
POLICY AIM	This Policy details the regulations for the use of Cullompton Cemetery and the regulations for Memorial Masons.

1. INTRODUCTION

- 1.1. Cullompton Town Council owns and maintains the Cemetery and Cemetery Extension at Tiverton Road, Cullompton having the power to provide and regulate cemeteries in accordance with the [Local Government Act 1972 s214](#) and the [Local Authorities Cemeteries Order 1977](#). It provides this facility primarily for the benefit of those living within the Parish of Cullompton.
- 1.2. There are specific requirements for the East (the older) and West (the newer) parts of the Cemetery.

2. GENERAL REGULATIONS

- 2.1. No burial shall take place, cremated remains scattered, headstone or other memorial fixed or removed from the cemetery or additional inscription made to a headstone or other memorial without the express permission of the Town Clerk or other officer appointed for that purpose by the Council.
- 2.2. The relatives and friends of the deceased must make their own arrangements for the conduct of any burial service that is to be performed.
- 2.3. A chapel, located in the old cemetery, can be provided for a nominal charge for burial services and is for use by any denomination or religious body. Use of this facility is by prior arrangement with the Town Clerk or other officer appointed for that purpose by the Council and will attract an additional fee.
- 2.4. No interment can take place until a Certificate for Disposal has been provided to the council no later than 5 days prior to the proposed interment taking place and 3 days prior to the interment of ashes.

Commented [SR1]: Has the Chapel been consecrated in the Christian faith? I find it hard to believe that it hasn't (as the vast majority of the burial ground was consecrated). I've asked the question of the Diocese of Exeter.

3. CHARGES AND FEES

- 3.1. Charges and fees are required to be paid in advance and will be reviewed periodically by the council.
- 3.2. The Interment Fee is for the digging of a grave only. Any additional work requested, for example bricking up of a grave, will be chargeable.
- 3.3. If the deceased did not live or own a property within the Parish of Cullompton prior to death, double will be charged for the purchase of a Grant of Exclusive Right of Burial unless exceptional circumstances exist and at the discretion of the Town Clerk.

4. GRANT OF EXCLUSIVE RIGHT OF BURIAL

- 4.1. Grant of Exclusive Right of Burial may be purchased giving the grave owner, for a period beginning on the date of the Grant and not exceeding 75 years, the right to:
 - 4.1.1. One or more burials in that grave space (subject to there being sufficient space available in that burial plot). A burial includes:
 - 4.1.2. The interment of human remains contained in a coffin.
 - 4.1.3. The interment of cremated human remains.
 - 4.1.4. The interment of the body or cremated remains of still-born children.
 - 4.1.5. The placing of human remains in a vault.
- 4.2. **The right to erect and maintain or to place an additional inscription on a headstone or other memorial on that grave space.** From 1 April 2014, the purchase of a Grant of Exclusive Right of Burial includes the right to erect a memorial. For graves purchased before this date, an additional fee is payable before permission to erect a memorial is granted.
- 4.3. Once a Grant of Exclusive Right of Burial for a grave space or cremated remains plot has been purchased, the upkeep and maintenance of that plot becomes the responsibility of the owner of the Deed. The council takes no responsibility for the maintenance or safety of that plot or any memorial erected upon it.
- 4.4. A record detailing all graves or vaults subject to specified rights will be kept by the council.
- 4.5. Unpurchased plots remain the property of the council and there is no right to place any form of memorial on any plot for which a Grant of Exclusive Right of Burial has not been issued. The council reserves the right to conduct more than one interment in any grave for which a Grant of Exclusive Right of Burial has not been purchased.
- 4.6. **Pre-purchase of Graves.** It is possible to pre-purchase a Grant of Exclusive Right of Burial prior to death. Spaces will be allocated in the Cemetery Extension and a Deed of Grant will be issued for graves purchased in this way and will be valid for a maximum of 75 years from the date of issue.
- 4.7. The council may, at the discretion of the Town Clerk, buy back graves that have previously been sold but are unused. Payment will be made at the original purchase price of the grave less an administration charge of 10% and will only be made when the holder of the Grant of Right of Exclusive Burial surrenders the Grant of Right document to the council.

