



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, 28 MARCH 2024 ON THE RISING OF THE PLANNING, LICENSING AND STRATEGIC GROWTH COMMITTEE  
OR AT 7:00PM, WHICHEVER IS EARLIER.

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**

**Date of Summons: 22 March 2024**

**Date of Meeting: 28 March 2024**

Dan Ledger  
Town Clerk/RFO

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 and 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. **Member Questions.** To enable members to ask questions of the Town Clerk. It should be noted that questions raised will not trigger a debate or a decision and it may not be possible to respond substantively at the meeting to allow time for advice or research to be undertaken.
4. **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 to take advice or undertake research. During this time, outstanding answers from previous meetings will be delivered.
5. **Correspondence, Comments and Complaints.** To note comments and complaints received.
6. **Minutes** ([LGA1972 Schedule 12 Paragraph 41](#)). To approve the Minutes of the Ordinary Meeting of Cullompton Town Council held on 1 February 2024

7. **Co-options.** To consider the co-option applications of:
  - 7.1. Sue Robinson.
  - 7.2. Lloyd Knight.
  - 7.3. Cheyenne Matthews.
8. **Working Group Recommendations with the Play Area and Street Furniture Consultation**
  - 8.1. To consider the working group report and recommendations contained within
  - 8.2. To consider the draft Community Consultation on Play Areas and Street Furniture
9. **Committee Minutes.** To note the approved and draft Minutes of the following Committee meetings:
  - 9.1. Community, Economy and Tourism Committee of 8 February 2024.
  - 9.2. Governance, Finance and Resources Committee of 22 February 2024.
  - 9.3. Planning, Licensing and Strategic Growth Committee of 13 February 2024 and 5 March 2024.
  - 9.4. Services, Property and Outdoor Spaces Committee of 14 March 2024.
10. **Finance.** To consider and note the payments, receipts and invoices. To consider other financial matters including the bank reconciliation. It is **RECOMMENDED** that members:
  - 10.1. Note the Bank Reconciliations up to 29 February 2023.
  - 10.2. Note the payments made under delegation, receipts received and approve the Council payment list.
  - 10.3. Note the budget to date and approve any virements between budgets and/or reserves including £700 for Emergency Container equipment.
  - 10.4. To resolve a new budget line for the new Town Council Office space, budget to be taken from Earmarked/General Reserves and allocated by Council.
  - 10.5. To consider the following Grant applications:
    - 10.5.1. Bradninch Youth Club.
    - 10.5.2. Cullompton Arts House.
    - 10.5.3. Cullompton Community Association
    - 10.5.4. Cullompton Cricket Club.
    - 10.5.5. Cullompton Scouts.
    - 10.5.6. Gift of A Burrow for Allotments.
    - 10.5.7. School Pastors.
    - 10.5.8. Walronds Preservation Trust.
    - 10.5.9. Friends of Willowbank Primary School.
    - 10.5.10. Weird Sticks CIC.
11. **Governance.** To consider:
  - 11.1. To note the resignation of former Councillor J Johns.
  - 11.2. To replace former Councillor J Johns on at the Cullompton Town Team. *(N.B. All appointments will be reviewed at Annual Council in May).*
  - 11.3. To nominate a member to represent the Council on the Cullompton Swimming Pool Campaign Committee.
  - 11.4. The Committee Structure of the Council and a revised meeting schedule for 2024/25.
  - 11.5. To adopt the revised Emergency Plan.
12. **Town & Parish Charter Review.** To consider the proposed review of the Parish and Town Charter. To agree any suggested amendments to send to Mid Devon District Council
13. **Annual Parish Meeting Arrangements.** To agree arrangements for the Annual Meeting of the Parish.



14. **Former Cllr Eileen Andrews Tribute.** To agree any actions of the Council for the late former Cllr Eileen Andrews who served in local government for over 50 years.
15. **Farmers' Market.** To consider writing a letter of support to the Farmers' Market in their application for a grant from the Vibrant Town Centre Fund.
16. **Play Area Fencing.** To consider play area fencing estimates.
17. **Forward Plan.** To agree the Full Council's Forward Plan and any additions required.
18. **Exclusion of Press and Public.** In accordance with the [Public Bodies \(Access to Meetings\) Act 1960 Section 1\(2\)](#), the public and press are excluded from the meeting as disclosure is considered prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
19. **Complaint.** To consider the best way forward for the outstanding Complaint against a member of staff.
20. **Legal Matters.** To receive an update on legal matters.
21. **Staffing Matters.** To receive an update on staff appraisals.



Town Clerk: Dan Ledger  
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**MINUTES OF AN ORDINARY MEETING OF CULLOMPTON TOWN COUNCIL**  
**DATED THURSDAY, 1 FEBRUARY 2024 AT 7:00PM**  
**AT CULLOMPTON TOWN HALL**

**PRESENT:**

**Councillors:** E Buczkowski, J Buczkowski, R Dietrich, P James, P Regardsoe, C Snow, J Stanford, M Thompson (Chair).

**Officers:** Town Clerk, Deputy Clerk, Administrative Assistant.

**Others:** Mid Devon District Councillor L Knight.

**C23/131 Apologies for Absences.** Apologies were received and accepted from Councillors T Spring, J Johns.

**C23/132 Declaration of Interest and Dispensations.** No Declarations of Interests were made.

*Councillor C Snow arrived at the meeting at 19:02.*

**C23/133 Public Question Time.** No members of the public were present.

**C23/134 Minutes.**

**RESOLVED** approve the minutes with a minor amendment to the date of the meeting listed.

**C23/135 Budget 2024-2025.**

**RESOLVED** that the Earmarked Reserves as listed in the agenda be approved and the budget for the Financial Year 2024-2025 is confirmed as:

• Earmarked Reserves	£335,447.00
• Revenue Expenditure	£564,215.00
• General Reserves	<u>£188,071.00</u>
<b>Total Funding Requirement</b>	<b>£1,087,733.00</b>

This will consist of:

• Equity	£523,518.00
• Income	£39,400.00
• Precept	<u>£524,815.00</u>
<b>Total</b>	<b>£1,087,733.00</b>

**C23/136 Rebranding.**

**RESOLVED** that a rebranding exercise is deferred at this time. Cullompton Community College is to be approached as a potential GCSE Art project and costings for van signwriting and Town signage are to be established.

**C23/137 20s Plenty.**

**RESOLVED** that Cullompton Town Council applies to join the Devon County Council's 20 is Plenty scheme.

**C23/138 Governance.** To consider:

1. Additional membership of the Governance, Finance and Resources Committee.

**RESOLVED** that Councillors R Dietrich and P Regardsoe join the Governance, Finance and Resources Committee.

2. To consider the Mayor's request to relinquish his role as Chair of the Appeals Committee (the Appeals Committee Terms of Reference specify that either the Chair or Vice-Chair of the Council is required to Chair the Appeals Committee).

It was agreed that the Mayor will remain as the Chair of the Appeals Committee for the present time.

**C23/139 Work Experience.**

**RESOLVED** that the Town Council participates in local Work Experience programs.

**C23/134 Forward Plan.** The forward plan was **NOTED** by Council. The Clerk was asked to add additional items to future agendas such as Comments, complaints and Correspondence.

**C23/135 Exclusion of Press and Public.**

**RESOLVED** that, in accordance with the [Public Bodies \(Access to Meetings\) Act 1960 Section 1\(2\)](#), the public and press are excluded from the meeting as disclosure is considered prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**C23/136 Legal Matters.** Updates on legal matters were noted.

**RESOLVED** that quotations are obtained for the installation CCTV to deter vandalism at the public toilet facility.

**C23/137 Town Hall.**

**RESOLVED** that the Town Council administrative function is moved to the spaces viewed in The Hayridge Centre as soon as practicable and that Officers are directed to provide an options paper on the future of the Town Hall that is to include transfer to a Charitable Trust.

The Chair requested a recorded vote:

Those in favour of the motion: Councillors E Buczkowski, J Buczkowski, R Dietrich, P James, P Regardsoe, J Standford.

Those against the motion: None.

Those abstaining: Councillors C Snow, M Thompson.

The proposal was therefore carried.



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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 22<sup>nd</sup> June 2023**.

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

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

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

Prior to April 2023 I had lived in Cullompton for several years (from 2017 in the Cross Parks, in Tadbrook ward). Family circumstances necessitated my moving to N. Devon temporarily, and I was then unable to find a suitable property when I needed one (ground floor only, after recent hip replacement surgery). I found what I needed in Tiverton, instead.

Throughout these years I have continued to be a trustee (Treasurer) of Cullompton Town Tacklack Youth + Community Centre, to Chair Cullompton's Town Team to be an active member of several other committees to retain my close contacts with Wed and Friday 2023 to deal with almost all of the casework in Tadbrook ward.

I spend several hours, every week, in and immediately around Cullompton, and consider this to constitute almost all of my working life (MSAC meetings, in Tiverton make up the remaining part). I feel very privileged to have been given this opportunity as I can better represent this town.

## CO-OPTION ELIGIBILITY DECLARATION

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

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

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

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

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

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

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

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

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

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

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) Mrs SUZANNE DIANA ROBINSON 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:

9th Feb 2024





Town Clerk: Dan Ledger  
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Full Name and Title	MR. LLOYD KNIGHT		
Home address			
Home Telephone			
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		Padbrook Ward	✓
Vale Ward			



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  - 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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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) LLOYD KNIGHT 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:

A solid black rectangular box redacting the signature of the declarant.

Date:

29-02-2024





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<b>Full Name and Title</b>	Mrs Cheyenne Matthews		
<b>Home address</b>	[REDACTED]		
<b>Home Telephone</b>	[REDACTED]		
<b>Mobile Telephone</b>	[REDACTED]		
<b>Email Address</b>	[REDACTED]		
<b>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.</b>			
<b>St Andrews Ward</b>	<input checked="" type="checkbox"/>	<b>Padbrook Ward</b>	<input checked="" type="checkbox"/>
<b>Vale Ward</b>	<input checked="" type="checkbox"/>		

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

Dear Town Councillors, my name is Cheyenne Matthews and I am a local resident living in Cullompton. I first moved here 5 years ago from Bridgwater in Somerset. My husband Steven was born and grew up in Taunton. I grew up in Ramsgate Kent. My husband and I were married at The Taunton ( historic) registry office in February 2016.

I first qualified as an NNEB nursery nurse in 1984. Since that date I have worked with babies, young children, school aged children and their families in both a public and private capacity. My roles have included private nanny to English titled families, registered childminder, residential social worker, kindergarten teacher, HLTA for children with significant additional needs, private Maternity Nurse. During the pandemic I undertook further training to become a vaccinator. In addition to my NNEB I hold a full degree in Early Years. I have an enhanced DBS which is on the government update service. I am also paediatric first aid trained from St John's Ambulance. I have lived and worked abroad in Canada, Switzerland and Italy as well as here in the UK. In Somerset I was an Ofsted registered Nursery Manager , managing the nursery and team at Somerset Bridge Primary School.

I feel that this passion for families and young people together with the skills, experience and qualifications I have acquired along the way, put me in an excellent place to champion the community of Cullompton. I

I am now slowly winding down my Maternity Nurse career and have taken over the lease of a shop in Fore Street Cullompton. I am in the process of renovating this shop to turn it into an English Quintessential Victorian Tea Room. I am hoping to open in June 2024. Creating a community hub.

I have great visions for this Tea Room and for Cullompton. It is my dream by creating attractive, welcoming, affordable and sustainable spaces of note that more people will frequent and tally a while in Cullompton.

I have competent admin skills and the ability to make good decisions based on thoroughly researching ideas and projects. I would like to liaise with mid Devon county council to create stronger bonds within the community and to make the distribution of various awards more simple and concise for local people. To support various projects that will benefit Cullompton and the local residents. Putting forward challenging and well thought through communication to bring about best outcomes.

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- 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:
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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) Mrs Cheyenne Matthews 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: Monday 18th March 2024



The Town Hall  
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Town Clerk: Dan Ledger

<b>CULLOMPTON TOWN COUNCIL</b> <b>Working Party Update with Recommendations</b>	
<b>Date of report</b>	<b>March 2024</b>
<b>Working Party</b>	<b>S106 / Upcott / Strategic Plan Working Party</b>
<b>Meeting Details</b>	<p><b>S106</b></p> <ul style="list-style-type: none"> <li>• Send out the consultation via Microsoft forms</li> <li>• Include a map of Play areas, descriptions and photos of each</li> <li>• Highlight parks under Town Council Control</li> <li>• Change focus of Q6 to reflect repurposing equipment</li> <li>• Decent Play areas within 10 minute walk should be the clear focus</li> <li>• Need to specify that Town Council will not look to take on Play Areas from MDDC</li> <li>• Could certain underutilised play areas be repurposed for more community involvement in that area? i.e. Community Garden/New Green Space areas</li> <li>• Move Q12 to Q11</li> <li>• Add in accessibility Question</li> <li>• Add in Q of whether to fund existing infrastructure or new parks</li> <li>• Gain quotes on leaflet drop, could the outdoor team help? Could Councillors help?</li> </ul> <p><b>Upcott Field</b></p> <ul style="list-style-type: none"> <li>• Would like to see direct Qs asked about Upcott Field and Play Area</li> <li>• Should be Qs on accessible equipment and whether all equipment should be fully accessible for all</li> <li>• Ask whether residents still wish there to be a play area in Upcott or whether this should be repurposed into, for example, a MUGA.</li> </ul>





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Town Clerk: Dan Ledger

- Schools Reps, County and District Councillors as well as other stakeholders to be invited to the next meeting of the working party.
- Need to look to acquire s106 funding in the near future

### **Strategic Plan**

Main focus of the meeting was to agree the phasing of projects using the potential project list previously circulated:

- Benches – year 1 and 2,
- Events where possible in every year – thought needs to be given to evening events to help with the nighttime economy - possible food stall evening market
- Planters in Year 1
- Bus Stops in Year 1 and 2 – Liaise with DCC, buses and possibly Tesco about rerouting of falcon and dedicated bus shelter
- New Signage in Year 1 with a key focus in the town of creating a Pride of Place and ensuring the Town looks nicer,
- War Memorial – Year 1 and keep EMR for future year cleaning
- Weed Spraying should be conducted each summer by the outdoor team in the key, high traffic/footfall areas
- Bins in Year 1 and 2
- Building reserves of around £31k per year for play areas instead of the £62k listed,
- SPOS to look into their projects and decide which year to develop each project.
- Delegation should be given to the Clerk to make the Car Parks free at set times of the year i.e. Christmas
- Should the town council fund a fixed term position to look into grants/bid writing for available funds – paper to be brought to future council meeting
- Need to consult wider on possible projects, possibly the schools/VCSEs and bring them into the process



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<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members note the comments of the working party and resolve to all recommendations listed in the report. Council are also asked to delegate the production of the consultation and finalisation of advertisement material to the Town Clerk in consultation with the working party. The costs of £435 for delivery of the leaflet as well as production costs will be taken from General Reserves as a carry forward from the current years consultation budget through to next year's budget starting on 1 <sup>st</sup> April 2024.
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## Play Areas and Street Furniture

This is the second Cullompton Town Council consultation which focuses on play areas and street furniture in the Cullompton Area. There are over 23 "Play Areas" within the Cullompton Parish Boundary. A play area is defined in this consultation as any location with play equipment installed. N.B. some of these play areas may have only a single piece of equipment in. To view a list of all the play areas with locations and photos please click here - [insert link]

The Town Council currently leases 4 play areas (Culm Lea, Headweir Rd, Rivermead and Tufty Park) alongside Upcott Field being held in a charitable trust with the Town Council as the sole trustee.

Most play areas in our area are owned and managed by MDDC who have a policy of "managed decline". This means that, as a piece of play equipment becomes unsafe or too expensive to repair or replace, it will be removed and not replaced. The Town Council have no plans to take ownership or run additional play areas within the town at this time.

\* Required

### About you

1. Email Address

2. Post Code \*

## Play Areas

3. How do you find play facilities in Cullompton?

4. Which play areas do you or your child use most often?

- Ash
- Bockland
- CCA
- Chaffinch
- Conifer
- Cross Parks
- Culm Lea
- Dove
- Hayman's Close
- Hayman's Green
- Headweir
- Knightswood
- Linear
- Ploudal
- Rivermead
- Saxon
- Siskin
- Skate Park
- Spindelbury
- Starlings
- Tufty
- Upcott Field
- Watermeadow

5. Are there enough of play areas?

- Yes
- No
- Not Sure
- Other

6. Are they well placed?

- Yes
- No
- Not Sure
- Other

7. Are they in good enough condition?

- Yes
- No
- Not Sure
- Other

8. Do you feel if play areas are underutilised the Town Council should look to repurpose equipment or alter use of the spaces?

- Yes
- No
- Not Sure
- Other

9. The Town Council feel that they should focus on creating "good quality play areas within a 10 minute walk for residents". Do you agree?

- Yes
- No
- Not Sure
- Other

10. Are all age groups that need to be sufficiently catered for in terms of the play areas and equipment provided?

- Yes
- No
- Not Sure
- Other

11. In Cullompton, which of the following are not provided well or you would like to see more of? Select as many answers as you like

- Space and equipment for pre-school children
- Space and equipment for primary school children
- Space and equipment for secondary school children
- Space and equipment for teenagers and young adults
- Space and equipment for older adults
- Nature spaces
- Climbing and physical challenge
- Outdoor sports equipment such as cross-trainers, exercise bikes or rowing machines
- Space to use wheeled equipment such as bikes, scooters, skateboards and roller skates
- Table Tennis, chess or other board games
- Youth shelters
- Places to sit and relax away from distractions such as children and animals
- Other

12. What else would you like to see in terms of play areas and/or equipment provided? (e.g. fully accessible equipment)

13. Should the Council look to provide further MUGAs where possible? N.B. There is a new MUGA being installed currently at Meadow Lane and this question relates to additional MUGAs to this

- Yes
- No
- Not Sure
- Other

14. Main play areas are paid for when new development arise with the developers paying towards the initial costs. Should the Town Council lobby to improve existing play areas or look to gain new play areas where new development arises?

- Existing Play Areas
- New Play Areas

15. The Town Council plans to renew the Upcott Field and Play Area next to St Andrews Primary School very soon. What should the Town Council look to do/include with the field? Please select as many answers as you like

- Level the field for a more accessible sports pitch
- Install a MUGA on the field
- Install a MUGA on the play area
- New Goal Posts
- Shelter
- Benches
- Remove pitch and add community garden
- Outdoor Gym Equipment
- Allotments
- Create a small nature area
- Other

16. Do you still want a Play Area at Upcott Field?

Yes

No

Not Sure

Other



## Street Furniture

17. Do you think there are enough benches and bins in the Parish Area?

- Yes
- No
- Not Sure
- Other

18. Where would you like benches installed or removed?

19. Where would you like bin installed or removed?

20. Would you like to see a youth shelter installed in the Cullompton Parish Area? If yes, use the other box to state where

- Yes
- No
- Other

21. Is there any street furniture you feel is lacking in town? If so, use the other box to tell us what and where?

- Yes
- No
- Other

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**MINUTES OF MEETING OF THE COMMUNITY, ECONOMY AND TOURISM COMMITTEE**  
**DATED TUESDAY 13 FEBRUARY 2024 AT 7:15PM AT CULLOMPTON TOWN HALL**

**Present:**

**Councillors:** E Buczkowski (Chair), J Buczkowski, M Thompson (Ex-Officio).

**Officers:** The Town Clerk and Deputy Clerk.

**Others Present:** Councillor C Snow (for part of the meeting only).

**CET 23/008 Apologies for Absence.** Apologies for absence were received and accepted from Councillors P James and T Spring.

**CET 23/009 Declaration of Interest and Dispensations.** There were no Declarations of Interests were made.

**CET 23/010 Public Question Time.** There were no members of the public present.

**CET 23/011 Minutes.** The Minutes of the meeting of the Community, Economy and Tourism Committee held on 7 December 2023 were adopted as a true and correct record of the meeting; they were signed as such.

**CET 23/012 Emergency Plan.**

**RESOLVED** that a Community Resilience Grant is applied for via Devon Communities Together to purchase some of the equipment required to enable the Emergency Plan and that the Emergency Plan, following discussion and amendment by the Emergency Plan Working Group, is recommended for adoption by the Full Council with changes highlighted.

**CET 23/013 Christmas Lights.**

**RESOLVED** that:

1. That each of the retail tenants in Fore Street, who have a tree bracket on their premises, are approached and offered a 4' tree on loan on provision that they supply a suitable 240V supply to power it.
2. The feasibility of the expansion of the Christmas lighting into Exeter Road is investigated.
3. That permission in principle is obtained from the Highway Authority to have installed power supplies to the remaining 11 lighting columns between the Tesco roundabout and the M5 Junction 28.

**RESOLVED** that a Working Party is established for the Christmas Lights switch-on event.

**CET 23/014 Market.** To consider the outcome of the Market Working Party. Noted.

**RESOLVED** that an operational plan for the markets is brought forward, with costings and FoC to traders, to the next meeting together with forecast onward costs.

**CET 23/015 Forward Plan.** The following additions are to be made to the Forward Plan:

1. Market Operational Plan
2. Town Centre economy and ways to support it.
3. Re-establishment of the Traders' Association/Culm Valley in Business.

Closed at 2005.



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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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**MINUTES OF MEETING OF THE PLANNING, LICENSING AND STRATEGIC GROWTH COMMITTEE**  
**DATED TUESDAY 13 FEBRUARY 2024 AT 7:00PM AT CULLOMPTON TOWN HALL**

**PRESENT:**

**Councillors:** Councillors E Buczkowski, J Buczkowski, R Dietrich (Chair), J Stanford.

**Officers:** Town Clerk, Deputy Clerk.

**P23/042 Apologies for Absences.** Apologies for absence were received and accepted from Councillor T Spring.

**P23/043 Declaration of Interest & Dispensations.** There were no Declarations of Interests made.

**P23/044 Public Question Time.** There were no members of the public present.

**P23/045 Minutes.** The Minutes of the Ordinary Meeting of the Planning, Licensing and Strategic Growth Committee held on 23 January 2024 were adopted as a true and correct record of the meeting; they were signed as such.

**P23/046 Strategic Updates.** It was reported that:

1. The Railway Station project is ongoing.
2. There were lots of responses on the consultation on the Town Centre Relief Road, the results of which will be presented to the Mid Devon District Council's Cabinet at their March meeting. Thereafter, it will be presented to Devon County Council's Cabinet with a view to scheme approval and application for funding from Central Government.

**P23/047 Planning Matters.**

1. **RESOLVED** that planning application [23/01937/FULL](#) (Erection of two storey side extension following demolition of existing single storey lean to and garage at 24 St George's View, Cullompton) is NOTED but recommend that the dwelling remains a single dwelling.
2. **RESOLVED** that planning application [24/00139/FULL](#) (Erection of a veterinary surgery building and storage building with parking, associated works and alterations to access at Land at NGR 304210 107146 (Newlands Park), Honiton Road, Cullompton) is NOTED.
3. **RESOLVED** that planning application [24/00171/OUT](#) (Outline for the erection of a dwelling with some matters reserved and additional parking for 24 High Street, Cullompton) is NOT SUPPORTED as it is considered overdevelopment (Policy DM1e) as it is too small a site for the proposal, and neighbouring dwellings will have their natural light significantly reduced by this proposal (Policy DM1g).

4. **RESOLVED** that planning application [24/00007/CAT](#) (Notification of intention to crown reduce 1 Beech tree within the Conservation Area at Little Brook House, 3 Queen Square, Cullompton) is NOTED and the Council will support the determination of the Tree Officer.

The meeting closed at 19:07.

These Minutes were adopted and signed as a true and correct record of the meeting at the meeting of the Planning, Licensing and Strategic Growth Committee held on 5 March 2024 by the Chair of that meeting, Councillor R Dietrich.





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**MINUTES OF MEETING OF THE PLANNING, LICENSING AND STRATEGIC GROWTH COMMITTEE**  
**DATED TUESDAY 5 MARCH 2024 AT 7:00PM AT CULLOMPTON TOWN HALL**

**PRESENT:**

**Councillors:** Councillors R Dietrich (Chair), T Spring, J Stanford.

**Officers:** The Deputy Clerk

**P23/048 Apologies for Absences.** Apologies for absence were received and accepted from Councillors E Buczkowski and J Buczkowski.

**P23/049 Declaration of Interest & Dispensations.** There were no Declarations of Interests made.

**P23/050 Public Question Time.** There were no members of the public present.

**P23/051 Minutes.** The Minutes of the Ordinary Meeting of the Planning, Licensing and Strategic Growth Committee held on 13 February 2024 were adopted as a true and correct record of the meeting; they were signed as such.

**P23/052 Strategic Updates.** There was nothing to report.

**P23/053 Planning Matters.** To consider and make comment on the following planning applications:

1. **RESOLVED** that planning application [24/00273/ARM](#) (Reserved Matters Application (layout, scale, appearance and landscaping) for the erection of 3 dwellings following Outline approval [23/00609/OUT](#) including additional information – boundary treatments, hard and soft landscaping, site and floor levels, materials, surface water, drainage and biodiversity enhancements at Land and NGR 301131 107520 (Ranelagh Grove), Tiverton Road, Cullompton) is NOTED.
2. **RESOLVED** that planning application [24/00304/HOUSE](#) (Conversion and extension of garage to hobby room and office at Springtime, Rull Lane, Cullompton) is NOTED although it is recommended that the conversion does not become a separate dwelling.

**P23/054 RESOLVED** that the variation of conditions to the license of the Manor House Hotel are broadly SUPPORTED but with concern that the extension of the use of the outside space and the impact on neighbouring properties.

**P23/055 RESOLVED** that the Council liaises with the Highways Department of Devon County Council to share concerns raised and requests clarification of diversion routes and other traffic management measures that will be put in place in relation to the replacement of Baulk Bridge, Cullompton in accordance with planning application [DCC/4372/2023](#).

Meeting closed at 19:10.



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**MINUTES OF A MEETING OF THE SERVICES, PROPERTY AND OUTDOOR SPACES COMMITTEE OF  
CULLOMPTON TOWN COUNCIL HELD AT THE TOWN HALL, CULLOMPTON  
ON TUESDAY 14 MARCH 2024 AT 7PM**

**Present:**

**Councillors:** E Buczkowski, J Buczkowski, P James, Regardsoe, T Spring, C Snow, M Thompson (Chair).

**Officers:** The Town Clerk, Deputy Clerk, Admin Assistant.

**Others:** Mid Devon District Councillor S Robinson.

**S23/024 Apologies for Absences.** There were no apologies for absence made.

**S23/025 Declaration of Interest and Dispensations.** The following Declarations of Interests were made:

1. None.

**S23/026 Public Question Time.** There were no members of the public present.

**S23/027 Minutes.** The minutes of the ordinary committee meeting held on 9 November 2023 were adopted as a true and correct record of the meeting. They were signed as such.

**S23/028 Play Areas.**

1. The Deputy Clerk orally reported, in terms of the Veteran Oak tree at Headweir Road, that:
  - 1.1. A detailed decay mapping exercise and a thorough assessment of the crown of the tree will take place in the Summer once the tree is in full leaf.
  - 1.2. There is no concern currently for any limbs, including the primary lateral limb that is currently supported.
  - 1.3. It is recommended that such an inspection takes place every other year with recommendations implemented as required.

2. To receive the results of a geological survey into suspected subsidence at Tufty Park and decide on any further actions.

**RESOLVED** that a final decision on the matter of subsidence at Tufty Park is deferred in order that a Structural Engineer can inspect the site and drainage surveys can be undertaken with reports on work required to make the area stable. The Town Clerk is to have the survey work undertaken if it is within his delegated authority with quotes for remedial works to be brought back to Committee.

3. The actions taken to affect the management of moles at River Drive/Culm Lea Play Area and the Cemetery were NOTED.

4. **RESOLVED** that formal quotations are obtained for the installation of hoop top fencing at Headweir Road play area, Tufty park and the Upcott Field play area and taken to Full Council for resolution.

**S23/029 Cemetery**

1. **RESOLVED** that the location of the Memorial Garden is to be in the Cemetery (West) rather than the Cemetery (East) with landscaping and planting installed to screen the car park and containers. The proposed family graves will be reduced in number or relocated to accommodate the Memorial Garden.
2. The update on works to remedy pest mounds in the Cemetery (East) was NOTED.
3. To prioritise the works proposed for the Cemetery over the next 4 years.

**RESOLVED** that the work priorities are as follows:

- 3.1. Reinstatement of the pathways in the Cemetery (East) in Year 1.
- 3.2. Refurbishment of the Chapel including any issues with subsidence and the floor in Year 1/2.
- 3.3. Refurbishment of the Mortuary in Year 2.
- 3.4. Remaining works in Y3 and Y4.

**S23/030 Other Outside Spaces.** The report regarding the cleaning of the War Memorial was NOTED. The Committee was informed that Mid Devon District Council are proceeding with plans to clean the Memorial as part of the HAZ project and it was hoped that work would be completed by the end of March 2024.

**RESOLVED** that the EMR for War Memorial cleaning and maintenance is increased.

**S23/031 Work Plan.** To prioritise the produced work plan.

**RESOLVED** that the priorities are:

1. To ensure that the public toilet is in an acceptable condition before it is formally adopted by the Town Council.
2. That, even without Devon County Council support, the proposal to install public EV charging facilities at St Andrew's car park is progressed.

**S23/032 Forward Plan.** The Forward Plan was NOTED. It was noted that the outside spaces consultation should be included in the Forward Plan.

**S23/033 RESOLVED** that, in accordance with the [Public Bodies \(Access to Meetings\) Act 1960 Section 1\(2\)](#), the public and press are excluded from the meeting as disclosure is considered prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**S23/034 RESOLVED** that Steve Eastland Design Limited is contracted to update his Cemetery Chapel and Mortuary Condition Report at a cost of £640.00.

