



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, 27 JULY 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**

JULY 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\(b-e\)](#) (this does not preclude any later declarations).

3. Public Question Time

Members of the public are invited to question the Council on local issues etc. Questions will be answered by The Chair, The Chairs of the Standing Committees or Clerk. These persons will reserve the right to postpone making an answer until the following meeting in order to take advice or undertake research.

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

4. Minutes

To approve the minutes of:

- 4.1. The Ordinary meeting of the [Town Council of 22 June 2022](#).
- 4.2. The Ordinary meeting of the [Town Council of 29 June 2022](#).

5. Co-options

To consider co-option application received

- 5.1. [E Buczkowski](#).
- 5.2. [P Gummer](#).
- 5.3. [P Regardsoe](#).

6. Finance

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

- 6.1. Note the Bank Reconciliations up until 30th June 2023.
- 6.2. Note the payments and invoices paid under delegation approve the Council payment list.
- 6.3. Note the budget to date and approve any virements between budgets and/or reserves. N.B. Please see the budget note from the Clerk
- 6.4. Note the proposed balance transfer from Lloyds Current Account to Unity T2 account.
- 6.5. Approve closing of Lloyds current and credit card accounts.

7. Policies for Adoption

To adopt the following Policies:

- 7.1. [Cemetery Policy](#).
- 7.2. [Emergency Plan](#).

8. Strategic Plan Working Party Updates & Outdoor Improvement Working Party

To consider the 3 reports for the respective working parties

9. Planning Matters

- 9.1. [23/00942/HOUSE](#). Erection of two storey rear extension, alterations to roof and installation of dormer for loft conversion, construction of retaining wall and increased hardstanding for car parking at Anlyn, Crow Bridge, Cullompton.
- 9.2. [23/00854/MARM](#). Reserved Matters relevant to Plots 3 and 4 following Outline approval 20/01409/MOUT at land at NGR 303082 107667 (Plots 3 and 4 Sebale Business Park), Stoneyford, Cullompton.
- 9.3. [23/01024/FULL](#). Erection of a two-storey extension to provide an additional dwelling at 33 Langlands Road, Cullompton.
- 9.4. [23/01034/HOUSE](#). Erection of signal storey extension to replace canopy at Court Farm Tannery, Higher Street, Cullompton.
- 9.5. [23/00772/PATH](#). Diversion of Cullompton Bridleway No 8 at land at NGR 301894 108126, Rull Lane, Cullompton.
- 9.6. [23/01070/HOUSE](#). Erection Of two storey side extension at 35 Forcefield Road, Cullompton.

10. Motion – Cllr James Buczkowski

It is proposed that:

- 10.1. A working group is set up to investigate and create plans to improve the Upcott Field and Play Park, and then present these to Full Council sitting as The Trustee for the Upcott Field, specifically the working group will:
 - 10.1.1. Engage and consult with the local community;
 - 10.1.2. Create plans and obtain quotations for equipment and works;
 - 10.1.3. Investigate sources of funding, including grants, donations and “Crowd Funding”;
 - 10.1.4. The working group will have no maximum number and should be made up of volunteers from the Town Council and Local community; District and County Ward members should also be invited to attend.

- 10.2. That the following EMR are immediately transferred into a new EMR to be granted to the Upcott Field upon the approval of any improvement plans presented by the working group:
 - 10.2.1. £6,000 from the Swimming Pool development order EMR (Current balance £6,000);
 - 10.2.2. £1,000 Street Furniture Replacement EMR (Current balance £5,000);
 - 10.2.3. £1,000 Skate Park Bench Replacement EMR (Current balance £5,000);
 - 10.2.4. £4,333 Play Area Fund EMR (Current balance £8,613);
 - 10.2.5. £3,000 Gazebo & Equipment EMR (Current balance £6,000).

- 10.3. That upon approval of any plans presented by the working group, the Town Council also request the release of the following ‘s106’ funds from MDDC to support this project
 - 10.3.1. £7,575 for Play Park Improvements at the Upcott Field;
 - 10.3.2. £3,595 for General Improvements at the Upcott Field;
 - 10.3.3. £4,648 from the pre-2015 general pot.

11. Play Area Assessments

To receive a report, to note the play area assessment criteria and to nominate a member to form part of the Play Area Assessment Team.

12. Training

To consider making training compulsory.

13. Governance

To consider Committees vs Working Parties.

13. Public Bodies (Admission to Meetings) Act 1960

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

14. Staffing Matters.

- 14.1. Staff Benchmarking.
- 14.2. Contracted hours for Council Archivist.

15. Legal Matters

To receive a verbal update report on current legal matters.

16. Finance Matters

To consider the historic invoices on the sales ledger and purchase ledger and approve what action should be taken next.

17. VoIP

To receive a report regarding switching Council's telephony to Voice over Internet Protocol



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, 22 JUNE 2023 AT 7:00PM
AT CULLOMPTON TOWN HALL

PRESENT:

Councillors: J Buczkowski, R Dietrich, S Holvey (Chair), P James*, J Johns, A Spring*, C Snow, J Stanford, M Thompson.

Officers: The Town Clerk, Deputy Town Clerk

Others: District Councillors E Buczkowski, L Knight, S Robinson
2 candidates for co-option and 1 Member of the Public.

Formally joined the meeting once they had been co-opted at Minute **C23/040.*

C23/031 APOLOGIES FOR ABSENCES

Apologies were received and accepted from Councillors M Dale.

C23/032 DECLARATION OF INTEREST AND DISPENSATIONS

The following Declarations of Declarable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests were made:

Councillor C Snow declared an affects and prejudicial Non-Registerable Interest in Minute **C23/036** as he lives adjacent to the proposal and such a proposal may affect the value of his property.

C23/033 PUBLIC QUESTION TIME

None.

C23/034 MINUTES

The Minutes of the Ordinary Meeting of the Council held on Thursday 8 June 2023 were adopted as a true and correct record of the meeting; they were signed as such. Adopted.

C23/035 RESOLVED to suspend Standing Orders to allow Members of the Public to speak and to move Agenda item 12 to this point in the meeting.

Councillor C Snow left the meeting having declared a Non-Registerable Interest.

C23/036 **TOWN TEAM**

Sue Robinson presented proposals for a youth shelter in the vicinity of the skate park and John Tallack Centre.

C23/037 **RESOLVED** to resume Standing Orders.

1. **RESOLVED** that the matter of furniture at the skate park is deferred until such time that the community consultation has been completed and analysed.

Sue Robinson and Ray Ursell spoke to proposals to open a Community Café in Cullompton to support members of the Eastern European community in particular, including an embryonic Business Plan.

2. **RESOLVED** conditional support is given to the proposal to open a Community Café.

Councillor C Snow returned to the meeting.

C23/038 **CHAIRMAN'S REPORT**

The Chairman reported that:

1. He had formally opened the McCarthy Stone development at Willand Road.
2. The Farmers' Market 25th Anniversary a great success with good turnout.
3. The Railway Station remains on track to open mid-2025.
4. The s106 Working Group with work to continue on a Play Area Strategy to present to the Council at a future meeting as well as discussing the Upcott Field.

C23/039 **TOWN CLERK'S REPORT**

The Town Clerk reported that:

1. The yard at the rear of the Town Hall has been cleaned.
2. Allotment inspections have taken place at Tiverton Road and the Top Field with further inspections planned in the next two weeks at Hayman's Close. Improvement notices will be sent to the relevant plots and the outdoor team will be ensuring the cutting of the required pathways.
3. A meeting was held with market traders and 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 continue with MDDC on the best way forward.
4. Ramps have been purchased for the mower and trailer and are now with the Council.
5. The new finance is 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 commence in the week commencing 26 June 2023.
6. The first two working party meeting 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 and Improvements working group and will include the Cemetery.

C23/040

CO-OPTIONS

1. P Gummer. **RESOLVED** that the application is deferred in his absence.
2. P James. **RESOLVED** that P James is co-opted as a Cullompton Town Councillor in St Andrew's Ward.
3. A Spring. **RESOLVED** that A Spring is co-opted as a Cullompton Town Councillor in St Andrew's Ward.

C23/041

FINANCE

1. **RESOLVED** that the Bank Reconciliations up until 31st May 2023 are approved.
2. **RESOLVED** that the payments, receipts & invoices paid under delegation approve the Council payment list are noted.
3. **RESOLVED** that the budget to date and approve any virements between budgets and/or reserves are noted.
4. **RESOLVED** that the update on Council's Employer pension contribution is noted.

C23/042

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

1. **RESOLVED** that the report of the Internal Auditor is noted.
2. **RESOLVED** that Section 1 – Annual Governance Statement 2022/23 is approved.
3. **RESOLVED** that Section 2 – Accounting Statements 2022/23 is approved.
4. **RESOLVED** that the period for the exercise of public rights is 26 June 2023 – 4 August 2023 is noted.

C23/043

PLANNING MATTERS

1. [23/00653/HOUSE](#). Erection of a log cabin at 73 Greystone Walk, Cullompton. **RESOLVED** that the Council has **NO OBJECTION** to planning application 23/00653/HOUSE provided that the cabin is exclusively for the leisure use of the property owner.
2. [23/00896/FULL](#). Redevelopment of site for the erection of a Chapel of Rest and Funeral Parlour (Use Class E).
RESOLVED that planning application 23/00896/FULL is **OBJECTED** to:
 - Vehicular access, particularly long Funereal vehicles.
 - Dropped kerb.
 - Vicinity of children in and out of the Baptist Church.
 - Proximity of the communication cabinets and the bus shelter.
 - It is recommended that DCC conduct a physical inspection of the site to assess the safety of vehicular access and egress.

C23/045

RESOLVED that Agenda items 11 and 13 are deferred.

C23/046

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](#), public and press are therefore excluded from this part of the meeting.

C23/047 **RESOLVED** that Peninsula is appointed as the Council’s Health and Safety Advisor for a period of 5 years.

Meeting closed at 21:15.

DRAFT



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

MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL
DATED THURSDAY, 29 JUNE 2023 AT 7:00PM
AT CULLOMPTON TOWN HALL

PRESENT:

Councillors: S Holvey (Chair), P James, J Johns, A Spring, C Snow, J Stanford, M Thompson.
Officers: The Town Clerk
Others: None

C23/048 APOLOGIES FOR ABSENCES

Apologies were received and accepted from Councillors J Buczkowski & R Dietrich.
M Dale not in attendance

C23/049 DECLARATION OF INTEREST AND DISPENSATIONS

None

C23/050 PUBLIC QUESTION TIME

None.

Cllr C Snow entered the meeting 19:03

C23/051 VIBRANT TOWN CENTRES AND REQUEST FROM FESTIVAL STEERING GROUP
RESOLVED:

1. To support the event proposed by the Festival Steering Group.
2. To earmark £1000 out of the Christmas Lights/Community event budget to help finance the Christmas Light Event
3. That the Town Clerk instructs the Festival Steering Group to submit a grant application and that a letter support from the Town Council be sent to the Steering Group to aid with their grant application
4. To inform the Festival Steering Group that the Town Council is happy to accommodate the star making workshop and is happy with the locations of the other events listed in the request.
5. That a member of the Festival Steering Group attends a monthly Town Council meeting to update members on progress or alternatively, sends in a written report.

Meeting closed at 19:25.



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

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	Emma Buczkowski		
Home address	[REDACTED] EX15 1HT		
Home Telephone	[REDACTED]		
Mobile Telephone			
Email Address	emma@cully.org.uk		
Please indicate which Ward you wish to stand in. You can stand in all Wards in which there are vacancies but may be asked at the Full Council meeting to co-opt new members to explain the reason for your choice.			
St Andrews Ward	<input checked="" type="checkbox"/>	Padbrook Ward	<input 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.

Having recently being elected to MDDC to represent the residents of Culompton St. Andrews Ward, I would also like to represent their interests on the Town Council.

I have lived in Cullompton for over 15 years and for many years I also worked in the Town. I have three Children who have been to the Local primary schools and Cullompton Community College.

I believe that the Town Council is in a unique position to be able to make the everyday lives of our residents a little better by providing allotments, open spaces, play parks, markets, supporting festivals and stimulating the Town Centre and night time economies by promoting the Town and keeping it well maintained and tidy.

The Town Council should also be a strong voice representing the residents of the Town, their views, and their wishes.

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) Emma Buczkowski 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: 30th June 2023



Town Clerk: Dan Ledger
The Town Hall, 1 High Street, Cullompton, Devon, EX15 1AB
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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.
streamline of 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



Town Clerk: Dan Ledger
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Tel: 01884 38249

town.clerk@cullomptontowncouncil.gov.uk
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Application for Co-option to Cullompton Town Council

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Completed applications are to be returned to the Town Clerk, either on paper or by email, to the Town Clerk

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	MRS PATRICIA MARGARET REGARDSOE		
Home address	[REDACTED] CULLOMPTON DEVON EX15 1FB		
Home Telephone	[REDACTED]		
Mobile Telephone	/		
Email Address	/		
Please indicate which Ward you wish to stand in. You can stand in all Wards in which there are vacancies but may be asked at the Full Council meeting to co-opt new members to explain the reason for your choice.			
St Andrews Ward	<input checked="" type="checkbox"/>	Padbrook Ward	<input 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 was born in, SOUTHAMPTON IN JUNE 1937, evacuated to Lulworth, returned to Southampton then moved aged 10 to the New Forest where I went to the County High School at Brockenhurst.

I trained as an ~~OT~~ Occupational Therapist at Oxford. I went on to work as an OT at both Bexley & Maudsley hospitals & later part time at an annex to Springfield hospital.

I got married in 1960 and had 3 daughters then decided to retrain as a teacher at Rachel McMillan College. My then husband left me & we decided to move to the West country.