Commented [SR2]: Is this clause still necessary on the basis that I very much doubt that there are any graves, very nearly a decade old, that don't have a memorial placed already and the income lost by the removal of this clause will be minimal.

5. INTERMENT

- 5.1. All graves will have a capacity of two coffins only and must be dug by a professional grave digger employed or contracted by the council. It may be possible for mourners to assist with filling in graves if so desired.
- 5.2. No coffin shall be interred in a grave in such a manner that any part of the coffin is less than 3 feet below the level of any ground adjoining the grave. All coffins in the same grave space must be separated by a layer of earth no less than 6 inches deep.
- 5.3. When any grave is reopened for the purpose of making an additional burial, no person shall disturb any human remains interred or remove any soil which is offensive.

Commented [SR3]: This is an entirely operational matter that is covered by training. Should it be included in the Cemetery Policy or a Method Statement?

6. MEMORIALS AND HEADSTONES

Memorials and headstones may be installed on a purchased grave in accordance with Cullompton Town Council's this Policy Paragraphs 10-12.

7. REGULATIONS OF THE NATURAL BURIAL AREA

- 7.1. Cullompton Town Council's natural burial area is a place for nature to thrive and to encourage biodiversity. As such, management of this area is by light touch and, with the exception of paths that will not be finished but may be cut, all areas will be left to nature.
- 7.2. By purchasing a burial plot in our natural burial area, you are agreeing to the following:
 - 7.2.1. Purchase of a plot (or plots) is for the right of burial within that plot only. There is no exchange of ownership of the plot(s).
 - 7.2.2. Only interments using environmentally friendly coffins or caskets (without plastic or metal furniture) or shrouds are permitted. Cremated remains may also be interred directly to the earth as well as in environmentally friendly urns and caskets. Only environmentally friendly clothing is to be used to clothe the deceased and any personal effects placed within the coffin/casket must also be environmentally friendly. Jewellery must be removed from the deceased prior to interment.
 - 7.2.3. Only one interment per grave will be permitted and graves will be dug only to single depth.
 - 7.2.4. Floral tributes and flowers placed on graves must not be wrapped in cellophane, tied with florist ribbon or contained in plastic trays as these items are not biodegradable. Cut flowers are welcome. Cut flowers placed on graves will be removed after a reasonable period. Vases cannot be placed on or sunken into plots as these pose a threat to wildlife. Balloons are strictly forbidden as they also pose a threat to wildlife.
 - 7.2.5. Graves will not be personalised with markers, monuments, vases, statues, stones, fences, or other such items nor will the meadow/flowers upon and around the grave be cut without written authority. The integrity of the natural burial ground, nature and the environment are paramount. Cullompton Town Council reserve the right to remove unauthorised items and/or manage, re-seed or plant a grave without notice. Seeds and bulbs

may be scattered/planted, subject to the approval of Cullompton Town Council. However, they must remain natural and flower beds must not be cultivated or developed. The location of graves will be by the burial of a steel marker, engraved with the Row and Grave number and identifiable with a metal detector, in the grave just below the surface.

- 7.2.6. Only memorial trees purchased through Cullompton Town Council may be planted on graves. Only native trees may be planted. Application for trees other than listed in the price list are welcome. However, it must be noted that the final decision regarding the planting of a particular species of tree will be with the Council. All trees are guaranteed for a period of 5 years from planting. It must be noted that trees may be cut or in some cases removed by Cullompton Town Council without notice if they preclude the development of other trees, are obstructing a footpath or a grave, or for health and safety reasons.
- 7.2.7. Cullompton Town Council will not be responsible for damage or loss to any items placed upon graves or in any area of the burial ground. Unauthorised items removed by the Council from grave spaces in the natural burial area will be retained for a period of 6 months before being disposed of.
- 7.2.8. Whilst efforts will be made to keep soil away from graves, it must be understood that, on occasions when neighbouring graves are excavated, soil from that grave may temporarily cover other graves. Every effort will be made to minimise this, reduce the time any such action is required, and to make good all graves once the interment is complete. Graves may from time to time be levelled by the addition of topsoil and reseeded by Cullompton Town Council if required and deemed appropriate.
- 7.2.9. Unless attending a service, or to help the disabled or infirm, motor vehicles are restricted to the car park only. Other mobility devices, such as mobility scooters, are permitted but great care must be taken in their use as the pathways will not be formalised.
- 7.2.10. No litter. There are no litter bins at the burial grounds and all litter must be removed from the burial ground and taken home with you.
- 7.2.11. There are to be no recreational activities that may have a negative impact upon visitors to the burial ground or are not respectful to the burial ground or the environment are permitted. This includes the drinking of alcohol at the burial ground unless as a toast at the time of burial or at picnic during or after a funeral service. Picnics during and after burial services are welcomed, however, consideration must be made for other visitors to the burial ground and the environment; no fires or barbeques are to be lit. Appropriate respect must be always maintained. This includes responsibly disposing of all litter.
- 7.2.12. Photography and videography are permitted. Although the privacy, dignity, and respect of others at the burial ground must be always maintained. No person at the burial ground is to be photographed and/or their image used in any way without their express permission.