# Bank Account Latest Reconciliations

Start of year 01/04/23

up to 29/02/24

## Cambridge & Counties Bank

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
11	£83,786.13	£83,786.13	£83,786.13	01/02/24	29/02/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Credit Card

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
11	£0.00	£0.00	£0.00	01/02/24	29/02/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## InstaVolt

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
1	£0.00	£6.94	£6.94	01/02/24	29/02/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Lloyds 32 Day Notice

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
11	£103,137.93	£103,351.19	£103,351.19	01/02/24	29/02/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Lloyds Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
11	£351,959.36	£22,471.09	£22,471.09	01/02/24	29/02/24

# Bank Account Latest Reconciliations

Start of year 01/04/23

up to 29/02/24

Uncleared and unrepresented effects	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente	0.00	0.00	

## Recycling Bags Float

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
11	£0.00	£0.00	£0.00	01/02/24	29/02/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Soldo

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
11	£479.27	£343.65	£343.65	01/02/24	29/02/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Unity Instant Access

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
11	£52,291.15	£152,291.15	£152,291.15	01/02/24	29/02/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

## Unity T2 Current Account

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
11	£15,188.02	£187,696.71	£187,696.71	01/02/24	29/02/24
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	137	
DD 20240201 S4B 1693	01/02/24	1016		-£105.35	£0.00	-£105.35	Source for Business - A/C 1693 4580 01	Opening Creditors Balance	135/2	<input type="checkbox"/>
DD 20240201 S4B 1693	01/02/24	1168		£36.78	£0.00	£36.78	Source for Business - A/C 1693 4580 01	Town Hall Water	285/2	<input type="checkbox"/>
DD 20240201 S4B 1693	01/02/24	1180		£0.00	£0.00	£0.00	Source for Business - A/C 1693 4580 01	Balance due, tn 1168 - Town Hall Water	285/2	<input type="checkbox"/>
DD 20240201 S4B 1693	01/02/24	1430		£47.05	£0.00	£47.05	Source for Business - A/C 1693 4580 01	Town Hall Water	285/2	<input type="checkbox"/>
CONTRA 20240201	01/02/24	1548		-£26.40	£0.00	-£26.40	Royal Mail Ltd	Royal Mail - Soldo Card Payment 24/10/2023 - No copy invoice	100/1	<input type="checkbox"/>
DD 20240201 S4B 1696	01/02/24	1602		-£376.39	£0.00	-£376.39	Source for Business - A/C 1696 4741 01	Reclassification of Charges - Water - Allotments Old Tiverton Road	111	<input type="checkbox"/>
DD 20240201 S4B 1696	01/02/24	1603		-£177.03	£0.00	-£177.03	Source for Business - A/C 1696 4741 01	Reclassification of Charges - Water - Allotments Old Tiverton Road	111	<input type="checkbox"/>
DD 20240201 S4B 1696	01/02/24	1604		£494.88	£0.00	£494.88	Source for Business - A/C 1696 4741 01	Reclassification of Charges - Water - Allotments Old Tiverton Road	111	<input type="checkbox"/>
DD 20240201 S4B 1693	01/02/24	1703		£32.17	£0.00	£32.17	Source for Business - A/C 1693 4580 01	Town Hall Water	285/2	<input type="checkbox"/>
DD 20240201 S4B 1696	01/02/24	1736		£145.17	£0.00	£145.17	Source for Business - A/C 1696 4741 01	Water - Allotments Old Tiverton Road	111	<input type="checkbox"/>
SOL 20240201 SOL	01/02/24	1780		£21.60	£3.60	£18.00	Soldo Ltd	Soldo Pro Subscription - January 2024	125	<input type="checkbox"/>
CONTRA 20240201	01/02/24	1783		£26.40	£4.40	£22.00	Royal Mail Ltd	Local Handover - 31/10/2023	100/1	<input type="checkbox"/>
DD 20240201 MDDC-1	01/02/24	1811		£55.68	£0.00	£55.68	Mid Devon District Council	Garage Rent - February 2024	210/11	<input type="checkbox"/>
SOL 20240202 AMA-1	02/02/24	1793		£255.98	£0.00	£255.98	Amazon	Blackview Rugged Phone Android 13, BV6200 13000mAh Battery 18W Fast, 8GB+64GB/1TB Expand Rugged Smart Phone, 13MP+8MP, 98dB Smart-K Box Speaker, 3 Card Slots, 4G Dual SIM, Face Phone Unlocked - Black ASIN: BOCJXRHD78	190/4	<input type="checkbox"/>
CONTRA	06/02/24	1555		£184.76	£30.79	£153.97	Royal Mail Ltd	Door to Door - Service & Boundary Match	100/1	<input type="checkbox"/>
CONTRA	06/02/24	1579		-£184.76	-£30.79	-£153.97	Royal Mail Ltd	Door to Door - Service & Boundary Match	100/1	<input type="checkbox"/>
FPO 20240206 NW	06/02/24	1686		£150.00	£0.00	£150.00	National Windscreens	Excess - Supply & Fit Windscreen	305/5	<input type="checkbox"/>

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	137	
FPO 20240206	06/02/24	1719		£500.00	£0.00	£500.00	Ace Majorettes	Grant - Ace Majorettes - 20 pairs of poms priced at £25 a pair and new performance uniforms £100 per dress	160/1	<input checked="" type="checkbox"/>
FPO 20240206 TS	06/02/24	1720		£81.00	£0.00	£81.00	Scrace, Tim	Window Cleaning - Bus Shelters - 18/10/2023	155	<input type="checkbox"/>
FPO 20240206 CF	06/02/24	1721		£27.50	£0.00	£27.50	Culm Florist	Remembrance Day Arrangement	141/2/2	<input type="checkbox"/>
FPO 20240206 CIT	06/02/24	1726		£379.70	£63.28	£316.42	CloudyIT	IT Support - January 2024	190/1	<input type="checkbox"/>
FPO 20240206 CIT	06/02/24	1727		£73.80	£12.30	£61.50	CloudyIT	Teams Phone - 01/01/2024 to 31/01/2024	210/1	<input type="checkbox"/>
FPO 20240206 D&H	06/02/24	1732		£312.00	£52.00	£260.00	D & H Plant Ltd	Digger and Dumper Hire	135/1	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1734		£7.50	£1.25	£6.25	Labdon Building Supplies	Key Cutting	285/4	<input type="checkbox"/>
FPO 20240206 MDDC-1	06/02/24	1735		£135.60	£22.60	£113.00	Mid Devon District Council	100 x paper GardenWaste Sacks	250	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1739		£47.84	£7.97	£39.87	Labdon Building Supplies	Cemetery Maintenance	135/5	<input type="checkbox"/>
FPO 20240206 D&H	06/02/24	1741		£306.00	£51.00	£255.00	D & H Plant Ltd	Digger and Dumper Hire	135/1	<input type="checkbox"/>
FPO 20240206 EDEN	06/02/24	1742		£6.30	£1.05	£5.25	Edenvale Turf (SW) Ltd	Seeded Turf	135/5	<input type="checkbox"/>
FPO 20240206 TS	06/02/24	1745		£65.00	£0.00	£65.00	Scrace, Tim	Window Cleaning	285/4	<input type="checkbox"/>
FPO 20240206 EXP-1	06/02/24	1746		£5.19	£0.53	£4.66	Employee Expense Claims	Office Supplies	210/8	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1748		£33.45	£5.57	£27.88	Labdon Building Supplies	Cemetery - Electric Cable	135/5	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1749		£9.81	£1.63	£8.18	Labdon Building Supplies	Cemetery - Electric Cable	135/5	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1750		£23.62	£3.94	£19.68	Labdon Building Supplies	Town Hall - Office Doors	285/4	<input type="checkbox"/>

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	137	
FPO 20240206 LAB	06/02/24	1751		£5.91	£0.98	£4.93	Labdon Building Supplies	Key Cutting	285/4	<input type="checkbox"/>
FPO 20240206 MDDC-2	06/02/24	1753		£25,000.00	£0.00	£25,000.00	Mid Devon District Council	Contribution to the Public Realm Improvement to the Higher Bullring	290	<input type="checkbox"/>
FPO 20240206 TS	06/02/24	1755		£97.00	£0.00	£97.00	Scrace, Tim	Window Cleaning - Bus Shelters	155	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1756		£13.59	£2.26	£11.33	Labdon Building Supplies	Cemetery - Grave	135/5	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1757		£77.91	£12.98	£64.93	Labdon Building Supplies	Cemetery - Electric Cable	135/5	<input type="checkbox"/>
FPO 20240206 BARD	06/02/24	1758		£1,923.42	£320.57	£1,602.85	Bard Electrical	Supply of 150Meters of 35mm SWA cable	135/5	<input type="checkbox"/>
FPO 20240206 CIT	06/02/24	1759		£330.00	£55.00	£275.00	CloudyIT	General Labour - Creation of new accounts - Migration of emails to new accounts - Forwards put in place on old accounts - Reprofiling of 2 computers	190/1	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1763		£7.59	£1.27	£6.32	Labdon Building Supplies	Cemetery Maintenance	135/5	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1765		£4.03	£0.67	£3.36	Labdon Building Supplies	Town Hall - Office	285/4	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1766		£17.98	£2.99	£14.99	Labdon Building Supplies	Cemetery Maintenance	135/5	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1768		£12.74	£2.12	£10.62	Labdon Building Supplies	Cemetery Maintenance	135/5	<input type="checkbox"/>
FPO 20240206 LAB	06/02/24	1774		£22.34	£3.72	£18.62	Labdon Building Supplies	Cemetery Maintenance	135/5	<input type="checkbox"/>
FPO 20240206 GoAB	06/02/24	1781		£19.65	£0.00	£19.65	Gift of A Burrow	Allotment Income taken by CTC 23/24	111	<input type="checkbox"/>
DD 20240207 ALLS	07/02/24	1779		£41.38	£6.90	£34.48	Allstar	Fuel	305/3	<input type="checkbox"/>
DD 20240209 RICOH	09/02/24	1658		£253.15	£42.19	£210.96	Ricoh UK Ltd	Photocopier	210/4	<input type="checkbox"/>
DD 20240212 BGL53	12/02/24	1761		-£78.30	-£3.73	-£74.57	British Gas - A/C BGL282253 - Electric	Electricity - Market Supply - 22/09/2023 to 27/12/2023	200/1	<input type="checkbox"/>



# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	137	
DD 20240212 BGL53	12/02/24	1762		£92.74	£4.42	£88.32	British Gas - A/C BGL282253 - Electric	Electricity - Market Supply - 22/09/2023 to 27/01/2024	200/1	<input type="checkbox"/>
DD 20240212 BGL49	12/02/24	1769		£332.83	£15.85	£316.98	British Gas - A/C BGL282249 - GAS	Gas - 25/12/2023 to 25/01/2024	285/2	<input type="checkbox"/>
DD 20240212 PBSL	12/02/24	1806		£196.09	£32.13	£163.96	Penninsula Business Services Limited	Provision of Services	175/7	<input type="checkbox"/>
DD 20240214 CIX	14/02/24	1786		£438.00	£73.00	£365.00	CIX - ICUK Computing Services Ltd	1Gb Leased Line [ETHA15579674 EX15 1AB] (01/02/2024 - 01/03/2024)	210/3	<input type="checkbox"/>
DD 20240214 ALLS	14/02/24	1801		£49.54	£8.26	£41.28	Allstar	Fuel	305/3	<input type="checkbox"/>
SOL 20240214 AMA - 1	14/02/24	1812		£9.99	£1.67	£8.32	Amazon	Two-Step Knife Sharpener	137	<input type="checkbox"/>
DD 20240215 BGL57	15/02/24	1785		£63.03	£3.00	£60.03	British Gas - A/C BGL282257 - Electric	Electricity - 01/01/2024 to 01/02/2024 - Town Hall	285/2	<input type="checkbox"/>
SQ 20240215	16/02/24	1820		£0.11	£0.00	£0.11	SquareUp	Square Transaction Fees	125	<input type="checkbox"/>
CON SWW5001	19/02/24	1014		-£535.40	-£89.23	-£446.17	Source for Business - A/C 5001377901	Credit for Sewerage	135/2	<input type="checkbox"/>
CON SWW5001	19/02/24	1015		£39.19	£6.52	£32.67	Source for Business - A/C 5001377901	Cemetery Water - 16/12/2022 to 20/03/2023	135/2	<input type="checkbox"/>
	19/02/24	1177		£0.00	-£0.01	£0.01	Source for Business - A/C 5001377901	Balance due, tn 1015 - Cemetery Water - 16/12/2022 to 20/03/2023	135/2	<input type="checkbox"/>
CON SWW5001	19/02/24	1242		£51.85	£8.64	£43.21	Source for Business - A/C 5001377901	Cemetery Water - 21/03/2023 to 29/06/2023	135/2	<input type="checkbox"/>
CON SWW5001	19/02/24	1429		£42.92	£7.15	£35.77	Source for Business - A/C 5001377901	Cemetery Water - 30/09/2023 to 18/09/2023	135/2	<input type="checkbox"/>
CON SWW5001	19/02/24	1737		£40.75	£8.95	£31.80	Source for Business - A/C 5001377901	Cemetery Water - 19/09/2023 to 31/12/2023	135/2	<input type="checkbox"/>
CON SWW5001	19/02/24	1807		-£38.16	-£6.36	-£31.80	Source for Business - A/C 5001377901	Cemetery Water - 19/09/2023 to 31/12/2023	135/2	<input type="checkbox"/>
CON SWW5001	19/02/24	1808		£121.67	£20.28	£101.39	Source for Business - A/C 5001377901	Cemetery Water - 19/09/2023 to 05/02/2024	135/2	<input type="checkbox"/>
CON SWW5001	19/02/24	1814		-£121.67	-£20.28	-£101.39	Source for Business - A/C 5001377901	Contra (part payment) for tn 1808, Cemetery Water - 19/09/2023 to 05/02/2024	135/2	<input type="checkbox"/>
CON SWW5001	19/02/24	1815		£106.08	£17.68	£88.40	Source for Business - A/C 5001377901	Part payment , tn 1808 - , Cemetery Water - 19/09/2023 to 05/02/2024	135/2	<input type="checkbox"/>

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	137	
DD 20240220 PHL	20/02/24	1728		£7.97	£1.33	£6.64	Professional Hygiene Ltd	Waste Disposal - Town Hall	210/12	<input type="checkbox"/>
DD 20240220 PHL	20/02/24	1729		£7.73	£1.29	£6.44	Professional Hygiene Ltd	Waste Disposal - Public Toilet	235/2	<input type="checkbox"/>
FPO 20240220 SPIRE	20/02/24	1782		£330.00	£0.00	£330.00	Spirebourne Ltd	Empty septic tank at Cemetery - 09/11/2023	135/5	<input type="checkbox"/>
FPO 20240220 EDEN	20/02/24	1784		£4.20	£0.70	£3.50	Edenvale Turf (SW) Ltd	Seeded Turf	135/5	<input type="checkbox"/>
FPO 20240220 CIT	20/02/24	1787		£379.70	£63.28	£316.42	CloudyIT	IT Support - February 2024	190/1	<input type="checkbox"/>
FPO 20240220 CIT	20/02/24	1788		£73.80	£12.30	£61.50	CloudyIT	Teams Phone - 01/02/2024 to 29/02/2024	210/1	<input type="checkbox"/>
FPO 20240220 LAB	20/02/24	1789		£45.91	£7.66	£38.25	Labdon Building Supplies	Town Maintenance	155	<input type="checkbox"/>
FPO 20240220 VIK	20/02/24	1792		£93.42	£10.07	£83.35	Viking	Stationery	210/6	<input type="checkbox"/>
FPO 20240220 LAB	20/02/24	1794		£12.97	£2.16	£10.81	Labdon Building Supplies	Water Pump	135/6	<input type="checkbox"/>
FPO 20240220 LAB	20/02/24	1795		£7.48	£1.24	£6.24	Labdon Building Supplies	Cemetery Maintenance	135/5	<input type="checkbox"/>
FPO 20240220 LAB	20/02/24	1796		£2.16	£0.36	£1.80	Labdon Building Supplies	Town Maintenance	155	<input type="checkbox"/>
DD 20240220 O2	20/02/24	1797		£119.47	£19.91	£99.56	O2	Mobile Phones	210/2	<input type="checkbox"/>
FPO 20240220 LAB	20/02/24	1798		£9.98	£1.66	£8.32	Labdon Building Supplies	Market	200/2	<input type="checkbox"/>
FPO 20240220 G&L	20/02/24	1799	6	£246.00	£41.00	£205.00	G & L Consultancy Ltd	Asbestos Reinspection	175/4	<input type="checkbox"/>
FPO 20240220 LAB	20/02/24	1800		£10.82	£1.80	£9.02	Labdon Building Supplies	Town Maintenance	155	<input type="checkbox"/>

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	137	
FPO 20240220 VERGO	20/02/24	1803	8	£855.43	£142.57	£712.86	Vergo Pest Management	Mole Traps - Culm Lea Play Park	220/1	<input type="checkbox"/>
								1st visit - Traps set, strategically placed in tunnels to cover the entire play area. 2nd visit - Re-inspect all the traps. Remove caught Moles before the traps are reset. 3rd visit - To remove ALL our materials/traps.		
FPO 20240220 LAB	20/02/24	1804		£10.36	£1.73	£8.63	Labdon Building Supplies	Town Hall Maintenance	285/4	<input type="checkbox"/>
FPO 20240220 ZUR	20/02/24	1809		£98.77	£0.00	£98.77	Zurich Municipal	Policy: YLL-2720841323	180	<input type="checkbox"/>
FPO 20240220 ABA	20/02/24	1810		£30.00	£5.00	£25.00	ABA Groundcare LLP	Model : HM-HORT.MACHINE Description : HORT. WORKSHOP Serial No. : 287573498	135/6	<input type="checkbox"/>
FPO 20240220 LAB	20/02/24	1817		£7.96	£1.33	£6.63	Labdon Building Supplies	GoAB Allotment Maintenance	111	<input type="checkbox"/>
FPO 20240220 LAB	20/02/24	1818		£17.04	£2.84	£14.20	Labdon Building Supplies	Trailer Adaptor	137	<input type="checkbox"/>
SOL 20240219 AMA - 1	20/02/24	1830		£28.51	£4.75	£23.76	Amazon	Duracell Procell CR123 Lithium Battery, 3V Pack of 10	175/5	<input type="checkbox"/>
DD 20240221 NPOW	21/02/24	1802		£404.39	£19.26	£385.13	NPower	Electricity - 01/01/2024 to 31/01/2024 - Cemetery	135/2	<input type="checkbox"/>
DD 20240221 ALLS	21/02/24	1813		£20.69	£3.45	£17.24	Allstar	Fuel	135/9	<input type="checkbox"/>
DD 20240222 AIR	22/02/24	1805		£25.00	£4.17	£20.83	Airband Community Internet Ltd	Airband Connect	135/8	<input type="checkbox"/>
WO 20240223	23/02/24	1183		£0.60	£0.00	£0.60	Staff Costs	Opening Balance	255/1	<input type="checkbox"/>
DD 20240223 EE	23/02/24	1819		£45.40	£7.57	£37.83	EE & T Mobile	Data Sims	210/2	<input type="checkbox"/>
WO 20240223	23/02/24	1821		-£0.60	£0.00	-£0.60	Staff Costs	W/O Opening Balance	255/1	<input type="checkbox"/>
BACS 20240223 SAL	23/02/24	1822		£15,799.02	£0.00	£15,799.02	Staff Costs	Confidential	255/1	<input type="checkbox"/>
BP 20240223 UNISON	23/02/24	1823		£17.25	£0.00	£17.25	Unison	Confidential	255/1	<input type="checkbox"/>
BP 20240223 HMRC	23/02/24	1824		£5,384.04	£0.00	£5,384.04	HMRC	Confidential	255/1	<input type="checkbox"/>

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/02/24 and 29/02/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading	137	
BP 20240223 PENS	23/02/24	1825		£3,776.23	£0.00	£3,776.23	Devon CC Pension Fund	Confidential	255/1	<input type="checkbox"/>
SQ 20240222	23/02/24	1826		£0.75	£0.00	£0.75	SquareUp	Square Transaction Fees	125	<input type="checkbox"/>
DD 20240226 ALD	26/02/24	1706		£426.68	£71.11	£355.57	ALD FORD LEASE	Van Rental - December 2023	305/1	<input type="checkbox"/>
SOL 20240224 AMA - 1	26/02/24	1838		£12.94	£2.16	£10.78	Amazon	Mr.Shield Screen Protector For Blackview BV6200 Pro/Blackview BV6200 [Tempered Glass] [9H Hardness] [3-Pack] Screen Protector	210/2	<input type="checkbox"/>
SOL 20240226 ADOBE	26/02/24	1839		£48.53	£8.09	£40.44	Adobe Systems Software Ireland Ltd	Acrobat Pro x2	190/2	<input type="checkbox"/>
SOL 20240227 HR	28/02/24	1834		£64.80	£10.80	£54.00	SAGE Global - HR	Sage HR Monthly Subscription - 27/02/2024 to 27/03/2024	190/2	<input type="checkbox"/>
SOL 20240227 AMA - 1	28/02/24	1840		£164.00	£27.33	£136.67	Amazon	Makita BL1850 Genuine 18v Li-ion 5.0Ah Battery Twin Pack & DC18RC Charger Kit	210/9	<input type="checkbox"/>
DD 20240229 SAGE	29/02/24	1832		£22.80	£3.80	£19.00	SAGE Global Payroll	Sage Payroll Software - 15 Employees - 25/02/2024 to 24/03/2024	190/2	<input type="checkbox"/>
IV 20240228	29/02/24	1836		£43.06	£7.18	£35.88	InstaVolt Limited	EV Charging	305/5	<input type="checkbox"/>
<b>Total</b>				£59,888.06	£1,258.61	£58,629.45				

# Received Income Transactions

Start of year 01/04/23

received between 01/02/24 and 29/02/24

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FP 20240201	01/02/24	69 28		£25.00	£0.00	£25.00	5/1	██████████ Annual Rent - May-23 to Apr-24 Plot: Top Field 8
PIS 000028	01/02/24	195 100		£172.00	£0.00	£172.00	15/1	A G Real and Son Monumental Masons Relating to the ██████████ Grave Space ██████████
PIS 000029	01/02/24	203 99		£15.00	£2.50	£12.50	25	The Barber's Shop Winter 2023
PIS 000028	01/02/24	209 103		£35.00	£0.00	£35.00	60	Ace Majorettes Monthly Bingo 1st Friday of the month
FP 20240201	01/02/24	221		-£25.00	£0.00	-£25.00	5/1	██████████ Payment on Account - Paid on behalf of ██████████
PIS 000029	01/02/24	222		£6.40	£1.07	£5.33	50	Recycling Bags Bags sold - Cash
FPI 20240202 JB	02/02/24	218 111		£20.00	£0.00	£20.00	60	██████████ Town and District Councillor Surgery 4th Saturday of the Month
FPI 20240207 UGT	07/02/24	228 117		£40.00	£0.00	£40.00	60	Uffculme Green Team Repair Cafe Saturday, 6th April 2024
FPI 20240212 WHS	12/02/24	214 107		£1,190.00	£0.00	£1,190.00	15/1	Walter H Squires & Son Ltd For the late ██████████ ██████████ Grave Space: ██████████ Burial Date: 02/01/2024
CONTRA 20240213	13/02/24	226 115		£1,315.00	£0.00	£1,315.00	15/1	Walter H Squires & Son Ltd For the late ██████████ ██████████ Grave Space: ██████████ Burial Date: 06/03/2024
CONTRA 20240213	13/02/24	230 115		-£1,315.00	£0.00	-£1,315.00	15/1	Walter H Squires & Son Ltd Credit transaction 226
BGC 20240214 MDDC	14/02/24	144 70		£1,000.00	£0.00	£1,000.00	55	Mid Devon District Council In Relation to hire of 8 parking spaces in St Andrew's Car Park
SQ 20240215	16/02/24	233		£6.40	£1.07	£5.33	50	Recycling Bags Bags sold
SQ 20240222	23/02/24	198 94		£30.00	£5.00	£25.00	25	China Orchids Winter 2023

# Received Income Transactions

Start of year 01/04/23

received between 01/02/24 and 29/02/24

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FPI 20240229 PRING	29/02/24	225	114	£265.00	£0.00	£265.00	15/1	Pring & Son For the late [REDACTED] Grave Space: [REDACTED] Burial Date: 21/02/2024
INT 20240229 LB	29/02/24	239	Feb'24	£213.26	£0.00	£213.26	32	Lloyds Bank Interest Received - February 2024
<b>Total</b>				£2,993.06	£9.64	£2,983.42		

# Financial Budget Comparison

Comparison between 01/04/23 and 21/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
<b>INCOME</b>						
<b>Admin</b>						
10	Bank Interest	£0.00	£0.00	£0.00	£0.00	£0.00
11	Goodwill - Lloyds	£0.00	£0.00	£0.00	£40.00	£40.00
30	Cambridge & Counties Interest	£0.00	£250.00	£0.00	£2,510.66	£2,260.66
31	Unity Instant Access Interest	£0.00	£250.00	£0.00	£999.14	£749.14
32	Lloyds 32 Day Notice Account	£0.00	£249.50	£0.00	£2,224.78	£1,975.28
35	Photocopier	£0.00	£0.00	£0.00	£0.00	£0.00
40	Precept	£498,982.50	£498,982.50	£0.00	£498,982.50	£0.00
50	Recycling Bags	£500.00	£500.00	£0.00	£555.29	£55.29
70	Grants/Gifts	£0.00	£0.00	£40,000.00	£41,750.00	£1,750.00
<b>Total Admin</b>		<u>£499,482.50</u>	<u>£500,232.00</u>	<u>£40,000.00</u>	<u>£547,062.37</u>	<u>£6,830.37</u>
<b>Assets &amp; Open Spaces</b>						
5	Allotments					
5/1	Rents	£798.00	£798.00	£0.00	£669.50	-£128.50
5/2	Admin Fees	£0.00	£0.00	£0.00	-£800.00	-£800.00
5	Total	<u>£798.00</u>	<u>£798.00</u>	<u>£0.00</u>	<u>-£130.50</u>	<u>-£928.50</u>
6	GoAB Allotments	£0.00	£0.00	£0.00	£454.03	£454.03
15	Cemetery					
15/1	Burial Fees	£25,000.00	£12,250.00	£0.00	£22,264.00	£10,014.00
15/2	Admin Fees	£0.00	£500.00	£0.00	£332.00	-£168.00
15/3	Grants of Exclusive ROB	£0.00	£12,250.00	£0.00	£15,984.00	£3,734.00
15	Total	<u>£25,000.00</u>	<u>£25,000.00</u>	<u>£0.00</u>	<u>£38,580.00</u>	<u>£13,580.00</u>

# Financial Budget Comparison

Comparison between 01/04/23 and 21/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	<b>2023/24</b>	<b>Revised</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
55 St Andrew's Car Park - Parking Fees	£5,500.00	£5,500.00	£0.00	£9,261.53	£3,761.53
60 Town Hall - Hall Hire	£250.00	£250.00	£0.00	£916.25	£666.25
99 Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Assets &amp; Open Spaces</b>	<u>£31,548.00</u>	<u>£31,548.00</u>	<u>£0.00</u>	<u>£49,081.31</u>	<u>£17,533.31</u>
<b>Community Events &amp; Wellbeing</b>					
20 Christmas Income/Donations	£0.00	£0.00	£0.00	£0.00	£0.00
21 Markets	£0.00	£1,800.00	£0.00	£1,700.19	-£99.81
<b>Total Community Events &amp; Wellbeing</b>	<u>£0.00</u>	<u>£1,800.00</u>	<u>£0.00</u>	<u>£1,700.19</u>	<u>-£99.81</u>
<b>Town Maintenance &amp; Improvements</b>					
25 Hanging Baskets	£0.00	£0.00	£0.00	£325.00	£325.00
45 Public Rights of Way	£400.00	£400.00	£0.00	-£2,135.00	-£2,535.00
<b>Total Town Maintenance &amp; Improvements</b>	<u>£400.00</u>	<u>£400.00</u>	<u>£0.00</u>	<u>-£1,810.00</u>	<u>-£2,210.00</u>
<b>Total Income</b>	<u>£531,430.50</u>	<u>£533,980.00</u>	<u>£40,000.00</u>	<u>£596,033.87</u>	<u>£22,053.87</u>



# Financial Budget Comparison

Comparison between 01/04/23 and 21/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>						
<b>Admin</b>						
100	Advertising					
100/1	Community Engagment	£2,000.00	£1,500.00	£0.00	£514.95	£985.05
100/2	Recruitment	£400.00	£0.00	£0.00	£0.00	£0.00
100	Total	£2,400.00	£1,500.00	£0.00	£514.95	£985.05
115	Archive Project	£0.00	£200.00	£0.00	£180.00	£20.00
120	Bank Charges	£250.00	£250.00	£0.00	£96.25	£153.75
121	Late Payment Charges	£0.00	£0.00	£0.00	£0.00	£0.00
125	Card Charges	£500.00	£500.00	£0.00	£412.83	£87.17
130	CCTV					
130/1	Maintenance Costs	£1,000.00	£750.00	£0.00	£55.00	£695.00
130/2	Equipment	£0.00	£1,375.00	£1,375.00	£1,375.00	£1,375.00
130	Total	£1,000.00	£2,125.00	£1,375.00	£1,430.00	£2,070.00
145	Councillor Allowances	£2,250.00	£2,250.00	£0.00	£0.00	£2,250.00
150	Election	£5,000.00	£325.00	£0.00	£322.05	£2.95
160	Grants					
160/1	Community	£5,000.00	£5,500.00	£0.00	£3,300.00	£2,200.00
160/2	Youth Services	£20,000.00	£20,000.00	£0.00	£19,000.00	£1,000.00
160	Total	£25,000.00	£25,500.00	£0.00	£22,300.00	£3,200.00
175	Health & Safety					
175/1	Fire Safety	£2,000.00	£2,000.00	£0.00	£990.75	£1,009.25
175/2	First Aid	£900.00	£400.00	£0.00	£63.29	£336.71

# Financial Budget Comparison

Comparison between 01/04/23 and 21/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		<b>2023/24</b>	<b>Revised</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
175/3	Legionella	£500.00	£0.00	£0.00	£0.00	£0.00
175/4	Asbestos	£600.00	£500.00	£0.00	£205.00	£295.00
175/5	Defib	£500.00	£500.00	£0.00	£23.76	£476.24
175/6	PPE	£2,500.00	£2,500.00	£0.00	£1,007.96	£1,492.04
175/7	General	£0.00	£3,000.00	£0.00	£1,745.64	£1,254.36
175	Total	£7,000.00	£8,900.00	£0.00	£4,036.40	£4,863.60
180	Insurance	£6,000.00	£3,935.00	£0.00	£3,897.23	£37.77
185	Investments Charges	£0.00	£0.00	£0.00	£0.00	£0.00
190	IT					
190/1	Support	£6,000.00	£6,550.00	£0.00	£6,354.64	£195.36
190/2	Subscriptions	£5,000.00	£5,000.00	£0.00	£2,375.07	£2,624.93
190/3	Website	£600.00	£600.00	£0.00	£175.00	£425.00
190/4	Equipment	£0.00	£120.00	£0.00	£375.98	-£255.98
190	Total	£11,600.00	£12,270.00	£0.00	£9,280.69	£2,989.31
205	Mayor					
205/1	Charity	£0.00	£0.00	£0.00	£0.00	£0.00
205/2	Fund	£150.00	£150.00	£0.00	£0.00	£150.00
205	Total	£150.00	£150.00	£0.00	£0.00	£150.00
210	Office Expenses					
210/1	Telephone	£1,100.00	£2,850.00	£0.00	£3,592.37	-£742.37
210/2	Mobiles	£900.00	£1,650.00	£0.00	£1,584.60	£65.40
210/3	Broadband	£1,600.00	£4,385.00	£0.00	£4,380.00	£5.00
210/4	Photocopier	£700.00	£1,550.00	£0.00	£1,558.13	-£8.13