We managed to buy a cottage in Celmstock & I got a position at Uffculme School where I taught both Modern Languages (Textels) & History. There I trained children for Ten-Ten & then was in charge of Careers.

I got married again in 1980 but lost my voice at the end of 1989 and had to retire. We moved to Bradworthy - in North Devon where we had a small holding of 20 acres. We specialised in coloured wool, had a market stall & visitors who stayed at the farmhouse. I was Chairman of the coloured sheep breeders association & we went to 3 congresses in Australia, New Zealand & Paris.

In 2000 we decided to sell & relocate to Lullington where we were able to help with grandchildren. Since then I have been to both Peru & India with Action Aid & have continued to raise money for them.

In about 2010 Dave began to show signs of dementia. Many people remember me pushing him in a wheelchair. He died in July 2021. I had a stroke 2 months later.

As a result of my writing is very poor but I hope my wide experience might be of use to you,

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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

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;
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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) Patricia Margaret Rogardson 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: 20.6.2023

Financial Budget Comparison

Comparison between 01/04/23 and 21/07/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Actual Net	Commitments	Balance
INCOME				
Admin				
10	Bank Interest	£0.00	£0.00	£0.00
30	Cambridge & Counties Interest	£0.00	£873.47	£873.47
31	Unity Instant Access Interest	£0.00	£288.85	£288.85
32	Lloyds 32 Day Notice Account	£0.00	£480.97	£480.97
35	Photocopier	£0.00	£0.00	£0.00
40	Precept	£498,982.50	£249,491.25	-£249,491.25
50	Recycling Bags	£500.00	£114.26	-£385.74
Total Admin		£499,482.50	£251,248.80	£0.00
Assets & Open Spaces				
5	Allotments		£0.00	
5/1	Rents	£798.00	£780.00	-£18.00
5/2	Admin Fees	£0.00	£0.00	£0.00
5	Total	£798.00	£780.00	-£18.00
6	GoAB Allotments	£0.00	£0.00	£1,761.61
15	Cemetery		£0.00	
15/1	Burial Fees	£25,000.00	£6,512.00	-£18,488.00
15/2	Admin Fees	£0.00	£344.00	£344.00
15/3	Grants of Exclusive ROB	£0.00	£6,300.00	£6,300.00
15	Total	£25,000.00	£13,156.00	-£11,844.00
55	St Andrew's Car Park - Parking Fees	£5,500.00	£0.00	-£5,500.00
60	Town Hall - Hall Hire	£250.00	£90.00	-£160.00
Total Assets & Open Spaces		£31,548.00	£14,026.00	£1,761.61
Community Events & Wellbeing				
20	Christmas Income/Donations	£0.00	£0.00	£0.00
21	Markets	£0.00	£574.84	£574.84
Total Community Events & Wellbeing		£0.00	£574.84	£0.00
Town Maintenance & Improvements				
25	Hanging Baskets	£0.00	£0.00	£0.00
45	Public Rights of Way	£400.00	£0.00	-£400.00
Total Town Maintenance & Improvements		£400.00	£0.00	-£400.00
Total Income		£531,430.50	£265,849.64	£1,761.61
				-£263,819.25

Financial Budget Comparison

Comparison between 01/04/23 and 21/07/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Commitments	Balance
EXPENDITURE					
Admin					
100	Advertising				
100/1	Community Engagment	£2,000.00	£0.00	£0.00	£2,000.00
100/2	Recruitment	£400.00	£0.00	£0.00	£400.00
100	Total	£2,400.00	£0.00	£0.00	£2,400.00
115	Archive Project	£0.00	£80.00	£0.00	£-80.00
120	Bank Charges	£250.00	£18.15	£0.00	£231.85
125	Card Charges	£500.00	£99.18	£0.00	£400.82
130	CCTV				
130/1	Maintenance Costs	£1,000.00	£0.00	£0.00	£1,000.00
130/2	Equipment	£0.00	£1,375.00	£0.00	£-1,375.00
130	Total	£1,000.00	£1,375.00	£0.00	£-375.00
145	Councillor Allowances	£2,250.00	£0.00	£0.00	£2,250.00
150	Election	£5,000.00	£0.00	£0.00	£5,000.00
160	Grants				
160/1	Community	£5,000.00	£0.00	£0.00	£5,000.00
160/2	Youth Services	£20,000.00	£0.00	£0.00	£20,000.00
160	Total	£25,000.00	£0.00	£0.00	£25,000.00
175	Health & Safety				
175/1	Fire Safety	£2,000.00	£35.48	£0.00	£1,964.52
175/2	First Aid	£900.00	£0.00	£0.00	£900.00
175/3	Legionella	£500.00	£0.00	£0.00	£500.00
175/4	Asbestos	£600.00	£0.00	£0.00	£600.00
175/5	Defib	£500.00	£0.00	£0.00	£500.00
175/6	PPE	£2,500.00	£210.15	£0.00	£2,289.85
175	Total	£7,000.00	£245.63	£0.00	£6,754.37
180	Insurance	£6,000.00	£0.00	£0.00	£6,000.00
185	Investments Charges	£0.00	£0.00	£0.00	£0.00
190	IT				
190/1	Support	£6,000.00	£2,063.28	£0.00	£3,936.72
190/2	Subscriptions	£5,000.00	£1,392.56	£0.00	£3,607.44
190/3	Website	£600.00	£0.00	£0.00	£600.00
190/4	Equipment	£0.00	£0.00	£0.00	£0.00
190	Total	£11,600.00	£3,455.84	£0.00	£8,144.16
205	Mayor				
205/1	Charity	£0.00	£0.00	£0.00	£0.00
205/2	Fund	£150.00	£0.00	£0.00	£150.00
205	Total	£150.00	£0.00	£0.00	£150.00
210	Office Expenses				
210/1	Telephone	£1,100.00	£470.41	£0.00	£629.59
210/2	Mobiles	£900.00	£412.17	£0.00	£487.83

Financial Budget Comparison

Comparison between 01/04/23 and 21/07/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Commitments	Balance
210/3	Broadband	£1,600.00	£1,095.00	£0.00	£505.00
210/4	Photocopier	£700.00	£157.89	£0.00	£542.11
210/5	Postage	£100.00	£0.00	£0.00	£100.00
210/6	Stationery	£800.00	£89.36	£0.00	£710.64
210/7	Mileage & Subsistence	£250.00	£0.00	£0.00	£250.00
210/8	Staff Welfare	£1,000.00	£90.89	£0.00	£909.11
210/9	Office Equipment	£5,000.00	£444.57	£0.00	£4,555.43
210/10	Cleaning	£0.00	£32.31	£0.00	£-32.31
210/11	Garage Rent	£0.00	£222.76	£0.00	£-222.76
210/12	Bin Collections	£0.00	£164.32	£0.00	£-164.32
210	Total	£11,450.00	£3,179.68	£0.00	£8,270.32
225	Professional Fees and Subscriptions				
225/1	Legal	£2,500.00	£5,509.00	£0.00	£-3,009.00
225/2	Audit Costs	£2,630.00	£672.00	£0.00	£1,958.00
225/3	Consultancy	£0.00	£0.00	£0.00	£0.00
225/4	Locum Support	£0.00	£0.00	£0.00	£0.00
225/5	Professional Subs	£2,500.00	£615.00	£0.00	£1,885.00
225	Total	£7,630.00	£6,796.00	£0.00	£834.00
245	Recruitment				
245/1	Outdoor Team	£1,500.00	£0.00	£0.00	£1,500.00
245/2	Admin Team	£1,500.00	£0.00	£0.00	£1,500.00
245	Total	£3,000.00	£0.00	£0.00	£3,000.00
250	Recycling Bags	£300.00	£113.00	£0.00	£187.00
255	Salaries				
255/1	Basic Salaries	£240,000.00	£53,077.17	£0.00	£186,922.83
255/2	Overtime	£1,000.00	£2,196.82	£0.00	£-1,196.82
255/3	Employer NI	£21,000.00	£4,717.47	£0.00	£16,282.53
255/4	Employers Pension	£59,000.00	£7,144.10	£0.00	£51,855.90
255/5	Homeworking Allowance	£100.00	£0.00	£0.00	£100.00
255	Total	£321,100.00	£67,135.56	£0.00	£253,964.44
295	Training				
295/1	Staff	£4,500.00	£3,425.00	£0.00	£1,075.00
295/2	Councillor	£2,500.00	£0.00	£0.00	£2,500.00
295/3	Mileage and Subsistence	£250.00	£17.63	£0.00	£232.37
295	Total	£7,250.00	£3,442.63	£0.00	£3,807.37
305	Van				
305/1	Lease Costs	£3,685.20	£921.27	£0.00	£2,763.93
305/2	Service Costs	£278.52	£69.63	£0.00	£208.89
305/3	Fuel	£2,500.00	£245.35	£0.00	£2,254.65
305/4	Road Licence	£36.28	£0.00	£0.00	£36.28
305/5	Other	£0.00	£150.00	£0.00	£-150.00
305	Total	£6,500.00	£1,386.25	£0.00	£5,113.75

Financial Budget Comparison

Comparison between 01/04/23 and 21/07/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Actual Net	Commitments	Balance
Total Admin	<u>£418,380.00</u>	<u>£87,326.92</u>		
Assets & Open Spaces				
110 Allotments				
110/1 EQ Hire	£0.00	£0.00	£0.00	£0.00
110/2 Utilities	£0.00	£0.00	£0.00	£0.00
110/3 Non Domestic Rates	£0.00	£0.00	£0.00	£0.00
110/4 Maintenance Costs	£1,500.00	£0.00	£195.00	£1,305.00
110 Total	<u>£1,500.00</u>	<u>£0.00</u>	<u>£195.00</u>	<u>£1,305.00</u>
111 GoAB	£0.00	£0.00	£0.00	£0.00
135 Cemetery				
135/1 EQ Hire	£0.00	£532.50	£0.00	-£532.50
135/2 Utilities	£3,000.00	£278.57	£0.00	£2,721.43
135/3 Non Domestic Rates	£0.00	£3,043.90	£0.00	-£3,043.90
135/4 Plants and Hedges	£0.00	£1,000.23	£0.00	-£1,000.23
135/5 Maintenance Costs	£18,500.00	£524.74	£0.00	£17,975.26
135/6 EQ Maintenance & Fuel	£0.00	£420.66	£0.00	-£420.66
135/7 Projects	£0.00	£0.00	£0.00	£0.00
135/8 Broadband	£0.00	£104.15	£0.00	-£104.15
135/9 Funeral Costs	£0.00	£545.14	£0.00	-£545.14
135/10 Bin Collections	£0.00	£991.64	£0.00	-£991.64
135 Total	<u>£21,500.00</u>	<u>£7,441.53</u>	<u>£0.00</u>	<u>£14,058.47</u>
136 Public Works Loan Repayment	£17,650.00	£8,823.32	£0.00	£8,826.68
137 New Equipment	£0.00	£10,320.77	£0.00	-£10,320.77
220 Play Areas				
220/1 Maintenance Costs	£2,500.00	£184.05	£0.00	£2,315.95
220/2 Equipment	£0.00	£0.00	£0.00	£0.00
220/3 Projects	£0.00	£0.00	£0.00	£0.00
220 Total	<u>£2,500.00</u>	<u>£184.05</u>	<u>£0.00</u>	<u>£2,315.95</u>
235 Public Toilet				
235/1 Utilities	£500.00	£0.00	£0.00	£500.00
235/2 Maintenance Costs	£0.00	£0.00	£0.00	£0.00
235 Total	<u>£500.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£500.00</u>
265 St Andrew's Car Park				
265/1 EQ Hire	£0.00	£653.30	£0.00	-£653.30
265/2 Non Domestic Rates	£0.00	£1,821.35	£0.00	-£1,821.35
265/3 Maintenance Costs	£5,500.00	£62.79	£0.00	£5,437.21
265/4 Parking Services	£0.00	£2,400.00	£0.00	-£2,400.00
265 Total	<u>£5,500.00</u>	<u>£4,937.44</u>	<u>£0.00</u>	<u>£562.56</u>
285 Town Hall				
285/1 EQ Hire	£0.00	£0.00	£0.00	£0.00
285/2 Utilities	£5,000.00	£622.52	£0.00	£4,377.48
285/3 Non Domestic Rates	£0.00	£2,270.45	£0.00	-£2,270.45