Commented [SR4]: Does this need to be along the lines of obtaining approval for the species being planted rather than them being purchased by the Council and then recharged?

Commented [SR5]: Does there need to be?

- 7.2.13. Other than access paths, the natural burial area will, in the main, be left to nature throughout the year. Accordingly, areas may be overgrown with plants, flowers and grasses as nature intends. This allows nature to thrive and promotes biodiversity. Whilst some plants may be considered weeds by domestic gardeners, they remain an integral part of the natural environment and are, therefore, welcomed. The natural burial area will be sympathetically cut at the end of the growing season and pathways may be cut during the season.
- 7.2.14. For environmental reasons the deceased is not be embalmed or subjected to environmentally unfriendly hygiene treatments prior to the burial unless in exceptional circumstances; in such exceptional circumstances, approval must be received from Cullompton Town Council. Treatments using environmentally friendly products is acceptable.
- 7.2.15. Grave plots, once purchased, may be returned to Cullompton Town Council if a written request is received by the grave owner or a legal representative providing appropriate authorisation. Upon receipt of the request, a refund will be made, minus deductions from the original sum paid for any commissions paid, an annual maintenance fee for each year since the purchase of the plot, and an administration fee. No grave plot can be returned once a burial has taken place, even if an exhumation has been conducted.
- 7.2.16. No exhumation will be permitted unless the appropriate application has been submitted and legal documentation authorising the exhumation received.
- 7.3. Cullompton Town Council reserves the right to refuse a burial if conditions 7.2.1 to 7.2.16 are not met.
- 7.4. As an area left to nature, the natural burial area may have uneven and overgrown paths, and there may be various natural hazards. Paths can also become damaged and/or challenging due to weather conditions or wildlife. Cullompton Town Council will not accept any liability for accidents, injury, or damage to any visitor to the burial grounds or cars entering, leaving, or parking at the burial ground.
- 7.5. Please inform Cullompton Town Council on 01884 38249 or by email deputy.clerk@cullomptontowncouncil.gov.uk if you are aware of any issue or concern regarding the Cemetery.
- 7.6. Cullompton Town Council reserve the right to amend these Regulations at any time if appropriate. A copy of which shall be available to read on each burial ground noticeboard and on our website www.cullomptontowncouncil.gov.uk. Paper copies are also available upon request from our offices.
- 7.7. Adherence to these regulations is essential to maintaining the integrity of the natural burial area and to ensure nature can thrive. Accordingly, it is the duty of Cullompton Town Council to enforce the above regulations without notice.

Commented [SR6]: How long will a Deed of Exclusive Right be valid for? Research indicates that, dependent on soil and other environmental conditions, skeletisation will occur in 5-10 years. Can a grave be reused after this period? A review of Burial Law is underway to permit the reuse of graves (currently permitted in London) throughout the country; grave spaces are at a premium and, although we have a new Cemetery extension, with thousands of dwellings expected to be built over the next few decades, demand for them will only increase.

Will a Deed of Exclusive Right be issued only for pre-purchased graves on the basis that occupied graves will be single depth only, no reopening and no headstone will be permitted. Or can interments be at double depth to permit additional, unrelated, burials after skeletisation has occurred after, say, a decade? Do we allow double depth graves to be dug to allow for natural burial family graves as is the case with traditional burials?