# Financial Budget Comparison

Comparison between 01/04/23 and 21/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		<b>2023/24</b>	<b>Revised</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
210/5	Postage	£100.00	£200.00	£0.00	£170.16	£29.84
210/6	Stationery	£800.00	£800.00	£0.00	£520.83	£279.17
210/7	Mileage & Subsistence	£250.00	£0.00	£0.00	£0.00	£0.00
210/8	Staff Welfare	£1,000.00	£750.00	£0.00	£512.42	£237.58
210/9	Office Equipment	£5,000.00	£3,000.00	£0.00	£887.32	£2,112.68
210/10	Cleaning	£0.00	£605.00	£0.00	£506.06	£98.94
210/11	Garage Rent	£0.00	£675.00	£0.00	£668.20	£6.80
210/12	Waste Disposal	£0.00	£600.00	£0.00	£338.52	£261.48
210	<b>Total</b>	<b>£11,450.00</b>	<b>£17,065.00</b>	<b>£0.00</b>	<b>£14,718.61</b>	<b>£2,346.39</b>
225	Professional Fees and Subscriptions					
225/1	Legal	£2,500.00	£8,000.00	£0.00	£5,674.00	£2,326.00
225/2	Audit Costs	£2,630.00	£2,250.00	£0.00	£2,248.25	£1.75
225/3	Consultancy	£0.00	£2,850.00	£0.00	£2,825.00	£25.00
225/4	Locum Support	£0.00	£0.00	£0.00	-£5,900.00	£5,900.00
225/5	Professional Subs	£2,500.00	£2,800.00	£0.00	£2,175.99	£624.01
225	<b>Total</b>	<b>£7,630.00</b>	<b>£15,900.00</b>	<b>£0.00</b>	<b>£7,023.24</b>	<b>£8,876.76</b>
245	Recruitment					
245/1	Outdoor Team	£1,500.00	£500.00	£0.00	£0.00	£500.00
245/2	Admin Team	£1,500.00	£1,000.00	£0.00	£0.00	£1,000.00
245	<b>Total</b>	<b>£3,000.00</b>	<b>£1,500.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,500.00</b>
250	Recycling Bags	£300.00	£510.00	£0.00	£452.00	£58.00
255	Salaries					
255/1	Basic Salaries	£240,000.00	£237,000.00	£0.00	£217,592.87	£19,407.13

# Financial Budget Comparison

Comparison between 01/04/23 and 21/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
255/2	Overtime	£1,000.00	£7,700.00	£0.00	£5,733.02	£1,966.98
255/3	Employer NI	£21,000.00	£22,400.00	£0.00	£19,809.84	£2,590.16
255/4	Employers Pension	£59,000.00	£49,000.00	£0.00	£31,685.13	£17,314.87
255/5	Homeworking Allowance	£100.00	£0.00	£0.00	£0.00	£0.00
255	Total	£321,100.00	£316,100.00	£0.00	£274,820.86	£41,279.14
295	Training					
295/1	Staff	£4,500.00	£6,500.00	£0.00	£3,890.00	£2,610.00
295/2	Councillor	£2,500.00	£2,000.00	£0.00	£970.00	£1,030.00
295/3	Mileage and Subsistence	£250.00	£250.00	£0.00	£42.22	£207.78
295	Total	£7,250.00	£8,750.00	£0.00	£4,902.22	£3,847.78
305	Van					
305/1	Lease Costs	£3,685.20	£4,685.20	£0.00	£5,383.33	-£698.13
305/2	Service Costs	£278.52	£328.52	£0.00	£1,235.37	-£906.85
305/3	Fuel	£2,500.00	£1,981.00	£0.00	£1,462.47	£518.53
305/4	Road Licence	£36.28	£55.28	£0.00	£55.00	£0.28
305/5	Other	£0.00	£650.00	£0.00	£469.04	£180.96
305	Total	£6,500.00	£7,700.00	£0.00	£8,605.21	-£905.21
<b>Total Admin</b>		<b>£418,380.00</b>	<b>£425,430.00</b>	<b>£1,375.00</b>	<b>£352,992.54</b>	<b>£73,812.46</b>
<b>Assets &amp; Open Spaces</b>						
110	Allotments					
110/1	EQ Hire	£500.00	£500.00	£0.00	£0.00	£500.00
110/2	Utilities	£300.00	£300.00	£0.00	£48.61	£251.39
110/3	Non Domestic Rates	£0.00	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 21/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		<b>2023/24</b>	<b>Revised</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
110/4	Maintenance Costs	£1,000.00	£1,000.00	£0.00	£496.44	£503.56
110	Total	£1,800.00	£1,800.00	£0.00	£545.05	£1,254.95
111	GoAB	£0.00	£0.00	£0.00	£560.66	-£560.66
135	Cemetery					
135/1	EQ Hire	£0.00	£2,500.00	£0.00	£1,906.50	£593.50
135/2	Utilities	£3,000.00	£2,000.00	£0.00	£2,214.82	-£214.82
135/3	Non Domestic Rates	£0.00	£3,043.90	£0.00	£3,043.90	£0.00
135/4	Plants and Hedges	£0.00	£1,500.00	£0.00	£1,110.23	£389.77
135/5	Maintenance Costs	£18,500.00	£8,156.10	£0.00	£5,357.62	£2,798.48
135/6	EQ Maintenance & Fuel	£0.00	£2,500.00	£0.00	£1,713.39	£786.61
135/7	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
135/8	Broadband	£0.00	£350.00	£0.00	£291.62	£58.38
135/9	Funeral Costs	£0.00	£3,000.00	£0.00	£2,461.44	£538.56
135/10	Bin Collections	£0.00	£1,500.00	£0.00	£991.64	£508.36
135	Total	£21,500.00	£24,550.00	£0.00	£19,091.16	£5,458.84
136	Public Works Loan Repayment	£17,650.00	£17,650.00	£0.00	£17,646.64	£3.36
137	New Equipment	£0.00	£10,000.00	£11,123.71	£13,677.00	£7,446.71
220	Play Areas					
220/1	Maintenance Costs	£2,500.00	£8,500.00	£0.00	£8,365.93	£134.07
220/2	Equipment	£0.00	£0.00	£0.00	£0.00	£0.00
220/3	Projects	£0.00	£0.00	£0.00	£0.00	£0.00
220	Total	£2,500.00	£8,500.00	£0.00	£8,365.93	£134.07
235	Public Toilet					

# Financial Budget Comparison

Comparison between 01/04/23 and 21/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		<b>2023/24</b>	<b>Revised</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
235/1	Utilities	£500.00	£1,395.00	£0.00	£121.43	£1,273.57
235/2	Maintenance Costs	£0.00	£800.00	£0.00	£526.72	£273.28
235	Total	£500.00	£2,195.00	£0.00	£648.15	£1,546.85
265	St Andrew's Car Park					
265/1	EQ Hire	£0.00	£655.00	£0.00	£653.30	£1.70
265/2	Non Domestic Rates	£0.00	£1,821.35	£0.00	£1,821.35	£0.00
265/3	Maintenance Costs	£5,500.00	£323.65	£0.00	£62.79	£260.86
265/4	Parking Services	£0.00	£2,400.00	£0.00	£2,400.00	£0.00
265	Total	£5,500.00	£5,200.00	£0.00	£4,937.44	£262.56
285	Town Hall					
285/1	EQ Hire	£0.00	£500.00	£0.00	£0.00	£500.00
285/2	Utilities	£4,700.00	£3,056.05	£0.00	£2,271.31	£784.74
285/3	Non Domestic Rates	£0.00	£2,270.45	£0.00	£2,270.45	£0.00
285/4	Maintenance Costs	£5,000.00	£3,100.00	£1,510.00	£3,921.17	£688.83
285	Total	£9,700.00	£8,926.50	£1,510.00	£8,462.93	£1,973.57
400	Play Parks and Cemetery Maintenance Annual Fund	£13,500.50	£0.00	£0.00	£0.00	£0.00
<b>Total Assets &amp; Open Spaces</b>		<b>£72,650.50</b>	<b>£78,821.50</b>	<b>£12,633.71</b>	<b>£73,934.96</b>	<b>£17,520.25</b>
<b>Community Events &amp; Wellbeing</b>						
105	Advertising	£0.00	£0.00	£0.00	£0.00	£0.00
140	Christmas					
140/1	Lights	£17,000.00	£14,500.00	£0.00	£14,252.63	£247.37
140/2	Event	£4,000.00	£1,250.00	£0.00	£1,007.44	£242.56
140/3	EQ hire	£0.00	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/23 and 21/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Revised	Reserve Movements	Actual Net	Balance
140	Total	£21,000.00	£15,750.00	£0.00	£15,260.07	£489.93
141	Events					
141/1	Coronation	£1,500.00	£748.50	£0.00	£748.50	£0.00
141/2	Community					
141/2/1	Christmas Light Event	£1,000.00	£0.00	£0.00	£0.00	£0.00
141/2/2	Community	£3,500.00	£600.00	£0.00	£47.48	£552.52
141/2	Total	£4,500.00	£600.00	£0.00	£47.48	£552.52
141	Total	£6,000.00	£1,348.50	£0.00	£795.98	£552.52
200	Markets					
200/1	Utilities	£200.00	£750.00	£0.00	£302.96	£447.04
200/2	Market Expenses	£1,800.00	£750.00	£0.00	£87.23	£662.77
200/3	Gazebos/Equipment	£0.00	£0.00	£0.00	£0.00	£0.00
200/4	Pitch Hire	£0.00	£0.00	£0.00	£0.00	£0.00
200	Total	£2,000.00	£1,500.00	£0.00	£390.19	£1,109.81
275	Swimming Pool Dev Order	£0.00	£0.00	£0.00	£0.00	£0.00
315	Youth Services	£0.00	£0.00	£0.00	-£4,588.25	£4,588.25
<b>Total Community Events &amp; Wellbeing</b>		<b>£29,000.00</b>	<b>£18,598.50</b>	<b>£0.00</b>	<b>£11,857.99</b>	<b>£6,740.51</b>
<b>Town Maintenance &amp; Improvements</b>						
155	Gen. Maintenance Costs	£4,500.00	£2,500.00	£0.00	£2,147.04	£352.96
165	Grass/Verge Cutting	£3,000.00	£3,370.00	£0.00	£3,368.04	£1.96
170	Hanging Baskets	£0.00	£1,500.00	£0.00	£1,239.94	£260.06
195	Leat Repairs	£0.00	£0.00	£0.00	£0.00	£0.00
215	Planting	£0.00	£250.00	£0.00	£230.00	£20.00
230	Public Rights of Way	£400.00	£1,000.00	£0.00	£665.04	£334.96

# Financial Budget Comparison

Comparison between 01/04/23 and 21/03/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	<b>2023/24</b>	<b>Revised</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
240 Railway Feasibility Study	£0.00	£0.00	£0.00	£0.00	£0.00
260 Skate Park Benches	£0.00	£10.00	£0.00	£8.08	£1.92
270 Street Furniture	£0.00	£0.00	£0.00	£0.00	£0.00
280 Tourism & Economic Development	£1,500.00	£500.00	£0.00	£0.00	£500.00
290 Townscape Heritage Scheme	£0.00	£0.00	£25,000.00	£25,000.00	£0.00
300 Trees	£2,000.00	£2,000.00	£0.00	£808.65	£1,191.35
310 War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total Town Maintenance &amp; Improvements</b>	<b>£11,400.00</b>	<b>£11,130.00</b>	<b>£25,000.00</b>	<b>£33,466.79</b>	<b>£2,663.21</b>
<b>Total Expenditure</b>	<b>£531,430.50</b>	<b>£533,980.00</b>	<b>£39,008.71</b>	<b>£472,252.28</b>	<b>£103,621.43</b>
Total Income	£531,430.50	£533,980.00	£40,000.00	£596,033.87	£22,053.87
Total Expenditure	£531,430.50	£533,980.00	£39,008.71	£472,252.28	£100,736.43
<b>Total Net Balance</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£123,781.59</b>	



## Virements - 28/03/2024

Budget Heading	Sub-heading	Description	Current Budget	Proposed Change	New Revised Budget
190	2	IT Subscriptions	£5,000.00	-£1,825.00	£3,175.00
305	1	Lease Costs	£4,685.20	£700.00	£5,385.20
305	2	Service Costs	£328.52	£910.00	£1,238.52
135	2	Utilities	£2,000.00	£215.00	£2,215.00

Cullompton Town Council Grants Awarded 2022-23

Organisation	Amount Applied For	Grant Purpose	Amount Awarded	Account
Hospicare		childrens book	£210.00	Grants
Cullompton Arts House	£2,000.00	marquee hire, sets, props, lighting, licences and costumes for the arts festival	£250.00	Grants
Cullompton Bowling Club	£300.00	insulating the bowling clubs' clubhouse	£150.00	Grants
Cullompton Family Centre	£500.00	continuing the walking group/support on Tuesdays and Thursdays every week.	£250.00	Grants
Community Life Hub Group	£260.00	a tea urn	£100.00	Grants
Cullompton Pre-School	£625.17	buying new technology for the preschool that will inspire the children	£300.00	Grants
Cullompton Rangers FC	£499.99	purchasing a stadiummax steel dragmat - 6ftx6ft	£250.00	Grants
Noah's Ark Pre-School	£400.00	repairing the outside shelter recently damaged by a storm.	£250.00	Grants
Willowbank Primary School	£500.00	the resurfacing of the early years outdoor classroom with safe and stimulating flooring.	£100.00	Grants
Cullompton Town Team	£1,000.00	the costs of jubilee celebrations/event in Cullompton	£1,000.00	CWB Events
Cullompton Town Team - Festival Steering Group	£250.00	assisting with the cost of designing and printing posters and flyers, programmes, banners and other promotional material for the Spring and Autumn festivals	£250.00	CWB Events
John Tallack Youth and Community Centre	£799.00	purchasing an outdoor table tennis table plus equipment	£400.00	Youth
Bradninch Youth Club	£500.00	covering a portion of the weekly running costs of the youth club	£250.00	Youth
Cullompton Town Team	£1,000.00	assist with the organisation of the town's Christmas lights switch on event.	£1,000.00	Grants
Cullompton Rangers FC	£1,500.00	assisting the club to buy a new compact towed roller mower.	£500.00	Grants
Unite Carers in Mid Devon	£2,000.00	assisting with core costs of support groups, 2 of which are held per month in Cullompton.	£2,000.00	Grants
			£7,260.00	



Town Clerk: Miss Joy Norris MSc ACG

The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB  
*town.clerk@cullomptontowncouncil.gov.uk*  
01884 38249

## APPLICATION FOR A GRANT

### 1. DETAILS OF ORGANISATION

Name of organisation:

Contact name:

Position in organisation:

Address:

Phone No:

E-mail (required if possible):

The Town Council prefers to make grant payments via BACS Please provide the following information:

Bank sort code	Bank Account No.	Organisation Name on Account
<input type="text" value="REDACTED"/>	<input type="text" value="REDACTED"/>	<input type="text" value="Bradninch Youth Club"/>

Purpose/aims of organisation:

Size of organisation/No. of members

Annual Budget:

## DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED

Has your organisation received any financial assistance from the Town Council in the past 5 Years?

YES/NO

If yes, please supply details

Date	Project/Scheme/Event	Amount Received

## 2. DETAILS OF THE GRANT REQUESTED

### Brief description of the intended use of the grant:

To cover a portion of the weekly running costs of the club which runs for circa 45 weeks of the year, twice weekly at a cost of around £190 per evening.  
Our Cullompton youngsters are very welcome at the club and are making a positive contribution. Currently Bradninch is to a degree subsidising our welcome guests.

### Who will benefit?

The club has now members from Cullompton as their YC has stopped.

Overall cost of the project/event/scheme: £190 per evening

Amount of grant applied for: £1000

### Other sources of funding:

Funding Body	Amount	Confirmed? Yes or No
DYS Space* - award for Salaries	£4500	Yes - Sept thru Aug 2024
Sundry hirings - for 2023-24	£3000	Yes
DYS Space* - Running costs	£500	Yes - Sept thru Aug 2024

**Please add any information you consider may be helpful to the Town Council when considering your application:** (continue on a separate sheet if necessary)

The guests are finding the way we run our club a little different from what they were used to and we have some stricter behavioral standards as we also have several youngsters with issues - many arising from the anxiety of the pandemic - who can find excessive noise daunting. The Cully crew are being very positive and enjoy the activities we offer

Name: [REDACTED]

Signature:

Date: 03/01/2024

**PLEASE ENSURE THAT COPY OF THE ORGANISATION'S MOST RECENT ACCOUNTS ARE SUBMITTED WITH APPLICATION**

**PLEASE RETURN THE COMPLETED FORM TO THE TOWN COUNCIL BY NOON ON MONDAY 14 MARCH 2022**

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#### PRIVACY NOTICE

Cullompton Town Council is the Data Controller under the new data protection law and will use the information you provide to process your application for an allotment plot.

The legal basis for processing this data is the necessity for processing a contract. We will keep your data until you have been allocated an allotment and for six years following the termination of your allotment agreement. Our contact details for any queries is The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

In addition to enabling the Town Council to manage this contract we will retain your data to contact you if required on matters relating to the management of the allotment site. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.cullomptontowncouncil.gov.uk/>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

**KEEPING IN TOUCH**

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by post.

# Bradninch Youth club / West End Hall - 2022/23

\*\*\* Closed \*\*\*

The balance sheet records expenditures and incomes for the Bradninch Youth committee

	Income		Outgoings	
Balance c/f	£19,177.27			
<b>Grants and funds</b>				
Space+ funding - see below		Postage - Space* DYS	£0.75	
		Rent 2023 (01/01/'23)	£176.00	<- 10% rise in rent
Arnold Clark community fund (june '22)	£750.00	Postage - Space* DYS		
Cullompton Town Council - June 2022	£250.00	Sum-up Air card reader	£34.80	
Bradninch Miller morris / Twinners July '22	£50.00	Account management - stamps & printing	£2.42	
		Simon Glendenning - accounts review 2023	£125.00	
DCC Communities Together (Sept 2022)	£1,000.00	Registration forms	£5.40	
		Registration forms	£5.50	
12/12/'22 Co-op bank complaint settlement	£75.00	Grant EOY reporting	£0.70	
		Grant applications 2023	£1.68	
10 <sup>th</sup> Birthday appeals - c/f to 2023/24				
<b>Grants and funds</b>	<b>£2,125.00</b>		<b>£352.25</b>	<b>£1,773 = Outcome</b>
<b>Coffee mornings - Guildhall</b>				
Coffee morning 17 <sup>th</sup> December '22 - income	£142.70	Coffee morning - hire	£30.00	Inv # BG-2022-55
Donations		Coffee morning - Expenses - Mike	£5.00	
Mole valley vouchers		17/12/'22 Spar cakes & bakes - on a/c £7.20		
		17/12/'22 Spar more milk	£1.70	
		17/12/'2 Spar Milk & biscuits - Ciara etc.	£8.67	-£38.17
<b>Coffee mornings - Guildhall</b>	<b>£142.70</b>		<b>£45.37</b>	<b>£97.33 = Outcome</b>
<b>Club projects</b>				
Disco equipment costs - c/f to 2023/24		Amazon Music streaming	£42.93	last was August 2023
		15/01/'23 Amazon - Paper shredder	£24.99	
		Amazon Prime !!	£53.94	<- Oct, Nov, dec - to che
		07/04/'23 QD Maldon - Pouches	£2.49	
		08/05/'23 Tesco's - Ink & paper	£36.25	
		27/05/'23 B&M - phono cable	£5.00	
		Phono-jack plug - reimbursed	£5.00	
		10/06/'23 Homebargains - Measuring jug	£2.36	
<b>Gridwall project</b>				
TC grant for grid wall etc May '23	£250.00	18/06/'23 Amazon Gridwall via Treasurer	£269.94	
		18/06/'23 Amazon Gridwall brackets via Treasurer	£25.74	
		18/06/'23 Amazon Gridwall connectors	£7.59	
		18/06/'23 Amazon Brass rings	£7.14	
		18/06/'23 Amazon Gridwall hooks	£16.49	
		21/07/'23 Amazon Extras wall brackets	£8.58	
		31/08/'23 Erection and hanging	£20.00	£355.48
<b>Club projects</b>	<b>£250.00</b>		<b>£528.44</b>	<b>-£278 = Outcome</b>
<b>Fund raising &amp; sundry incomes and projects</b>				
Share from Fireworks 2022	£100.00	31/10/'22 Amazon Glow sticks etc	£42.58	
Fireworks take - to add £19.00 from the machine	£156.50	05/11/'22 Amazon Glow sticks etc	£27.94	<-no record of the sumup £19.00
		05/11/'22 Spar Unknowns	£10.40	
Northcott payments	£207.50	03/11/'22 Dartline coaches - theatre trip	£335.00	
Donation to the trip - CE	£156.90	Printing costs	£29.40	
		28/02/'23 Amazon Wall stickers	£17.98	
		18/05/'23 Amazon throw Burritos game	£16.18	
		18/05/'23 Amazon Rounders kit	£8.85	£25.03
<b>Bradninch Fair - Sept' 22</b>				
Income from tombola, face painting & bottle lan	£191.40	121/09'22 Amazon face paint & raffle tickets	£43.97	
Sumup income	£22.60	24/09/'22 Bradninch Cricket club refreshments	£6.80	
		24/09/'22 Mad Man grill chips	£8.00	£155.23
<b>Art &amp; Craft activities 2022/23</b>				
Tesco's Ground work (to carry forward_	£500.00	25/08/'22 The Works - Jewelry kit	£27.25	
		17/08/'22 Cash Box frames	£6.00	

		Tescos Film, pens, card etc Cash Box frames	£18.00	
		26/08/'22 Amazon Candle making items	£32.97	
		22/08/'22 Amazon Acrylic pens and index box	£19.60	
		25/08/'22 Hobbycraft Glue Gun	£5.00	
		25/08/'22 TheWorks Key ring, heart blanks etc	£14.00	
		27/08/'22 Amazon Wood slices	£47.12	
		02/09/'22 Amazon LED bottle lights	£29.97	
		02/09/'22 Homebargains Baskets for art storage	£16.96	
		02/09/'22 Homebargains Paint, canvases & brushes	£28.85	
		04/09/'22 Amazon Ear-ring kids & beads	£9.99	
		04/09/'22 Amazon Ear-ring kids & beads	£20.98	
		17/09/'22 Amazon More jewellery	£26.09	
		18/09/'22 Spar - cash Stickers for bottle lamps	£23.00	<=?
		20/09/'22 Mandy Jones Vinyl stickers	£23.00	
		26/09/'22 Amazon ard games	£25.98	
		12/11/'22 Bottle lights cash	£10.00	
		15/11/'22 Laser N Creations Christmas crafts (reimt	£35.00	
		24/11/'22 Amazon More wax, candle items sweet b	£39.51	
		07/01/'23 Homebargains Paint, canvases & brushes	£26.42	
		16/01/'23 Facebook craft items - cash	£15.00	
		30/01/'23 Aldi Games & cookery	£36.12	
		02/02/'23 Amazon - Bottle lights cash	£21.98	
		08/02/'23 FB Bottle stickers - cash	£15.00	
		16/02/'23 Amazon - wooden trees & hearts	£19.98	
		16/02/'23 Amazon - lights, epoxy resin & clay	£78.65	
		16/02/'23 Exeter scrap store	£25.00	
		18/02/'23 Home Bargains Canvases & table cloths	£16.95	
		16/03/'23 Amazon - epoxy resin kit	£22.09	
		18/03/'23 Home Bargains Craft items	£4.75	
		03/04/'23 Amazon - Ball pump	£3.99	
		03/04/'23 Amazon - Volley Ball	£9.99	
		06/04/'23 Amazon - Lollipop set	£10.99	
		15/04/'23 Home Bargains - paint	£5.94	
		03/06/'23 Amazon - foam darts & keyring blanks	£18.48	
		01/06/'23 Nerf guns - cash	£10.00	
		05/06/'23 4 in 1 games table - cash	£40.00	
		14/06/'23 Nerf guns - cash	£20.00	
		10/07/'23 Amazon Glitter & glow sticks	£27.95	
		10/07/'23 Amazon Balloons	£10.98	
		08/07/'23 TheWorks Arts material - reimbursed CB	£19.00	
		08/07/'23 Flying Tiber pearl clay	£10.00	
		18/07/'23 Vinyl stickers yr 6 night - cash	£10.00	£938.53
Restocking costs Summer 2023 - c/f to 2023/24				
<b>Coronation party</b>		06/04/'23 Amazon - Coronation of King items	£15.97	
Coronation picnic income from sweets & face pa	£156.75	11/04/'23 Tesco Paper crowns	£4.00	
		14/04/'23 Amazon - Coronation items & frames	£9.88	
<b>Halloween party</b>		02/09/'22 Amazon Halloween cookie cutters	£4.99	
Tickets sales	£162.00	10/09/'22 homebargains Halloween items	£13.15	
		26/09/'22 homebargains Halloween items	£12.73	
		Tickets & printing	£6.50	
		14/10/'22 Homebargains Halloween items - reimbu	£15.10	
		02/09/'22 Amazon iZoel Halloween decorations	£8.99	
		24/10/'22 Freeprint photos	£3.68	
		25/10/'22 Homebargains Halloween decorations	£26.73	£91.87
<b>Christmas Bingo night</b>		Promotion	£3.45	
Bingo cards	£342.00	18/09/'22 Amazon Raffle books	£5.45	
Raffle	£179.00	Raffle books - Alfie's cash	£10.00	
Sum-up transfer	£15.72	28/10/'22 Spar - stamps	£5.80	
		04/11/'22 Spar - stamps	£2.85	
		10/11/'22 Spar - stamps	£2.65	
Donation	£30.00	18/11/'22 Amazon Bingo books & Whistles	£21.79	
Donation - Paula	£10.00	07/11/'22 Tescos - Helium - reimbursed - purchasec	£26.00	
		Guildhall booking	£48.00	BG-2022-51
		05/12/'22 Makro - assorted	£78.78	
		10/12/'22 Aldi - T&C	£3.78	
		10/12/'22 Tescos - coke	£7.00	



		Occasional hamper prizes	£4.00	£357.17	
Christmas projects e.g. gnomes & party		07/09/'22 Cash for jumpers	£13.00		
		17/12/'22 Amazon - glow sticks x 2	£29.53		
		17/12/'22 Amazon - body paint	£9.98		
		02/12/'22 Home bargains presents	£56.50		
		02/12/'22 Tesco cards	£11.50		
Easter Bingo night					
Bingo cards & raffle	£901.50	03/03/'23 Spar - stamps	£6.70		
Later bank credit	£10.00	Promotion	£3.30		
Sum-up transfer	£194.64	03/03/'23 Spar - rafflebooks (on Spar a/c)	£7.96		
Highgrove Hamper raffle -	£116.00	22/03/'23 Amazon bingo books, sweet papers & tea	£29.54		
23/04/'23 Smart Inv for tickets on line	£20.00	10/03/'23 Tesco - Easter eggs	£25.00		
Tuck shop					
Purchases (is a £5 float)	£136.90	04/11/'22 Makro	£156.33		
Reimbursement	£12.00	17/11/'22 Makro	£135.05		
Purchases -Winter 2022	£19.70	28/11/'22 Tesco	£11.00		
Purchases -Spring 2023	£48.20	05/01/'23 Tesco - shots etc	£15.60		
Purchases -Summer 2023	£207.30	01/02/'23 Makros - Bookers	£177.91		
		19/03/'23 Makros - Bookers	£142.82		
		22/03/'23 Amazon Sweetie bags	£4.20		
Football tournament stall	£72.30	28/04/'23 Makros - Bookers	£165.60		
		13/06/'23 Makros - Bookers	£222.61		
		12/07/'23 Bookers	£34.14		
		12/07/'23 Bookers	£77.76		-£646.62
Thorpe Park trip 2023					
Income from tickets	£959.00	Dartline coach quote	£1,400.00		
Donation Mrs Wills	£50.00	Thorpe park tickets	£1,216.00		
		07/03/'23 Amazon First Aid kit	£10.95		
		16/05/'23 Amazon First Aid kit & folders	£13.51		
		17/06/'23 Amazon Sick bags & sickness bands	£12.98		
		23/06/'23 Reimbursement - cash	£24.00		
		18/06/'23 Thorpe Park unlimited images	£20.00		
		15/06/'23 Free prints	£3.68		
		26/06/'23 KFC Thorpe park	£2.79		
		27/06/'23 Free prints	£4.79		
		27/06/'23 Free prints	£5.29		
Bonus Ball fund-raising					
Income on numbers - on line	£41.00				
Sponsored litter pick					
Sponsorship	£826.00	Printing	£8.52		
Sponsorship - G. Morgan	£50.00				
Sponsorship - J. Letton	£30.00				
Footgolf					
Income	£122.00	Booking fee	£194.00		
		16/08/'23 Zettle - Medals	£28.00		
		23/08/'23 Free prints	£3.99		
Summer pop-up sessions*					
		29/07/'23 Tesco - party food	£22.35		
		29/07/'23 Aldi - party food	£6.94		
		12/08/'23 Home bargains art boards	£17.45		
<b>Sundry incomes</b>	<b>£6,046.91</b>		<b>£6,158.17</b>	<b>-£111</b>	<b>= Outcome</b>
<b>Housekeeping &amp; Hiring costs over period</b>					
Hirings - Millers - Fridays	£450.00	Occasional cleaning	£397.39		
Miller Stave Storage space (up to £2.10 week <sup>-1</sup> )	£109.20	15/09/'22 Amazon - Replacement C fold dispenser	£13.99		
		15/09/'22 Spar Bleach and scourer	£5.04		
Hirings - Occasional / parties	£375.00	07/09/'22 Spar S.S. snacks etc	£13.95		
Sue Jackson - Move it or lose it	£602.00	Mega Easter clean, window sealing & weeding	£21.00		
		17/09/'22 Air fresheners & cable ties	£6.70		
Sam Franks Fitness classes	£360.00	Tesco - Mop & spare heads	£7.00		
		01/10/'22 B&Q Storage box for bean bags	£172.00		
Art Classes	£369.00	21/10/'22 Amazon Multipurpose cleaner	£23.18		
		30/10/'22 Amazon Blue loo	£20.58		
Acoustic Club	£220.00	13/11/'22 Tesco - paper towels	£1.10		
		12/11/'22 Amazon Glue sticks & ping-pong balls	£6.54		
		Royal British legion wreath	£12.00		