Financial Budget Comparison

Comparison between 01/04/23 and 21/07/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Actual Net	Commitments	Balance
285/4	Maintenance Costs	£5,000.00	£692.19	£395.00	£3,912.81
285	Total	£10,000.00	£3,585.16	£395.00	£6,019.84
Total Assets & Open Spaces		£59,150.00	£35,292.27		
Community Events & Wellbeing					
105	Advertising	£0.00	£0.00	£0.00	£0.00
140	Christmas				
140/1	Lights	£17,000.00	£0.00	£0.00	£17,000.00
140/2	Event	£4,000.00	£0.00	£0.00	£4,000.00
140/3	EQ hire	£0.00	£0.00	£0.00	£0.00
140	Total	£21,000.00	£0.00	£0.00	£21,000.00
141	Events				
141/1	Coronation	£1,500.00	£748.50	£0.00	£751.50
141/2	Community				
141/2/1	Christmas Light Event	£1,000.00	£0.00	£0.00	£1,000.00
141/2/2	Community	£3,500.00	£0.00	£0.00	£3,500.00
141/2	Total	£4,500.00	£0.00	£0.00	£4,500.00
141	Total	£6,000.00	£748.50	£0.00	£5,251.50
200	Markets				
200/1	Utilities	£200.00	£102.29	£0.00	£97.71
200/2	Market Expenses	£1,800.00	£76.51	£0.00	£1,723.49
200/3	Gazebos/Equipment	£0.00	£0.00	£0.00	£0.00
200/4	Pitch Hire	£0.00	£0.00	£0.00	£0.00
200	Total	£2,000.00	£178.80	£0.00	£1,821.20
275	Swimming Pool Dev Order	£0.00	£0.00	£0.00	£0.00
315	Youth Services	£0.00	£0.00	£0.00	£0.00
Total Community Events & Wellbeing		£29,000.00	£927.30		
Town Maintenance & Improvements					
155	Gen. Maintenance Costs	£4,500.00	£619.03	£0.00	£3,880.97
165	Grass/Verge Cutting	£3,000.00	£21.75	£0.00	£2,978.25
170	Hanging Baskets	£0.00	£689.94	£0.00	-£689.94
195	Leat Repairs	£0.00	£0.00	£0.00	£0.00
215	Planting	£0.00	£118.00	£0.00	-£118.00
230	Public Rights of Way	£400.00	£550.00	£0.00	-£150.00
240	Railway Feasibility Study	£0.00	£0.00	£0.00	£0.00
260	Skate Park Benches	£0.00	£0.00	£0.00	£0.00
270	Street Furniture	£0.00	£0.00	£0.00	£0.00
280	Tourism & Economic Development	£1,500.00	£0.00	£0.00	£1,500.00
290	Townscape Heritage Scheme	£0.00	£0.00	£0.00	£0.00
300	Trees	£2,000.00	£0.00	£0.00	£2,000.00
310	War Memorial	£0.00	£0.00	£0.00	£0.00
Total Town Maintenance & Improvements		£11,400.00	£1,998.72		

Financial Budget Comparison

Comparison between 01/04/23 and 21/07/23 inclusive. Includes due and unpaid transactions, including commit
Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Actual Net	Commitments	Balance
Total Expenditure	<u>£517,930.00</u>	<u>£125,545.21</u>	<u>£590.00</u>	<u>£391,794.79</u>
Total Income	£531,430.50	£265,849.64		
Total Expenditure	<u>£517,930.00</u>	<u>£125,545.21</u>		
Total Net Balance	£13,500.50	£140,304.43		

Received Income Transactions

Start of year 01/04/23

received between 17/06/23 and 21/07/23

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
		45/1		£8.00	£1.33	£6.67	50	Recycling Bags Waste Bags x5 - 07/06/2023
		45/2		£4.80	£0.80	£4.00	50	Recycling Bags Waste Bags x3 - 22/06/2023
		45/3		£4.80	£0.80	£4.00	50	Recycling Bags Waste Bags x3 - 29/06/2023
		45/4		£8.00	£1.33	£6.67	50	Recycling Bags Waste Bags x5 - 29/06/2023
SQ 20230629	29/06/23	45		£25.60	£4.26	£21.34	50	Recycling Bags Bags sold - June 2023
		47/1		£45.00	£0.00	£45.00	5/1	██████████ Annual Rent - Top Field - Full Plot
SQ 20230629	29/06/23	47 18		£45.00	£0.00	£45.00	5/1	██████████ Annual Rent - May-23 to Apr-24
								Plot: Top Field 2
FPO 20230630 MUR	30/06/23	38 5		£20.00	£0.00	£20.00	5/1	██████████ Annual Rent - Haymans Close - Half Plot
								May-23 to Apr-24
								Plot: Haymans Close 2
FPO 20230630 MUR	30/06/23	39 6		£20.00	£0.00	£20.00	5/1	██████████ Annual Rent - Haymans Close - Half Plot
								May-23 to Apr-24
								Plot: Haymans Close 2A
INT 20230630 UNITY	30/06/23	43		£288.85	£0.00	£288.85	31	Unity Trust Account Interest Received
		77/1		£196.16	£0.00	£196.16	30	Cambridge & Counties Bank Interest Rec'd - 31/03/2023
		77/2		£214.48	£0.00	£214.48	30	Cambridge & Counties Bank Interest Rec'd - 30/04/2023
		77/3		£230.88	£0.00	£230.88	30	Cambridge & Counties Bank Interest Rec'd - 31/05/2023
		77/4		£231.95	£0.00	£231.95	30	Cambridge & Counties Bank Interest Rec'd - 30/06/2023
INT 20230630 CCB	30/06/23	77 9		£873.47	£0.00	£873.47	30	Cambridge & Counties Bank Interest Received
		78/1		£159.91	£0.00	£159.91	32	Lloyds Bank Interest Rec'd - 30/06/2023
INT 20230630 LB	30/06/23	78 Jun'23		£159.91	£0.00	£159.91	32	Lloyds Bank Interest Received
CONTRA 20230701 SW	01/07/23	31 HH10899		£35.00	£0.00	£35.00	60	Slimming World - ██████████ Hall Hire - Community Rate Tuesday 4th, 11th, 18th & 25th February 2020 AM & Tuesday 4th February PM
CONTRA 20230701 SW	01/07/23	32 HH10896		£105.00	£0.00	£105.00	60	Slimming World - ██████████ Hall Hire - Community Rate - Tuesday 7th, 14th, 21st & 28th January 2020 AM & PM

Received Income Transactions

Start of year 01/04/23

received between 17/06/23 and 21/07/23, for the Assets Open Spaces

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
CONTRA 20230701 SW	01/07/23	33	HH10919	£105.00	£0.00	£105.00	60	Slimming World - [REDACTED] Hall Hire - Community Rate - 3rd, 10th & 17th March 2020
CONTRA 20230701 SW	01/07/23	81	HH10899C	-£35.00	£0.00	-£35.00	60	Slimming World - [REDACTED] To cancel invoice HH10899 - Hall Hire - Community Rate Tuesday 4th, 11th, 18th & 25th February 2020 AM & Tuesday 4th February PM
CONTRA 20230701 SW	01/07/23	82	HH10896C	-£105.00	£0.00	-£105.00	60	Slimming World - [REDACTED] To cancel invoice HH10896 - Hall Hire - Community Rate - Tuesday 7th, 14th, 21st & 28th January 2020 AM & PM
CONTRA 20230701 SW	01/07/23	83	HH10919C	-£105.00	£0.00	-£105.00	60	Slimming World - [REDACTED] To cancel invoice HH10919 - Hall Hire - Community Rate - 3rd, 10th & 17th March 2020
		48/1		£265.00	£0.00	£265.00	15/1	[REDACTED] Interment Fee - Cremated Remains
FPI 20230704 HK	04/07/23	48 12		£265.00	£0.00	£265.00	15/1	[REDACTED] For the late Patricia Anne Parker Grave Space: LXXIV 9 Burial Date: 18/04/2023 Community Rate - 2 Hours - 24/06/2023
		49/1		£20.00	£0.00	£20.00	60	[REDACTED] Town and District Councillor Surgery
FPI 20230707 JB	07/07/23	49 19		£20.00	£0.00	£20.00	60	[REDACTED] 4th Saturday of the Month Annual Rent - Top Field - Half Plot
		51/1		£25.00	£0.00	£25.00	5/1	[REDACTED] Annual Rent - May-23 to Apr-24
FPI 20230707 SM	07/07/23	51 20		£25.00	£0.00	£25.00	5/1	[REDACTED] Annual Rent - May-23 to Apr-24 Plot: Top Field 3
		52/1		£25.00	£0.00	£25.00	5/1	[REDACTED] Annual Rent - Top Field - Half Plot
FPI 20230707 MC	07/07/23	52 33		£25.00	£0.00	£25.00	5/1	[REDACTED] Annual Rent - May-23 to Apr-24 Plot: Top Field 11
		53/1		£25.00	£0.00	£25.00	5/1	[REDACTED] Annual Rent - Top Field - Half Plot
FPI 20230707 MB	07/07/23	53 29		£25.00	£0.00	£25.00	5/1	[REDACTED] Annual Rent - May-23 to Apr-24 Plot: Top Field 8A
		76/1		£172.00	£0.00	£172.00	15/1	[REDACTED] Fine Memorials Limited Additional Inscription on a Monument

Received Income Transactions

Start of year 01/04/23

received between 17/06/23 and 21/07/23, for the Assets Open Spaces

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FPI 20230707 FML	07/07/23	76 39		£172.00	£0.00	£172.00	15/1	Fine Memorials Limited Relating to the late Dorothy Winifred Toomer
		54/1		£45.00	£0.00	£45.00	5/1	Grave Space CX 15 Annual Rent - Top Field - Full Plot
FPI 20230710 DR	10/07/23	54 37		£45.00	£0.00	£45.00	5/1	Annual Rent - May-23 to Apr-24
		55/1		£25.00	£0.00	£25.00	5/1	Plot: Top Field 13 Annual Rent - Top Field - Half Plot
FPI 20230710 HH	10/07/23	55 21		£25.00	£0.00	£25.00	5/1	Annual Rent - May-23 to Apr-24
		56/1		£25.00	£0.00	£25.00	5/1	Plot: Top Field 3A Annual Rent - Top Field - Half Plot
FPI 20230710 ML	10/07/23	56 32		£25.00	£0.00	£25.00	5/1	Annual Rent - May-23 to Apr-24
		68/1		£25.00	£0.00	£25.00	5/1	Plot: Top Field 10A Annual Rent - Top Field - Half Plot
Chq 100728 20230708	10/07/23	68 25		£25.00	£0.00	£25.00	5/1	Annual Rent - May-23 to Apr-24
		57/1		£45.00	£0.00	£45.00	5/1	Plot: Top Field 5A Annual Rent - Top Field - Full Plot
FPI 20230711 CR	11/07/23	57 27		£45.00	£0.00	£45.00	5/1	Annual Rent - May-23 to Apr-24
		58/1		£45.00	£0.00	£45.00	5/1	Plot: Top Field 7 Annual Rent - Top Field - Full Plot
FPI 20230713 DB	13/07/23	58 26		£45.00	£0.00	£45.00	5/1	Annual Rent - May-23 to Apr-24
		59/1		£45.00	£0.00	£45.00	5/1	Plot: Top Field 6 Annual Rent - Top Field - Full Plot
FPI 20230713 TB	13/07/23	59 17		£45.00	£0.00	£45.00	5/1	Annual Rent - May-23 to Apr-24
								Plot: Top Field 1 Annual Rent - Haymans Close - Full Plot
FPI 20230714 PB	14/07/23	50 4		£35.00	£0.00	£35.00	5/1	Annual Rent - Haymans Close - Full Plot May-23 to Apr-24
								Plot: Haymans Close 1

Received Income Transactions

Start of year 01/04/23

received between 17/06/23 and 21/07/23, for the Assets Open Spaces

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
		71/1		£25.00	£0.00	£25.00	5/1	██████████ Annual Rent - Top Field - Half Plot
FPI 20230714 SR	14/07/23	71 34		£25.00	£0.00	£25.00	5/1	██████████ Annual Rent - May-23 to Apr-24 Plot: Top Field 11A
FPI 20230717 MR	17/07/23	11	CE10328	£12.00	£0.00	£12.00	15/2	██████████ Transfer of ownership of graves V30, V31 & V32
		66/1		£25.00	£0.00	£25.00	5/1	██████████ Annual Rent - Top Field - Half Plot
FPI 20230718 JH	18/07/23	66 23		£25.00	£0.00	£25.00	5/1	██████████ Annual Rent - May-23 to Apr-24 Plot: Top Field 4A
		70/1		£25.00	£0.00	£25.00	5/1	██████████ Annual Rent - Top Field - Half Plot
FPI 20230719 DLG	19/07/23	70 31		£25.00	£0.00	£25.00	5/1	██████████ Annual Rent - May-23 to Apr-24 Plot: Top Field 9A
FPI 20230721 CFM	21/07/23	4	MI10787	£667.66	£0.00	£667.66	21	Cullompton Farmers Market Farmers Market Set Up/Take Down - January to March 2023
BGC 20230721 HMRC	21/07/23	80		£6,853.74	£0.00	£6,853.74	90	HMRC (VAT) VAT refund 01/04/23 - 30/06/23
Total				£9,863.23	£4.26	£9,858.97		

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
CHQ 008777	01/06/23	1004		£145.18	£0.00	£145.18	Alfies	Black Bags, Kitchen Roll, Brush and Window Squeezer 135/5
DD 20230601 MDDC-2	01/06/23	1108		£1,456.00	£0.00	£1,456.00	Mid Devon District Council	Balance due, tn 1089 - Balance due, tn 1084 - St Andrews Car Park Non Domestic Rates 2023/2024 265/2
DD 20230601 MDDC	01/06/23	1171		£55.68	£0.00	£55.68	Mid Devon District Council	Garage Rent - June 2023 210/11
DD 20230601 MDDC-2	01/06/23	1172		-£1,456.00	£0.00	-£1,456.00	Mid Devon District Council	Contra (part payment) for tn 1108, Balance due, tn 1089 - Balance due, tn 1084 - St Andrews Car Park Non Domestic Rates 2023/2024 265/2
DD 20230601 MDDC-2	01/06/23	1173		£182.00	£0.00	£182.00	Mid Devon District Council	Part payment , tn 1108 - Third Installment NNDR, Balance due, tn 1089 - Balance due, tn 1084 - St An 265/2
DD 20230601 SLP	01/06/23	1225		£237.71	£39.62	£198.09	Shire Leasing PLC	Avaya Telephone System 210/1
SOLDO 20230605 SOL	05/06/23	1143		£21.60	£3.60	£18.00	Soldo Ltd	Pro Subscription - May 2023 125
SOLDO 20230605 ADOBE	05/06/23	1145		£48.53	£8.10	£40.43	Adobe Systems Software Ireland Ltd	Acrobat Pro x2 190/2
SOLDO 20230605 AMA	05/06/23	1194		£32.99	£5.50	£27.49	Amazon	Duronic Dual Monitor Stand Arm PC Desk Mount Riser DM252 Double Height Adjustable Twin Bracket 13-27 Inch LED LCD Two 8KG Computer Screens VESA 75 100 210/9
SOLDO 20230606 HR	06/06/23	1134		£57.60	£9.60	£48.00	SAGE Global - HR	May Monthly Subscription 190/2
DD 20230608 ALLS	08/06/23	1128		£90.14	£15.03	£75.11	Allstar	Fuel 305/3
DD 20230612 BGL53	12/06/23	1133		£33.22	£1.58	£31.64	British Gas - A/C BGL282253 - Electric	Electricity - May 2023 - Market Supply 200/1
CON 20230612 SWW5001	12/06/23	1175		-£39.19	-£6.52	-£32.67	Source for Business - A/C 5001377901	Contra (part payment) for tn 1015, Cemetery Water - 16/12/2022 to 20/03/2023 135/2
CON 20230612 SWW5001	12/06/23	1176		£39.19	£6.53	£32.66	Source for Business - A/C 5001377901	Part payment , tn 1015 - Credt Note Contra, Cemetery Water - 16/12/2022 to 20/03/2023 135/2