8. REGULATIONS FOR MEMORIAL MASONS

- 8.1. All Memorial Masons who wish to work in Cullompton Town Council's cemetery must meet the following criteria:
- 8.2. Hold a Public Liability Insurance Policy cover of at least £5m.
- 8.3. Adhere to the National Association of Monumental Mason's Code of Working Practice (March 2000 edition or later). A NAMM approved anchor system is to be used on all new monuments and the same should be installed on all refitted monuments. The choice of the system is left to the Mason but should be the most appropriate for the soil conditions.
- 8.4. Provide a statement to the effect that the Mason has not been barred from working in any other cemetery in the last two years and an assurance that should this occur in the future the Mason will inform the Council immediately.
- 8.5. Ensure that all work will conform to statutory requirements and Cemetery regulations.

Commented [SR7]: Do we need to specify a NAMM approved system? Not all Monumental Masons are members of NAMM but they are still professionals and it is their responsibility to their client if the headstone is improperly fixed.

9. RIGHTS AND PERMISSION TO ERECT A MONUMENT

- 9.1. It is no longer necessary for a grave owner to purchase separately a Right to Erect a Monument. These Rights will be granted when Exclusive Rights of Burial are obtained. No monuments may be erected on unpurchased graves; should one be so erected the Council may demand its immediate removal at the expense of the Mason.
- 9.2. It is the Mason's responsibility to satisfy him or herself that the purchaser of a monument has a right to erect it. All applications should bear the signature of the owner of these Rights. A complete plan of the proposed monument, including complete details of foundation works and the proposed inscription must be submitted to the council on the latest edition of the appropriate form at least four weeks before work is scheduled to commence. Once this has been approved, a permit to construct will be issued.
- 9.3. Fees and charges for Rights to Erect monuments on graves purchased before 1 April 2014 and other related fees (such as the permission to alter the inscription) will be reviewed annually.

Commented [SR8]: Still necessary although we probably still need to charge for alterations to an inscription.

10. INSTALLATION OF A MONUMENT

- 10.1. Memorial Stones are not to be installed until at least 6 months has elapsed since the interment in that grave.
- 10.2. Once in possession of any permit, Masons must give at least 2 clear days of notice of intent to work in the cemetery giving full details of graves and monuments upon which work will be carried out. A proposed time of arrival at the cemetery should also be included where possible. This information may be posted to the council office or sent by email to deputy.clerk@cullomptontowncouncil.gov.uk.
- 10.3. No variations from the terms of a permit and all monuments must bear the name of the Mason and the grave reference number in characters no higher than 4cm on the rear of the base.

- 10.4. The funeral organiser will order removal of monuments before an interment. All parts of the monument must be removed from the cemetery unless written permission has previously been obtained from the Council. Any masonry found unattended and away from a grave in any part of the cemetery will be deemed to have been abandoned and may be disposed of.
- 10.5. Masons will be notified if an interment is scheduled at a time when they are to be working in a cemetery. All works in the vicinity of the interment must cease and personnel, plant and vehicles must be withdrawn from the area at least 15 minutes before the time of the interment. Work may recommence when all mourners have left the cemetery.
- 10.6. If wheeled or tracked machinery is to be used to transport monuments around the cemetery, masons are to take precautions to protect the graves and lawned areas of the cemetery from damage.

11. MEMORIALS

- 11.1. The following restrictions on the size and type of monuments are required by the Council in accordance with the Cemetery Policy.
- 11.2. Grave memorials or headstones will not exceed:

Depth	12 inches (300mm)
Width	30 inches (760mm)
Height	36 inches (910mm)

- 11.3. Cremation markers will be of the following dimensions:

- 11.3.1. East Cemetery Front Bank (Row M) will have wedge shaped memorial tablets the will not exceed the following dimensions:

Depth	18 inches (450mm)
Width	18 inches (450mm)
Height	4 inches (100mm) tapering to 2 inches (50mm)

Commented [SR9]: Is the Council too restrictive in the type and size of Monument that is permitted?

Currently, there is little variation and this, for me, detracts from the aesthetic appearance of the Cemetery and a good example of this variation can be found at the Tiverton Road end of the Cemetery (East); there is a mix of monument types and this makes it a much more visually attractive and appealing space.