06/30/'23 Amazon - refund for spray foam	£31.16	01/01/'23 Amazon - spray foam, toilet brush & bags	£46.44	
		10/01/'23 IKEA - mugs etc	£50.10	
		11/01/'23 Amazon - new microwave	£84.00	
		12/01/'23 Amazon - mega cleaning & toilet items	£104.21	
		12/01/'23 Amazon - disposable gloves	£11.88	
		15/01/'23 Amazon - new snooker balls	£21.98	
Warm Welcome donations	£4.00	23/01/'23 Amazon - Octopus tou darts	£11.99	
		05/02/'23 Home Bargains - notebook	£2.99	
		Ashley tip rubbish trips x3	£15.00	
		14/03/'23 Jewsons - foam filler	£28.22	
		23/03/'23 Amazon gloves, c-fold towels & cleaner	£43.73	
		24/03/'23 Amazon Binders for accounts	£25.50	
		30/03/'23 Amazon Bloo loo tablets	£35.98	
		22/04/'23 Tescos - Herbicide	£5.50	
		Summer clean, gridwall and painting	£15.75	1.5
		04/05/'23 Amazon Black bags	£23.98	
21/07/'23 Refund	£25.42	18/05/'23 Amazon Floor cleaner	£25.42	
		21/07/'23 Amazon Floor cleaner	£16.99	
		23/07/'23 Mole Valley screws, cleaner & rawplugs	£21.55	
		27/08/'23 Amazon Disposable gloves	£17.82	
<b>Revenue costs over period</b>	<b>£2,545.78</b>		<b>£1,309.50</b>	<b>£1,236 = Outcome</b>
<b>Staff costs</b>				
DYS Space* - award for Salaries - June' 2022	£4,100.00	Claudia Bell - September	£305.80	
		Amy Gear-Sarakini - September	£134.40	
DYS Space* - award for Salaries - June' 2023 - c/f to 23/24		Rebecca Luke - September	£134.40	
		Kelly Andrews - September	£126.00	
		HMRC Tax	£268.40	
		Payroll services - Simon Glendenning	£75.00	
		Claudia Bell - October	£241.50	
		Amy Gear-Sarakini - October	£109.30	
		Rebecca Luke - October	£100.80	
		Kelly Andrews - October	£94.50	
		Claudia Bell - November	£379.40	
		Rebecca Luke - November	£130.35	
		Amy Gear-Sarakini - November	£134.40	
		Kelly Andrews - November	£105.00	
		Amy Gear-Sarakini - December	£67.20	
		Claudia Bell - December	£158.80	
		Rebecca Luke - December	£67.20	
		Kelly Andrews - December	£63.00	
		HMRC Tax	£303.80	
		Payroll services - Simon Glendenning	£75.00	
		Claudia Bell - January	£269.00	
		Amy Gear-Sarakini - January	£0.00	
		Rebecca Luke - January	£117.60	
		Kelly Andrews - January	£0.00	
		Claudia Bell - February	£269.20	
		Rebecca Luke - February	£100.80	
		Zoe Jenner - February	£84.00	
		Bethany Lovatel - February	£105.00	
		Claudia Bell - March	£332.32	
		Bethany Lovatel - March	£126.00	
		Rebecca Luke - March	£134.40	
		Zoe Jenner - March	£151.20	
		HMRC Tax	£324.20	
		Payroll services - Simon Glendenning	£75.00	
		Zoe Jenner - April	£92.00	< 10% increase in minimum wage
		Claudia Bell - April	£244.05	
		Rebecca Luke - April	£73.60	
		Bethany Lovatel - April	£92.00	
		Zoe Jenner - May	£147.20	
		Claudia Bell - May	£321.46	
		Rebecca Luke - May	£147.20	
		Bethany Lovatel - May	£92.00	

		Zoe Jenner - June	£147.20		
		Claudia Bell - June	£321.65		
		Rebecca Luke - June	£147.20		
		Bethany Lovatel - June	£92.00		
		HMRC Tax	£374.00		
		Payroll services - Simon Glendenning	£82.50		
		Zoe Jenner - July	£110.40		
		Claudia Bell - July	£243.86		
		Bethany Lovatel - July	£92.00		
		Rebecca Luke - July	£92.00		
		Claudia Bell - HMRC overpayment fine (£190.90)	£53.41		<- Regular monthly dt
		20/09/'22 Mandy Jones - Staff Polo shirt	£10.00		
		20/12/'22 Spar Volunteers thanku presents - on a/c		£16.40	
		Claudia Safe guarding training Jan 14/'23	£12.00		
		20/09/'22 Mandy Jones - Staff jumpers - cash	£30.00		
		28/03/'23 S. Lawson - Hoodies & T-Shirts	£97.50		
		21/06/'23 Replacement hoodie Claudia - cash	£25.00		
<b>Summer pop-up sessions*</b>					
TC Mayors fund	£50.00	Claudia Bell - August	£263.45		
		Zoe Jenner - August	£55.20		
		Bethany Lovatel - August	£23.00		
		Rebecca Luke - August	£36.80		
DBS Checks - Space+ & training		DBS Checks - DCC	£29.70		
A&E Taxi scenario	£35.00	Reimbursement	£35.00		
Spar purchase error - 15/08/'23	£11.85	Reimbursement	£11.85		
<b>Staff costs</b>	<b>£4,196.85</b>		<b>£8,758.20</b>	<b>-£4,561</b>	<b>= Outcome</b>
<b>Energy &amp; water</b>					
		Electricity from EDF - @£49 month <sup>-1</sup>	£493.00		<- up to £49 per month
		Gas September	£8.79		
DYS Space* - Running costs - 17/06/'22	£750.00	Gas October	£10.96		
		Gas November	£52.06		
		Gas December	£78.63		
DYS Pace* - winter allowance (energy & extra st)	£490.00	Gas January	£49.21		
		Gas February	£136.10		
		Gas March	£131.88		
EDF reimbursement	£13.85	Gas April	£51.45		
EDF reimbursement May 2023	£86.93	Gas May	£35.75		
		Gas June	£8.79		
		Gas July	£8.50		
DYS Space* - Running costs - June '23 - c/f to 23/24		Gas August	£9.36		
		SWW	£114.00		<- at £6 a month to £13
<b>Energy &amp; water</b>	<b>£1,340.78</b>		<b>£1,188.48</b>	<b>£152</b>	<b>= Outcome</b>
<b>Club nights</b>					
Subscriptions Sept thru' Dec	£906.95	Tea, coffee, biscuits & household	£201.27		
On line subs E & M Smith	£3.00	14/11/'22 Amazon - Sleep masks	£3.99		
On line subs E & M Smith 05/10/'22	£1.50				
On line subs E & M Smith 14/12/'22	£1.50				
Xmas party nights	£36.00	26/09/'22 Spar Unknown	£16.80		
Subscriptions Jan thru' March	£701.00	Tea, coffee, biscuits & household	£131.09		
		05/02/'23 ALDI - Pitta night	£24.88		
Subscriptions Apr thru' July	£694.38	Tea, coffee, biscuits & household	£160.58		
		19/05/'23 cash - outside games	£25.00		
		22/05/'23 Home Bargains - footballs	£10.48		
Subscriptions Summer pop-ups*	£68.90	Events food and drinks etc.	£30.21		
		08/08/'23 Water pistols - cash	£20.00		
<b>Club nights</b>	<b>£2,413.23</b>		<b>£624.30</b>	<b>£1,789</b>	<b>= Outcome</b>
<b>Totals =</b>	<b>£38,238.52</b>		<b>£18,964.71</b>	<b>C/F =</b>	<b>£19,273.82</b>



Town Clerk: Mr Daniel Ledger  
The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
EX15 1AB

[www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk)  
[town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)  
Tel: 01884 38249

#### APPLICATION FOR GRANT

Name of Organisation	Cullompton Arts House (reg. charity 1163789)
Contact Name	[REDACTED]
Position in Organisation	Trustee/Treasurer
Primary Correspondence Address including Postcode	[REDACTED] Cullompton Arts House 9 Hele Road BRADNINCH Exeter
Contact Telephone Number	[REDACTED]
Email Address	info@cullomptonartshouse.org
Purpose/Aim of Organisation	Cullompton Arts House (CAH) was established in 2013 to promote, in the Culm Valley and nearby, art in all its forms. CAH has supported music, art, drama, literature and photographic events since it was established in addition to holding art exhibitions in most years since then.
Annual Budget	1000.00
Size of Organisation/ Number of Members	Four trustees and twenty occasional contributors

The Town Council prefers to make successful grant payments by BACS payment. Please provide the following information:

Sort Code	[REDACTED]	Account Number	[REDACTED]
-----------	------------	----------------	------------

### DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED

Has your organisation received any financial assistance from the Town Council in the past 5 years?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

If yes, please provide details:

Date	Project/Scheme/Event	Amount Received
20/06/2022	Art Exhibition	£ 250
		£
		£
		£
		£

### DETAILS OF GRANT REQUESTED

<b>Brief description of the intended use of the grant</b>	Cullompton Cultural Festival: an event involving workshops in a variety of media; choral, dramatic, musical performances; literary and poetry reading from local writers of new works; rental of marquee, marketing materials. It would be hoped that venues around the town could join in with a view to making this annual event.	
<b>Who will benefit from the project/event/scheme</b>	Town centre businesses as it will bring more people into the town centre; acts as a visitor attraction; provide more cultural events in the town centre for residents and others.	
<b>Overall cost of the project/event/scheme</b>	£ 3000	
<b>Amount of Grant Requested</b>	£ 1000	

### OTHER SOURCES OF FUNDING

Funding Body	Amount	Confirmed	
		Yes	No
Own resources	£ 500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ticket sales (estimated based on previous evidence)	£ 800	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Love Your Town Centre Fund (MDDC)	£ T.B.C	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	£	<input type="checkbox"/>	<input type="checkbox"/>

**Please add any information that you consider may be helpful to the Town Council when considering your application:**

---

Proposed activities: Art & craft workshops, drama & comedy performances, choral groups, musicians, literary (flash fiction) events (story and poetry reading by local writers) building on the success of the Creative Cullompton events of the past two years.

This will provide opportunities to local residents, provide attractions to visitors to the town, increase the footfall for local businesses and increasing the cultural and social vitality of the town centre. This, therefore would be a good investment for the town as a whole.

Name: [REDACTED]

Signature: [REDACTED]

Date: 01/03/2024

**PLEASE ENSURE THAT A COPY OF THE APPLICANT'S MOST RECENT ACCOUNTS ARE SUBMITTED WITH THE APPLICATION FORM**

Privacy Notice:

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The legal basis for processing this data is the necessity for processing a contract. We will keep your data until your grant application has been processed and for six years following this date.

Our contact details for any queries is The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

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		Income		Expenditure
1	Brought Forward	£169.63	Hire of Rooms/Spaces	£150.00
2	Petty Cash Start	£50.41	Website	£60.00
3	Town Grant	£250.00	Insurance	£114.00
4	Sale of Art (Exhibition)	£446.84	Exhibitors Sales	£348.83
5	Friends Subscription	£90.00	Stationery	£72.00
6	Exhibitor's Fees	£90.00	Hospitality Drinks	£4.00
7	Easyfundraising Donation	£52.66	Petty Cash End	£46.41
8				
9				
10	<b>Total</b>	£1149.54	<b>Total</b>	£795.24
11				
12	Income over Expenditure	£354.30		
13	Net Transfer to Savings A/c	£62.70		
14	Bank Balance (6/4/23)	£291.60		
15				
16	<b>Savings Account (5/4/23) Held for Creative Cullompton Performing Arts</b>	£944.60	<b>Turnover (approx)</b>	£1200.00

**Please note:**

Cullompton Town Centre was awarded a large grant for cultural improvements in the town centre. Cullompton Arts House (CAH) was asked to manage the Performing Arts aspect of this grant. Although not part of the normal business for Cullompton Arts House, the balance for this aspect of the grant is shown below on the next page. CAH established a second account at the bank to record all of these transactions and to keep them as far as possible away from the accounts for the normal business.

	Creative	Cullompton	
	Income		Expenditure
C.C. Grant 1	£4055.00	Performing licences	£227.15
C.C. Grant 2	£3425.00	Performing Groups	£729.80
Grant Transfer	£250.00	Youth Production	£3558.00
Net Ticket Sales	£915.78	Properties/Set	£88.70
Bank Interest	5.83	Lighting/Sound	£322.80
Transfer from Savings	£322.80	Performance Space Hire	£490.00
		Stage Equipment inc.C.C. repay (Stage)	£2491.96
		Overpayment Refund	£121.40
Total Income	£8974.41	Total Expenditure	£8029.81
Income over Expenditure (6/4/22 - 5/4/23)	£944.60	Bank Balance (05/04/23)	£944.60





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[town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)  
Tel: 01884 38249

### APPLICATION FOR GRANT

Name of Organisation	cullompton community association <i>CHARITY NO 1204078</i>
Contact Name	iain emmett
Position in Organisation	chair of trustees
Primary Correspondence Address including Postcode	[REDACTED]
Contact Telephone Number	[REDACTED]
Email Address	[REDACTED]
Purpose/Aim of Organisation	To promote for the benefit of the inhabitants of Cullompton and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who may have need of such facilities by reason of their youth, age, infirmity, or disablement. financial hardship or social and economic circumstances or for the public at large in the interest of social welfare and with the object of improving the condition of the said inhabitants
Annual Budget	£7000
Size of Organisation/ Number of Members	<i>ALL MEMBERS OF COMMUNITY ARE MEMBERS</i>

The Town Council prefers to make successful grant payments by BACS payment. Please provide the following information:

Sort Code	[REDACTED]	Account Number	[REDACTED]
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Grant applications will be considered at the March meeting of the Full Council.  
Closing date for receipt of applications is 8 March 2024.





Please add any information that you consider may be helpful to the Town Council when considering your application:

There is a growing interest in Bowles & the Sports Council is promoting it. In Cullompton there is a single court in Walwoods garden which is only available when the garden is open. The provision will be free to access by all 24 hours per day in car park area. This with a Disability access door will make it accessible for all. The grant bid is purely for material costs. Labour is provided free by volunteers, thus saving £2000+. It will be supported by the other sports clubs in CCA.

Name:

IAINEMMGT

Signature:

Date:

1/2/24

**PLEASE ENSURE THAT A COPY OF THE APPLICANT'S MOST RECENT ACCOUNTS ARE SUBMITTED WITH THE APPLICATION FORM**

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Our contact details for any queries is The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Cullompton Community Association	270312
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CC16a

## Receipts and payments accounts

For the period from	01.01.2022	To	31.12.2022
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations received	1,105	333	-	1,438	588
Grants received	-	-	-	-	300
Income from fields	2,818	-	-	2,818	1,392
Interest received	74	-	-	74	53
Ground rents received	1,997	-	-	1,997	2,019
Fundraising	11	-	-	11	11
Other income	260	-	-	260	300
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>6,265</b>	<b>333</b>	<b>-</b>	<b>6,598</b>	<b>4,663</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>6,265</b>	<b>333</b>	<b>-</b>	<b>6,598</b>	<b>4,663</b>
<b>A3 Payments</b>					
Field maintenance	2,532	-	-	2,532	2,513
Community information and engagement	303	-	-	303	277
Administration	76	-	-	76	419
Insurance	697	-	-	697	693
Tree Maintenance	4,460	-	-	4,460	-
	-	-	-	-	-
<b>Sub total</b>	<b>8,068</b>	<b>-</b>	<b>-</b>	<b>8,068</b>	<b>3,902</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>8,068</b>	<b>-</b>	<b>-</b>	<b>8,068</b>	<b>3,902</b>
<b>Net of receipts/(payments)</b>	<b>- 1,803</b>	<b>333</b>	<b>-</b>	<b>- 1,470</b>	<b>761</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,541	300	-	27,841	27,080
<b>Cash funds this year end</b>	<b>25,738</b>	<b>633</b>	<b>-</b>	<b>26,371</b>	<b>27,841</b>



**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash Balances	-	-	-
	Bank Balances	25,738	633	-
		-	-	-
	<b>Total cash funds</b>	<b>25,738</b>	<b>633</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>				
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval



Town Clerk: Mr Daniel Ledger  
The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
EX15 1AB

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town.clerk@cullomptontowncouncil.gov.uk  
Tel: 01884 38249

### APPLICATION FOR GRANT

<b>Name of Organisation</b>	Cullompton Cricket Club
<b>Contact Name</b>	[REDACTED]
<b>Position in Organisation</b>	Chairman
<b>Primary Correspondence Address including Postcode</b>	Ashwood Willand Road Cullompton Devon EX15 1AP
<b>Contact Telephone Number</b>	[REDACTED]
<b>Email Address</b>	[REDACTED]
<b>Purpose/Aim of Organisation</b>	To provide cricketing opportunities (Matches , Training , Coaching) to the community of Cullompton and the surrounding areas for person aged 4 and above (Boys , Girls , Men & Ladies) , for all abilities from the absolute newcomer to the game to the seasoned campaigner.
<b>Annual Budget</b>	Turnover for 2022 was £32612
<b>Size of Organisation/ Number of Members</b>	210 Members

The Town Council prefers to make successful grant payments by BACS payment. Please provide the following information:

<b>Sort Code</b>	[REDACTED]	<b>Account Number</b>	[REDACTED]
------------------	------------	-----------------------	------------



**DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED**

Has your organisation received any financial assistance from the Town Council in the past 5 years?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If yes, please provide details:

Date	Project/Scheme/Event	Amount Received
		£
		£
		£
		£
		£

**DETAILS OF GRANT REQUESTED**

Brief description of the intended use of the grant	Please XREF to email
Who will benefit from the project/event/scheme	Please XREF to email
Overall cost of the project/event/scheme	£ 9000 (inclusive of the VAT)
Amount of Grant Requested	£ 4500.00

**OTHER SOURCES OF FUNDING**

Funding Body	Amount	Confirmed	
		Yes	No
Club Fund Raising	£ 4500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	£	<input type="checkbox"/>	<input type="checkbox"/>
	£	<input type="checkbox"/>	<input type="checkbox"/>
	£	<input type="checkbox"/>	<input type="checkbox"/>

**Please add any information that you consider may be helpful to the Town Council when considering your application:**

Please refer to my email which explains the funding that we seek.

Name: [REDACTED]

Signature: [REDACTED]

Date: 25/2/24

**PLEASE ENSURE THAT A COPY OF THE APPLICANT'S MOST RECENT ACCOUNTS ARE SUBMITTED WITH THE APPLICATION FORM**

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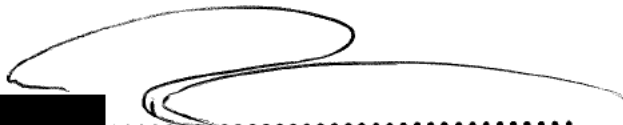


**CULLOMPTON CRICKET CLUB**  
**STATEMENT OF ACCOUNTS**  
**YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2022**

**Prepared by [REDACTED] from the unaudited records of the**  
**Past Treasurer [REDACTED]**

**13<sup>th</sup> November 2023**

**Chairman** [REDACTED] .....



**Date...21/11/23.....**

**BAR ACCOUNT**

Bar Sales Including Food 39,890

**Less: COST OF SALES:-**

Stock at 30th September, 2020	3,687	
<u>Add: Purchases for Resale</u>	<u>20,305</u>	
	23,992	
<u>Less: Stock at 30th September, 2021</u>	<u>3,462</u>	20,530

**GROSS PROFIT TO TRADING ACCOUNT (46.76%)** 19,360

**GENERAL INCOME**

Subscriptions & Match Fees	4,811	
Hire of Facilities	5,195	
Match Fees (Now including Colts)	-	
Gross Interest	1	
Sponsors	3,245	
Cullompton Rangers Water Use (T.B.A.)	-	
Events & Fund Raising Income	-	
Indoor Nets	-	
Shirt and Kit Sales	-	
Grants Received	-	

**TO TRADING ACCOUNT** 13,252

## TRADING ACCOUNT

Bar Surplus B/Fwd	19,360
General Income B/Fwd	<u>13,252</u>
	32,612

### LESS EXPENSES

General Maintenance	1,172	
Groundsman Costs	5,930	
Umpire's Fees	450	
Waste Disposal	-	
Utilities	2,855	
Telephone	334	
Cleaning & Hygiene	3,503	
Stationery & Computer Running Costs	2,095	
Equipment Repairs & New Kit	10,541	
Training costs	350	
General Insurance	1,161	
League Fee, Licences & Subs (Net)	600	
Presenttion Night Costs	1,799	
Travel Expenses	961	
Player's Expenses	5,326	
Corporation Tax	<u>2,000</u>	39,077

### Net Deficit For The Year

-£ 6,465

**BALANCE SHEET AT 30TH SEPTEMBER, 2021**

**FIXED ASSETS**

Freehold Clubhouse	At Valuation		116,390
<u>Fixtures &amp; Fittings</u>	At 01/10/2021	6,009	
<u>Less Depreciation @ 15%</u>		<u>901</u>	5,108
<u>Equipment</u>	At 01/10/2021	19,682	
Additions		<u>605</u>	
		20,287	
<u>Less Depreciation @ 15%</u>		<u>3,043</u>	17,244

**CURRENT ASSETS**

Bar Stock	3,462	
Sundry Debtors	-	
Lloyds Bank - No. 1 Account	3,756	
Business Call Account	1,592	
Bar Account	3,111	
Cash in Hand	<u>443</u>	
	12,364	

**Less Current Liabilities**

Sundry Creditors	<u>2,453</u>	9,911
		<u>£ 148,653</u>

**Represented By:-**

**ACCUMULATED FUND**

As at 30th September, 2021		159,062
<u>Less Net Deficit</u>	6,465	
Depreciation	<u>3,944</u>	10,409
		<u>£ 148,653</u>

**TRADING ACCOUNT FOR CORPORATION TAX PURPOSES**  
**YEAR ENDED 30TH SEPTEMBER 2022**

Bar Profit ( Including Food Less 95% Mutuality)		968
Hire of Club (95% by members)		260
<u>Gross Trading Income</u>		<u>1228</u>

<u>Less Expenses</u>		
Pavilion Repairs - Nominal	50	
Water - Nominal	30	
Buildings, P.L. Insurance 10%	116	
Heat, Light - Nominal	50	
Cleaning & Hygiene & Waste Disposal - Nominal	40	
Liquor & Statutory Licences 5%	30	
Stationery & Officer's Expenses - Nominal	10	326

<u>Taxable Net Profit</u>		<u><u>£902</u></u>
---------------------------	--	--------------------

<u>Capital Allowances</u>		18%		<u>Computation</u>	
		Pool			
		<u>1605</u>			
		460			
		<u>2065</u>			
5% A.I.A.	460	23		Profit	902
5% A.A.	371	19	42	A.I.A.	23
C/Fwd			<u>2023</u>	A.A.	19
					<u><u>£ 860</u></u>

Hi Steve

Please find attached the completed Application Form and a copy of our 2022 Accounts which are our latest ones.

The Form doesn't allow me to articulate clearly what we are looking to purchase and why , so I hope the following helps.

What we would like to use the Grant for?

Our playing numbers have rocketed with the growth in housing seen in the Town and as such we need to undertake 3 pieces of investment and on which we seek your help.

- 1) Purchase a Mobile net Structure that will allow us to compartmentalise our ground , so that we can provide a safer environment for players to Train without the threat of being hit by a cricket ball from persons training on the same field - £1200 + VAT
- 2) Purchase additional side sheets for our cricket covers so that playing surfaces can be covered in the event of bad weather , thus preventing games from being cancelled - £1600 + VAT
- 3) Purchase a Shipping Container to provide additional storage , so that we can enhance changing facilities - Cost £4700 + VAT

Who will benefit from the Grant?

The above will assist in our delivery in Cricket for both club members and visiting teams (many of which reside locally) and will help us provide sport for the ever growing population of the Town that we serve and which goes towards assisting in their mental health and wellbeing , which as know , stems from physical exercise.

Summary

When I first became Chairman of the Cricket Club we ran just 2 Adult Weekend League sides and to be fair we struggled in fielding a full second team due to light player numbers.

The growth in player numbers , that has stemmed from the House Development seen in the Town is substantial and today we field 4 Saturday League Teams , 2 Ladies Sides (Hardball & Softball) , undertake the Allstars (for children new to the game aged 5 to 7) and Dynamos (for children 7 to 10 who are new to cricket) which are the ECB programmes , with 7 Junior Sides to play in the Devon Junior Cricket Leagues in 2024. As such our membership has risen from circa 35 sixteen years ago , to now 210 and which we expect to grow further in 2024.

As such these projects are required to assist in maximising playing capacity , player safety and changing facilities and where your support would be greatly appreciated.

Many thanks  
Richard Stevenson  
Club Chairman



Town Clerk: Mr Daniel Ledger  
The Town Hall  
1 High Street  
CULLOMPTON  
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Tel: 01884 38249

### APPLICATION FOR GRANT

<b>Name of Organisation</b>	Cullompton Scout Council
<b>Contact Name</b>	[REDACTED]
<b>Position in Organisation</b>	Chair of Trustees
<b>Primary Correspondence Address including Postcode</b>	Cullompton Scout Centre 150 Greystone Walk CULLOMPTON EX15 1GL
<b>Contact Telephone Number</b>	
<b>Email Address</b>	[REDACTED]
<b>Purpose/Aim of Organisation</b>	Scout Group
<b>Annual Budget</b>	12k (Excluding Camp and Activities)
<b>Size of Organisation/ Number of Members</b>	60 Youth Members

The Town Council prefers to make successful grant payments by BACS payment. Please provide the following information:

<b>Sort Code</b>	[REDACTED]	<b>Account Number</b>	[REDACTED]
------------------	------------	-----------------------	------------

Grant applications will be considered at the March meeting of the Full Council.

Closing date for receipt of applications is 8 March 2024.

**DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED**

Has your organisation received any financial assistance from the Town Council in the past 5 years?

Yes	<input checked="" type="checkbox"/>
No	<input type="checkbox"/>

If yes, please provide details:

Date			Project/Scheme/Event	Amount Received
29	03	2019	Event Gazebo Contribution (total cost £1500)	£ 300
				£
				£
				£
				£

**DETAILS OF GRANT REQUESTED**

<b>Brief description of the intended use of the grant</b>	Refresh camp equipment including tents and mess equipment, some of the equipment is over 10 years old and reaching the end of its useful life. We arrange weekend troop camps for groups of 10/15 along with large Group camps that may accommodate 60+ attendees.
<b>Who will benefit from the project/event/scheme</b>	All members of the Group
<b>Overall cost of the project/event/scheme</b>	£ £1500
<b>Amount of Grant Requested</b>	£ £750

**OTHER SOURCES OF FUNDING**

Funding Body	Amount	Confirmed	
		Yes	No
Fundraising	£ £750	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>



**Please add any information that you consider may be helpful to the Town Council when considering your application:**

Cullompton Scout Group has over 60 Members aged 6 to 14 years, meeting three times a week during term time. We also support the provision of Scouting for 14-18 years and 18-25 years in the wider Tiverton District (Explorer Scouts and Scout Network).

We are part of the Scout Association of the United Kingdom, however we are an independent group and control our own resources and receive no financial support from the association (other than incidental and occasional grants).

Our volunteers collectively give over 2,000 hours per year in a variety of roles.

We welcome boys and girls from all faiths to join us, the key attributes of Scouting are respect for others, friendships, teamwork, character building and personal development, soft skills like these, are often difficult to value.

An independent report of The Scout Association and its impact on young people, its volunteers and the wider community, highlights that the benefits of Scouting go beyond the individual. Offering social, environmental and economic benefits to its members and its communities.

Scouting provides opportunities for young people to engage with their communities in a productive manner through routes that might otherwise be difficult to identify and/or access.

**Name:**

[REDACTED]

**Signature:**

[REDACTED]

**Date:**

30th January 2024

**PLEASE ENSURE THAT A COPY OF THE APPLICANT'S MOST RECENT ACCOUNTS ARE SUBMITTED WITH THE APPLICATION FORM**

**Privacy Notice:**

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**Cullompton Scout Council**  
**Statement of Financial Activities 1st April 2022 to 31st March 2023**

	2022/23			2021/22
	Unrestricted Funds	Restricted Funds	Total Funds	Prior Year Funds
<b>Income</b>				
<i>Donations and legacies</i>	£ 6,326.00	£ -	£ 6,326.00	£ 17,049.00
<i>Charitable activities</i>	£ 7,000.00	£ 5,771.00	£ 12,771.00	£ 7,391.00
<i>Investments</i>	£ 18.00	£ -	£ 18.00	£ 2.00
<b>Total Income</b>	<b>£ 13,344.00</b>	<b>£ 5,771.00</b>	<b>£ 19,115.00</b>	<b>£ 24,442.00</b>
<b>Expenditure</b>				
<i>Raising Funds</i>				
Fundraising costs	-£ 289.00	£ -	-£ 289.00	£ -
	-£ 289.00	£ -	-£ 289.00	£ -
<i>Charitable Activities</i>				
Administration Costs	-£ 723.00	£ -	-£ 723.00	-£ 942.00
Camp and activity costs	£ -	-£ 10,016.00	-£ 10,016.00	-£ 5,505.00
Camping equipment	-£ 524.00	£ -	-£ 524.00	-£ 575.00
Exceptional COVID Expenses	£ -	£ -	£ -	£ -
Repaid grants	£ -	£ -	£ -	-£ 10.00
Donations made	£ -	£ -	£ -	-£ 519.00
Equipment Depreciation	-£ 920.00	£ -	-£ 920.00	-£ 745.00
Equipment expensed	-£ 965.00	£ -	-£ 965.00	-£ 44.00
Leader training and welfare	-£ 518.00	£ -	-£ 518.00	-£ 502.00
Member events	-£ 162.00	£ -	-£ 162.00	-£ 68.00
Safety and First Aid	-£ 48.00	£ -	-£ 48.00	-£ 280.00
Scout centre fixtures and fittings	-£ 709.00	£ -	-£ 709.00	-£ 308.00
Scout centre running costs	-£ 5,569.00	£ -	-£ 5,569.00	-£ 4,760.00
Subscriptions and Memberships	-£ 2,871.00	£ -	-£ 2,871.00	-£ 2,068.00
Weekly meeting costs	-£ 51.00	£ -	-£ 51.00	-£ 90.00
Uniform, badges and books	-£ 709.00	£ -	-£ 709.00	-£ 1,106.00
	-£ 13,769.00	-£ 10,016.00	-£ 23,785.00	-£ 17,522.00
<b>Total Expenditure</b>	<b>-£ 14,058.00</b>	<b>-£ 10,016.00</b>	<b>-£ 24,074.00</b>	<b>-£ 17,522.00</b>
<b>Net Income</b>	<b>-£ 714.00</b>	<b>-£ 4,245.00</b>	<b>-£ 4,959.00</b>	<b>£ 6,920.00</b>
<i>Transfer between funds</i>				
Contribution to Camps and Activities	-£ 4,245.00	£ 4,245.00	£ -	£ -
<b>Net Movement in funds</b>	<b>-£ 4,959.00</b>	<b>£ -</b>	<b>-£ 4,959.00</b>	<b>£ 6,920.00</b>
<i>Reconciliation of funds</i>				
Total funds brought forward	£ 17,184.00	£ -	£ 17,184.00	£ 10,264.00
<b>Total funds carried forward</b>	<b>£ 12,225.00</b>	<b>£ -</b>	<b>£ 12,225.00</b>	<b>£ 17,184.00</b>

**Cullompton Scout Council**  
**Balance Sheet**  
**31-Mar-23**

	31-Mar-23	31-Mar-22
<b>Fixed Assets</b>		
Cullompton Scout Centre	£ 1.00	£ 1.00
Equipment, Fixtures and Fittings	£ 1,394.00	£ 1,615.00
Pre-Payments	£ 4,064.00	£ 3,421.00
<b>Total current assets</b>	<b>£ 10,928.00</b>	<b>£ 23,242.00</b>
<b>Current Liabilities</b>		
Creditors due within one year	-£ 98.00	-£ 2,463.00
C&A Fee's received in advance	£ -	-£ 5,211.00
<b>Total current liabilities</b>	<b>-£ 98.00</b>	<b>-£ 7,674.00</b>
<b>Net Current Assets</b>	<b>£ 10,830.00</b>	<b>£ 15,568.00</b>
<b>Total net assets</b>	<b>£ 12,225.00</b>	<b>£ 17,184.00</b>
<b>Represented by</b>		
<i>Unrestricted funds</i>		
General Fund	£ 5,225.00	£ 9,334.00
Hardship Fund	£ 1,000.00	£ 1,000.00
CSC Maintenance Fund	£ 2,000.00	£ 2,000.00
Broadband Fund	£ -	£ 850.00
General Reserve	£ 4,000.00	£ 4,000.00
	£ 12,225.00	£ 17,184.00
<i>Restricted funds</i>		
Grants for specific activities	£ -	£ -
C&A Fee's received in advance	£ -	£ -
	£ -	£ -
<b>Total Funds</b>	<b>£ 12,225.00</b>	<b>£ 17,184.00</b>



Town Clerk: Mr Daniel Ledger

The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB  
*town.clerk@cullomptontowncouncil.gov.uk*  
01884 38249

### APPLICATION FOR A GRANT

#### 1. DETAILS OF ORGANISATION

Name of organisation: Gift of A Burrow for Allotments

Contact name:

Position in organisation: Town Clerk

Address: The Town Hall, 1 High Street, Cullompton. EX15 1AB

Phone No: 01884 38249

E-mail (required if possible):

The Town Council prefers to make grant payments via BACS Please provide the following information:

Bank sort code

[REDACTED]

Bank Account No.