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	
CON 20230612 SWW1693	12/06/23	1178		-£44.14	-£7.36	-£36.78	Source for Business - A/C 1693 4580 01	Contra (part payment) for tn 1168, Town Hall Water	285/2
CON 20230612 SWW1693	12/06/23	1179		£44.14	£7.36	£36.78	Source for Business - A/C 1693 4580 01	Part payment , tn 1168 - Credit Note Contra, Town Hall Water	285/2
DD 20230614 CIX	14/06/23	1190		£438.00	£73.00	£365.00	CIX - ICUK Computing Services Ltd	1Gb Leased Line [ETHA15579674 EX15 1AB] (01/06/2023 01/07/2023)	210/3
DD 20230614 ALLS	14/06/23	1231		£57.49	£9.58	£47.91	Allstar	Fuel	135/6
SOLDO 20230615 VOS	15/06/23	1208		£553.33	£403.33	£150.00	Vospers of Exmouth	Body Shop Repair	305/5
SOL DO 20230616 AMA	16/06/23	1238		£29.77	£4.96	£24.81	Amazon		210/9
SOL DO 20230616 AMA	16/06/23	1239		£26.15	£4.36	£21.79	Amazon	Laptop Charger	210/9
DD 20230620 O2	20/06/23	1193		£119.47	£19.91	£99.56	O2	Mobile Phones	210/2
DD 20230621 NPOW	21/06/23	1196		£98.12	£4.67	£93.45	NPower	Electricity - 01/05/2023 to 31/05/2023 - Cemetery	135/2
DD 20230622 BGL49	22/06/23	1131		£178.71	£8.51	£170.20	British Gas - A/C BGL282249 - GAS	Gas - May 2023 - Town Hall	285/2
DD 20230622 BGL57	22/06/23	1154		£55.70	£2.65	£53.05	British Gas - A/C BGL282257 - Electric	Balance due, tn 1135 - Electricity - 30/03/2023 to 30/05/2023 - Town Hall	285/2
DD 20230622 BGL49	22/06/23	1195		-£470.41	-£22.40	-£448.01	British Gas - A/C BGL282249 - GAS	Gas - Town Hall	285/2
DD 20230622 BGL49	22/06/23	1197		£468.55	£22.31	£446.24	British Gas - A/C BGL282249 - GAS	Gas - 24/03/2023 to 07/06/2023	285/2
DD 20230622 BGL57	22/06/23	1198		-£107.27	-£5.11	-£102.16	British Gas - A/C BGL282257 - Electric	Electricity - 30/03/2023 to 30/05/2023 - Town Hall	285/2
DD 20230622 BGL57	22/06/23	1199		£105.60	£5.03	£100.57	British Gas - A/C BGL282257 - Electric	Electricity - 30/03/2023 to 30/05/2023 - Town Hall	285/2
DD 20230622 AIR	22/06/23	1201		£25.00	£4.17	£20.83	Airband Community Internet Ltd	Airband Connect	135/8

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
FPO 20230626 MOLE VA	26/06/23	1003		£379.93	£63.32	£316.61	Mole Valley Farmers	Compost & PPE 170
FPO 20230626 LABDONS	26/06/23	1010		£7.97	£1.33	£6.64	Labdon Building Supplies	Padlock & Red Plugs 110/4
FPO 20230626 WASTE	26/06/23	1017		£1.55	£0.26	£1.29	Wasteology Ltd	Mixed Construction Skip - 01/03/2023 to 02/03/2023 135/1
FPO 20230626 ICCM	26/06/23	1019		£95.00	£0.00	£95.00	Institute of Cemetery & Crematorium Mgt	ICCM Corp Subs 2023/24 225/5
FPO 20230626 CIT	26/06/23	1020		£379.70	£63.28	£316.42	CloudyIT	IT Support - April 2023 190/1
FPO 20230626 ABA	26/06/23	1021		£104.50	£17.42	£87.08	ABA Groundcare LLP	STIHL FS70 Strimmer Running Fault 135/6
FPO 20230626 LABDONS	26/06/23	1023		£10.33	£1.72	£8.61	Labdon Building Supplies	18' X 12' BLUE TARPAULIN 135/9
FPO 20230626 LABDONS	26/06/23	1024		£32.42	£5.40	£27.02	Labdon Building Supplies	50X75 PSE CUT LENGTH (2X3) x7.2M 135/9
FPO 20230626 LABDONS	26/06/23	1025		£23.46	£3.91	£19.55	Labdon Building Supplies	Tarpulin. Wood and Marker Pen 135/9
FPO 20230626 LABDONS	26/06/23	1026		-£10.33	-£1.72	-£8.61	Labdon Building Supplies	18' X 12' BLUE TARPAULIN 135/9
FPO 20230626 LABDONS	26/06/23	1027		£47.44	£7.91	£39.53	Labdon Building Supplies	Safety Fencing Stakes, String & Wire Mild Steel 1/2kg Balv 135/5
FPO 20230626 LABDONS	26/06/23	1028		£27.45	£4.57	£22.88	Labdon Building Supplies	Tarpulin and Wood 135/9
FPO 20230626 LABDONS	26/06/23	1029		£5.66	£0.94	£4.72	Labdon Building Supplies	DURACELL PLUS POWER AAA BATTERY 8PK 220/1
FPO 20230626 LABDONS	26/06/23	1030		£44.96	£7.49	£37.47	Labdon Building Supplies	Ply 12MM, Tape Measure & Universal Jack Saw 20"/500mm 135/5

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
FPO 20230626 LABDONS	26/06/23	1031		£54.07	£9.01	£45.06	Labdon Building Supplies	Fencing Stakes & Wire Mild Steel 135/5
FPO 20230626 LABDONS	26/06/23	1032		£3.29	£0.55	£2.74	Labdon Building Supplies	2 METRES PIPE LAGGING 28X13MM 135/5
FPO 20230626 LABDONS	26/06/23	1033		£6.22	£1.04	£5.18	Labdon Building Supplies	SILICONE SPRAY 400ML 200/2
FPO 20230626 LABDONS	26/06/23	1034		£198.06	£33.01	£165.05	Labdon Building Supplies	Tanalised Timer - Various 135/5
FPO 20230626 MET	26/06/23	1035		£1,650.00	£275.00	£1,375.00	Metcalfe Allen Ltd	CCTV @ New Cemetery Building 130/2
FPO 20230626 MOLE VA	26/06/23	1038		£39.98	£6.66	£33.32	Mole Valley Farmers	Compost 135/4
FPO 20230626 MOLE VA	26/06/23	1039		£17.46	£2.91	£14.55	Mole Valley Farmers	Stake UC4 1800x75-100mm x3 135/5
FPO 20230626 MOLE VA	26/06/23	1040		£20.30	£3.39	£16.91	Mole Valley Farmers	Twisty Tie & Pruner 135/4
FPO 20230626 R&R	26/06/23	1041		£660.00	£110.00	£550.00	R & R Services (Devon) Ltd	TO REMOVE SNAPPED ALDER LIMB FROM MILL STREAM. TO COPPICE ALDER STOOL FULLY TO PREVENT FURTHER FAILURE 230
FPO 20230626 R&R	26/06/23	1042		£2,160.00	£360.00	£1,800.00	R & R Services (Devon) Ltd	TO POLLARD BACK TO PREVIOUS GROWTH POINTS 27 NO. COMMON LIME TREES LOCATED ON BOTH SIDES OF THE HIGH STREET, CULLOMPTON, INCLUDING CHIPPING UP ALL ARISINGS. ALL AS SET OUT IN OUR ESTIMATE LH/5064/CU. 300
FPO 20230626 SWC	26/06/23	1044		£582.00	£97.00	£485.00	South West Councils	Associate Membership Subscription to South West Councils 1 April 2023 to 31 March 2024 225/5

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
FPO 20230626 SPOT	26/06/23	1045		£112.51	£18.75	£93.76	Spot On Supplies	Clening Supplies 210/8
FPO 20230626 SPOT	26/06/23	1047		£21.20	£3.53	£17.67	Spot On Supplies	Cleaning Supplies 210/10
FPO 20230626 TOZ	26/06/23	1048		£4,800.00	£800.00	£4,000.00	Tozers	WC facilities at Station Road, Cullompton To our professional charges Costs as agreed 225/1
FPO 20230626 TUD	26/06/23	1049		£80.12	£13.35	£66.77	Tudor Environmental	PPE & Mallet 135/5
FPO 20230626 TUD	26/06/23	1050		£255.39	£39.79	£215.60	Tudor Environmental	PPE & EQ 137
FPO 20230626 EDEN	26/06/23	1075		£4.20	£0.70	£3.50	Edenvale Turf (SW) Ltd	Seeded Turf 135/5
FPO 20230626 D&H	26/06/23	1076		£145.20	£24.20	£121.00	D & H Plant Ltd	Digger & Dumper Hire - Burial 24/04/2023 135/9
FPO 20230626 MDDC-1	26/06/23	1077		£70.00	£0.00	£70.00	Mid Devon District Council	Premises Licence Annual Charge - Cullompton Farmers Market 200/2
FPO 20230626 D&H	26/06/23	1078		£246.00	£41.00	£205.00	D & H Plant Ltd	Digger & Dumper Hire 135/9
FPO 20230626 AAL	26/06/23	1097		£672.00	£0.00	£672.00	Account-ant (Yorkshire) Limited	Interim Audit services for year 22/23 225/2
FPO 20230626 WASTE	26/06/23	1099		£372.00	£62.00	£310.00	Wasteology Ltd	Skip Change - Soil and Stone 135/1
FPO 20230626 HLL	26/06/23	1100		£215.20	£35.87	£179.33	Halcyon Landscapes Ltd	Grounds maintenance 220/1
FPO 20230626 MDDC-2	26/06/23	1101		£164.32	£0.00	£164.32	Mid Devon District Council	TradeWaste CollectionFrom 01-04-23 to 30-09-23 210/12
FPO 20230626 LABDONS	26/06/23	1102		£44.85	£7.47	£37.38	Labdon Building Supplies	Padlock for Car Park Container and Drillbits for Town Main 265/3
FPO 20230626 CIT	26/06/23	1105		£379.70	£63.28	£316.42	CloudyIT	Microsoft 365 Subscription 190/2

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
FPO 20230626 MDDC-3	26/06/23	1109		£991.64	£0.00	£991.64	Mid Devon District Council	TradeWaste Collection From 01-04-23 to 30-09-23 135/10
FPO 20230626 HUSH	26/06/23	1111		£1,092.00	£182.00	£910.00	Hush Farms Ltd	Training and assessment for two people to operate excavators under 10T at Cullompton Cemetery on 11 - 12 May. Lantra Cert. 295/1
FPO 20230626 MOLE VA	26/06/23	1119		£26.39	£4.40	£21.99	Mole Valley Farmers	135/5
FPO 20230626	26/06/23	1121		£906.00	£151.00	£755.00	Rialtas Business Solutions Ltd	Year End 2022/23 190/1
FPO 20230626 MDDC-4	26/06/23	1125		£135.60	£22.60	£113.00	Mid Devon District Council	100 x paper GardenWaste Sacks 250
FPO 20230626 LABDONS	26/06/23	1127		£36.52	£6.08	£30.44	Labdon Building Supplies	47X50 (2X2) TANALISED (4X4.8) 185833 1.46 MTR 6 1 POLYPROP ROPE 3 STRAND 8MM X 20M BLUE 265/3
FPO 20230626 HUSH	26/06/23	1129		£588.00	£98.00	£490.00	Hush Farms Ltd	Hand Held Hedge Trimmer and Leaf Blower course Lantra Cert. 295/1
FPO 20230626 HUSH	26/06/23	1130		£330.00	£55.00	£275.00	Hush Farms Ltd	Training and assessment for brushcutter/strimmer Course Lantra Cert 295/1
FPO 20230626 TOZ	26/06/23	1132		£1,800.00	£300.00	£1,500.00	Tozers	Councils Fixed Fee Advice Service renewal for 12 months from 5th May 2023 225/1
FPO 20230626 VIK	26/06/23	1139		£229.78	£38.30	£191.48	Viking	DESK ORG + PHONE CHARGER CHARGER ENERGIZER UK PK4 BATTERY RECHARGE AA 2 PK 15. PK 50 FDB CLI AS OD 19MM 1 PK PK5 PLST ENV CR OD A4 1 PK PK4 BATTERY RECHARGEAAA 2 PK THERMAL BINDNG FELLOWEDL 0 EA STAPLE EXTRACTOR OD 1 EA RM500 PAPER 80GSM 10 RM NOTEBK BK A4 RL EXEC 100 3 EA PK50 STANDARD T IB3700D 210/9