Ditto for all the other Monument sizes.

- 11.3.2. West Cemetery (Magnolia) will have wedge shaped memorial tablets that are of the following dimensions:

Depth	18 inches (450mm)
Width	18 inches (450mm)
Height	4 inches (100mm) tapering to 2 inches (50mm)

- 11.3.3. All other cremated plots in the East Cemetery will have memorials that do not exceed the following dimensions:

Depth	12 inches (300mm)
Width	15 inches (375mm)
Height	27 inches (685mm)

- 11.3.4. Kerbing installed on single width grave spaces in the East Cemetery will not exceed:

Height	7 inches (180mm)
Width	36 inches (910mm)
Length	7 feet (2.13m)

- 11.3.5. Kerbing installed on double width grave spaces in the East Cemetery will not exceed:

Height	7 inches (180mm)
Width	7 feet (2.13m)
Length	7 feet (2.13m)

- 11.4. Kerbing is not permitted in the Cemetery (West).

- 11.5. Only the owner of a grave space has the right to place, or order to be placed, any memorial or other constant item on a grave space. Approval must be sought and obtained prior to a memorial being erected, an inscription added to an existing memorial or any other changes. Memorials that are erected or changed without such permission may be removed. Memorials are to be constructed of either stone or slate although a small wooden structure may be used as a temporary grave marker. ***For safety reasons, memorials and other items that are made of glass, ceramic or plastic will be removed without notice.***

12. TIVERTON ROAD WEST CEMETERY

12.1. All graves in the Cemetery Extension will be laid to lawn with no burial mounds. No memorial items are to be placed on the lawned area. Side by side burial plots may be purchased if available.

12.2. Grave memorial headstones will not exceed:

Depth	12 inches (300mm)
Width	30 inches (760mm)
Height	36 inches (910mm)

13. MEMORIAL BENCHES

13.1. A limited number of sites are available for the installation of memorial benches in the Cemetery (West) and are indicated on a plan held by the Town Council. Memorial benches may be leased in their entirety for the installation of a memorial plaque or memorial plaques may be one of three plaques installed on a communal bench. The ratio of individual benches and communal benches will be variable and determined by demand for memorial plaques. The waiting list will indicate a preference for an individual or a communal bench plaque. The engraving will consist of no more than 5 lines of text each of which will be no more than 40 characters.

13.2. All benches will be purchased, installed, owned and maintained by Cullompton Town Council and will be replaced as considered necessary. Memorial plaques will be purchased and installed by Cullompton Town Council. The engraved message will be agreed, in advance, with the lease holder and plaques will be fabricated from brass or stainless steel and will measure 100mm wide and 50mm high; they will be fixed to memorial benches using brass or stainless-steel screws with domed heads.

13.3. Space for memorial plaques will be leased on the following basis:

13.3.1. A waiting list for the lease of space for memorial plaques will be maintained by Cullompton Town Council.

13.3.2. Plaques will be payable in advance at the prevailing fee for a lease period not exceeding a period of 5 years.

13.3.3. Fees will be reviewed annually.

13.3.4. Plaques may be installed on an individual bench or up to three plaques may be installed on a communal bench.

13.3.5. The scale of fees for memorial plaques is contained in the Schedule of Fees for Cullompton Cemetery which is published annually.

- 13.4. **Leases.** A lease may be granted for the installation of a memorial plaque on a bench in the cemetery for a period not exceeding 5 years. At the end of this 5-year period, the lease holder will be contacted at their last known address and provided with the option of renewing the lease for a further 5 years after payment the prevailing fee. Should the lease not be renewed, the lease will be sold to the next on a maintained waiting list for the prevailing fee and the removed plaque retained for a period of 6 months.

Commented [SR10]: Given the lack of benches available and the likelihood that there will be a waiting list once properly publicised, should a Memorial Wall be maintained in the Chapel or other place to fix memorial plaques for which the lease has expired.



Natural Burial Area

Camellia

Magnolia

Cemetery (West)

Primrose

Storage Container

Cemetery (East)

ST ANDREWS ESTATE

LANGLANDS ROAD

GATEHOUSE CLOSE

TIVERTON ROAD



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Scale 1:1,000 at A4