[REDACTED]

Organisation Name on Account

Gift of A Burrow For Allotment

Purpose/aims of organisation:

To provide allotments to the local residents of the parish of Cullompton

Size of organisation/No. of members 59 Allotment Plots

Annual Budget: <£1500

**DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED**

Has your organisation received any financial assistance from the Town Council in the past 5 Years?

~~YES~~/NO

If yes, please supply details

Date	Project/Scheme/Event	Amount Received

**2. DETAILS OF THE GRANT REQUESTED**

**Brief description of the intended use of the grant:**

Installation of plot markers - Materials

**Who will benefit?**

Allotment holders

**Overall cost of the project/event/scheme:** £500

**Amount of grant applied for:** £500

**Other sources of funding:**

Funding Body	Amount	Confirmed? Yes or No

**Please add any information you consider may be helpful to the Town Council when considering your application:** (continue on a separate sheet if necessary)

Name:

Signature:

Date:

**PLEASE ENSURE THAT COPY OF THE ORGANISATION'S MOST RECENT ACCOUNTS ARE SUBMITTED WITH APPLICATION**

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#### PRIVACY NOTICE

Cullompton Town Council is the Data Controller under the new data protection law and will use the information you provide to process your application for an allotment plot.

The legal basis for processing this data is the necessity for processing a contract. We will keep your data until you have been allocated an allotment and for six years following the termination of your allotment agreement. Our contact details for any queries is The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

In addition to enabling the Town Council to manage this contract we will retain your data to contact you if required on matters relating to the management of the allotment site. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.cullomptontowncouncil.gov.uk/>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.



Town Clerk: Mr Daniel Ledger  
The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
EX15 1AB

[www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk)  
[town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)  
Tel: 01884 38249

### APPLICATION FOR GRANT

<b>Name of Organisation</b>	
<b>Contact Name</b>	
<b>Position in Organisation</b>	
<b>Primary Correspondence Address including Postcode</b>	
<b>Contact Telephone Number</b>	
<b>Email Address</b>	
<b>Purpose/Aim of Organisation</b>	
<b>Annual Budget</b>	
<b>Size of Organisation/ Number of Members</b>	

The Town Council prefers to make successful grant payments by BACS payment. Please provide the following information:

<b>Sort Code</b>		<b>Account Number</b>	
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**DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED**

Has your organisation received any financial assistance from the Town Council in the past 5 years?

<b>Yes</b>	
<b>No</b>	

If yes, please provide details:

<b>Date</b>	<b>Project/Scheme/Event</b>	<b>Amount Received</b>
		£
		£
		£
		£
		£

**DETAILS OF GRANT REQUESTED**

<b>Brief description of the intended use of the grant</b>	
<b>Who will benefit from the project/event/scheme</b>	
<b>Overall cost of the project/event/scheme</b>	£
<b>Amount of Grant Requested</b>	£

**OTHER SOURCES OF FUNDING**

<b>Funding Body</b>	<b>Amount</b>	<b>Confirmed</b>	
		<b>Yes</b>	<b>No</b>
	£		
	£		
	£		
	£		

**Please add any information that you consider may be helpful to the Town Council when considering your application:**

**Name:**

**Signature:**

**Date:**

**PLEASE ENSURE THAT A COPY OF THE APPLICANT'S MOST RECENT ACCOUNTS ARE SUBMITTED WITH THE APPLICATION FORM**

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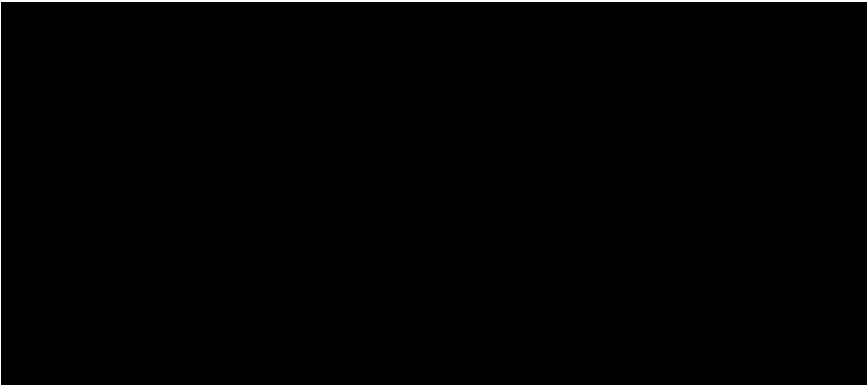
Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.cullomptontowncouncil.gov.uk/>.



Please add any information you consider may be helpful to the Town Council when considering your application:  
(continue on a separate sheet if necessary)

School Pastors have been working at Cullompton Community College for over 5 years. We are valued by the staff and students and are often asked, by the head teacher, whether we can run the Breakfast Club five days a week. Each year we pay £800 to our governing body, Ascension Trust, for the following: Annual School Pastors insurance policy; initiative website issues, emails and Street Pastors portals; regular email updates on policy and legal advice and access to direct assistance on legal, policy, HR, financial, reporting, operating and finance services. We would like to offer more support to the school but for this we need to train more School Pastors. As well as our annual fee to Ascension Trust, a uniform costs £97.67 and training costs £78.54 for one School Pastor and a share of £250 which is divided between Tiverton and Taunton School Pastors for one day's in-person training with an Ascension Trust Representative. The Cullompton School Pastors help to enrich the schooling experience for students and provide additional pastoral support for schools. The work of the Cullompton School Pastors helps in the delivery of the Cullompton 5 year Youth Strategy 2019-2024. Expanding the help School Pastors give when overseeing the breakfast and games clubs at Cullompton Community College could help to achieve part of Objective 2 or the strategy. Continued support of the work of the Cullompton School Pastors will also help in the delivery of the Cullompton Neighbourhood Plan 2020-2033. Section 12.51 of the plan states that 'over 87% of respondents to the Town Council's 2019 Budget Survey of residents regard investment in youth services as being important.

Name: JUDY WINCOTT



Date: 7<sup>th</sup> March 2024

## CULLOMPTON SCHOOL PASTORS

### STATEMENT OF ASSETS AND LIABILITIES AS AT 31/12/2023

#### NON MONETARY ASSETS

MONETARY ASSETS £1430.93

HELD IN LLOYDS CURRENT ACCOUNT £1430.93

### GENERAL ACCOUNT ANALYSIS FOR YEAR ENDING 31/12/2023

#### INCOME

Cream tea £162.70

DCC £350.00

#### EXPENDITURE

AT £800.00

Stationery & school spend £73.45

TOTAL INCOME £512.70

TOTAL EXPENDITURE £873.45

Opening balance 1/1/2023 £1791.68

Surplus/deficit - £ 360.75 (+ £512.70 - £873.45 = - £360.75)

Balance as at 31/12/2023 £1430.93



Town Clerk: Mr Daniel Ledger  
The Town Hall  
1 High Street  
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Devon  
EX15 1AB

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[town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)  
Tel: 01884 38249

#### APPLICATION FOR GRANT

Name of Organisation	Cullompton Walronds Preservation Trust
Contact Name	Jane Campbell
Position in Organisation	Trustee/Company Secretary
Primary Correspondence Address including Postcode	
Contact Telephone Number	
Email Address	
Purpose/Aim of Organisation	To preserve for the benefit of the townspeople of the Parish of Cullompton in the County of Devon and of the nation at large, whatever of the historical, architectural, and constructional heritage may exist in and around the Parish of Cullompton aforesaid in the form of buildings (including any building as defined in Section 336(1) of the Town and Country
Annual Budget	£120,000
Size of Organisation/ Number of Members	25

The Town Council prefers to make successful grant payments by BACS payment. Please provide the following information:

Sort Code		Account Number	
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### DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED

Has your organisation received any financial assistance from the Town Council in the past 5 years?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If yes, please provide details:

Date	Project/Scheme/Event	Amount Received
		£
		£
		£
		£
		£

### DETAILS OF GRANT REQUESTED

<b>Brief description of the intended use of the grant</b>	In 2024 it will be 20 years since the community became involved with the Walronds and 10 years since the house was reopened following its complete restoration. To celebrate this the Trust wishes to organise a number of events and activities.	
<b>Who will benefit from the project/event/scheme</b>	Everyone who lives in the local area, local shops and businesses	
<b>Overall cost of the project/event/scheme</b>	££1,000	
<b>Amount of Grant Requested</b>	£500.00	

### OTHER SOURCES OF FUNDING

Funding Body	Amount	Confirmed	
		Yes	No
Heathcoat Trust	£	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Norman Family Trust	£	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	£	<input type="checkbox"/>	<input type="checkbox"/>
	£	<input type="checkbox"/>	<input type="checkbox"/>

**Please add any information that you consider may be helpful to the Town Council when considering your application:**

**Name:** Jane Campbell

**Signature:** [REDACTED]

**Date:** [REDACTED]

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**CULLOMPTON WALRONS PRESERVATION TRUST  
FINANCIAL STATEMENTS  
YEAR ENDED 31 DECEMBER 2022**

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Trustees report	2-4
Independent examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8-12

**Charity number 1061913**

**Company number 03328420**

**CULLOMPTON WALRONDS PRESERVATION TRUST  
YEAR ENDED 31 DECEMBER 2022  
REFERENCE AND ADMINISTRATION DETAILS**

<b>Registered charity number</b>	1061913
<b>Company number</b>	03328420
<b>Address</b>	The Walronds 6 Fore Street Cullompton Devon EX15 1JL
<b>Trustees</b>	Mrs E A Sessions (Chair) Mrs J P Morris (Treasurer) Mrs J Campbell BEM (Secretary) Mrs E M Sutton Mrs F Liversidge Mr G Sessions
<b>Company Secretary</b>	Mrs J Campbell
<b>Independent examiner</b>	Mrs M Hutchings Apsleys Chartered Accountants 21 Bampton Street Tiverton Devon EX16 6AA
<b>Bankers</b>	NatWest Bank plc 29 Fore Street Tiverton Devon EX16 6NA

**CULLOMPTON WALRONDS PRESERVATION TRUST**  
**YEAR ENDED 31 DECEMBER 2022**  
**TRUSTEES' REPORT**

The Trustees (who are also directors of Cullompton Walronds Preservation Trust for the purposes of company law) present their report and the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

### **OBJECTIVES AND ACTIVITIES**

#### **Summary of the objects of the charity as set out in its governing document**

To preserve for the public benefit whatever historical, architectural and constructional heritage may exist in and around the parish of Cullompton in the form of buildings (including buildings defined in S336(1) of the Town and Country Planning Act 1990) of particular beauty or historical, architectural or constructional interest.

To provide and maintain an open space or garden and a public meeting room for the benefit of inhabitants of and visitors to the parish of Cullompton.

The trustees have had regard to the Charity Commission guidance on public benefit and believe this is achieved via the charity's objectives and activities.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Summary of the main achievements of the charity during the year**

2022 was another very challenging year for the Trust but our Trustees and volunteers look forward with increasing optimism to 2023.

The Covid Restrictions and regulations and the current economic circumstances and uncertainty have continued to impinge on our fundraising events. We have had bookings for private social events but at present we have very few regular bookings, for exercise classes and the like. We have hosted workshops for pottery, needle felting and willow work during the year and we have some bookings for similar events in the diary. We have hosted Police cadets for Police Training Days we have had some History group meetings, when numbers tend to be quite limited. We benefitted from a Murder Mystery evening held at Willand Village Hall. We held regular craft markets and coffee mornings to coincide with the first Farmer's Markets the month and these have proved to be well supported. Coffee has been served both inside the house and outside, and customers could sit at the tables and benches provided. Coffee mornings are held on the fourth Saturday of the months as well, with some additional stalls on occasions.

The Spring and Autumn Food festivals have continued to be successful. Stalls were set up in gazebos on the lawn and activities, such as Circus Skills, supporters by Creative Cullompton were very popular. The Christmas Lights Festival also generated income and a very good footfall. Some meetings, for small groups of people have been booked for later in the year. An Art Exhibition was held in the house and plans are in hand to host another Art Exhibition this year.

The garden itself has proved to be a very valuable resource. Families continue to visit the Willow Trail and there have been visits by the local playgroup. The Boules pitch has been used regularly by at least two groups for much of the year and visitors continue to enjoy the tranquillity of the site, sitting at the picnic tables we leave for their use. We have also hosted events in the garden. We have hosted birthday parties and are receiving enquiries for the use of the garden for summer weddings next year. With support, we hired a marquee for the Arts Festival. A History Group meeting was held, along with a Folk evening, two evenings of one act plays. Activ8, a local children's theatre group performed 'Blaze', based on the Great Fire of Cullompton, in the marquee. We hosted the Sun and Moon Theatre Company, in the garden. We plan to have similar events in the garden this year.

In March we will face some time of upheaval as the house exterior is due to be redecorated. This will restrict some of our activities due to Health and Safety issues, due to the scaffolding.

The small but willing team of volunteers continue to ensure the gardens look their best. The 'indoor' volunteers allow us to host our coffee morning visitors and our Conference and Meeting groups. Trustees represent the Walronds at the Spring and Autumn Festival Committee Meetings, The Town Team and HAZ (Heritage Action Zone) meetings, Creative Cullompton and The Christmas Lights Committee meetings and the Cullompton Town Centre Regeneration Partnership Group. We would welcome new volunteers to help



**CULLOMPTON WALRONDS PRESERVATION TRUST  
YEAR ENDED 31 DECEMBER 2022  
TRUSTEES' REPORT**

**FINANCIAL REVIEW****Result for the year**

The financial statements show net income for the year of £1905 (2021: £9018).

**Brief statement of the Charity's policy on reserves**

The Trust aims to raise positive unrestricted reserves by generating funds through letting and fund-raising activities. Unrestricted reserves at the year end totalled (£3127) (2021: (£5032)).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Type of governing document**                      Memorandum and Articles of Association

**How the charity is constituted**                      Company limited by guarantee

**Trustees selection method**                      Elected by trustees

**The policies and procedures for the induction and training of trustees**

The policy for adopting and training new trustees is based on Charity Commission guidance CC30 and trustees are invited to read CC3, CC3a and CC11. Prospective trustees are invited to attend meetings, read minutes of previous meetings and to become thoroughly acquainted with the Walronds and to participate in activities there. To implement this policy, trustees seek new members from existing users and volunteers.

**CULLOMPTON WALRONDS PRESERVATION TRUST**  
**YEAR ENDED 31 DECEMBER 2022**  
**TRUSTEES' REPORT**

**TRUSTEES' RESPONSIBILITIES STATEMENT**

The trustees (who are also directors of Cullompton Walronds Preservation Trust for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board on \_\_\_\_\_ and signed on its behalf by

**Mrs E A Sessions**  
**Trustee**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
ON THE UNAUDITED FINANCIAL STATEMENTS OF  
CULLOMPTON WALRONDS PRESERVATION TRUST**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2022 which are set out on pages 6 to 12.

**Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examinations I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mrs M Hutchings  
Apsleys Chartered Accountants  
21 Bampton Street  
Tiverton  
Devon  
EX16 6AA

Date.....

**CULLOMPTON WALRONS PRESERVATION TRUST**  
**YEAR ENDED 31 DECEMBER 2022**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

	Notes	Unrestricted Funds £	Restricted Funds £	2022 £	2021 £
<b>Income</b>					
Donations and legacies	2	3,310	-	3,310	3,776
Charitable activities		-	-	-	-
Other trading activities	3	31,001	-	31,001	17,375
Grants		8,540	-	8,540	28,831
<b>Total income</b>		<b>42,851</b>	<b>-</b>	<b>42,851</b>	<b>49,982</b>
<b>Expenditure</b>					
Charitable activities	4	(40,946)	-	(40,946)	(40,964)
<b>Total expenditure</b>		<b>(40,946)</b>	<b>-</b>	<b>(40,946)</b>	<b>(40,964)</b>
<b>Net Income/(expenditure) for the year</b>		<b>1,905</b>	<b>-</b>	<b>1,905</b>	<b>9,018</b>
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		<b>1,905</b>	<b>-</b>	<b>1,905</b>	<b>9,018</b>
<b>Reconciliation of funds:</b>					
Balances brought forward at 1 January 2022		(5,032)	3,679,244	3,674,212	3,665,194
<b>Balances carried forward at 31 December 2022</b>		<b>(3,127)</b>	<b>3,679,244</b>	<b>3,676,117</b>	<b>3,674,212</b>

The notes on pages 8 to 12 form an integral part of these financial statements.

**CULLOMPTON WALRONDS PRESERVATION TRUST**  
**YEAR ENDED 31 DECEMBER 2022**  
**BALANCE SHEET**

		2022		2021	
	Note	£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	6		3,614,439		3,616,551
<b>Current Assets</b>					
Debtors	7	55,767		36,432	
Cash at bank and in hand		20,259		30,746	
		76,026		67,178	
<b>Creditors:</b> amounts falling due within one year	8	14,348		9,517	
<b>Net Current Assets</b>			61,678		57,661
<b>Net Assets</b>			3,676,117		3,674,212
<b>Funds</b>					
Unrestricted funds	10		(3,127)		(5,032)
Restricted funds	11		3,679,244		3,679,244
			3,676,117		3,674,212

For the year ending 31 December 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;

- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the trustees on.....  
and signed on their behalf by:

**Mrs J Morris**  
**Trustee**

**Company registration number 03328420**

**The notes on pages 8 to 12 form an integral part of these financial statements.**

**CULLOMPTON WALRONDS PRESERVATION TRUST**  
**YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE FINANCIAL STATEMENTS**

**1. Accounting policies**

**1.1. General information and basis of preparation**

Cullompton Walronds Preservation Trust is a Private Company limited by guarantee and Charity incorporated in England within the United Kingdom. The nature of the charity's operations and principal activities are that of restoring the Walronds and using it for a wide variety of community purposes.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**1.2. Going Concern**

Following the global impact of 'COVID-19', at the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**1.3. Funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4. Income recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

**CULLOMPTON WALRONDS PRESERVATION TRUST**  
**YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE FINANCIAL STATEMENTS**

**1.5. Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Expenditure on charitable activities;

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

**1.6. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows;

Land and buildings	- No depreciation
Fixtures, fittings and equipment	- 20% Reducing balance
Computer equipment	- 3 Years straight line

Freehold property is not depreciated because the estimated net realisable value at the end of the useful economic life is such that any depreciation would be immaterial.

**1.7. Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**1.8. Cash**

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts.

**CULLOMPTON WALRONDS PRESERVATION TRUST**  
**YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE FINANCIAL STATEMENTS**

<b>2. Donations and legacies</b>	<b>2022</b>	<b>2021</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>
Donations	3,310	3,776
	<hr/> <hr/>	<hr/> <hr/>
<b>3. Other trading activities</b>	<b>2022</b>	<b>2021</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>
Room hire	2,930	2,539
Admissions/Tours/Refreshments	7,048	4,787
Other income	200	305
Rent receivable	20,823	9,744
	<hr/> <hr/>	<hr/> <hr/>
	31,001	17,375
	<hr/> <hr/>	<hr/> <hr/>
<b>4. Charitable activities</b>	<b>2022</b>	<b>2021</b>
	<b>Unrestricted</b>	<b>Unrestricted</b>
	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>
Rates	988	1,227
Insurance	8,412	7,620
Light and heat	11,091	7,655
Repairs and maintenance	3,105	10,144
Accommodation expenses	70	70
Cleaning	1,672	1,211
Accountancy fees	1,350	1,116
Bank charges	16	3
Computer costs	-	70
Printing, postage and stationery	83	761
Telephone and internet	1,789	1,530
Website development	1,016	1,365
General expenses	490	751
Catering expenses	1,392	454
Subscriptions and books	35	35
Event expenses	8,026	5,253
Depreciation	1,311	1,699
Donations paid	100	-
	<hr/> <hr/>	<hr/> <hr/>
	40,946	40,964
	<hr/> <hr/>	<hr/> <hr/>



11  
**CULLOMPTON WALRONDS PRESERVATION TRUST**  
**YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE FINANCIAL STATEMENTS**

<b>5. Trustees' emoluments</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Remuneration	-	-
Expenses reimbursed - various expenses	4,763	1,387
	<hr/>	<hr/>
Number of trustees to whom expenses were reimbursed	4	5
	<hr/> <hr/>	<hr/> <hr/>

The charity does not have any employees hence no employee earned more than £60,000 during the year.

<b>6. Tangible fixed assets</b>	<b>Land and buildings freehold</b>	<b>Fixtures, fittings and equipment</b>	<b>Computer equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
At 1 January 2022	3,611,478	25,981	2,011	3,639,470
Additions	-	540	-	540
Disposals	1,341	-	-	1,341
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2022	3,610,137	26,521	2,011	3,638,669
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>				
At 1 January 2022	-	21,143	1,776	22,919
Charge for the year	-	1,076	235	1,311
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2022	-	22,219	2,011	24,230
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net book values</b>				
At 31 December 2022	3,610,137	4,302	-	3,614,439
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 December 2021	3,611,478	4,838	235	3,616,551
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Both the Architectural Heritage Fund and The National Heritage Memorial Fund have a legal charge over the assets of the charity.

<b>7. Debtors</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade debtors	110	132
Other debtors	55,542	36,200
Prepayments and accrued income	115	100
	<hr/>	<hr/>
	55,767	36,432
	<hr/> <hr/>	<hr/> <hr/>

12  
**CULLOMPTON WALRONDS PRESERVATION TRUST**  
**YEAR ENDED 31 DECEMBER 2022**  
**NOTES TO THE FINANCIAL STATEMENTS**

8. Creditors: Amounts falling due within one year	2022	2021
	£	£
Other creditors	13,323	8,542
Accruals and deferred income	1,025	975
	14,348	9,517
	14,348	9,517

9. Analysis of net assets between funds	Unrestricted Funds	Restricted Funds	Total funds
	£	£	£
Fund balances at 31 December 2022 are represented by:			
Tangible fixed assets	4,302	3,610,137	3,614,439
Current assets	6,919	69,107	76,026
Current liabilities	(14,348)	-	(14,348)
	(3,127)	3,679,244	3,676,117
	(3,127)	3,679,244	3,676,117

10. Unrestricted funds	1 January 2022	Incoming	Outgoing	31 December 2022
	£	£	£	£
Unrestricted funds	(5,032)	42,851	(40,946)	(3,127)
	(5,032)	42,851	(40,946)	(3,127)
	(14,050)	49,982	(40,964)	(5,032)
	(14,050)	49,982	(40,964)	(5,032)

11. Restricted funds	1 January 2022	Incoming	Outgoing	31 December 2022
	£	£	£	£
Cullompton Walronds	3,679,244	-	-	3,679,244
	3,679,244	-	-	3,679,244
	3,679,244	-	-	3,679,244
	3,679,244	-	-	3,679,244

**Purpose of restricted funds**

Restricted funds represent funds associated with the cost of refurbishing the Walronds.

**12. Related party transactions**

Included in other debtors is an amount due of £55,542 (2021: £36,200) from Cullompton Walronds Limited. Some of the Trustees of Cullompton Walronds Preservation Trust are directors of Cullompton Walronds Limited.



Town Clerk: Mr Daniel Ledger  
The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
EX15 1AB

[www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk)  
[town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)  
Tel: 01884 38249

**APPLICATION FOR GRANT**

Name of Organisation	Willowbank Parents, Teachers and
Contact Name	[REDACTED]
Position in Organisation	Chairperson
Primary Correspondence Address including Postcode	C/O Willowbank Primary School Manitoba Gardens Cullompton EX15 1EZ
Contact Telephone Number	[REDACTED]
Email Address	friendsofwillowbank@yahoo.com
Purpose/Aim of Organisation	To advance the education of the pupils in the school
Annual Budget	£1500
Size of Organisation/ Number of Members	8

The Town Council prefers to make successful grant payments by BACS payment. Please provide the following information:

Sort Code	[REDACTED]	Account Number	[REDACTED]
-----------	------------	----------------	------------

**DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED**

Has your organisation received any financial assistance from the Town Council in the past 5 years?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If yes, please provide details:

Date	Project/Scheme/Event	Amount Received
		£
		£
		£
		£
		£

**DETAILS OF GRANT REQUESTED**

<b>Brief description of the intended use of the grant</b>	To help towards the purchase of sound clouds to reduce the reverberations within the school hall.
<b>Who will benefit from the project/event/scheme</b>	Members of the Willowbank community, especially the SEN children and local toddler and baby groups who use the facilities.
<b>Overall cost of the project/event/scheme</b>	£ 6000 plus VAT
<b>Amount of Grant Requested</b>	£ 1000

**OTHER SOURCES OF FUNDING**

Funding Body	Amount	Confirmed	
		Yes	No
Christmas Craft Fair	£ 900	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pencarrie	£ 1000	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spring Fair	£ 750	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fundraising through school events	£ 500	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Please add any information that you consider may be helpful to the Town Council when considering your application:

Willowbank Primary hosts a vast population of primary school aged children in Cullompton and the benefits that we will see from the installation of these Saundclouds will benefit countless more intakes of school years.

Thank you for your support.

Name:

Signature:

Date: 28-02-2024

**PLEASE ENSURE THAT A COPY OF THE APPLICANT'S MOST RECENT ACCOUNTS ARE SUBMITTED WITH THE APPLICATION FORM**

*Privacy Notice:*

Cullompton Town Council is the Data Controller under the new data protection law and will use the information you provide to process your application for a grant.

The legal basis for processing this data is the necessity for processing a contract. We will keep your data until your grant application has been processed and for six years following this date.

Our contact details for any queries is The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

*Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>.*

*Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.cullomptontowncouncil.gov.uk/>.*

## Charity Commission Annual Return 2023

**WILLOWBANK PARENTS, TEACHERS AND FRIENDS ASSOCIATION**

Charity registration number: 1033380

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2023.

### Financial period

Financial period start date

01/09/2022

Financial period end date

31/08/2023

### Income and spending

Income £

£1,460

Spending £

£1,429

### Privacy statement

**Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:**

- you have consented to their release; or**
- we are legally obliged to disclose them; or**
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.**

**We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:**

- we can lawfully do so; and**
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

**Information we collect about you**

**We will use this information:**

**To enable us to carry out our statutory functions and duties;**

**This will include the following actions:**

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

**Information we receive from other sources.**

**Information we receive from other sources**

**We may combine this information with information you give to us and information we collect about you.**

**We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).**

**We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.**

**The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.**

**As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.**

**Please check back frequently to see any updates or changes to our privacy policy.**



## Declaration

Your role at the charity (select one):

Trustee

Given names

Family name

Telephone  
number

Email

Date submitted

11/02/2024

It is a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.





The Woolly Shepherd Ltd  
Company No. 8455319  
Leatside  
Foxes Yard  
Milverton Road  
Tonedale  
Wellington  
TA21 0AJ  
Tel: 01823400321  
[info@woollyshepherd.co.uk](mailto:info@woollyshepherd.co.uk)

Ref: WS23/DE/WPS/001

Date: 25 January 2024

## Report and Quotation

Customer: Jo Kyte, for and on behalf of  
Willowbank Primary School  
Manitoba Gardens  
Cullompton  
EX15 1EZ

Tel: 01884 33473  
Email: [jo.kyte@firstfederation.org.uk](mailto:jo.kyte@firstfederation.org.uk)

Site: As above

The site was visited by Colin Gummer and Daniel Eustice on 5<sup>th</sup> January 2024 at the request of the customer, to carry out an acoustic survey of the school hall.

The school hall is used for a range of activities, such as PE classes and games, lunch time dining, school productions and assemblies.

The customer is interested in adding acoustic treatment to the school hall as part of their relational support development.

The precise nature of our survey was to establish the reverberation time for the room and to identify any specific acoustical problems attributable to the architecture of the room.

The survey was carried out in accordance with the guidelines set out in British Standard 3382-2:2008, entitled 'Acoustics – Measurement of room acoustic parameters – Part 2: Reverberation time in ordinary rooms', and in the Association of Noise Consultants 'Good Practice Guide – Acoustic Testing of Schools'.

Our report focuses entirely on the acoustic environment within a room and no assessment is made with regard to sound transmission (passage of sound from room to room).

Therefore, the following elements are considered:

- The cubic volume and proportions of the building
- Architectural form
- Surface finishes
- Occupants' behaviour in response to the room acoustics
- Needs of people using the space

The acoustic performance of a room, in relation to the above, is generally measured as a reverberation time ( $T_{60}$ ).

School Hall



#### Approximate dimensions

Length: 12.76m  
Width: 10.15m  
Height: 2.41m  
Height 2: 5.44m  
Volume: 508m<sup>3</sup>

### **Observations**

On entering the room, there is an audible acoustic issue within the space. This is likely to be caused by the room size and its design.

From our observations, the walls are of a rendered masonry construction, the floor is of a polished wood finish, on a solid base construction, and the ceiling is finished with a wood panelling. The ceiling is of a vaulted construction with exposed metalwork. There are also a few windows and doors in the room. These are all, acoustically, hard reflective surfaces.

### **Results, Conclusions & Recommendations**

Our measurements show that there is excessive reverberation present for a room of this size and type, which is due to the many hard, acoustically reflective surfaces within it and the lack of acoustically absorbent material.

Not only do the hard surfaces make the room problematic, but also the construction, as the vaulted ceiling is likely to focus reflected sound back into the central portion of the room.

With the school's relational support development programme in mind, introducing sound absorption will create a room that is calmer, with speech and communication improved, creating a much more inclusive space.

For a new multi-purpose hall, Building Bulletin 93 specifies a reverberation time ranging between 0.8 to 1.2 seconds.