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	
FPO 20230626 LABDONS	26/06/23	1144		£14.30	£2.38	£11.92	Labdon Building Supplies	JCP CONSTRUCTION PRODUCTS RED PLASTIC PLUGS (100) 12 SCREW EYE	135/5
FPO 20230626 LABDONS	26/06/23	1146		£16.47	£2.74	£13.73	Labdon Building Supplies	JCP CONSTRUCTION PRODUCTS BROWN PLASTIC PLUGS (100) 1 IMPACT PROFESSIONAL WOODS CREW CSK ZYP 7 6x70mm 1 IMPACT PROFESSIONAL WOODS CREW CSK ZYP 6x80mm	170
FPO 20230626 LABDONS	26/06/23	1148		-£35.76	-£5.96	-£29.80	Labdon Building Supplies	Credit Note 47X150 (2X6) TANALISED (ENTER LENGTH HERE)	135/5
FPO 20230626 MOLE VA	26/06/23	1149		£54.96	£9.16	£45.80	Mole Valley Farmers		135/5
FPO 20230626 TUD	26/06/23	1150		£26.10	£4.35	£21.75	Tudor Environmental	OREGON Yellow Roundline, 2.4mm x 264m	165
FPO 20230626 MOLE VA	26/06/23	1151		£11.48	£1.91	£9.57	Mole Valley Farmers	Tomatorite liquid feed - plant fertiliser	170
FPO 20230626 MOLE VA	26/06/23	1156		£79.97	£13.33	£66.64	Mole Valley Farmers	Compost	170
FPO 20230626 CIT	26/06/23	1160		£379.70	£63.28	£316.42	CloudyIT	Microsoft 365 June	190/2
FPO 20230626 LABDONS	26/06/23	1161		£1.60	£0.27	£1.33	Labdon Building Supplies	BLUESPOT 20M BLUE PVC ELECTRICAL TAPE	200/2
FPO 20230626 MODES	26/06/23	1162		£96.00	£16.00	£80.00	Modes User Association	Modes Compact 1 June 2023 to 31 May 2024 One Support & Membership Fee 1 screen	115
FPO 20230626 SLCC	26/06/23	1163		£174.00	£29.00	£145.00	SLCC	Cemetery Legal Compliance (28th & 29th June 2023) Steve Reardon	295/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
FPO 20230626 SLCC	26/06/23	1164		£174.00	£29.00	£145.00	SLCC	Cemetery Legal Compliance - Dan Ledger 295/1
FPO 20230626 SLCC	26/06/23	1165		£174.00	£29.00	£145.00	SLCC	Cemetery Legal Compliance - Rosica Evtimova 295/1
FPO 20230626 SLCC	26/06/23	1166		£174.00	£29.00	£145.00	SLCC	Cemetery Legal Compliance - Carmel Wilkinson 295/1
DD 20230623 ALD	26/06/23	1189		£396.36	£66.06	£330.30	ALD FORD LEASE	305/1
DD 20230626 EE	26/06/23	1209		£45.40	£7.57	£37.83	EE & T Mobile	Data Sims 210/2
SOLDO 20230626 ADOBE	26/06/23	1240		£48.53	£8.10	£40.43	Adobe Systems Software Ireland Ltd	Acrobat Pro x2 190/2
FPO 20230627 UNISON	27/06/23	1083		£14.00	£0.00	£14.00	Unison	Unison - Month 01 - April 2023 255/1
SOLDO 20230628 HR	28/06/23	1217		£64.80	£10.80	£54.00	SAGE Global - HR	June Monthly Subscription 190/2
DD 20230628 ALLS	28/06/23	1232		£26.50	£4.42	£22.08	Allstar	Fuel 135/6
DD 20230629 SAGE	29/06/23	1211		£20.40	£3.40	£17.00	SAGE Global Payroll	Sage Payroll Software - 15 Employees - July 2023 190/2
SQ 20230629	29/06/23	1230		£1.23	£0.00	£1.23	SquareUp	Square Transaction Fees - June 2023 125
DD 20230222 AIR	30/06/23	1008		-£50.00	£0.00	-£50.00	Airband Community Internet Ltd	Opening Creditor - Cemetery Broadband DD 135/8
SOL 20221201 LR	30/06/23	1011		-£6.00	£0.00	-£6.00	Land Registry	Opening Creditor - Payment 225/1
DD 20230222 AIR	30/06/23	1184		£50.00	£8.34	£41.66	Airband Community Internet Ltd	135/8
SOL 20221201 LR	30/06/23	1188		£6.00	£0.00	£6.00	Land Registry	225/1
DD 20230630 Unity	30/06/23	1218		£18.15	£0.00	£18.15	Unity Trust Bank	Service Charge - June 2023 120
BACS 20230630 SAL	30/06/23	1226		£15,346.56	£0.00	£15,346.56	Staff Costs	Confidential 255/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
BP 20230630 UNISON	30/06/23	1227		£14.00	£0.00	£14.00	Unison	Confidential 255/1
BP 20230630 HMRC	30/06/23	1228		£4,625.36	£0.00	£4,625.36	HMRC	Confidential 255/1
BP 20230630 PENS	30/06/23	1229		£3,558.93	£0.00	£3,558.93	Devon CC Pension Fund	Confidential 255/1
Total				£48,263.94	£3,991.88	£44,272.06		

Finance Notes

- 115 Archive project move EMR across?
- 130/2 Admin Equipment move across EMR? How much? For cemetery CCTV, recommend £1,375.
- 255/2 Overtime will be overbudget due to the farmers market utilising our workforce, coronation event, spring fest and OT issued when the Outdoor maintenance supervisor left post. The charge back to Farmers Market currently sits at £575. Council will be required to increase the budget but be mindful of this against income. The proportion linked to the coronation and SpringFest event is £396. Recommend this amount vired from coronation event underspend to overtime budget?
- No personal data sharing has been agreed for either memorials, burials or hall hire. These policies need to be amended and the information consented to be shared publicly, alternatively as what is happening now under the income the names of individuals can and should be redacted. This hasn't happened previously
- 105 No advertising budget for events (we do have an advertising budget under admin) – move into events and Christmas as sub level?
- 110/2 135/2 200/1 235/1 285/2 How should council split utilities across all assets? £8000 budgeted total –

Top Field Allotments £300

Tiverton Road Allotments £450 (chargeback to GoAB)

Cemetery £2,000

Markets £750

Public Toilet £2,000

Town Hall £2,500

- 110 How should council allocate split in allotments over equipment hire and utilities?
Utilities as above included from utilities budget. Eq Hire £500 and Maintenance Costs as £1,000
- Town hall Broadband will be over budget due to lease line being taken on by Council. Fund £2,800 from General reserve?
- 135 How should we split £18,500 budgeted as maintenance costs across new budget headings?

EQ Hire £2,000

Utilities – as above

NNDR £3,043.90

Plants & Hedges £2,500

Maintenance Costs £5256.10

Eq Main & Fuel £1750

Projects £0

Broadband £250

Funeral Costs £2,200

Bin Collections £1,500

- 140 EQ hire budget required for Christmas?
- 141 Coronation budget had £1500 set to it as part event budget, total spend is £750. Community event budget has £3,500 remaining for this year. Allocate underspend of £750 from coronation to community or elsewhere? **Recommend £396 to overtime and the remainder to community events.**
- 150 Elections reserve not required – £5000 **Recommend virement later in financial year**
- 170 Hanging baskets, no budget is set but should be recovered mostly from income does council wish to budget? Winter hanging baskets will cost approx. £600.
- 210 Admin - Garage rent, bin collection and cleaning split out on office expenses, where should we allocate budget from?

Garage Rent £675 from 155 Gen. Maintenance Costs

Bin Collection £330 from 285/4 Town Hall - Maintenance Costs

Cleaning - £170 from 285/4 Town Hall - Maintenance Costs

- 210/2 Mobiles will be overbudget as we cannot get out of the contract with O2 to reduce phone lines
- 215 No budget for town planting, hanging baskets dealt with separately **£150 from 155 Gen. Maintenance Costs**
- 225/3 No budget attached to consultancy – do we wish to allocate?
- 265 St Andrews budget requires splitting. Recommend:

EQ Hire £655

NNDR £1,821.35

Maintenance Costs £623.65

Parking Services £2,400

- 110/3 135/3 265/2 285/3 Rates need to be split across all headings. How should we split these?

110/3 Allotments £0

135/3 £3,043.90 taken from 135/5 Cemetery Maintenance Costs

265/2 £1,821.35 TAKEN FROM 265/3 St Andrew's maintenance costs

285/3 £2,270.45 taken from 285/4 Town Hall Maintenance Costs

- 285/1 Is an EQ hire budget for town hall required?
- 295 Training Budget is £7,250 with new staff is this enough?



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Town Clerk: Dan Ledger

CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	19 July 2023
Item of business	Finance
Details	Council to note the proposed balance transfers
Recommendations	To note the proposed balance transfers

1. Purpose of report

As part of the internal audit process one of the recommendations stated the following

“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”

Due to the above, and to reduce risk, the Council has been requested to close the Lloyd’s bank accounts. There are proposals on the Council agenda that may alter balances so the below is described utilising what funds will sit in each account rather than fixed figures

It is then proposed to have the following set up with the remaining bank accounts:

- Cambridge & Counties: Hold the General Reserve balance
- Unity Trust Instant Access: Hold the Earmarked Reserve balance
- Unity Trust Current Account: Hold the remaining balance for in-year spend.

From this proposed structure Council will be able to see via both bank reconciliations as well as account transfers exactly the funds sat in each account + in year interest accrued and it will be easier to establish funds available across all accounts.

The Soldo card will have a revolving balance of £1000 restarted each month, again this is to aid with following amounts/spends through the bank reconciliation process.



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2. RECOMMENDATIONS

To note the proposed balance transfers



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

Primrose

Storage Container

Cemetery (West)

Cemetery (East)

ST ANDREWS ESTATE

LANGLANDS ROAD

TIVERTON ROAD

GATEHOUSE CLOSE



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Scale 1:1,000 at A4



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
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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/

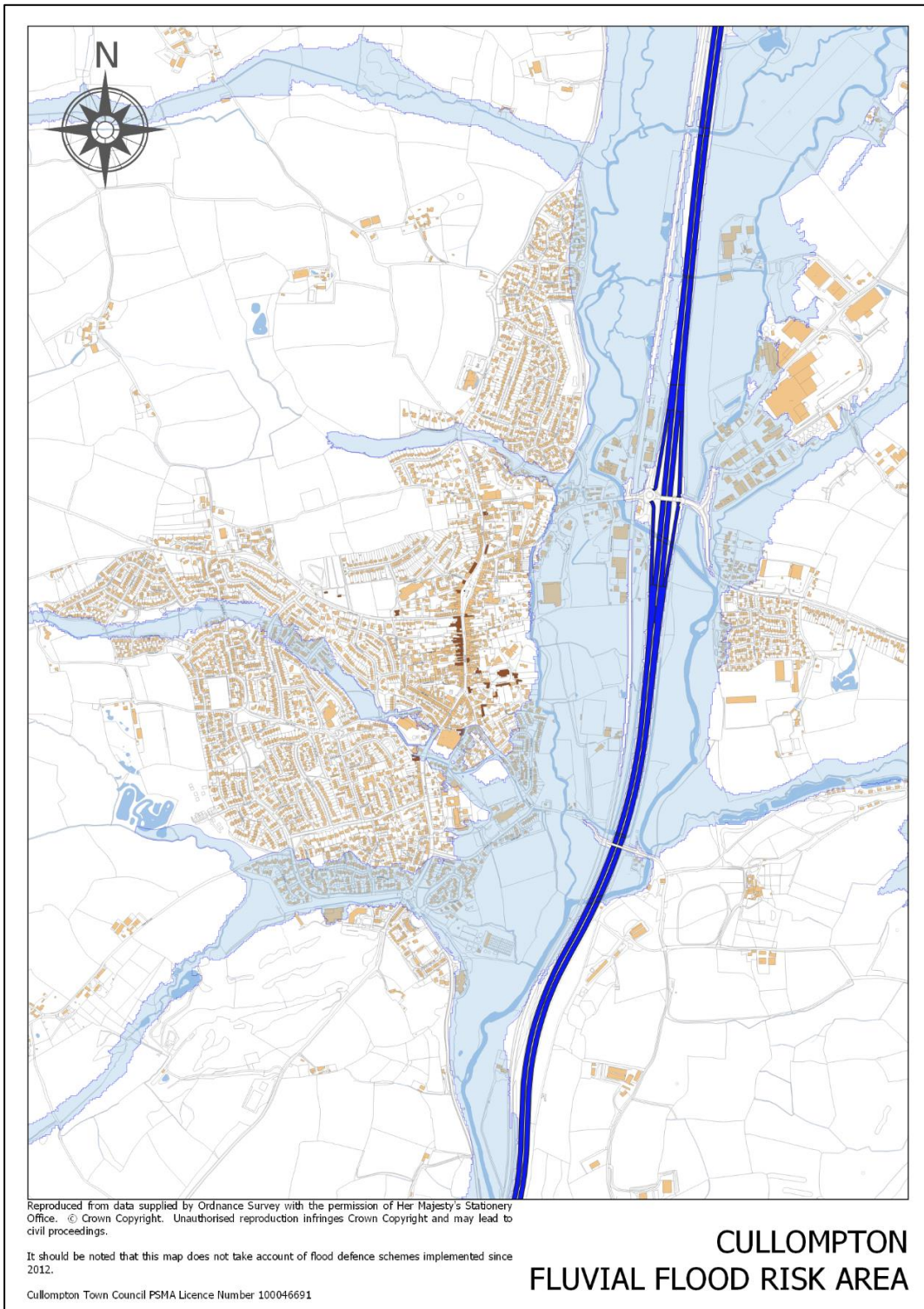
Further information can be found at the following web addresses:

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

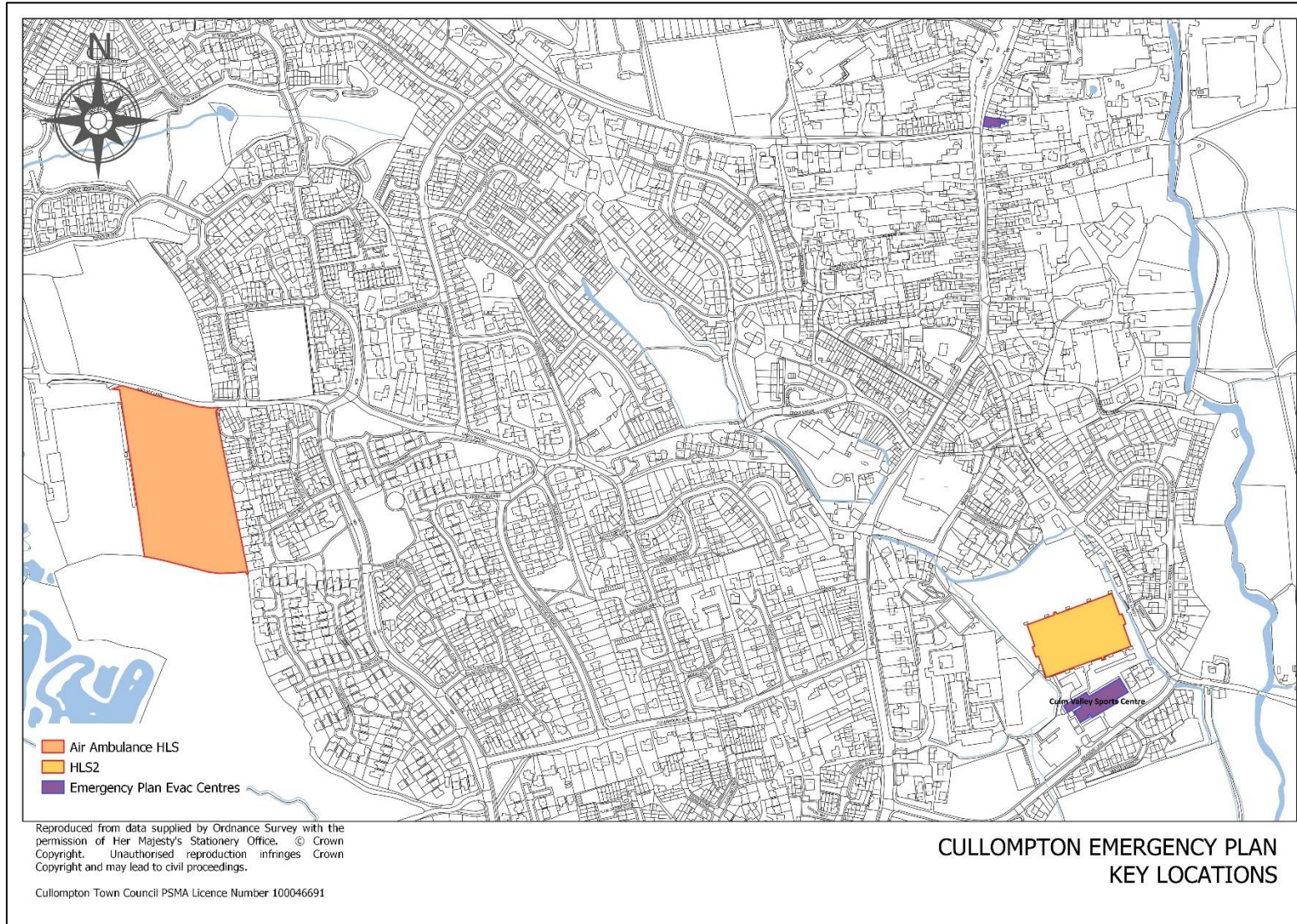
Community Map



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.

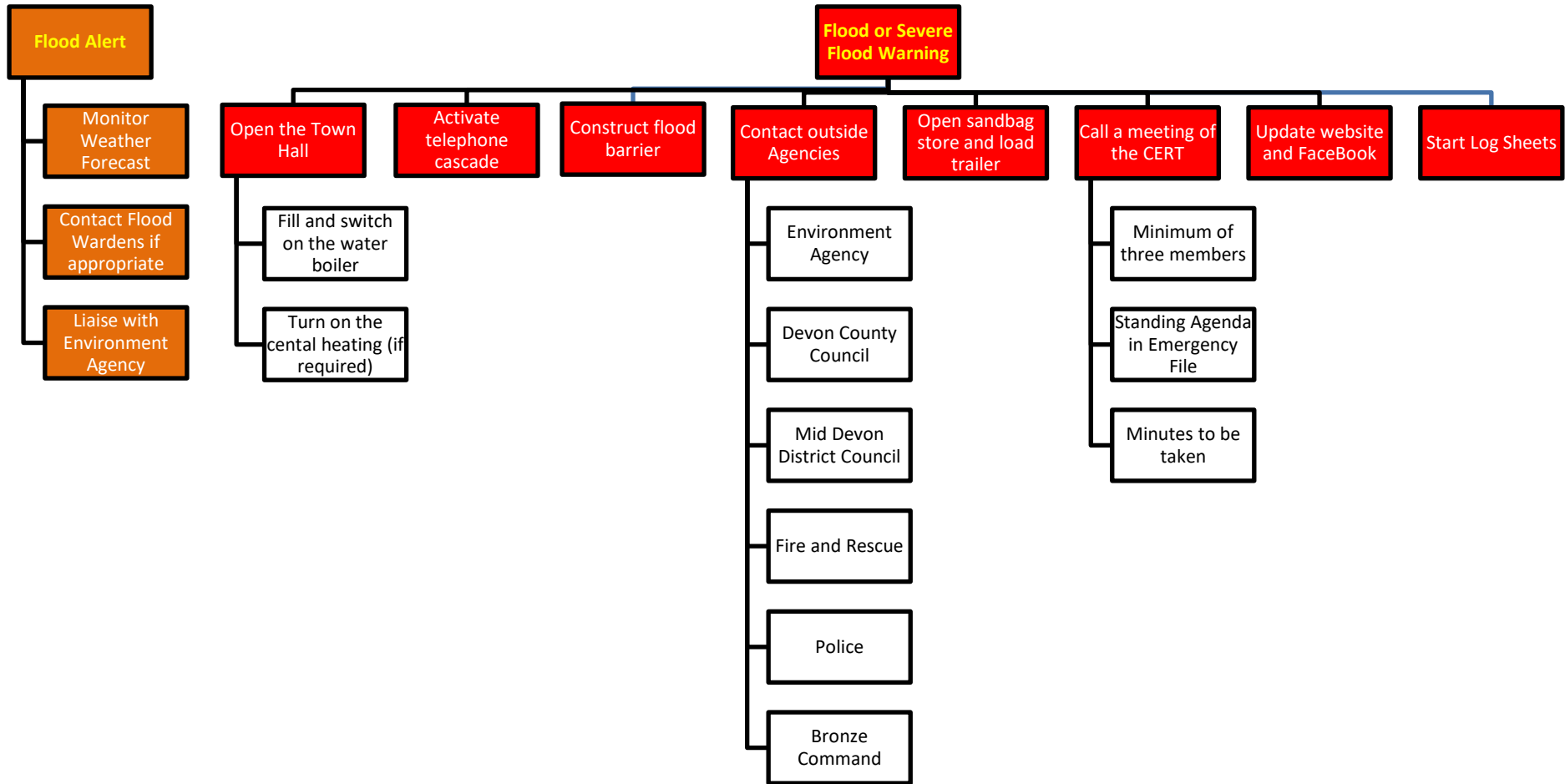
A **Flood Warning** is issued by the Environment Agency when flooding is expected and immediate action is to be taken. The Environment Agency advises that as much notice as is possible will be given and this notice should be at least 4 hours. They will also endeavour to issue a Flood Warning in time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

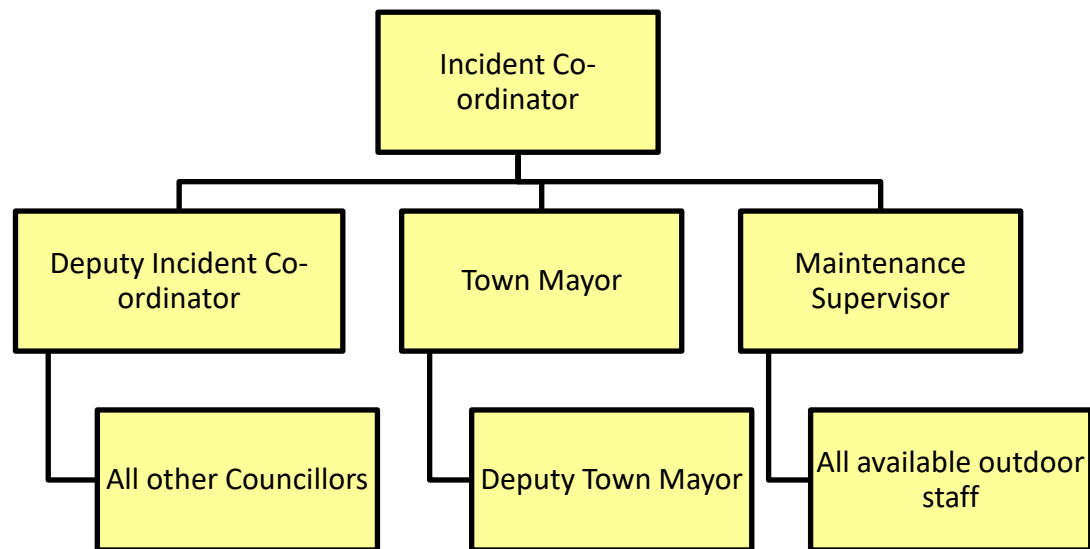
- The flood barrier at Rivermead and Chestnut will be erected by town council staff and/or Flood Wardens and the junction of Chestnut Avenue and Duke Street will be closed.
- Activate the telephone cascade.
- Outside agencies, such as the Environment Agency, Police and Fire and Rescue services will be 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 a 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-likelihood (1-5)	Risk/ Priority 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:	



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Town Clerk: Dan Ledger

CULLOMPTON TOWN COUNCIL Working Party Update with Recommendations	
Date of report	9 June 2023
Working Party	Strategic Plan Working Party
Meeting Details	<p>The strategic plan working party met for the first time to discuss the plans of Council for the forthcoming term and how to structure projects and finances moving forward. The meeting focussed on the current budget as well as earmarked reserves (EMRs), reviewing whether the EMRs were still viable projects and how to allocate funds. The working party also considered Council's current assets, proposals for these are listed within the recommendations.</p> <p>It was suggested that subsequent meetings will look at wider consultation themes and actual plan formulation.</p>
Recommendations	<p>It is RECOMMENDED that Members resolve:</p> <ul style="list-style-type: none">• To put the discussion of benches (currently held as skatepark benches EMR) out to consultation with the wider community consultation• To remove the Swimming Pool Development Order EMR until such time firmer proposals were in place.• To instruct officers to gain costings for installing electricity to the mortuary at the Cemetery.• To explore the proposal of natural burials at the Cemetery• To instruct officers to gain costings for wiring infrastructure in Fore Steet and High Street.• To put the Play Parks strategy into the community consultation



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	<ul style="list-style-type: none">• To instruct officers to investigate the costs of alternative office accommodation.• To instruct officers to gain valuations for the Town Hall.• To instruct officers to investigate alternate space for material storage.
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CULLOMPTON TOWN COUNCIL Working Party Update with Recommendations	
Date of report	21 July 2023
Working Party	Strategic Plan Working Party
Meeting Details	<p>The strategic plan working party discussed formulation of the consultation at it's second meeting. A presentation was given by the Clerk and feedback from Councillors received.</p> <p>Key items to come out of the meeting:</p> <ul style="list-style-type: none">• The want for the town to appear tidier and nicer to residents and visitors• Playparks and Open Spaces to be maximised, where possible• Look into the possibility of the reintroduction of a Youth Council• More representation of the town to upper authorities as well as the residents• Focus on maximising delivery of projects for the benefit of residents. <p>With regards to the consultation the feeling of the group was that the town council should:</p> <ul style="list-style-type: none">• Allow answers to be as broad as possible, there is a want for as much data capture as possible on residents "wants" for the town• Utilise multiple choice and closed answers only when essential.• Ask for residents to share their data with the Council to allow them providing updates regarding results and future announcements of Council• Highlight key responsibilities across Devon County, Mid Devon District and Cullompton Town



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	<ul style="list-style-type: none">• Ask whether any resident wishes to discuss any issue with Council/their ward councillor• Send out the consultation via Microsoft forms• Try to keep the consultation as online focussed as possible to reduce time required for data collation. Allow for hard copies to be collected from the town hall• Send out a A5/A4 poster on how to find and fill out the consultation to every property in the Council
Recommendations	It is RECOMMENDED that Members note the comments of the working party and resolve to delegate the production of the consultation and finalisation of advertisement material to the Town Clerk in consultation with the working party. All costs to be inline with existing budgets.



