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MINUTES OF MEETING OF THE GOVERNANCE, FINANCE AND RESOURCES COMMITTEE
DATED THURSDAY 18 JANUARY 2024 AT 10:30AM AT CULLOMPTON TOWN HALL

PRESENT:

Councillors: J Buczkowski (Chair), R Dietrich, T Spring, J Stanford, C Snow.

Officers: The Town Clerk, Deputy Clerk.

Others: M Thompson

G23/035 Apologies for Absence. There were no apologies for absence received.

G23/036 Declaration of Interests. There were no Declarations of Interests made.

G23/037 Minutes.

RESOLVED that the Minutes of the Governance, Resources and Finance Committee meeting held on 18 January 2024 are adopted as a true and correct record of the meeting; they were signed as such.

G23/038 Public Question Time. There were no members of the public present.

G23/039 Members Questions. The following questions were posed by Members:

1. C Snow raised the matter of his complaint against a member of staff. The Chair informed him that the matter would be discussed in the Part 2 section of the meeting and once the Press and Public had been excluded from the meeting. – Complaint in Nov.

G23/040 Finance Reports.

1. **RESOLVED** to note the Bank Reconciliations up to 31 January 2024.
2. **RESOLVED** to note the Creditor and Debtors and approve recommended write off actions.
3. **RESOLVED** to note the payments made under delegation, receipts received and approve the Council payments list.
4. **RESOLVED** to note the budget to date and approve any virements between budgets and/or reserves. Specifically, to move £1,600 from the Town Hall Maintenance EMR in order to replace the AED Defibrillator on the outside of the Town Hall.
5. **RESOLVED** that the Town Clerk is delegated to seek a payment card solution and that the Soldo Card is dispensed with.

G23/041 IT Provision.

RESOLVED that the Town Clerk is delegated authority to dispense with services that are no longer required but to retain SoundCloud for the present until storage of recordings is resolved and investigations into the use of Teams Live are undertaken..

G23/042 Town Hall.

Councillor J Buczkowski declared an ODI as he is an elected member of Mid Devon District Council. He departed the meeting at 11:35.

The Town Clerk declared a personal interest in that the proposed scaffolding supplier is known to him.

RESOLVED that approval is granted for the erection of scaffolding to carry out emergency repairs to the roof and rainwater goods and that a HAZ building grant is applied for in the amount of 70% of the cost with £2,500 moved from the Town Hall EMR to pay for repairs.

Councillor J Buczkowski rejoined the meeting at 11:50.

G23/043 Amendment of Hirer and Sale Forms of the Council.

RESOLVED that forms in use by the Council should be clear and have an opt out option in terms of personal data retention and use.

G23/044 Policies. To consider and adopt the following policies.

1. **RESOLVED** that the Media Communication Policy is deferred and that further work is required to reflect the challenges of online communication methods and social media platforms.

Councillor C Snow departed the meeting at 11:58.

2. **RESOLVED** that the Allotment Policy (Top Field and Hayman's Close) dated 22 February 2024 is adopted.
3. **RESOLVED** that the Volunteer Policy dated 22 February 2024 is adopted.
4. **RESOLVED** that the Cemetery Policy dated 22 February 2024 is adopted.

G23/045 Forward Plan. The Forward Plan is noted.

Councillor C Snow rejoined the meeting at 12:00.

RESOLVED to add the following items to the Forward Plan:

1. A Recording and Publication Policy.
2. The move to The Hayridge Centre and the resultant Information Technology matters.
3. The Complaints Policy.
4. An Access to Information Policy.

G23/046 Exclusion of the press and public.

RESOLVED that the Press and public are excluded from the meeting in accordance with the [Public Bodies \(Admission to Meetings\) Act 1960 s1\(2\)](#) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

G23/047 CCTV.

RESOLVED that the Town Centre CCTV is expanded in accordance with the quotation supplied subject to relevant permissions being obtained and that a written agreement is entered into with the host of the additional CCTV cameras.

The Deputy Clerk left the meeting 12:12

G23/048 Staffing Matters. To receive a staffing update.

The Town Clerk gave a verbal report of recent actions taken. This was **NOTED** by Committee

Meeting closed at 12:20

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