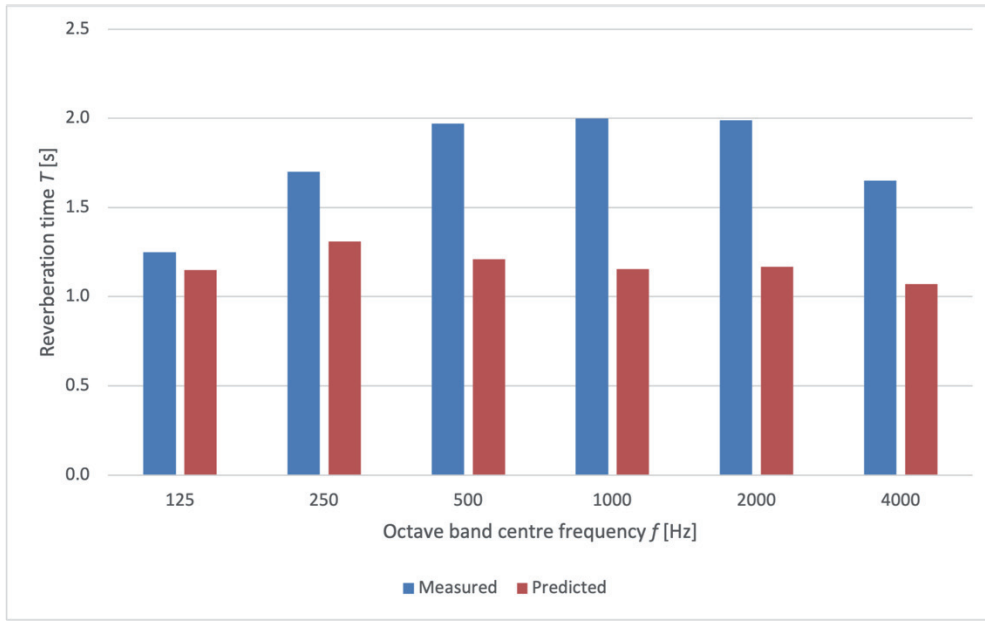
Current measured reverberation time: 2.0s ( $T_{mf}$ )

Our recommendation: 1.2s ( $T_{mf}$ )

For this space, we would recommend targeting a reverberation time of 1.2 seconds, as this will offer a great improvement over the current experience.

We would however note that when it comes to the acoustic comfort of students with 'special hearing and communication needs' the 1.2s target is a bare minimum recommendation and if budget permits, we would recommend that you consider reducing this further to 1.0s or even 0.8s.

The following chart compares the present situation with the predicted outcome, post treatment.



In order to achieve a solution that will reduce the level of distracting noise and allow groups to carry out their activities without being aware of the acoustics, we would recommend the installation of:

20 x Woolly Shepherd Ceiling Suspended Clouds  
 Dims: 106cm x 64cm x 10cm  
 Suspension Drop: 25cm  
 Finish: Natural Wool Felt

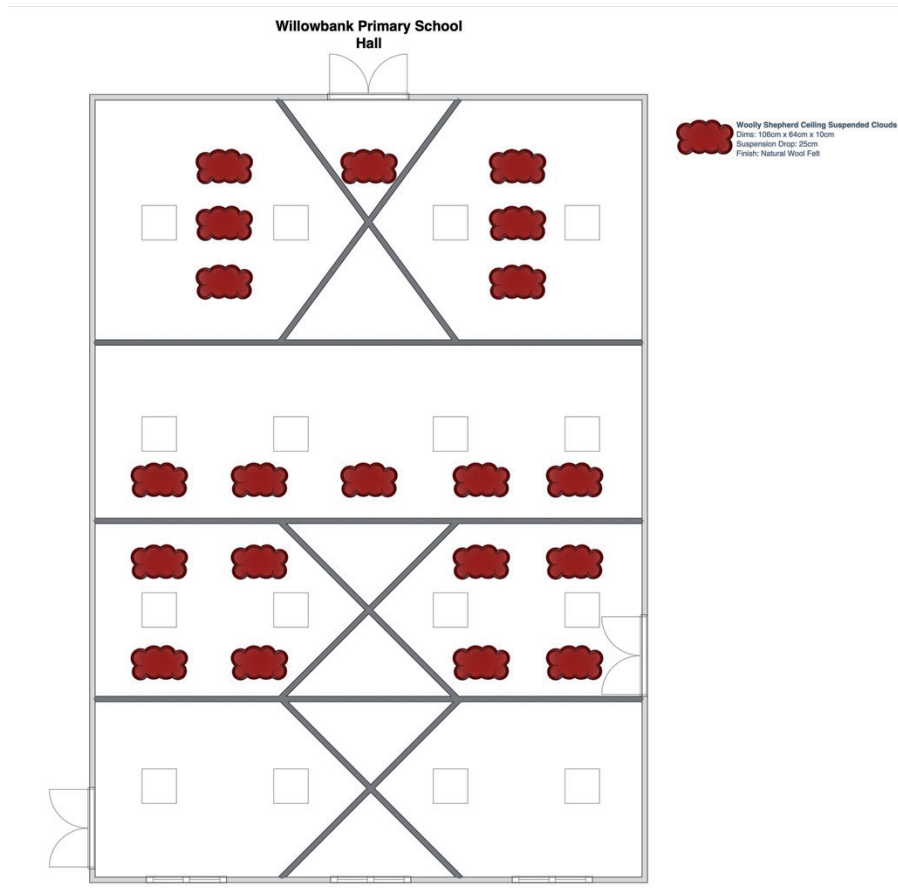
### **Product Pricing**

Installed by Woolly Shepherd

Product	Quantity	Price/Unit	Price	VAT	Total
Suspended Cloud	20	£210.00	£4,200.00	£840.00	£5,040.00
WS Installation			£883.33	£176.67	£1,060.00
<b>Total</b>			<b>£5,083.33</b>	<b>£1,016.67</b>	<b>£6,100.00</b>



## Suggested Product Placement



### Payment In Advance To:

The Woolly Shepherd Ltd  
Sort Code: 60-83-71  
Acc no: 61921008

Alternatively, please send a cheque made payable to “The Woolly Shepherd Ltd” to the address above.

All goods supplied by us, including installed items, remain the property of the Woolly Shepherd Ltd until full payment has been received.

Installation prices are based on access within the hours of 08:00 – 18:00  
Monday – Friday.

Prices quoted are for absorbers covered in our standard range of Dove (light) Grey, Heather (dark) Grey or Clotted Cream wool felt.

If you would like an alternative colour or photos, logos, or personalised designs for your absorbers, please contact us and we can discuss available options with you.

All absorbers are supplied with fittings, installation guidance and aftercare information.

### **Lead Times**

From formal written acceptance of our quote, current lead times are as follows:

DIY installation: 2 to 4 weeks

Woolly Shepherd installation: 4 to 6 weeks

Lead times may vary during busier periods, so please check with us when you confirm your order.

### **Important Information**

Please note that if installation can only be carried out during unsociable hours (evenings or weekends) we reserve the right to renegotiate the installation charge quoted above.

### **Terms & Conditions**

1. These are the terms and conditions on which we, Woolly Shepherd Limited offer to deal with you, our customer. They supersede any earlier conditions (including any appearing in our catalogues or web-files). They govern all contracts under which we supply to businesses. They override any terms proposed by you whether in the order or in any negotiations or otherwise.
2. Prices quoted by us are valid for no more than thirty days from the date of the quotation. We may increase prices and change packaging and specifications. All prices quoted or shown exclude VAT unless otherwise stated.
3. Should you wish to accept quotations, please confirm in writing or email. If your organisation usually issues a Purchase Order, please confirm this in writing or email.
4. As soon as confirmation (email and/or PO) has been received we will issue an invoice for payment.
5. Please note, we will not dispatch or install your products until payment has been received, in full.
6. If Woolly Shepherd Limited are to carry out Installations, payment needs to be received a minimum of five working days prior to your installation date. If payment has not been received five working days prior to your installation we reserve the right to cancel your installation.
7. Any delivery time which we propose is only an estimate. If we do not meet it, we shall not be in breach of contract. We may postpone any delivery for a reasonable time, and we are not responsible for consequential losses.
8. You should inspect goods immediately upon delivery and report to us within 24 hours by email to [info@woollyshepherd.co.uk](mailto:info@woollyshepherd.co.uk) any defect or

discrepancy. You must sign the paperwork or inform the delivery driver of any damages, defect, or discrepancy. Failure to instruct Woolly Shepherd Limited of these damages, defects, or discrepancy by signed paperwork or email, will prevent credit notes to be raised. You must provide such information as we reasonably request, and any damaged material must not be disposed of. If we are not notified within 24 hours of receipt, then the goods will be treated as accepted.

9. You must ensure that any person acknowledging receipt of a supply is authorised to do so. You agree that the signature of delivery is conclusive proof of delivery.
10. If you do not accept delivery, we will store the goods and charge you for the reasonable costs of storage and insurance.
11. No order that we accept can be cancelled by you unless we agree in writing. Any goods which we agree to accept back must be returned at your expense, in good condition, accompanied by a goods return note stating our invoice number.
12. Any refund will be made less a 25% restocking charge and any costs incurred as a result of the returns.
13. Title in any goods supplied shall not pass until Woolly Shepherd Limited has received cleared funds and any other debt which you owe us for goods, which we supplied.
14. Unless we agree in writing in advance of supply you must not:
  - re-sell or use goods which we supply under your own brand.
  - use or copy any marketing material used by us.
  - use the name or mark Woolly Shepherd Limited (or anything containing it) in any form on products or any marketing or other material which we have not supplied.
  - re-sell what we supply you outside the U.K without prior written agreement.
  - use or disclose any confidential or secret information which belongs to us.
  - copy products which we supply to you or get others to do so.

These terms and all our business dealings with you are governed only by English Law and the sole jurisdiction of the courts of England.

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#### LINKS

We assume no responsibility for the content or services of any other websites to or from which the Woolly Shepherd Ltd Website has links.

### **Company Information**

Further queries regarding the content on this or any other site related to Woolly Shepherd Limited should be directed to:

Woolly Shepherd Limited  
Company number 8455319  
VAT no: 111326371

Woolly Shepherd Ltd  
Leatside  
Foxes Yard  
Milverton Road  
Tonedale  
Wellington  
Somerset  
TA21 0AJ

Telephone: +44 (0)1823 400321

## **Appendix A**

Measurements were performed by Colin Gummer and Daniel Eustice

Measurements were conducted in accordance with the 'engineering' method described in BS 3382-2:2008. The equipment used was as follows.

Receiver (sound level meter) used – NTi XL2 Acoustic Analyser with M2230 half-inch microphone, certified Class 1, and calibrated to traceable national standards.

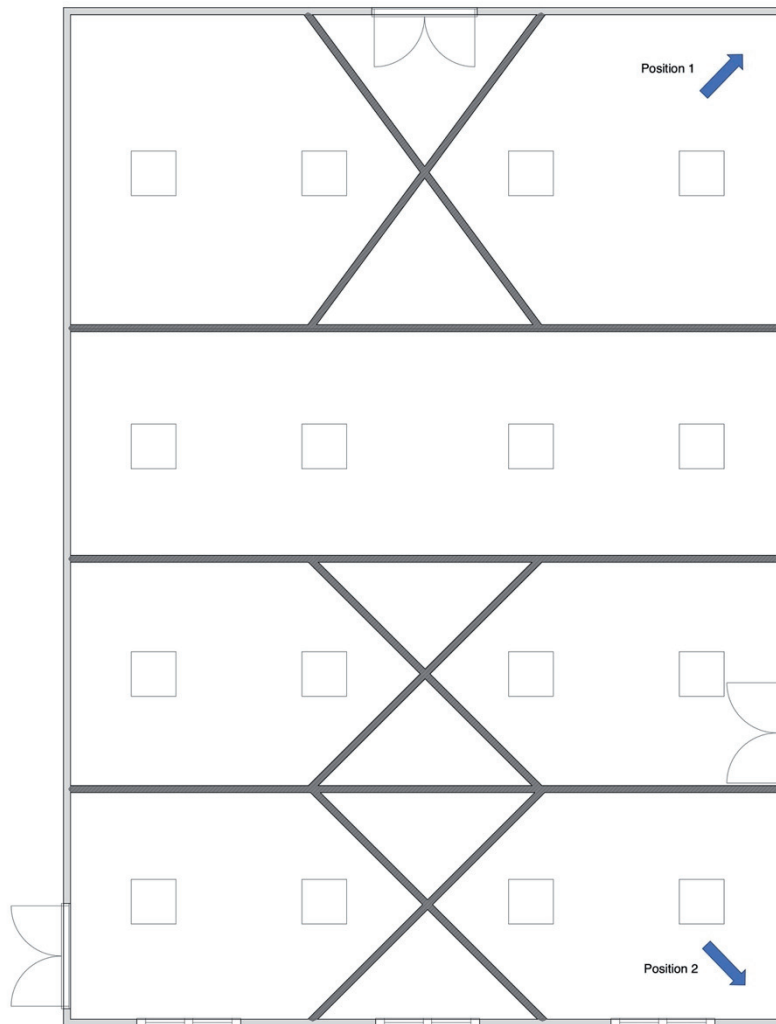
Sound generation – interrupted pink noise method using Nti Minirator and FBT Xlite 12A cabinet loudspeaker.

The sound level meter uses the Schroeder 'backward curve integration' method to evaluate the decay curves. To determine the average decay time across all source-receiver position combinations, the time of each individual decay curve is computed and then the mean of all values is found.

In each room a minimum of six receiver positions are used for each of two source positions; the following floor plan[s] show[s] the two source positions and the source height is varied by no less than 10 cm.

During the measurement, the room was furnished as seen in the photographs above and no persons were present except for the acoustic technicians.

Willowbank Primary School  
Hall

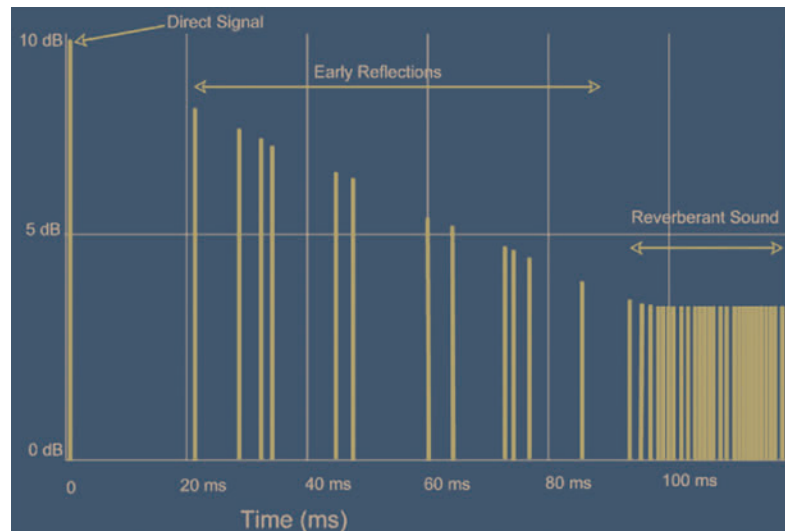


## **Appendix B**

### Reverberation time

The time taken for a sound to decay, in an enclosed space, is referred to as a reverberation time (measured in seconds) and target times can be readily identified for most types of internal spaces. These target times are generally set in accordance with the volume (m<sup>3</sup>) of the room and its intended use.

The most relevant guidance in this respect is British Standard 8233:2014, entitled 'Guidance on sound insulation and noise reduction for buildings'. Under the heading 'Design for good speech communication', this standard states that sound in a room comprises three components. These are: direct sound, early reflected sound, and reverberant sound. The following chart illustrates this.



Of these, the first two are considered helpful in terms of speech communication, while excessive reverberant sound is generally unhelpful, since sounds are masked – words overlap and are difficult to understand. Where music is concerned, however, some reverberation is beneficial, as it adds warmth.

A basic definition/understanding of reverberation time is as follows:

If we generate a short burst of sound in a room, say from the popping of a balloon, the loud noise that we initially hear rapidly disappears and becomes inaudible. The time this takes is defined as the reverberation time of the space.

Reverberation times can be professionally determined either by emitting a sound such as a pistol shot or pink noise in the actual space and measuring the decay time of sound waves across a given frequency range, or alternatively, with slightly reduced accuracy, by using room data to inform a calculation based on established methods. This latter method produces more generalised data on the likely decay time.

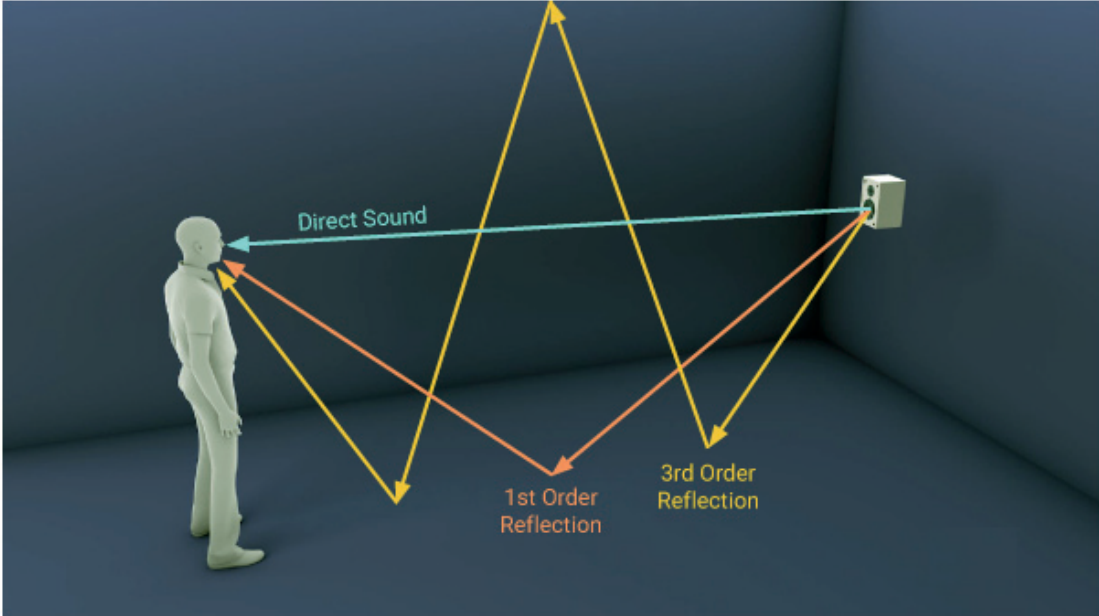
### **Additional Factors**

As useful and important as reverberation time is for assessing the quality of a room's acoustic, it does not always tell the full story, especially in small rooms and/or those with features, such as vaulted ceilings, that focus sound in an unhelpful manner.

In smaller rooms, the length of the reverberation time is still important, but as early reflections can be positive (enforcing direct sound) and later ones very negative (smearing/masking direct sound), a reverberation time that is acceptable in a large hall will often be totally unacceptable in a small office. This is because the speech signal received by a listener is a function of the source, distance, early reverberation, late reverberation and noise.

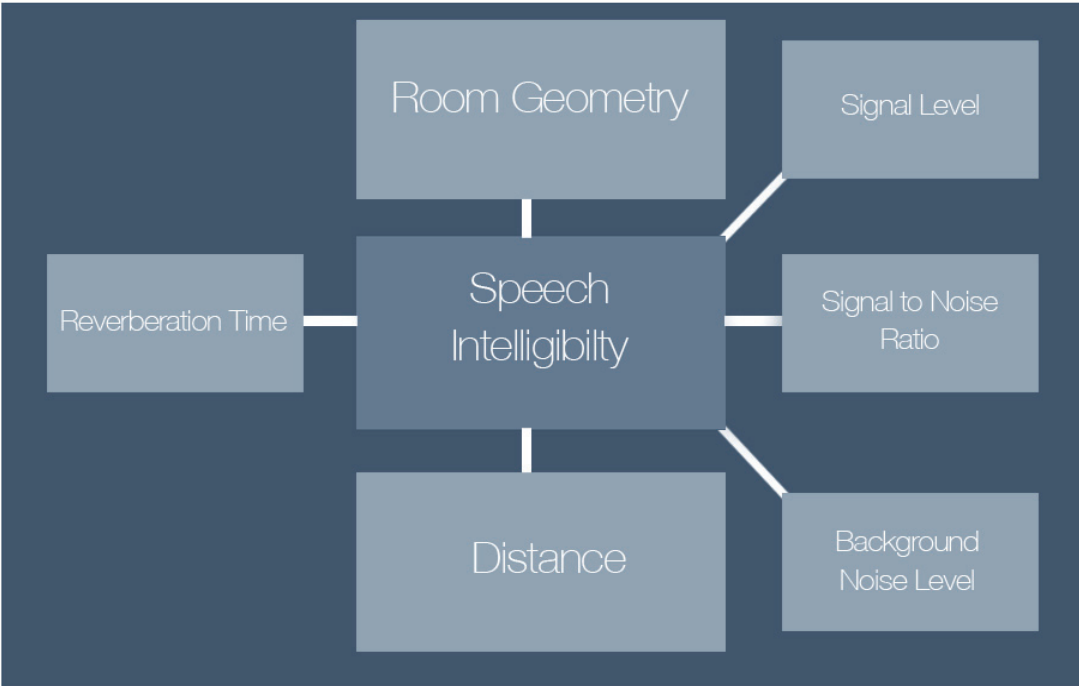
Finally, conditions that are tolerable for normally hearing adults in casual conversation can be difficult for adults and children in learning situations and intolerable for persons with special hearing, language, attention or processing needs.

**Figure 1: Direct and reflected sound**



Typical sound wave pathways, adapted from Master Handbook of Acoustics, fourth ed. F. Alton Everest, McGraw-Hill 2001

**Figure 2: Factors affecting speech intelligibility**



## **Reverberation Measurements & British Standards**

Measurements of reverberation time were carried out in accordance with British Standard 3382-2:2008. Sound energy was generated using a loudspeaker, and the time taken for the sound energy to decay was measured using a 'Class 1' sound level meter.

Reverberation time measurements were recorded in octave frequency bands and the mid-frequency values (500 Hz, 1000 Hz and 2000 Hz) were then averaged to obtain a single value ( $T_{mf}$ ).

In addition to the reverberation time readings, physical dimensions were recorded, photographs taken and notes made of acoustically relevant room features.

## **Recommended Reverberation Times**

When proposing recommended reverberation times, we generally refer to the publication 'Acoustic design of schools: performance standards, Building Bulletin 93' (BB93), the current version of which was published by the Department for Education in February 2015.

This document sets out minimum performance standards for the acoustics of school buildings and describes the normal means of demonstrating compliance with the Building Regulations.

BB93 contains the maximum mid-frequency reverberation time requirements. Values for refurbishment are also the minimum acceptable standards for alternative performance standards in new buildings.

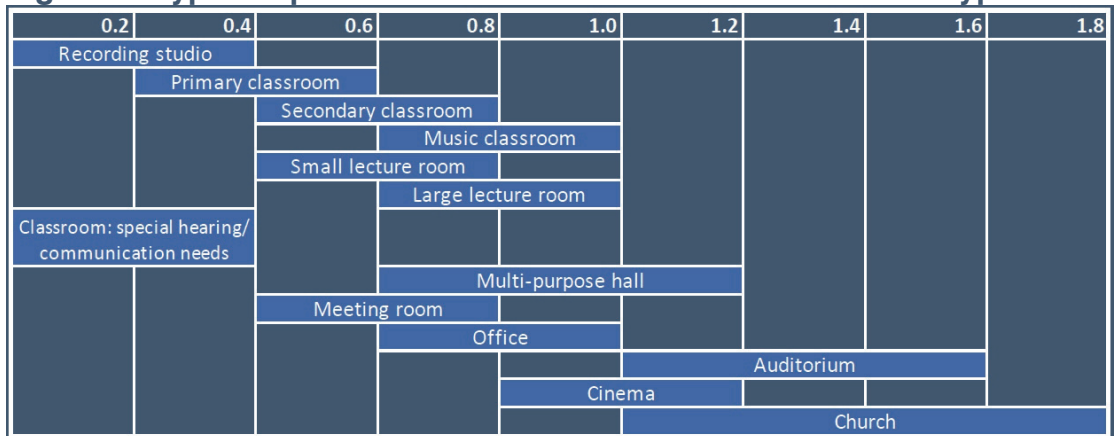
In situations where the room in question is not in a school building, we use this document purely as a reference to help inform appropriate target times.

In addition to this, we also refer to the BREEAM International Non-Domestic Refurbishment Technical Manual 2015, the recommendations of which are based on BS 8233:1999. This document recommends target reverberation times based on the volume of the space and whether it is intended primarily for speech communication or for musical performance. For speech, a lower reverberation time is sought, as it improves intelligibility; for music, some reverberation is beneficial, as it adds warmth.

Through careful consideration of the recommendations provided by these documents, we are able to propose an appropriate, best practice reverberation time for your room.

The following chart may be helpful in terms of providing some context.

**Figure 3: Typical optimal reverberation times in various room types**



Room volume m <sup>3</sup>	Reverberation time <i>T</i> s	
	Speech	Music
50	0.4	1.0
100	0.5	1.1
200	0.6	1.2
500	0.7	1.3
1 000	0.9	1.5
2 000	1.0	1.6



Town Clerk: Mr Daniel Ledger  
The Town Hall 1  
High Street  
CULLOMPTON  
Devon  
EX15 1AB

[www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk)  
[town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)  
Tel: 01884 38249

#### APPLICATION FOR GRANT

<b>Name of Organisation</b>	Weird Sticks CIC
<b>Contact Name</b>	██████████
<b>Position in Organisation</b>	Director & Lead Artist
<b>Primary Correspondence Address including Postcode</b>	Gidley Coach House St Johns Court High Street Cullompton EX15 1TR
<b>Contact Telephone Number</b>	██████████
<b>Email Address</b>	weirdsticks@outlook.com
<b>Purpose/Aim of Organisation</b>	<p>Weird Sticks is a participatory arts CIC based in Cullompton and formed in 2022 as a direct result of the Creative Cullompton Project.</p> <p>Our aim is to bring communities together through creativity and create barrier-free opportunities for everyone to participate in high quality, varied and exciting arts and culture experiences.</p>
<b>Annual Budget</b>	Year 1 Turnover: £12,624. Predicted Year 2 Turnover £26,000
<b>Size of Organisation/ Number of Members</b>	2 Directors / Artists

The Town Council prefers to make successful grant payments by BACS payment. Please provide the following information:

<b>Sort Code</b>	██████████	<b>Account Number</b>	██████████
------------------	------------	-----------------------	------------



#### DETAILS OF ANY PREVIOUS FINANCIAL ASSISTANCE PROVIDED

Has your organisation received any financial assistance from the Town Council in the past 5 years?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If yes, please provide details:

Date	Project/Scheme/Event	Amount Received
		£
		£
		£
		£
		£

#### DETAILS OF GRANT REQUESTED

<b>Brief description of the intended use of the grant</b>	<p>We would like to hold a 'Green Arty Party' community event at the Hayridge Centre during the school summer holidays. The event will include free family-friendly creative workshops and hands-on activities, all with a biodiversity/eco focus.</p> <p>Prior to the event, we also want to create a new butterfly wing mural on one of the walls in the Hayridge garden. Visitors will be able to pose with the new artwork and will be invited to share their photos on social media using #Cullompton #butterfly.</p> <p>We are primarily seeking this Town Council grant as match-funding for an application to the MDDC Vibrant Town Centres Fund which will provide the majority of the funding.</p>
<b>Who will benefit from the project/event/scheme</b>	<p>This project will benefit local children, families, local artists &amp; creatives, library visitors and high street traders as the free activities will encourage higher footfall on the High Street.</p>
<b>Overall cost of the project/event/scheme</b>	£4850.00
<b>Amount of Grant Requested</b>	£500.00

## OTHER SOURCES OF FUNDING

Funding Body	Amount	Confirmed	
		Yes	No
MDDC Vibrant Town Centres Fund	£4000.00	<input type="checkbox"/>	X
Weird Sticks CIC (in-kind or match funding)	£250.00	X	<input type="checkbox"/>
539 Creative Ltd (in-kind or match funding)	£100.00	X	<input type="checkbox"/>
	£	<input type="checkbox"/>	<input type="checkbox"/>

### Please add any information that you consider may be helpful to the Town Council when considering your application:

This proposal has been inspired by the very successful 'Arty Party' delivered as part of the Creative Cullompton Programme. The community event proved extremely popular and brought lots of new visitors to the library and town centre.

The original Arty Party celebrated the new community artworks on the High Street and at the Hayridge Centre and offered a host of free hands-on and educational activities. This new event will offer even more free creative activities suitable for all ages. The event will have a 'green' message to promote the importance of the natural environment and biodiversity, educate attendees about the abundance of wildlife that surrounds us in and around Cullompton and encourage people to attract more insects and wildlife into their gardens and outdoor spaces. We plan to invite local wildlife, butterfly and bee charities to attend the event and share their education Programmes.

The new butterfly wing mural will celebrate the Silver-Washed Fritillary, a butterfly species native to the locality and often seen at Ashclyst Forest. In addition, we intend to offer local nursery Mole End plants the opportunity to sell their butterfly friendly plants and flowers in the library garden offering advice to customers on creating garden spaces which encourage more pollinating insects into their gardens.

We will also be working with staff at the Hayridge Centre to offer a range of books with a biodiversity/eco theme.

We are aware that we will not hear if our application for funding through the MDDC Vibrant Town Centre fund is successful until after the funding decision by the Town Council and we appreciate that this may be of concern to the Councillors when making funding decisions. If we are not successful in securing the MDDC funding to run the Green Arty Party project as described, we propose that Weird Sticks CIC would use the Town Council funding to deliver a free, accessible family-friendly creative workshop at the Hayridge during the school summer holidays.

Name:

[REDACTED]

Signature:

[REDACTED]

Date:

04/03/2024

**PLEASE ENSURE THAT A COPY OF THE APPLICANT'S MOST RECENT ACCOUNTS ARE SUBMITTED WITH THE APPLICATION FORM**

Privacy Notice:

Cullompton Town Council is the Data Controller under the new data protection law and will use the information you provide to process your application for a grant.

The legal basis for processing this data is the necessity for processing a contract. We will keep your data until your grant application has been processed and for six years following this date.

Our contact details for any queries is The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>.

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.cullomptontowncouncil.gov.uk/>.

**WEIRD STICKS CIC  
ANNUAL REPORT AND UNAUDITED ACCOUNTS  
FOR THE YEAR ENDED 30 APRIL 2023**

**WEIRD STICKS CIC  
COMPANY INFORMATION  
FOR THE YEAR ENDED 30 APRIL 2023**

---

**Directors**

██████████  
██████████

**Company Number**

14076275 (England and Wales)

**Registered Office**

GIDLEY COACH HOUSE ST. JOHN COURT  
HIGH STREET  
CULLOMPTON  
EX15 1TR  
ENGLAND

**Accountants**

Peregrine Accounting Ltd  
Front Room 2/F  
49A Bridge Street  
Taunton  
Somerset  
TA1 1TP

**WEIRD STICKS CIC  
INCOME STATEMENT  
FOR THE YEAR ENDED 30 APRIL 2023**

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	<b>2023</b>
	<b>£</b>
Turnover	12,625
Staff cost	(12,441)
Other charges	(785)
Loss	<u>(601)</u>

**WEIRD STICKS CIC**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 APRIL 2023**

---

	<b>2023</b>
	<b>£</b>
Current assets	619
Prepayments and accrued income	101
Creditors: amounts falling due within one year	(991)
<b>Net current liabilities</b>	<b>(271)</b>
<b>Total assets less current liabilities</b>	<b>(271)</b>
Accruals and deferred income	(330)
<b>Net liabilities</b>	<b>(601)</b>
<b>Capital and reserves</b>	<b>(601)</b>

## NOTES TO THE ACCOUNTS

### 1 Statutory information

Weird Sticks CIC is a private company, limited by shares, registered in England and Wales, registration number 14076275. The registered office is GIDLEY COACH HOUSE ST. JOHN COURT, HIGH STREET, CULLOMPTON, EX15 1TR, ENGLAND.