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CULLOMPTON TOWN COUNCIL Working Party Update with Recommendations	
Date of report	21 July 2023
Working Party	Outdoor Spaces & Improvements Working Party
Meeting Details	<p>The working party met to discuss projects mainly for the current years budget.</p> <p>Suggested progress and thoughts on each asset under town council ownership was as follows:</p> <p>Playparks:</p> <ul style="list-style-type: none">• Officers should undertake the research of moving playparks to charity or trust basis to give the ability to access more funding for improvements a report to be brought to Council• Utilise reserves available to improve the parks under our ownership. Perform basic repairs on larger maintenance items like wet pour, gates and fencing until such time a play strategy is in place• To perform a site assessment of all 22 play areas in the Cullompton area including those not under CTC control• To check the criteria for the Police and crime Commissioners grant fund for this year <p>Cemetery</p> <ul style="list-style-type: none">• It was felt that the paths should take priority for projects this budget alongside ensuring the outer fabric of both the Chapel and Mortuary do not allow water ingress.• If there was available capacity following the paths, work should begin on a memorial garden (plans to be brought to council before agreement)• Electric should be installed to the Chapel



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	<p>Benches</p> <ul style="list-style-type: none">• A range of sites were suggested including Queen Sq Hill, Coppitt Hill, the bus stop outside aldi and the skatepark.• The consultation needs to occur, but officers should start looking at available areas to bring forward options working with land owners• Materials were not agreed so officers are to bring back options of different benches available i.e. speaking to MDDC on where they procured the benches for the Higher Bullring work. Alternatively, the Council can continue with providing metal stands with hardwood slats or utilise recycled plastic low maintenance benches. <p>Allotments</p> <ul style="list-style-type: none">• There were wide ranging views on allotments but all agreed that clearer and accurate recording of all costs attributed to each site needs to take place• A water meter should be installed within the cemetery to indicate the split on water usage• The feeling was that the Town Council should subsidise Tiverton Road to the same extent of the other two sites but this to be clearly defined.• Officers to check whether the solar grant could be utilised for any projects across the allotment sites <p>St Andrews Car Park</p> <ul style="list-style-type: none">• Keep the container where it is for the short/medium term whilst wider storage solutions are sought• Prices should be kept free for the current periods <p>Toilets</p>
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	<ul style="list-style-type: none"> • Whether Solar Lights could be installed utilising grant. Contact the conservation officer to see whether this could be permitted • Baby changing facilities not to be pursued at the current time due to the lack of use and possible vandalism
<p>Recommendations</p>	<p>It is RECOMMENDED that members:</p> <ul style="list-style-type: none"> • Instruct Officers to undertake research into the possibility of moving play parks under the Town Council's ownership to charity or trust basis • Note that available reserves and budgets will be used to improve the parks under Council ownership and the basic repairs will be completed on larger maintenance items like wet pour, gates and fencing until such time a play strategy is in place • Instructs officers to check the criteria for the Police and crime Commissioners grant fund for this year and inform Council • Instruct officers to progress with obtaining costings for as many cemetery paths as possible in year and to bring these costs to Council • Instruct officers to seek quotes for lime pointing services to stop water ingress to both the mortuary and the Chapel • Instruct officers to seek quotes for the installation of electrics into the chapel • Instruct officers to bring back a report on a possible memorial garden at the cemetery • Instruct officers to investigate available sites for the installation of benches and other street furniture and bring the report back to Council, options of the material of benches to be included in the report • Instructs officers to create clearer and accurate recording of all costs attributed to each allotment site so that more informed decisions can be taken on allotment sites in future



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	<ul style="list-style-type: none">• Instruct officers to procure a water meter for installation in the cemetery• Instruct officers to check whether the solar grant could be utilised for any projects across the allotment sites with a report to return to Council• Note that the container should remain where it is for the short/medium term whilst wider storage solutions are sought• Agree that the ticket prices within St. Andrews Car Park should remain the same for the 2023/24 budget year.• Instruct officers to contact the conservation officer at Mid Devon District Council to see whether solar panels could be permitted on the new public toilet roof.
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Motion by Cllr James Buczkowski

The Upcott field was gifted to the inhabitants of the Town by the Upcott family in 1913, the Town Council is the custodian of this land on behalf of the Town.

The Playpark and field equipment has long needed renewal, ideas have been mooted in the past and indeed funds have been requisitioned for the purpose through the s106 scheme.

Given that this community asset was gifted to the Town and cannot be disposed of or otherwise used than for its current purpose, it is incumbent on the Town Council to ensure its continued upkeep and that it is safe and fit for purpose, and it should not form any part of the "Play Park" review that is being instigated from within the Council.

Therefore, I propose that.

1. A working group is set up to investigate and create plans to improve the Upcott Field and Play Park, and then present these to Full Council sitting as The Trustee for the Upcott Field, specifically the working group will
 - a. Engage and consult with the local community;
 - b. Create plans and obtain quotations for equipment and works;
 - c. Investigate sources of funding, including grants, donations and "Crowd Funding";
 - d. The working group will have no maximum number and should be made up of volunteers from the Town Council and Local community; District and County Ward members should also be invited to attend.

2. That the following EMR are immediately transferred into a new EMR to be granted to the Upcott Field upon the approval of any improvement plans presented by the working group
 - a. £6,000 from the Swimming Pool development order EMR (Current balance £6,000)
 - b. £1,000 Street Furniture Replacement EMR (Current balance £5,000)
 - c. £1,000 Skate Park Bench Replacement EMR (Current balance £5,000)
 - d. £4,333 Play Area Fund EMR (Current balance £8,613)
 - e. £3,000 Gazebo & Equipment EMR (Current balance £6,000)

3. That upon approval of any plans presented by the working group, the Town Council also request the release of the following 's106' funds from MDDC to support this project
 - a. £7,575 for Play Park Improvements at the Upcott Field
 - b. £3,595 for General Improvements at the Upcott Field
 - c. £4,648 from the pre 2015 general pot

This would result in a starting fund of £31,151 being available for this project.



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CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	12 July 2023
Item of business	Play Area Audit
Details	To note the progress made in formulating a Play Strategy.
Recommendations	It is recommended that a full audit of play areas and play equipment, including that owned and maintained by Mid Devon District Council, is conducted in order to establish a baseline of play provision in Cullompton.

1. Background and Introduction

There are a relatively large number of play areas in Cullompton (but there are none noted in the wider Parish) many of which are owned and maintained by Mid Devon District Council and were provided as part of s106 agreements (Town and Country Planning Act 1990 Section 106). It has been an aspiration of the Council for some time to have, rather than many, low value, play areas provided by developers, several “destination” parks that are expanded and improved by developer contributions and other funding sources.

In order that a baseline is established of play areas and their play value, an audit is required. The audit questionnaire is electronic and will form part of the evidence base in the emerging Cullompton Play Strategy; the audit criteria are based on those recommended by Play England in their “Playable Space Quality Assessment Tool”. This audit will give an objective assessment of what is currently available, the equipment condition and, crucially, where the gaps are in terms of play provision.

2. Requirement

In order that the audit is conducted fairly and transparently, a member of the Council is requested to accompany the Deputy Clerk, Administrative Assistant (as the parent of a child who will use the existing provision, a member of the Outdoor Team (as the inspection and maintenance provision of those play areas under the direct control of the Council).

The assessment process is likely to take 1-1½ days to complete as there are a relatively large number of play areas and the assessment process is comprehensive.

3. RECOMMENDATIONS

- 3.1. To note this report.
- 3.2. To confirm that a full audit of play provision in Cullompton is conducted.
- 3.3. To nominate a member to form part of the Play Area Assessment Team.

Play Area Assessment Form

This form is to collect and collate data on the suitability and value (rather than a Health and Safety Risk Assessment) of a play area and should be completed by the assessment team.

All aspects are measured with a score from 1 to 5 with 1 being the worst score possible and 5 being the best. Definitions are provided for worst case (1), average (3) and best case (5); a score of 2 will be between 1 and 3 (below average) with a score of 4 between 3 and 5 (above average).

* Required

* This form will record your name, please fill your name.



1. Which Play Area is this Assessment Form completed for.

2. Date Completed.

3. What type of Play Area is this?

- Type A - Doorstep spaces and facilities. A small space, within sight of home, where children, especially young children, can play within view of known adults.
- Type B - Local spaces and facilities. A larger space which can be reached safely by children beginning to travel independently and with friends without accompanying adults and for adults with young children to walk to with ease.
- Type C - Neighbourhood spaces and facilities. A larger space or facility for informal recreation which children and young people, used to travelling longer distances independently, can get to safely and spend time in play and informal recreation with their peers and have a wider range of play experiences.

4. Target Demographic (select all that apply)

- Pre and Primary School (up to Key Stage 2 - Age 10)
- Secondary School Children (up to Key Stage 4 - Age 16)
- Young Adults
- Adults
- Middle Age
- Older

5. General Observations

INVOLVEMENT OF CHILDREN

6. Were children involved in the development of the site? *

- 1 - Children were not consulted.
- 2
- 3 - Children were consulted about the development of the site once.
- 4
- 5 - A representative sample of local children were consulted continuously and participated actively in the design and development process throughout.

LOCATION

7. Informal oversight by passers-by or nearby properties such as houses or community centres.

- 1 - Site has obstructed lines of sight, few passers-by at any time.
- 2
- 3 - Site has some informal oversight by adults but passers-by are few or only at certain times.
- 4
- 5 - Site has a good level of informal oversight by adults, for example views are unobstructed, site is in an area with people frequently passing by or through it or in full view of local housing.

8. Well used by children (evidenced by site visits, replacement of worn parts or using desk research and local knowledge).

- 1 - Site is used by few or no children at whom it is aimed. There is no evidence of wear and tear such as well-worn grass or replacement of worn parts is infrequent.
- 2
- 3 - Site has a reasonable level of use by those children at whom it is aimed, moderate replacement of worn parts.
- 4
- 5 - Site is well used by children. There is evidence of wear and tear such as well worn grass, local knowledge and observations of children using the space or frequently replaced worn parts on equipment.

9. Getting There

- 1 - Site is on opposite side of a major access barrier for the majority of children who would hope to use it.
- 2
- 3 - Site is close to home but need to take a circuitous route or cross a busy road to get there.
- 4
- 5 - Young children and accompanying adults can get to the site easily, safely and independently from their homes. No significant hazards to accessing the play space safely.

10. Personal safety, security and lighting.

- 1 - Site and access routes feel unsafe even daylight or site is located by a busy road.
- 2
- 3 - Site and access routes feel safe in daylight but not after dark. Site is near a busy road.
- 4
- Site and access routes feel safe at all times and have good exit routes. Both are well lit after dark if open and the site is located away from busy roads.

11. Getting there for those with impairments or with buggies or pushchairs.

- 1 - Some children are excluded by poor access; site is not readily accessible to buggies. There are no alternatives to poor pathways and ground is uneven. Sudden changes to surfacing are not easily identified.
- 2
- 3 - Site can be accessed by some, e.g. those pushing buggies and children with some mobility, but presents difficulties for others, e.g. those with severe impairments so that they cannot take full advantage of the facility.
- 4
- 5 - Space is accessible to disabled children including those with different sensory capabilities and other specific requirements. Site is accessible to buggies and pushchairs. Good pathways to the site offer an alternative to uneven ground and steps. Entrances and sudden changes in surfaces easily identified.

12. Meeting other children.

- 1 - Site located where no other children likely to pass by, e.g. away from homes, hidden away.
- 2
- 3 - Site located where there may be some opportunity for other children to pass by, e.g. a quieter road.
- 4
- 5 - Site located where there is a very high likelihood of other children passing by and joining in play, e.g. on the way to and from school or local shops.

13. Designed for the site.

- 1 - The play space stands out and does not look attractive. No attempt has been made to design the space to complement the settings.
- 2
- 3 - Some attempt has been made to integrate the play equipment and features.
- 4
- 5 - The play space is an attractive place in its own right with a distinctive and welcoming character and located with regard to its setting.

PLAY VALUE

14. Enticing to children to play.

- 1 - Signs or other deterrents including adults prohibit children from playing, e.g. no ball games, no children signs; unappealing, tired looking.
- 2
- 3 - Children have restricted access, or are limited in what they can do by regulation, design or attitudes. Site locked when children may want to play.
- 4
- 5 - Visible signs welcoming children to play using signage and other playful messages, space is child-friendly and appealing. Children and adults feel relaxed (if observed) and at ease. Site open when children may wish to play.

15. Play opportunities for disabled children.

- 1 - Site offers little or nothing for children with sensory or physical impairments.
- 2
- 3 - Limited play offer to children with physical or sensory impairments. Disabled children and non-disabled children unlikely to be able to play together.
- 4
- 5 - Play features are designed for a range of abilities and impairments including sensory and physical impairments and behaviours. Disabled and non-disabled children are able to play together.

16. Movement.

- 1 - Site offers no or limited opportunities for movement.
- 2
- 3 - Site offers few opportunities for running, tumbling, wheeled activity, rolling, rocking, swinging, balance, climbing or moving around.
- 4
- 5 - Children can run, roll, tumble, wheeled activity, rock, swing, balance, climb or move around freely using their whole bodies or on wheels.

17. Ball games.

- 1 - No space for ball games or ball games prohibited.
- 2
- 3 - Small space or too close to equipment allowing only limited space to play ball games.
- 4
- 5 - Ball games area sufficient to kick a ball around, not too close to other play features.

18. Opportunities to change the environment/space (loose parts).

- 1 - The site offers no opportunities for children to change their environment (e.g. only limited, fixed, equipment is available).
- 2
- 3 - The site offers some opportunities to change the environment (e.g. through some natural features that might encourage children to change the way they use the space).
- 4
- 5 - The site encourages children to alter the play space in different ways to enhance their play (e.g. den building, obstacle courses, bridges over streams and creating shade using the natural environment).

19. Access to natural environment.

- 1 - Landscaping and planting either actively discourages play or no opportunities are available to engage with the natural environment.
- 2
- 3 - Landscaping and planting is minimal and offers limited provision for encounters with natural environment.
- 4
- 5 - Site provides some natural features such as trees, bushes, plants, shrubs, wild flowers and long grass, sand, water, rocks and a variety of levels; a range of sensory stimuli.