### 2 Average number of employees

During the year the average number of employees was 0.

For the year ending 30 April 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions of the Companies Act 2006 and FRS 105, The Financial Reporting Standard applicable to the Micro-entities Regime. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

Approved by the board on 10 May 2023

  
Director

Company Registration No. 14076275



The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
EX15 1AB

[www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk)  
[admin@cullomptontowncouncil.gov.uk](mailto:admin@cullomptontowncouncil.gov.uk)  
01884 38249

Town Clerk: Dan Ledger

<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>March 2024</b>
<b>Item of business</b>	<b>Committee Structure &amp; Meeting Schedule</b>
<b>Details</b>	The Committee Structure of the Council and a revised meeting schedule for 2024/25
<b>Recommendations</b>	<p>It is recommended that Council:</p> <ul style="list-style-type: none"><li>• Agree to have a summer recess</li><li>• Decide on whether to change PLSG Terms of Reference and the Clerks Scheme of Delegation.</li><li>• Ask the Clerk to bring back Terms of Reference for all Committees to the May Full Council.</li><li>• Decide whether to amalgamate the Community, Economy and Tourism Committee with the Services, Property and Open Spaces Committee to form a single Committee</li><li>• Decide whether to move GRF to quarterly meetings</li></ul>

## 1. Background

- 1.1. Upon moving back to the Committee structure Council requested a review of the Committees at regular intervals.
- 1.2. Over the past 12 months Council have held 34 Full Council and Committee meetings not including meetings of charitable trusts. This is a significant reduction to the 89 meetings the Council had in the year previous to the Clerk taking post.
- 1.3. Currently, council and committees work on alternate months, Full Council alternates with Governance, Finance and Resources (GFR) and Services, Property and Open Spaces (SPOS) alternates with Community, Economy and Tourism (CET). Planning, Licensing and Strategic Growth (PLSG) are held on a 3-weekly rotation.
- 1.4. Upon looking at the review of committees, officers have investigated three key areas:
  - Frequency of meetings
  - Effectiveness in Function



- Role of committees

## 2. Review

- 2.1. Currently, if unamended the Council would have a total of 40 meetings next year. Council is somewhat in the minority of Council's as currently they do not have a summer recess. Most Town Council's clear meetings from the month of August to allow both members and officers time off from the meeting schedule.
- 2.2. With the emergence of a strategic plan and the soon to be created schedule of work for each of the subsequent years of the remaining Council term, these will deliver the projects of the Council, it is questioned if the frequency of meetings required will be at the same level currently required.
- 2.3. The PLSG committee have the largest number of Council meetings in any given year. Whilst they do not have an onerous amount of work involved there is still the need to review if better practices could be employed by the Council. A review of the Planning Licencing and Strategic Growth Committee was received by members in 2022 – [See here](#) . Whilst much of the sentiment is correct, power would ultimately have been removed from the membership at too great of an extent with this option.
- 2.4. An idea on how to move forward with PLSG could be that meetings would only be called when major applications had been received or noteworthy consultations to consider. For all other applications on small householder applications, tree preservation orders and licensing matter these could be scrutinised at a fortnightly review of applications received with the office either online, by email or in person. Council/Committee could create a call-in process in which any application received that any member was not happy with a meeting could be called to pass comment. For all applications not called in, delegation would be given to respond to the Local Planning Authority with a standard response to be agreed by committee or Council. N.B. This would be a standard response for all applications not individual. For instance, typically with TPO the Committee resolves "To pass no comment other than to support the recommendation of the arboriculturist/tree officer of MDDC" for minor householder applications it would be "Council notes the application and wishes to pass no comment". This would vastly reduce the number of meetings of PLSG whilst still having member involvement throughout the whole process and ensuring the Council met their obligations of statutory consultee.
- 2.5. It is noted by officers that for the committee structure to work effective delegation is required with a wide scope held within the terms of reference (TORs). Moving forward these TORs need amendment as currently, Full Council agendas are elongated due to either, the infrequency of meetings, not having comprehensive delegation to other committees (or officers) to handle certain functions and/or having conflicting items in policy against the TORs. GFR seems to have a good amount of delegation, but SPOS and CET could potentially be revisited to see if further items could be delegated.

- 2.6. Looking into committee structures further, it is asked whether there is a need to have separate committees for CET and SPOS? Could these committees be more effectively joined into one committee that handles a lot of the general purposes of the Council? A committee called “Community, Services and Sustainability” perhaps, or anything members wished akin to this, this could quite easily handle the business of both committees on a quarterly basis. It is a question as to whether Council feels they wish to reduce meetings further, whether Council will be happy with this level of oversight and scrutiny on projects, and whether these committees could work in place of the other committees if effective delegation could be handed to them.
- 2.7. A final observation is that in most other Councils Finance meetings are held quarterly. It is a question of preference, but noting the comments in 2.5. would it be more prudent to have an increase in the frequency of full council meetings and to have Governance, Finance and Resources set as quarterly meetings with additional meetings called if/when required?

### **3. Recommendations**

3.1. It is recommended that Council:

- Agree to have a summer recess
- Decide on whether to change PLSG Terms of Reference and the Clerks Scheme of Delegation.
- Ask the Clerk to bring back Terms of Reference for all Committees to the May Full Council.
- Decide whether to amalgamate the Community, Economy and Tourism Committee with the Services, Property and Open Spaces Committee to form a single Committee
- Decide whether to move GRF to quarterly meetings



# **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.

Date of Adoption: July 2016

Reviewed: January 2024

Next Review Date: May 2025

Issue Number: v7

Written by: Cullompton Town Council

Contact: Steve Reardon (Deputy Clerk)

[deputy@cullomptontowncouncil.gov.uk](mailto:deputy@cullomptontowncouncil.gov.uk)

01884 38249

## 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.
5. *It should be noted that there will be an increased reliance on self-help as the Emergency Services, Devon County Council and Mid Devon District Council will have to prioritise their response to an incident. If you are a homeowner, it is your responsibility to take such measures as necessary to protect your asset from, for example, flooding; if you are a tenant, either privately or of the Council or Housing Association, you should contact your landlord to take such measures to protect their asset.*

## Aims and Objectives

6. 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:
  - 6.1. The Devon, Cornwall and Isles of Scilly LRF Multi Agency Flood Framework (Owner: Devon, Cornwall and Isles of Scilly Local Resilience Forum (DCIoS LRF)).
  - 6.2. Cullompton Multi-Agency High Risk Flood Response Plan (Owner: Devon County Council).
  - 6.3. Mid Devon District Council Emergency Response Plan.
7. The objectives of the plan are as follows:
  - 7.1. Identify the risks most likely to impact the community.
  - 7.2. Identify relevant steps to mitigate and respond to emergency situations including warning the community as required.

- 7.3. Identify vulnerable people and groups within the community.
- 7.4. Identify community resources available to assist during an emergency.
- 7.5. Provide key contact details.
- 7.6. Provide information and assistance to the Emergency Services upon their arrival and as appropriate thereafter.

## Types of Emergencies

8. Types of emergencies that may affect the community are as follows:
  - 8.1. **Flooding.** Approximately 530 properties are at risk of flooding from the River Culm, Cole Brook, Crow Green Stream, River Ken and Splatford Stream<sup>1</sup>.
  - 8.2. **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 Southwest of England<sup>2</sup>.
  - 8.3. **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 urgency<sup>3</sup>.
  - 8.4. **Fire.** There are a number of buildings in Cullompton that are roofed in thatch and this presents a particular fire hazard.
  - 8.5. **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 endemic<sup>4</sup>.

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<sup>1</sup> There have been several flooding events in recent history; 1997, 2012 and in 2023. There has been significant investment in providing fixed flood defences at Rivermead and Chestnut Avenue together with the reprofiling of the watercourse banks at Heyridge Meadow, all works carried out by the Environment Agency. Knightswood remains vulnerable to surface water run-off from Swallow Way, Cole Brook and from rising water in the flood plain to the south.

<sup>2</sup> In the event of a serious road traffic collision on the M5 between Junctions 27 and 29 resulting in closure of the motorway, it is likely that traffic will be diverted through Cullompton and vehicles causing an obstruction in High Street and Fore Street will be removed by the Police. 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.

<sup>3</sup> 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.

<sup>4</sup> 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.

9. 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**

10. The Town Clerk (or Deputy 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 many 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)**

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

<b>Role</b>	<b>Name</b>	<b>Contact Telephone</b>
Co-ordinator	Dan Ledger	01884 904800
Deputy	Steve Reardon	01884 904801
Outside Co-ord	Perry Stickland	07745 525168

12. The role of the CERT Co-ordinator is to:
  - 12.1. Help to co-ordinate the community response to an emergency.
  - 12.2. Ensure that the plan is regularly reviewed and updated.
  - 12.3. Report annually, at the Annual Parish Meeting, detailing whether the plan has been activated and what, if any, lessons were learned.
  - 12.4. Act as a focal point for the community in response to an emergency.
  - 12.5. Act as the main point of contact for District and County Councillors and officers and the Emergency Services to ensure that communication is maintained.
  - 12.6. Ensure that the appropriate authorities and individuals are notified of the emergency.
  - 12.7. Delegate specific roles to others as required.
  - 12.8. 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.

13. All members of CERT should:
  - 13.1. Be members of the Town Council.
  - 13.2. Be able to engage the support of the community and speak on behalf of the community.
  - 13.3. Be mindful of the vulnerable members of the community and aim to prioritise their need where it is aware of them.
  - 13.4. Ensure that communications are maintained within the community.
  - 13.5. Have a sufficient depth of knowledge of the plan to assume the role of Co-ordinator if required.

### **Communications**

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 offered as 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 a control point; it should be noted that many of the Emergency Services have their own command and control vehicles and infrastructure 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 which has remote control of flood lighting if necessary for night operations.
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. Mid Devon District Council retains responsibility for sheltered housing and emergency accommodation and Devon County Council retains responsibility for adult social care.
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., Women's refuges.

## Plan Distribution

23. This plan has been distributed to the following Agencies:
  - 1.1. Environment Agency.
  - 1.2. Police (Middlemoor and Cullompton).
  - 1.3. Devon Fire and Rescue Service (Clyst St George and Cullompton).
  - 1.4. Devon County Council.
  - 1.5. Mid Devon District Council.
  - 1.6. Culm Valley Integrated Centre for Health (Redacted Copy).

## List of Appendices

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



## 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	0800 678 3105	24 Hours
British Gas	0800 111 999	24 Hours
South West Water	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 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)	0333 321 4072
Cullompton United Charities (Alms Houses)	01884 32166
Woodmill (Elysium Healthcare)	01884 210640

**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

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## 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 the first instance, you should take pro-active measures to protect your asset if you are a homeowner, with or without a mortgage; if you are a private, Council or Housing Association tenant, you should contact your landlord. In addition, and bearing in mind that there are some low-lying areas of Cullompton that are particularly vulnerable 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>. Mid Devon District Council have produced a guide on what you can do prior to a flood and what to expect if there is a flood; it can be found at [flood-guide-final-website-with-links.pdf \(middevon.gov.uk\)](https://www.middevon.gov.uk/flood-guide-final-website-with-links.pdf).

It is 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; grants are available from Devon County Council to provide flood boards for domestic dwellings – details can be found at <https://www.devon.gov.uk/floodriskmanagement/flood-resilience/property-flood-resilience-funding-scheme/>. Should you not qualify for a grant, these measures are relatively inexpensive and can be purchased individually for DIY installation.

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	<a href="http://www.bbc.co.uk/news/england/devon">www.bbc.co.uk/news/england/devon</a>
Heart FM Exeter	97 FM	<a href="http://www.heart.co.uk/exeter">www.heart.co.uk/exeter</a>
Mid Devon Gazette	Not applicable	<a href="http://www.devonlive.co.uk">http://www.devonlive.co.uk</a>

**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, the flash flooding that occurred in Devon in September 2023 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	0345 15 1015
Local Police Station	101	College Road Surgery	01884 831300
Mid Devon District Council	01884 255255	Children's School	
Western Power Distribution	0800 365900	Southwest Water	0800 169 1144
British Telecom	0800 800152	British Gas	0800 111 999
Environment Agency	0800 807060	Floodline	0845 988 1188
Devon County Council Adult Social Care Team	0345 155 1007		

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!

You should also be prepared to provide help and assistance to your neighbourhood where you are able to. This might involve assisting them with their own evacuation (should this become necessary), or assistance with contacting the District or County authorities for housing or care needs.

## 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	VoIP telephone lines.
Personal Mobile Telephones	Individual users	Key numbers contained at Appendix A
Website and Social Media	Cullompton Town Council	<a href="http://www.cullomptontowncouncil.gov.uk">www.cullomptontowncouncil.gov.uk</a> <a href="https://www.facebook.com/pages/Cullompton-Town-Council/231987970150610">www.facebook.com/pages/Cullompton-Town-Council/231987970150610</a>

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	<a href="http://www.devon.gov.uk/schools/closure/">www.devon.gov.uk/schools/closure/</a>
Cullompton Community College	<a href="http://www.cullompton.devon.sch.uk/">www.cullompton.devon.sch.uk/</a>
St Andrew's Primary School	<a href="http://www.standrewsprimary.school">www.standrewsprimary.school</a>
Willowbank Primary School	<a href="http://www.willowbank.devon.sch.uk/">www.willowbank.devon.sch.uk/</a>

Further information can be found at the following web addresses:

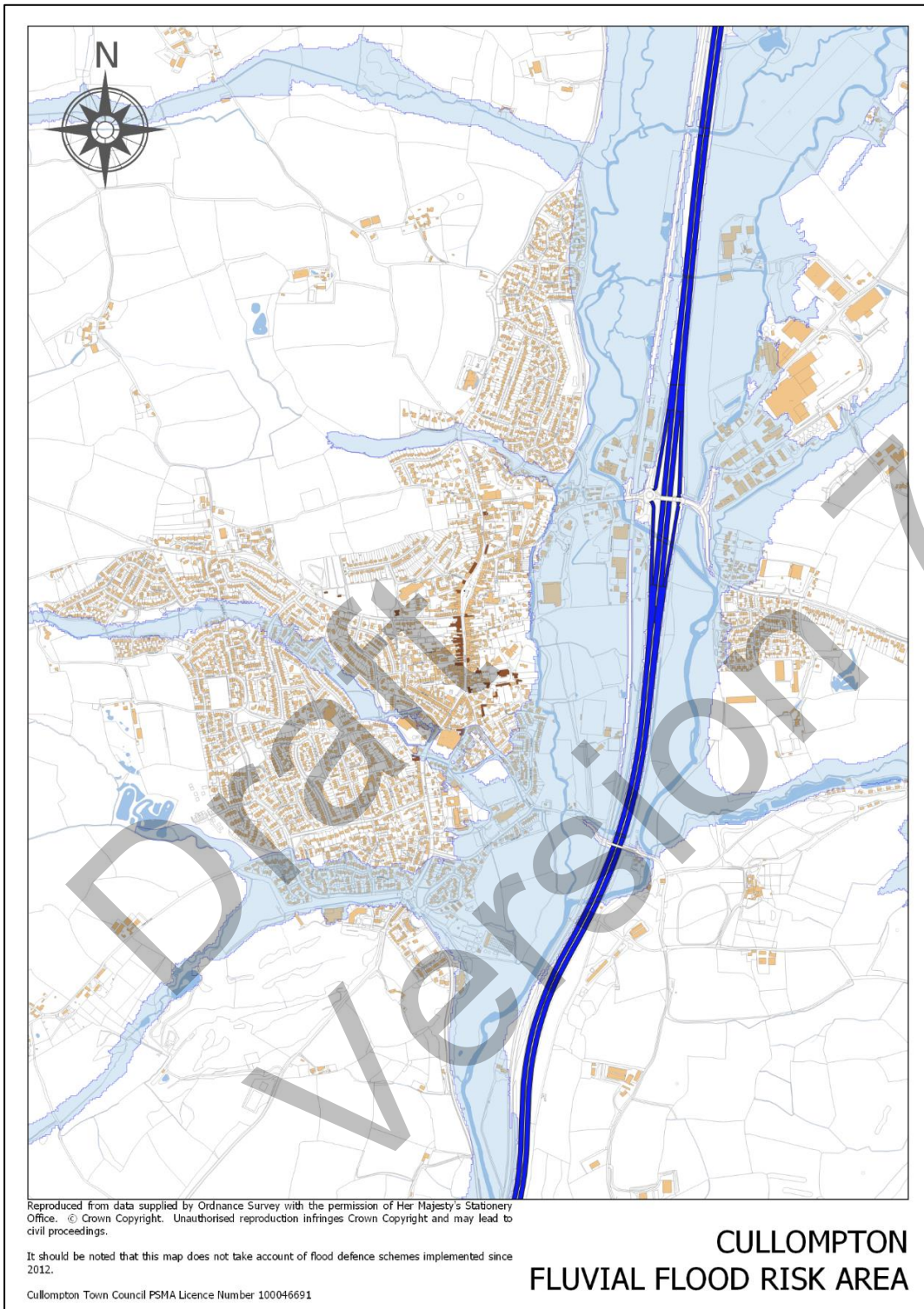
Environment Agency Twitter Feed	<a href="https://twitter.com/envagency">twitter.com/envagency</a>
Environment Agency Facebook	<a href="https://www.facebook.com/environmentagency">www.facebook.com/environmentagency</a>
Devon County Council Twitter Feed	<a href="https://twitter.com/DevonCC">twitter.com/DevonCC</a>
Devon County Council Facebook	<a href="https://www.facebook.com/OfficialDevonCC">www.facebook.com/OfficialDevonCC</a>
Mid Devon District Council Twitter Feed	<a href="https://twitter.com/MidDevonDC">twitter.com/MidDevonDC</a>
Mid Devon District Council Facebook	<a href="https://www.facebook.com/middevon1">www.facebook.com/middevon1</a>

**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 (under direct control of Cullompton Town Council) Other potential locations have been identified and will be contacted as necessary.

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Community Map

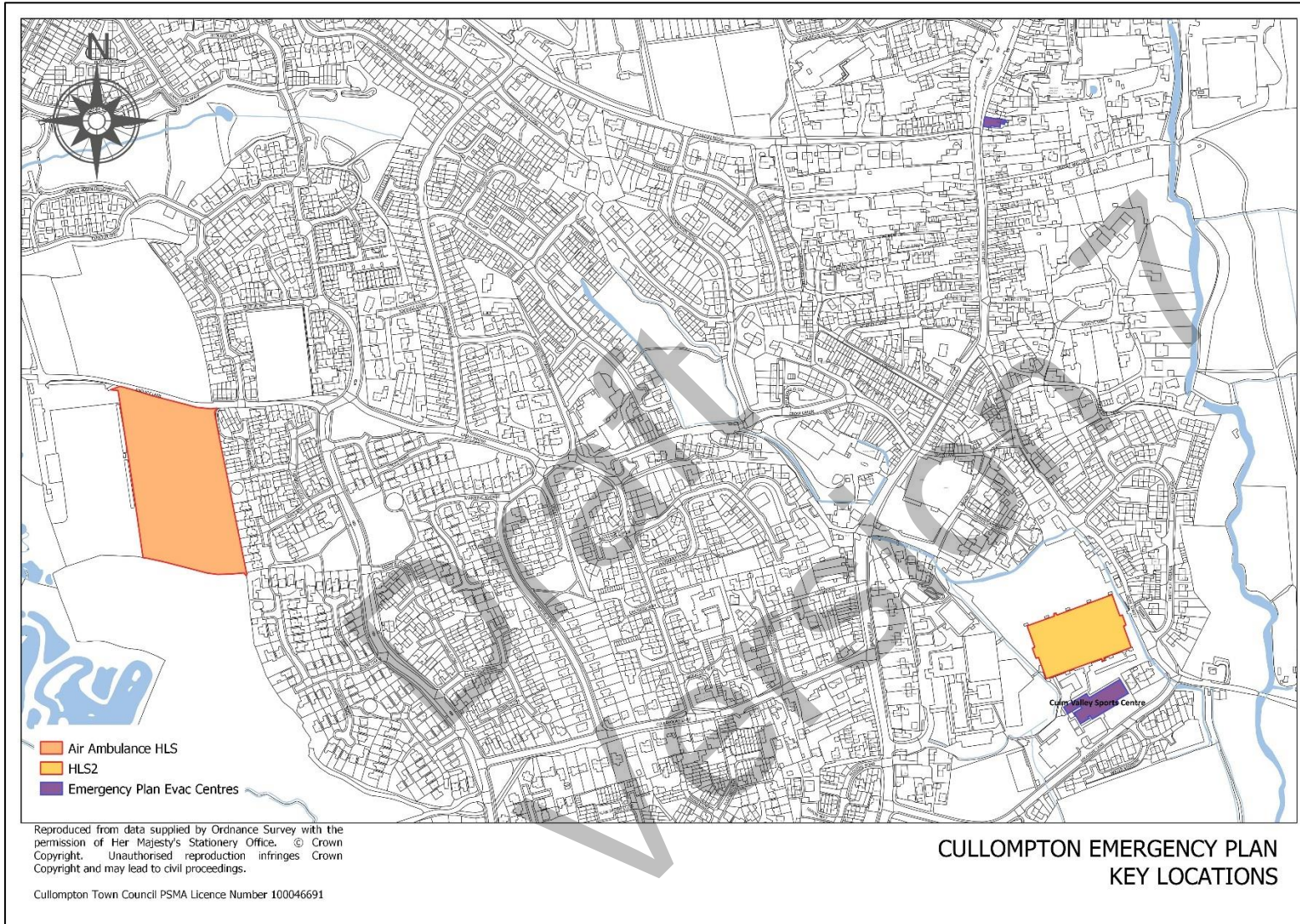


Cullompton Fluvial (defined as “of a river”) Flood Risk Map.

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 and Swallow Way). A scheme to mitigate the running water from the Heyridge Meadow stream has been completed but the risk of rising water remains. In 2023, there was an instance of flash flooding that was caused by the overflow of Cole Brook.
- 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 and keep a watch on the level of the River Culm at Woodmill and Cole Brook. Other Flood Alerts and Flood Warnings upstream and downstream will be monitored.
- Be aware of the areas that are liable to flood.
- Liaise with the Environment Agency if necessary.

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 may be erected by town council staff and/or local residents 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.
- The Knightswood container will be available to be opened by staff or local residents to access the materials inside. The combination for the external key safe will be distributed to key residents at Knightswood.
- The website and Facebook pages will be updated to inform residents 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 together with Devon County Council and Mid Devon District Council will be contacted.
- CERT will meet to establish next actions including opening the evacuation point if it is considered necessary and has been requested.
- The website and Facebook pages will be updated to inform the population of the decisions made and actions that they should be taking.

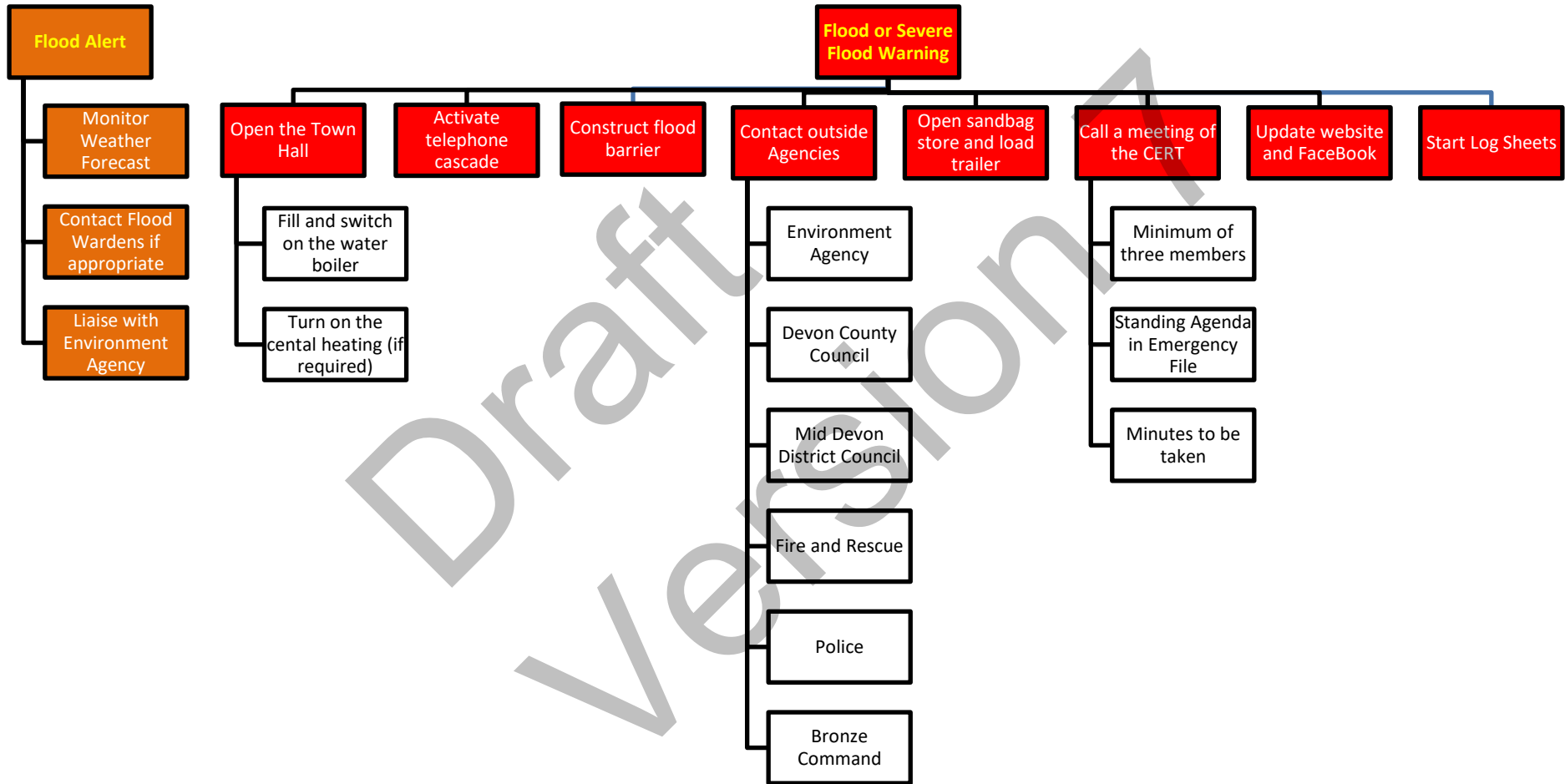
### **Flood Container Contents**

The Council maintains a limited supply of sandbag alternatives for use where necessary. These will be issued on a prioritised basis and residents will be expected to collect them and place them at their properties.

There is also a small quantity of other flood mitigation equipment held and this will be deployed if it is considered necessary and if it is considered that it will be effective:

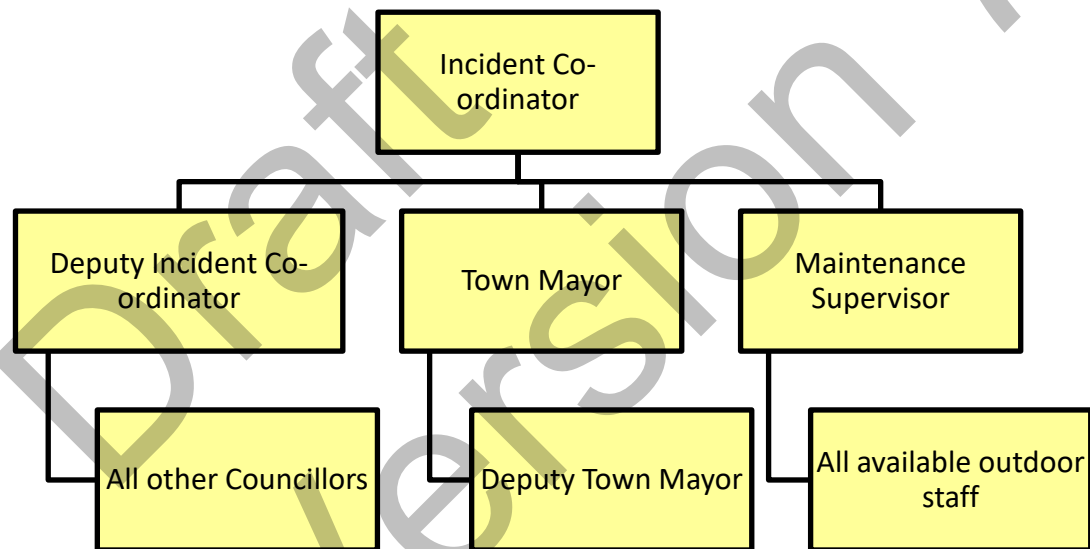
- 10 sets of drain rods are held to assist with the unblocking of drains in vulnerable areas.
- 10 spades to assist with the unblocking of drains in vulnerable areas.
- Foil blankets (50), bottled water, disposable rain ponchos.
- Sandbag alternatives.
- Trolley or barrows to move sandbags.

**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 an Officer of the Council or Council member when authorised to do so.
- 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 drinks.

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**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 Wardens	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	Website and social media sites updated.	
		Co-ord	Contact DCC/MDDC to notify of potential social care needs and emergency housing needs.	

Date	Time	Action taken by	Action taken	Signature

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Evacuation Centre Log Sheet

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

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

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Version 1

# EMERGENCY PLAN RISK ASSESSMENT

## 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
<b>Spring/Summer</b> Likelihood 2 Severity 2 <b>Total 4</b>	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.
<b>Autumn/Winter</b> Likelihood 3 Severity 4 <b>Total 12</b>			
<b>Spring/Summer</b> Likelihood 2 Severity 2 <b>Total 4</b>	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.
<b>Autumn/Winter</b> Likelihood 3 Severity 4 <b>Total 12</b>			

<b>Spring/Summer</b> Likelihood 2 Severity 3 <b>Total 6</b>	Surface water/run-off from roads and fields frequent during periods of prolonged rainfall.	Usually minor but sometimes more serious impact on public highway.	Properties and roads adjacent to fields may be affected.
<b>Autumn/Winter</b> Likelihood 3 Severity 4 <b>Total 12</b>			

## Transport

Matrix Score	Likelihood	Severity	Consequence
Likelihood 2 Severity 2 <b>Total 6</b>	<b>M5 Motorway – Possible</b> 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 2 Severity 2 <b>Total 6</b>	<b>Minor Roads – Possible</b> 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 <b>Total 4</b>	<b>Railway – Possible</b> 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 <b>Total 5</b>	<b>Aircraft – Possible</b> 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  <b>Total 6</b>	<b>Industrial Activity (Kingsmill/ Alexandria Industrial Estates – Low</b> 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  <b>Total 6</b>	<b>Natural Gas Pipelines – Low</b> 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  <b>Total 2</b>	<b>Thatched Properties – Possible</b> 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  <b>Total 4</b>	<b>Global Pandemic – Possible</b> 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  <b>Total 4</b>	<b>Localised Disease Outbreak – Possible</b> 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 <b>Total 3</b>	<b>Snow</b> – Annual light falls, occasionally heavy.	Usually minor, occasionally heavy and prolonged.	Disruption to amenities and transport network.
<b>Spring/Summer</b> Likelihood 2 Severity 2 <b>Total 4</b>	<b>Wind</b> – 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.
<b>Autumn/Winter</b> Likelihood 3 Severity 4 <b>Total 12</b>			
Likelihood 2 Severity 2 <b>Total 4</b>	<b>Drought</b> – Infrequent.	Major disruption of reduced services or standpipes introduced.	Restrictions on usage, use of standpipes. Greater impact on vulnerable groups.
Likelihood 2 Severity 3 <b>Total 6</b>	<b>Severe Heat</b> – Infrequent.	Major disruption to medical services.	Medical services stretched. Greater impact on vulnerable groups.

## Cullompton Town Council: Risk Assessment Form

<b>EVENT</b>	<b>EMERGENCY PLAN</b>	<b>Assessment prepared by:</b>	Deputy Clerk
<b>Date of Risk Assessment:</b>	14 March 2016		
<b>Review Date:</b>	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
<b>Lone Working</b>	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
<b>Slips, Trips and Falls</b>	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

<b>Environmental Conditions</b>	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
<b>Flood Water</b>	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
<b>Falling Debris</b>	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
<b>Foul Water</b>	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



<b>Vehicle Operations</b>	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
<b>Contaminated Waste</b>	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
<b>LIKELIHOOD</b>	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	
<b>SEVERITY</b>	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:	



The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
EX15 1AB

[www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk)  
[admin@cullomptontowncouncil.gov.uk](mailto:admin@cullomptontowncouncil.gov.uk)  
01884 38249

Town Clerk: Dan Ledger

<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>MARCH 2024</b>
<b>Item of business</b>	<b>TOWN AND PARISH CHARTER</b>
<b>Details</b>	To consider the proposed review of the Parish and Town Charter. To agree any suggested amendments to send to Mid Devon District Council
<b>Recommendations</b>	To approve the Town and Parish Charter with any suggested amendments

## **1. Background**

- 1.1. The Charter between Mid Devon District Council and its Towns and Parishes comes up for renewal usually every three years. This was last reviewed in 2020 and is delayed this year due to COVID-19.
- 1.2. The Town and Parish Charter and its Annexe can be found as appendixes to the report. Tracked changes have been left in by Mid Devon District Council so that it can clearly be seen what is proposed to be changed. Most of the changes are due to changes in Legislation or reflect the current working practices between the District Council and the Towns and Parishes.
- 1.3. MDDC are seeking our approval or suggestions on any further amendments. The Consultation period lasts for three months in order to accommodate all Parish Meeting cycles.

## **2. Changes**

- 2.1. In considering the proposed changes, MDDC thought it was important to make specific reference to the following points to allow full consideration of the proposed changes:
  - The Town and Parish newsletter stopped being published during Covid. Now that Communications Team send out regular press releases with any items of interest it is considered to be unnecessary to recommence the Town and Parish Newsletter especially bearing in mind the historical difficulty of finding enough content to fill its pages.

- Since Covid, the District Council and many Town and Parish Councils have become much more technologically agile so that many meetings are now held virtually, facilitating and enabling increased public participation.
- Resources: Council resources continue to be squeezed meaning that the District Council is, along with many other Council's, needing to find efficiencies and financial savings wherever practicable in order to ensure that it can continue to meet its statutory obligations. Although the changes proposed through the document are considered minor and are not considered to fundamentally affect the operation or intent of the Charter, it is necessary to understand that some of the proposed changes seek to reflect working practices which have been adopted in order to ensure the Council is achieving more efficient ways of working and operational cost savings.

### **3. Recommendation.**

3.1. To approve the Town and Parish Charter with any suggested amendments



# Charter

**Mid Devon District Council**

and

**Town and Parish Councils  
in Mid Devon**

**JANUARY~~OCTOBER~~ 201724 (V23)**

## **CHARTER BETWEEN MID DEVON DISTRICT COUNCIL AND THE TOWN AND PARISH COUNCILS IN MID DEVON**

Partnership working between town and parish councils (local councils) and the district council will only be successfully achieved if both partners recognise, understand and respect the role that the other plays and work to promote those roles. This Charter has been agreed following consultation between Mid Devon District Council and the local councils and sets out a framework to enable this to happen. The Charter will be reviewed on a three yearly basis, consultation will take place with Town and Parish Councils prior to consideration by the Community Policy Development Group.

The District Council will work in partnership with local councils in its area to promote sustainable social, economic and environmental development for the benefit of local communities.

**Mid Devon District Council** recognises that local councils:

- 1 Are an important part of local government representing their communities at the most local level.
- 2 Are a primary source of information about the community's opinions and aspirations.
- 3 Provide an opportunity to develop greater engagement with the local community.
- 4 Are heavily reliant on volunteering and goodwill. The differences between smaller and larger local councils in terms of ability to handle information and resources will be respected.

**Local Councils** recognise that Mid Devon District Council:

- 1 Whilst conscientiously taking account of local views also has to take into account community interests across the Mid Devon District.
- 2 Has strategic roles and responsibilities and has to work within Government financial and other constraints.
- 3 Is able to work most effectively with parishes that are well organised, pro-active, informed and willing.

### **Communications and Liaison**

**Mid Devon District Council** will undertake to:

- 1 Arrange and host on at least an annual basis a district-wide meeting of clerks to discuss matters of mutual concern and also to periodically arrange training and meetings for Town and Parish Councillors.

- 2 Provide a liaison officer(s) who will act as the point of contact for local councils, providing support and information, directing enquiries, advising and ensuring that issues are followed up and dealt with in a timely manner.
- 3 Work with the Devon Association of Local Councils to provide more information to towns and parishes about obtaining 'Local Council Award Scheme' and the 'General Power of Competence'.
- 4 ~~Continue to send the Town and Parish newsletter electronically, in order to keep local councils informed and share information.~~ Assist Town and Parish Councils with the formulation of an Emergency Plan.
- 5 Encourage District Councillors to attend their local council meetings and ensure that issues raised by District Councillors acting in support of local councils will be responded to.
- 6 Formally add to the role of Chairman of the District Council that of being 'Local Council Lead Member' who will encourage better working across the district. ~~by attending local council meetings and providing feedback on any issues of local concern or interest.~~
- 7 Encourage officers and Members to attend local council meetings and speak on issues of concern/interest and provide feedback.
- 8 Ensure District Council key documents, where appropriate, contain a short executive summary or an explanation of their relevance.
- 9 Use plain English in written communications and to explain all acronyms used.

**Local Councils** will undertake to:

- 1 Be represented at the annual meeting of clerks.
- 2 Use the Council's Liaison Officer for contact with the District Council in the first instance where the name of the appropriate officer is not known, unless responding directly to consultations.
- 3 ~~Contribute to the Town and Parish newsletter when there is an item that other local councils will find of interest.~~
- 34 Welcome District Councillors to town and parish meetings and send them agendas and minutes and invite reports.
- 45 Utilise the services of Customer First where appropriate.
- 56 Invite relevant officers to meetings where there are issues of concern or interest to the local council.

## Consultation

**Mid Devon District Council** will undertake to:

- 1 Consult local councils on all issues which are likely to affect their area.
- 2 Allow five weeks for local councils to respond to consultation. If this is not possible the local council will be given an explanation. (This does not apply to planning applications. These are covered in the attached annexe).
- 3 Provide briefing sessions/workshops to groups of local councils on complex consultation issues.
- 4 Make specific arrangements for consultation on planning (see Annexe 1).
- 5 Have regard to the views of the local councils when making decisions.
- 6 Keep under review the level and quality of consultation.

**Local Councils** will undertake to:

- 1 Take part in consultation exercises and respond within the given period.
- 2 Notify Mid Devon District Council if they cannot respond to a consultation within the given period, but will be making a response.
- 3 Work with Mid Devon District Council to seek the views of residents on issues of common interest.

## Planning

**Mid Devon District Council** will undertake to:

- 1 Have due regard to the views of the local councils in determining all planning applications and where relevant neighbouring parishes.
- 2 Ensure planning notices are prominent for all planning applications and A3 size notices are used for major applications.
- 3 Ensure where practicable, notices in connection with planning policy public consultation meetings are placed prominently and at least 14 days in advance of meeting dates.
- 4 Be willing to advise in the creation of Neighbourhood / Parish Plans.
- 5 Notify the relevant local council(s) of any public meetings and exhibitions organised by Mid Devon District Council about policies and plans affecting the parish.



- 6 Hold separate meetings in the three main towns where matters affecting the ~~Local Development Framework~~ preparation of a local plan and specific sites only are being considered.
- 7 Consult with the local councils on planning applications within the Town or parish area in accordance with statutory procedures –and on applications in neighbouring parishes where appropriate and inform the Local Council which Planning Officer is dealing with the application.  
  
(NB. Plans with only minor changes are not subject to re-consultation)
- 8 Consult with local councils with regard to the use of discretionary S106 monies and request that schemes are put forward that would enhance the local area.
9. Allow a representative of local councils to attend and speak at meetings of Mid Devon District Council's Planning Working Group in respect of any planning application within that parish/town and to address the Planning Committee in accordance with the Council's scheme of public participation.
- 10 Explain the reasons for planning decisions within the Officer report and decision notice.
- 11 ~~If staff resources allow,~~ endeavour to ~~hav~~make officers available to attend meetings of local councils to clarify the details of significant or controversial applications.
- 12 Endeavour to ensure that the 'Public Access' facility on the website is available at all times.

Please note: A more detailed Planning Charter between MDDC and Town and Parish Councils is attached to this document (Annexe 1). ~~The Planning Guide has not been included in this version as fundamental changes are expected to the planning system via the Housing White paper~~

**Local Councils** will undertake to:

- 1 Acknowledge that Mid Devon District Council will not always be able to accede to the views of parish/town councils.
- 2 Respond to all consultations on planning applications within the District Council's deadlines, even if it is a 'no comment' response.
- 3 Comment on planning applications on material planning grounds, and specify as fully as possible the reasons for an objection to, or support for, a particular application.
- 4 Ensure that all councillors are made aware of the contents of planning decision notices sent to the local council by reference to the reasons for approval / refusal.

- 5 Assist Mid Devon District Council by reporting perceived local breaches of Town and Country Planning Legislation, submitted via the online "alleged planning breach" form.
- 6 Attend relevant meetings, briefings and training to gain a better understanding of the planning process.
- 7 Consider preparing a Parish/Neighbourhood Plan. If they have made one, consider offering their assistance and experience to other councils that have not. Provide Mid Devon District Council with sufficient advance notice of requests to designate a neighbourhood area, draft neighbourhood plan consultation, or the submission of a neighbourhood plan, so that Mid Devon District Council is able to provide technical support and meet statutory time limits where it is responsible for these stages.

## Training and Support

**Mid Devon District Council** will undertake to:

- 1 Continue to provide regular and ongoing planning and ethical standards training to local councils with particular emphasis on the guidance already provided.
- 2 Endeavour to provide website advice where requested.
- 3 Share training where appropriate.

**Local Councils** will undertake to:

- 1 Use the services of Customer First and the Parish Liaison Officer.
- 2 Examine the wide range of training and best practice sources available, particularly through the Devon Association of Local Councils.
- 3 Ensure, where possible, the training needs of their councillors, clerks and chairmen are met.
- 4 Consider training requirements when setting their precepts.

## Partnership and Financial Arrangements

**Mid Devon District Council** will undertake to:

- 1 Collect and pay in a timely manner any precept levy requested by the local councils.
- 2 Operate and keep under review the financial arrangements with local councils in respect of services such as public conveniences and street cleaning.

**Local Councils** will undertake to:

Make any precept requests within the timescale set by Mid Devon District Council.

**Planning Charter for  
Parish & Town Councils**



# Planning Charter for Parish & Town Councils

Proposed January 2024

## PLANNING CHARTER FOR TOWN and PARISH COUNCILS (TPC's)

1. The Planning Team of Mid Devon District Council will consult with its constituent Town and Parish Councils on all applications for planning permission, Advertisement Consent, Listed Building Consent, ~~Conservation Area Consent~~, deemed applications from Devon County Council and Government Departments, and some notifications (for example, telecommunications).
2. In order to aid the decision making process, we will make every effort to forward full and adequate details of applications to Town and Parish Clerks within **three working days** of their validation, together with ~~a link to copies of accompanying~~ application drawings and other relevant information. All information will be provided in electronic format. Weekly email alerts of new applications can be sent to Parish and Town Clerks if an email address is provided.
- ~~3. The Planning Section Team is continually developing the electronic delivery side of its service. We will be considering ways of enhancing access to information, receipt of consultation responses from Town and Parish Councils, development of its web site, and e-mail communications. In addition, officers will attend local Council meetings if requested to advise on current procedures and working practices if staff resources allow.~~
- 4.3. Planning will consider any reasonable requests for additional information from Town and Parish Councils whilst having regard to the statutory, fifty-six day period (8 weeks) for determining most planning applications., ninety-one days (13 weeks) for Major applications and one hundred and twelve days (16 weeks) for applications accompanied by an Environmental Impact Assessment (EIA).
- 5.4. The Planning Team will wait **twenty-one days** for receipt of Town and Parish Councils views on the above noted applications (a week in excess of the fourteen day period provided by statute) before determining applications and issuing the relevant Decision Notice.
- 6.5. Any reasonable requests to delay consideration of applications so as to allow full comment to be made by Town and Parish Councils will be at the discretion of the Development Management Manager or relevant case officer. In the majority of cases, Town and Parish Councils will be expected to respond to notification on planning applications within twenty-one days of receipt of an application.
- 7.6. Representations received from Town and Parish Councils will be considered in accordance with the Council's Planning Scheme of Delegation.
- ~~8. The 'Weekly List' advising all new planning applications will be sent to all Town and Parish Clerks. The list will give the case officer contact details for information and advice. It also identifies the expected decision level i.e. 'DEL' Delegated and 'COMM' Committee.~~

An electronic alert of your Planning Application(s) on Weekly List will automatically be sent every Friday (if an email address is provided) with web links to associated documents.

- 9.7. The Planning Team will continue to advertise details of applications in ~~the local press on a weekly basis. In addition, the Planning Section will continue to advertise every planning application on site (A3 size if Major application) and notify the occupiers of properties that share a boundary with the application site in accordance with the~~ Statement of Community Involvement (SCI). ~~It should be noted that f~~Further neighbour notifications may be sent according to the case officer's assessment of who may be affected materially and directly by the development following a site visit~~(JMI)~~.
10. At the discretion of the Development Management Manager or relevant case officer, Town and Parish Councils will be notified of planning application revisions (unless of a minor nature), and copies of revised plans will be forwarded.
11. We will ensure that the opportunity is given for Town and Parish Councils to attend and speak at Planning Committee. A representative of the Town or Parish Council may also attend and speak at meetings of the Planning Working Group on site.
12. We will report, in full, representations received from Town and Parish Councils on applications that are presented to Planning Committee. The views will be included on the agenda report, but if received after printing, views will either be tabled or verbally reported.
13. The Planning Team will advise Town and Parish Councils of the relevant date it is anticipated a deferred application will be presented back to Planning Committee.
14. The Planning Team will provide full, unrestricted access to all public information held on planning application files and on the Council website [www.middevon.gov.uk/index.aspx?articleid=113](http://www.middevon.gov.uk/index.aspx?articleid=113) via the <https://planning.middevon.gov.uk/online-applications/> link for Planning, an on-line service that allows you to view Mid Devon applications. You can also search and view property details, submit comments (within 21 days) on individual applications, view weekly lists of applications, the decision, reasons for the decision and a copy of the officer report. ~~We will provide photocopies of relevant documents (subject to copying charges applicable at the time).~~
15. Within five working days of issuing the decision to the applicant, we will notify Town and Parish Councils of that decision and by email alert on a weekly basis if subscribing to the service.
16. The Planning Team will undertake full consultation where appeals are lodged in order to provide Town and Parish Councils with an opportunity to make their views known or to be taken into account by the Planning Inspectorate. (Please note this does not apply to Householder Appeals where only the comments made at application stage can be taken into account).
17. The Planning Team will respond to all reasonable requests for appropriate officers to attend Town and Parish Council meetings to discuss planning matters or development proposals where resources allow.
18. We will act promptly on high priority breaches of unauthorised development receipt of information from Town and Parish Councils, submitted via the online 'alleged planning

~~breach' form, regarding alleged unauthorised development,~~ and will keep them informed of the progress and outcome of subsequent enquiries and action proposed. The alleged planning breach form can be found on the Council's website at <https://www.middevon.gov.uk/residents/planning/planning-enforcement/>

19. The Planning Team will seek to involve Town and Parish Councils regarding matters which could have implications on land use, community development and environmental / enhancement initiatives, etc. This will include the preparation of Supplementary Planning Documents and Conservation Area Appraisals.
20. The Council will consult with and take into account all views received from Town & Parish Councils in the preparation and review of the ~~Local Development Scheme (LDS) and Local Development Documents (LDD)~~ Development Plan documents (e.g. Local Plan) in accordance with details set out in the Statement of Community Involvement (SCI). The current Local Plan and Local Development Scheme are available ~~for viewing at Reception, or on~~ the Councils web site, [www.middevon.gov.uk](http://www.middevon.gov.uk)
21. Copies of the ~~Local Development Framework~~ Mid Devon Local Plan 2013-2033 are available for purchase. Again, please see the web site noted above, ~~or visit the Reception for further details.~~
22. The Planning Team will continually review the information it holds on its web pages to improve access to information by all its customers including Town and Parish Councils. This includes its Planning Handbook, formal Supplementary Planning Documents, and informal advice leaflets. We are also looking to extend this to include other relevant information.
23. Should Town and Parish Council's have any suggestions for items which could be introduced on to the web site or as new leaflets / information sheet then please do not hesitate to feed this back to the Planning Section.

### Contacting Us:

If visiting, the Reception is on the Ground Floor, and Development Control is on the First Floor of Phoenix House.

Our postal address is:

Mid Devon District Council, Development Control, Phoenix House, Phoenix Lane, Tiverton, Devon EX16 6PP ☎ 01884 255255

**Direct Line(s) into Planning Section 01884 234260 / 01884 234262**

**Generic email address: [devcon@middevon.gov.uk](mailto:devcon@middevon.gov.uk)**



## MID DEVON DISTRICT COUNCIL - PLANNING SECTION

### GUIDANCE NOTE 1 (Ver 1.1)

#### *Treatment of Town and Parish Council Responses on Planning Applications*

Schedule 1 (paragraph 8) of the Town and Country Planning Act 1990 (as amended) states that Parish Councils (or Town Councils) may request District Councils to send them details of planning applications for their areas. Mid Devon District Council aim to work closely with the community and will formally consult the appropriate Town and Parish Council on all applications that require consultation as per the Act.

The Planning Team will use its best efforts to ensure that consultations are carried out within three working days of validation of the application.

The Planning Team is continually trying to develop the delivery of its service. To this end, we will consider ways of improving electronic access to information by Town and Parish Council's through e-mail and its web site [www.middevon.gov.uk](http://www.middevon.gov.uk), in addition to officers attending council meetings (if necessary requested) to advise on procedures and developments, etc.

Article 21 of the Town and Country Planning Act – General Development Procedure Order 1995<sup>[AD2]</sup> states that District Councils do not make a decision on a planning application until after fourteen days have elapsed from the date of notification to Town and Parish Councils. The Planning Team has extended the consultation period to twenty-one days from the date of notification in order to provide Town and Parish Council's an opportunity to consider planning applications for a time greater than the statutory minimum period<sup>[AW3]</sup>.

The twenty-one day period starts from the date of consultation with Town and Parish Council's as recorded on the application file and electronic planning application database.

Town and Parish Councils are encouraged to discuss applications with the Case Officer who will be pleased to clarify any details necessary.

The Planning Team will consider any reasonable requests for additional information for Town and Parish Council's whilst having regard to the statutory fifty-six day period for determining planning applications.

The twenty-one day period ends on receipt of post on day twenty-two (to enable any last minute responses to be cleared).

A written response via the Public Access system or by; telephone message; ~~fax;~~ e-mail to [devcon@middevon.gov.uk](mailto:devcon@middevon.gov.uk) ~~or verbal communication~~ will all be considered as a valid consultation response. ~~In the case of verbal and e-mail responses, the officer in receipt of the message will note the respondent, date, time and the response and place this information on~~

~~the application file.~~ All consultation responses are posted on our website (Public Access) in line with the Local Government (Access to Information) Act 1985 which requires that such correspondence be available for public inspection.

If the application is not a Delegated item (can be processed without the need for Committee approval), all Town and Parish Councils responses will be noted on the application file and reported to the Councils Planning Committee

### **Scheme of Delegation to the Development Management Manager**

To exercise all the powers of the Council as Local Planning Authority (including the conduct of appeals and enquiries) under the Planning Acts, (unless expressly delegated to another officer) except where: **-In the case of all Applications:**

1. In the opinion of the Development Management Manager or the Area Planning Officer, the application is of a significant controversial or sensitive nature;
2. The application has been submitted by or on behalf of the Council;
3. The application is from an Elected Member or Officer
4. The application is accompanied by an Environment Impact Assessment (EIA);
5. The application is a significant or major departure and is recommended for approval;
6. The Ward Member; Chairman or Vice-Chairman of Planning Committee requires that the Committee consider an application having given clear planning reasons;
7. Applications will be delegated to the Development Management Manager to refuse if Section 106 Agreements are not signed and completed within 8 or 13 week time-scale.

### **In the case of re-negotiations on a planning obligation (S106 Agreements and Undertakings);**

1. The Ward Member, Chairman and Vice-Chairman of Planning Committee and Cabinet Member for Housing (the latter in the case of amendments to affordable housing only) requires that the Committee consider the proposed changes having given clear planning reasons
2. In the case of renegotiations on another planning obligation issue the Ward Member, Chair and Vice Chair of Planning requires that the Committee consider the proposed changes having given clear planning reasons, otherwise they be delegated to the Development Management Manager

### **In the case of Formal Enforcement action:**

1. ~~In the opinion of the Development Management Manager, the proposed enforcement action raises matters of significant public interest and /or significant cost to the Council for which there is no budget and/or would prevent a person from residing or continuing to reside on land within the district; Formal enforcement action is proposed other than a Breach of Condition Notice or in the case where urgent action is required to commence enforcement proceedings, consisting of the service of a Temporary Stop Notice, Enforcement Notice, Stop Notice or commence Injunction proceedings. These proceedings to only be instigated in consultation with one or more of the following: Planning Chairman, Vice Chairman, Ward Member.~~
2. ~~The action relates to land in which the Council, a Member or an Officer has an interest; Other than in consultation with the Legal Services Manager prosecution proceedings regarding any unauthorised advertising/fly posting.~~
3. ~~The action is the issue of an enforcement notice, stop notice, temporary stop notice or legal proceedings, in which case the notice or proceedings will be issued by the District Solicitor (Monitoring Officer) or a solicitor employed by the Council, in consultation with the Head of Planning Economy and Regeneration or the Group Manager for Development.~~

(Note: Formal action does not include the service of a Planning Contravention Notice or Section 330 requisition for information)

#### ~~In the case of the Community Infrastructure Levy Regulations (CIL) and associated enforcement~~

1. ~~Formal CIL enforcement action comprising CIL Stop Notice or in the case where urgent action is required to commence enforcement proceedings consisting of the service of a CIL Stop Notice or commence CIL Injunction proceedings. These proceedings only to be instigated in consultation with one or more of the following: Planning Chairman, Vice Chairman, Ward Member.~~

#### **In the case of Conservation:**

1. It requires the issue of repair and urgent work notices
2. It involves the submission of funding bids or schemes that have budgetary implications

#### **In the case of the Local Plan:**

Local Plan proposal's and policies with reasoned justification for publication and consultation or adoption at the following stages (other than where minor modifications and other minor changes are made).

- Local Plan options consultation
- Publication and consultation of the 'submission' Local Plan
- Local Plan adoption

(or the equivalent stages of processes of successors to Local Plans).

#### **In the case of Planning Guidance or other strategic development plans Policy:**

- ~~Representations to~~ strategic development plans and policies at a larger than district scale ~~are to be made~~ will be consulted on.

- Supplementary Planning Documents dealing with Mid Devon wide guidance and sites/areas for publication prior to consultation and for adoption (other than where minor modifications and other changes are made).

~~(Not including updating contributions sought through S106 Agreements to reflect changes in the cost of provision of facilities).~~

#### **~~BUILDING CONTROL AND SAFETY:~~**

~~To exercise all the Council's powers under the Building Act 1984 or regulations made there under except where:-~~

##### ~~In the case of charges~~

- ~~The annual review of charge results in increases greater than the rate of inflation.~~

#### **~~OTHER PROVISIONS~~**

- ~~1. To authorise caravan rallies in accordance with the requirements of CS and C of DA 1960.~~
- ~~2. To place officers within the Building Control team at the disposal of North Devon Council in accordance with section 113 Local Government Act 1972.~~
- ~~3. To make representations where appropriate and with the agreement of the Chairman and/or Vice Chairman of the Committee and Ward Member's (as appropriate) in respect of new Applications for Goods Vehicles Operators' Licenses, or when a significant variation of an existing licence is proposed.~~
- ~~4. To caution offender where there was evidence of a criminal offence and the offender admitted the commission of the offence but the public interest did not require a prosecution.~~

#### **Notes**

The above procedure should be read alongside the Town and Parish Council Charter which is available from the Planning Team.

Training workshops in the operation of the Planning System will continue to be offered to Town and Parish Councils.



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<b>CULLOMPTON TOWN COUNCIL (‘the Council’)</b>	
<b>Date of report</b>	<b>March 2024</b>
<b>Item of business</b>	<b>Annual Parish Meeting</b>
<b>Recommendations</b>	To NOTE the report and the proposed date of the Annual Parish Meeting.

In accordance with the [Local Government Act 1972 Schedule 12 s14\(1\)](#), the Parish Meeting shall assemble annually on some day between 1 March and 1 June. It is convened by the Chairman of the Council and is an opportunity for members of the Parish to raise matters pertaining to the Council and its work. The chairman will be asked to deliver an annual report. County Councillor and District Councillor will also be invited to give annual reports. The opportunity is also afforded to community groups operating within the Parish to make reports on their work.

It is proposed that the Annual Parish Meeting will be held on 16 May 2024, if Council wish this to be on a separate evening to the AGM of the Town Council. Alternatively, the meeting could be held at 6pm on the 23 May 2024 with the AGM at 7pm.

The Chairman will be asked whether the Town Council should invite any other stakeholders as well as whether a guest speaker should be asked to attend to speak at the meeting. The office will liaise with the Chairman to facilitate the event.



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<b>CULLOMPTON TOWN COUNCIL</b> <b>(‘the Council’)</b>	
<b>Date of report</b>	<b>March 2024</b>
<b>Item of business</b>	<b>Cullompton Farmers’ Market</b>
<b>Recommendations</b>	To write a letter of support to Cullompton Farmers’ Market in their application to Mid Devon District Council for a grant from the Vibrant Town Centre Fund.

The Farmers’ Market have requested that a letter is written in support of their application to Mid Devon District Council in its application to the Vibrant Town Centre Fund in order to:

“We would like to celebrate the market and improve footfall by improving the signage throughout the town with a combination of permanent signs, posters and banners. This will let more people know about the market, benefiting traders, thus improving the local economy and other local businesses by bringing more people into the Town Centre.

The main purpose of the project is to improve signage for the market. We aim to make use of existing opportunities for advertising around the town for example, including laminated posters on the sheep notice boards, electronic adverts on the information boards at the library and Tesco, permanent signs on the bus stops in the Bullring and Aldi, and cross-promotional opportunities with other local businesses including The Steamer Coffeehouse and Kitchen in Willand.

We know that the project is needed because we currently have little permanent signage around the town reminding people of market days. Traders have commented that we could improve signage but as a committee we have very limited capacity to do so. Our range of local traders are an asset to the town and we would like to celebrate the

market and use this as an opportunity to bring more people to the town centre. The project will benefit market traders, residents as well as other local businesses through improved footfall on market days.”

It is recommended that a letter of support is written to Cullompton Farmers’ Market in their application to Mid Devon District Council for a grant from the Vibrant Town Centre Fund.



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<b>CULLOMPTON TOWN COUNCIL</b> (‘the Council’)	
<b>Date of report</b>	<b>March 2024</b>
<b>Item of business</b>	<b>Play Area Fencing</b>
<b>Recommendations</b>	<ol style="list-style-type: none"><li>1. The Town Clerk is authorised to obtain best value for money and that expenditure in the amount of up to £24,999 is approved for the replacement of fencing at the Headweir Road play area, Tufty Park and the Upcott Field with bow-top metal railings.</li><li>2. £24,999 is transferred from the Future Projects EMR to meet this expenditure with any surplus transferred back to Future Projects EMR.</li></ol>

1. The industry standard for play area fencing is of the 1.2m bow-top variety; this can be seen in place at the Culm Lea play area and at the Rivermead play area. It comprises galvanised or powder coated steel rails with a bowed (or hooped) tops. It is both safe and aesthetically pleasing with the added benefit of being more robust and resistant to rot and vandalism than the wooden or chain link alternatives.
2. In addition, the installation of child-safe, self-closing, gates are required at all play areas either as such gates do not exist or require replacement. Two play areas are also fitted with maintenance gates that require replacement.
3. Town Council staff have indicated that they are able to carry out the installation works.
4. Total cost for the purchase of required fence panels and gates will be in the region of £22,000-£25,000 (dependent on whether galvanised or powder coated fence panels are purchased). Should installation be required, it can be done by the supplier at a cost of £32.00/m (that would increase costs by a further £10,000).



5. It is considered that the replacement of fencing at Upcott Field is deferred until consultation on and plans for renovation are completed and the exact size of the play area has been finalised.
6. Estimates have been requested from local suppliers and these are awaited.
7. It is recommended that:
  - 7.1. The Town Clerk is authorised to obtain best value for money and that expenditure in the amount of up to £24,999 is approved for the replacement of fencing at the Headweir Road play area and Tufty Park with bow-top metal railings.
  - 7.2. £24,999 is transferred from the Future Projects EMR to meet this expenditure with any surplus transferred back to Future Projects EMR.

## FULL COUNCIL – FORWARD PLAN

This forward plan identifies reports and other agenda items for future meetings of the Full Council. It is also intended to assist agenda management and act as a reminder of items to come forward to future meetings.

<b>Report title</b>	<b>Meeting date</b>
Gift of A Burrow for Allotments Governing Documents	May 2024
Town Hall Options Report	May 2024
Town Entrance & Assets Signage Quotes	May 2024