20. Places for children to sit.

- 1 - No places for children to sit.
- 2
- 3 - Limited places for children to sit. Not suitable for playing or talking together.
- 4
- 5 - Children can sit and play or talk together, places for children to sit are incorporated into the play space and near to tables or other seated play surfaces.

21. Added play value. The site offers more than just a basic experience of sensation. It offers possibilities for children to take risks without hazards to intensify or broaden the experience.

- 1 - Features, including equipment, natural features and landscaping, are at a basic level only and add little to play value.
- 2
- 3 - Features are more than basic and adds to play value but not significantly.
- 4
- 5 - Features (including equipment, natural features and landscaping) are advanced in nature and add significantly to play value, e.g. loose parts, places to hide, good integration and use of natural environment, a range of textures, planting, use of contours, challenge, opportunities for risk taking, areas where cooperation is needed and attention paid to all senses.

CARE AND MAINTENANCE

22. Well maintained.

- 1 - Extensive litter or hazardous debris, planting in poor condition, unacceptable graffiti present.
- 2
- 3 - Partly meets criteria for excellence but fails on two or more items.
- 4
- 5 - No evidence of litter or hazardous items, well drained where appropriate, planting is regularly cared for, maintained with play value in mind, no unacceptable graffiti.

23. Health and Safety.

- 1 - No programme of regular maintenance, safety checks and risk benefit assessment.
- 2
- Risk assessments take little or no account of potential benefits, appropriate adherence to health and safety standards but maintenance and safety checks on an ad hoc basis.
- 4
- 5 - Regular inspection for unexpected hazards; regular cleaning and general maintenance programmes; dog free areas; traffic calming; meet agreed safety standards; regular risk/benefit assessment; regular inspection regimes; regular maintenance programmes.

24. Seating for adults.

- 1 - No seating for adults.
- 2
- 3 - Limited seating or seating is not well sited for observing play.
- 4
- 5 - Adults can sit and observe children playing.

25. Litter bins.

- 1 - No litter bins/bins in poor condition or bins are full.
- 2
- 3 - One bin, not full and in adequate condition.
- 4
- 5 - One or more bins in good condition and not full.

26. Dog free zones.

- 1 - Dogs have unrestricted access to the whole site/evidence of dog fouling.
- 2
- 3 - Measures taken to exclude dogs but evidence that dogs are entering the site.
- 4
- 5 - Management of dog fouling in place through bins, clarification of dog free areas, signs discouraging owner from bringing dogs to the site, no evidence of fouling.

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OFFICER REPORT

COMMITTEE:	FULL COUNCIL
DATE OF MEETING:	July 2023
AGENDA ITEM:	Devon Association of Local Council (DALC): Training for councillors
LEGAL AUTHORITY:	Local Government Act 1972 s. 112
FINANCIAL IMPLICATION:	<p>Evening or daytime short course approximately 2.5 hours in length with one trainer, the costs are as follows:</p> <p>For groups up to 10: £200 + VAT For groups of 11 – 15: £250 + VAT For groups of 16 – 20: £300 + VAT</p> <p>If travel is required, expenses will be added to the above rates, commensurate with HMRC rates.</p> <p>Bespoke courses may incur extra costs.</p> <p>Additional costs: Good Councillors Guide - £3.49 per participant (x12) USB with resources - £2 per participant</p> <p>Cost can be subsidised by charging delegates from outside the council – this training course is not relevant to local businesses but could be offered to neighbouring town/parish councils.</p> <p>Cost for 12 councillors based on the above £250 + £41.88 = £291.88 (ex. VAT) – longer courses will cost more.</p>
IMPACT ASSESSMENT:	<p>Councillors are decision-makers therefore it is important they keep up to date with relevant training.</p> <p>Preparedness to attend is assumed on acceptance of office.</p>
BACKGROUND:	<p>There is a range of training options:</p> <ul style="list-style-type: none"> • Off the shelf courses where the content is entirely based on an existing course.



- Tailored programmes with adapted content, format and emphasis of a particular course to suit specific needs.
- Bespoke courses.

Off the shelf training is available and appropriate, DALC's Councillor Development Framework has a range of information about different courses available to councillors including e-learning.

The Councillor Development Framework (Appendix to this report) has four developmental levels to support councillors from newly elected, to effective community leaders. Levels are foundation, core, advanced and leader.

Follow link to DALC website for further information: register for the website. Alternatively see attachment to this report.

Note: unless you are the clerk you will need to select 'councillor' from the drop-down menu. Councillors, please view only, bookings will be made by CTC staff.

Training options include:

- **Being A Good Councillor (available as a series of webinars or full-day, face to face courses)**
- **Code of Conduct (available as a webinar; no current dates available but there will be some new dates scheduled in the next few weeks)**
- **Responding to Planning Applications (available as a webinar)**
- Communications and engagement training (available from us through our partners Breakthrough Communications)
- Finance training (a range of finance training including finance for councillors - <https://devonalc.org.uk/finance-courses/>)
- Being a Good Employer (covers all the essentials of being a good employer)
- Civility and Respect Training

Staff and councillors are also required to undertake **safeguarding training**. Councillors are requested to inform the office within five working days of this meeting of dates when they are **not** available to attend safeguarding training.

NB **Bold** text is essential training, standard text is not an immediate priority but will be advantageous to both Council and Councillors.



SUMMARY:	Training is key to good decision-making and keeping pace with changes. All councillors are encouraged to attend training regardless of how long they have served.
RECOMMENDATION:	Councillors to confirm with the office dates/times they are not available to attend training, including safeguarding training. It is recommended that Council resolve to enforce that basic level of training highlighted in bold is compulsory for all sitting Councillors and should be repeated or upgraded through the framework every Council term. CTC staff will book training.



DALC
Devon Association
of Local Councils



A COUNCILLOR DEVELOPMENT FRAMEWORK

For parish and town
councils in Devon



INTRODUCTION

Councillors play an important role in local communities.

Parish and town councils are responsible for delivering a wide range of services and projects that directly impact the lives of residents, and we believe that every councillor wants to perform their duties well.

We recognise the responsibilities associated with this role can be daunting. There are rules, procedures and legislation to understand, as well as managing community expectations and your own aspirations.

But where do you start? What support, guidance and training is available to help you to be a good councillor?

We've created our Councillor Development Framework to help meet this need. With four developmental levels, our framework can support councillors from newly elected, to effective community leaders.



“We believe training is essential for all parish and town councillors to carry out their roles and responsibilities effectively. Training ensures councillors are equipped with the necessary knowledge, skills and experience to make informed decisions, manage resources efficiently, and engage effectively with local communities.”

*Cara Stobart, County Officer
Devon Association of Local Councils*

Our development framework offers a variety of learning opportunities including: suggested reading, e-learning, webinars and in-person courses, to suit every council size and budget, and individual learning style.

We continue to build on the topics available, with further courses being developed and available soon.

Much of the content we deliver ourselves, through our highly knowledgeable and skilled team. Some courses we deliver through partnerships with subject experts, ensuring you get the best possible service.

All of our courses are available to book on our website devonalc.org.uk (log in required), with all suggested reading free to download.

THE COUNCILLOR DEVELOPMENT FRAMEWORK

4

LEADER

3

ADVANCED

2

CORE

1

FOUNDATION

Read on for more information about each level.

FOUNDATION

There are some things that councillors ‘need to know’ to help them work effectively.

You don’t need to know everything, but having key knowledge and a broad understanding is an essential foundation for every councillor - and knowing where to go for more information is also important.

At the foundation level we focus upon:

- Understanding key roles and responsibilities
- Knowledge of councils and how they operate
- Exploring what councils can do for their communities
- Understanding the area you represent

We recognise that councillors bring a wide range of skills, knowledge and experience to their roles. It’s important for councillors to undertake a skills audit to better understand their own strengths and weaknesses, identify where they can add value to their council (such as membership on committees), and identify training needs to boost their confidence and effectiveness.

FIRST STEP:

Complete our **councillor skills audit** and create your own personal development plan.

Essential Reading:

The Good Councillor’s Guide

An introduction to the work of councils and the part you play as a councillor.



TRAINING AVAILABLE

Being a Good Councillor

A foundation level course providing an introduction to local councils and being a councillor.

Available as:

- ✓ Webinar series
- ✓ Face-to-face
- ✓ In-house

Code of Conduct

An overview of the rules and expectations that govern councillors, including declaring interests, dispensations and complaints.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✓ In-house

E-learning available:

- **An introduction to local councils**
- **Standards in public life**

Self-study online modules, perfect for those with limited time but wanting to grasp the basics.



Getting to know your council is just as important as training when getting started. Be sure to engage in any induction process, read your councils policies and procedures, and ask for help from your clerk and/or experienced members when needed.

Also check out our [induction sessions](#) to learn more about DALC.

CORE

Once foundation knowledge has been attained, councillors can develop their understanding on key aspects of council business.

This next stage aims to develop subject knowledge as well as system knowledge, building a greater understanding of how the council operates and understanding the councillor's role in those areas.

At the core level we focus upon:

- The council's responsibilities as an employer
- Local council finances
- Engaging in the planning system
- Complying with data protection and information laws

Some councillors may have knowledge and skills from previous roles they have held. Whilst this is helpful, it is important to recognise the differences between local government and other sectors, and further training may still be required.

Essential Reading:

[Being a Good Employer](#)

[The Good Councillor's Guide to finance and transparency](#)

[How to respond to planning applications](#)



TRAINING AVAILABLE

Being a good employer

An introductory course to support councillor's understanding of the council's role as an employer, and employee rights.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✓ In-house

Finance for councillors

Gain a greater understanding of local council finance including responsibilities, budgeting, precepts, audit and VAT.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✗ In-house

Responding to planning applications

Understand the council's role in the planning system and how best to represent your community's views.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✗ In-house

Councillors: data protection training

Understand how data protection legislation sits within your role as an elected member, and how to get things right.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✗ In-house

YOU MAY ALSO BE INTERESTED IN:

E-learning modules*

- Equality, diversity and inclusion
- Freedom of information
- GDPR
- Health and Safety

**These modules are not specific to councils.*



ADVANCED

Our advance stage is for those councillors keen to develop specialist knowledge in certain areas of council business.

We have identified a range of specialist areas which are common for local councils. The courses would be particularly useful for members on council committees where more in-depth knowledge would be beneficial for the councils operations.

At the advanced level we focus upon:

- Advanced employment
- Advanced finance
- Advanced planning

Any councillor wishing to develop their knowledge and experience further is able to attend advanced courses.

Previous attendance at core courses is not a requirement, but is highly recommended.

Suggested Reading:

The Good Councillor's Guide to Neighbourhood Planning

A guide through the process of creating a neighbourhood plan for your community.



TRAINING AVAILABLE

Managing employees through effective supervision and appraisals

Discover the importance of effective performance management and better understand the appraisal framework.

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✓ In-house

When things go wrong

Learn how disciplinary and grievance matters arise and how to manage them effectively

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✓ In-house

Finance courses

- Accounts and audit
- Budgeting for councillors
- Internal controls
- Procurement
- Transparency Code for smaller councils
- VAT

Available as:

- ✓ Webinar
- ✗ Face-to-face
- ✗ In-house

Planning courses (coming soon)

- Developer contributions
- Neighbourhood Planning

Suggested Reading:

The Good Councillor's Guide to Transport Planning

For councillors interested in transport planning and curious to know more.



LEADER

Our final stage is leader, designed for those councillors either in leadership positions, or looking to develop their leadership skills.

We recognise all councillors as community leaders, and understand the specific knowledge and skills required for those elected as chairman/mayor.

Our leader courses are open to any councillor wishing to develop their skills. Previous attendance at other courses is not required.

At the leader level we focus upon:

- Chairmanship skills
- Team leadership in the council
- Leading in the community
- Leading in challenging situations



TRAINING AVAILABLE

Chairing local council meetings

An introductory course for newly appointed or aspiring chairman, to discover how to conduct an effective meeting.

Available as:

- ✓ Webinar
- × Face-to-face
- × In-house

The experienced chair (coming soon)

A collaborative session to hone your skills through case studies to develop new strategies and share best practice.

Dealing with difficult people and conversations

Learn how to manage relationships with difficult people with practical techniques and ideas for difficult conversations.

Available as:

- ✓ Webinar
- × Face-to-face
- × In-house

Leadership in the community (coming soon)

Explore the skills needed to be an effective community leader including strategic planning, communication and partnerships.

YOU MAY ALSO BE INTERESTED IN:

Communications and engagement training

- Communicating with your community
- How to engage with young people
- Crisis communications
- Councillors: Social media skills
- Dealing with local and regional media

Also available:

Team leadership essentials (e-learning)



Devon Association of Local Councils Ltd

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CULLOMPTON TOWN COUNCIL (‘the Council’)	
Date of report	21 July 2023
Item of business	Governance
Details	To consider committees vs working groups
Recommendations	It is RECOMMENDED that Council renames working groups to align with committees previously held and those held in the current year budget. These would be renamed to panels/forums. Also it is recommended that working groups are kept in place in favour of committees for the remainder of 2023/24 year.

Committees vs Working Groups

There has been a lot of discussion regarding the move back to Committees when there were enough Councillor’s for this to be practicable.

There is a reluctance from officers to facilitate this due to current workload and pressures. Forming an agenda and minutes to meetings at the levels previously seen are contributing factors to the state of the Council’s administration when the Clerk initially took office and whilst great strides have been made to take the Council forward there are issues that could arise from returning to the previous format and structure.

There is an understanding that Councillors wish to be involved more with the decision-making process, policy creation and direction of the Council and it is the belief of officers that working groups will allow for this to occur to the levels of committees without the cumbersome work loads that are associated with facilitating these meetings.

It is recommended that Council create 3 further panels and forums.

- Governance, Resources & Finance Panel
- Assets & Open Spaces Forum
- Community, Events and Town Improvement Forum