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**MINUTES OF THE ANNUAL MEETING OF CULLOMPTON TOWN COUNCIL**  
**HELD ON THURSDAY, 23 MAY 2024 AT 7:00PM**  
**AT CULLOMPTON TOWN HALL**

**Present:**

**Councillors:** E Buczkowski, J Buczkowski, R Dietrich, P James, M Kerlake, L Knight, C Matthews, P Regardsoe, S Robinson, T Spring, J Stanford, M Thompson

**Officers:** The Town Clerk, Deputy Clerk, Finance Officer

**C24/001 Elections.**

1. **RESOLVED** that Councillor T Spring is elected as Chair of Cullompton Town Council for the Municipal Year 2024-2025. The elected Chair signed the Declaration of Acceptance of Office.
2. **RESOLVED** that Councillor E Buczkowski is elected Vice-Chair and Deputy Mayor of Cullompton Town Council for the Municipal Year 2024-2025. The elected Vice-Chair signed the Declaration of Acceptance of Office.

**C24/002 Apologies for Absence.** There were no apologies for absence received.

**C24/003 Declaration of Interest and Dispensations.** The following declarations of interests were made:

1. Councillor L Knight declared an ORI in Item C24/014.1 as he is the Treasurer of the Cullompton Community association.

**C24/004 Member Questions.** The following member questions were asked:

1. Councillor R Dietrich asked about the possibility of including Bleed Kits within the defibrillator cabinets owned by the Council. *The Town Clerk explained that Bleed Kits were normally held in bespoke cabinets that may or may not be co-located with defibrillator cabinets and that the matter would be investigated and costed.*

**C24/005 Public Question Time.** There were no new questions asked. However, the following updates were provided by the Town Clerk:

1. In regard to the boundary of the Tesco site, some has been cut back by Council staff, but Tesco would be encouraged to do so in future. In terms of the fence line at the foot of Middle Mill Lane, the Deputy Clerk is in discussion with representatives of Tesco and the Cullompton Community Association.
2. Regarding the missing Belisha Beacon adjacent to The Walronds, it was confirmed that DCC are aware that it is absent, that it is on their contractor's work schedule but that no rectification date is yet available.

**C24/006 RESOLVED** that:

1. The Minutes of the Ordinary Meeting of Cullompton Town Council held on 28 March 2024 were adopted as a true and correct record of the meeting; they were signed as such.
2. The Minutes of the Ordinary Meeting of Cullompton Town Council held on 25 April 2024 are adopted, with a minor amendment, as a true and correct record of the meeting; they were signed as such.

**C24/007 RESOLVED** that:

1. The Minutes of the Community, Economy and Tourism Committee meeting of 13 February 2024 are adopted as a true and correct record of the meeting; they were signed as such.
2. The Minutes of the Governance, Finance and Resources Committee meeting of 22 February 2024 are adopted as a true and correct record of the meeting; they were signed as such.
3. The Minutes of the Planning, Licensing and Strategic Growth Committee meeting of 28 March 2024 are adopted as a true and correct record of the meeting; they were signed as such.
4. The Minutes of the Services, Property and Outdoor Spaces Committee meeting of 14 March 2024 are adopted as a true and correct record of the meeting; they were signed as such.

**C24/008 RESOLVED** that the report of the Internal Auditor is NOTED.

**C24/009 RESOLVED** that the Annual Governance Statement 2023-2024 Section 1 is APPROVED.

**C24/010 RESOLVED** that the Annual Governance Statement 2023-2024 Section 2 is APPROVED.

**C24/011 RESOLVED** that the period for the Exercise of Public Rights is Monday 3 June 2023 until Friday 12 July 2024 inclusive.

**C24/012 Finance.**

1. **RESOLVED** that the Council payments list is APPROVED.
2. **RESOLVED** that the Regular Payments list 2024-2025 is APPROVED.
3. **RESOLVED** that the professional subscriptions are APPROVED for the year 2024-2025.

**C24/013 Appointments to Committees.**

1. **RESOLVED** that the Terms of Reference for the Planning and Licensing Committee are APPROVED. Amend to read that the Chair will call meetings.
2. **RESOLVED** that:
  - 2.1. The membership of the Planning and Licensing Committee will be Councillors R Dietrich, P James, S Robinson and J Stanford.
  - 2.2. Councillor R Dietrich is nominated as Chair of the Planning and Licensing Committee.
3. **RESOLVED** that the Terms of Reference of the Staffing Committee are APPROVED. Amend to read that the Chair will call meetings.

4. **RESOLVED** that:
  - 4.1. The membership of the Staffing Committee will be Councillors J Buczkowski, R Dietrich, P James, L Knight, J Stanford.
  - 4.2. Councillor J Buczkowski is nominated as Chair of the Staffing Committee.
5. **RESOLVED** that the Terms of Reference of the Appeals Committee are APPROVED.

**C24/014 RESOLVED** that the named Town Councillors are appointed to the following outside bodies:

1. Cullompton Community Association. Councillor E Buczkowski.
2. Cullompton Swimming Pool Campaign. None. The Clerks are to seek clarity from the Swimming Pool Campaign what is required.
3. Cullompton Town Team. Councillors S Robinson, L Knight.
4. Cullompton United Charities. No nominations at this time.
5. Culm Garden Village Delivery Board. Councillor J Buczkowski.
6. Devon and Somerset Metro Board. Councillor J Buczkowski.
7. Devon Association of Local Councils - Larger Local Councils. Councillor L Knight.
8. Police and Crime Commissioner Advocacy Scheme. Councillor T Spring.
9. Voluntary Car Scheme. Councillor J Stanford.

**C24/015 Governance.**

1. **RESOLVED** that the revised Standing Orders are adopted.
2. **RESOLVED** that the revised Financial Regulations are adopted with the following amendments:
  - 2.1. **Financial Regulation 3.1** – A 3-year plan should remain but should be a Council document instead of individual Committee plans.
  - 2.2. **Financial Regulation 4.8** – Variances of 10% to a minimum of £100.00 should be reported.
  - 2.3. **Financial Regulation 5.5** – Amend this Financial Regulation to delegate to the Clerk to authorise payments up to £5,000 in support of the delegated authority in Financial Regulation 4 and report such payments to the next meeting.
  - 2.4. **Financial Regulation 6.15** – This Financial Regulation appears to infer that the Town Clerk can issue instructions to the bank and should be removed.
  - 2.5. **Financial Regulation 6.18** – The Council does not operate a Debit Card on the bank account, and, for transparency and risk management, this Financial Regulation should be removed.
  - 2.6. **Financial Regulation 6.19** – Remove references to a Pre-payment Credit Card.

3. **RESOLVED** that the Councillor Code of Conduct is adopted.
4. The Allotment Policy – Hayman’s Close and Top Field is deferred for further amendment.
5. **RESOLVED** that the remainder of adopted Policies are deferred with a list of Policies with their Version Numbers to be supplied.

**C24/016 Outside Spaces.**

1. **RESOLVED** that the Royal British Legion supplies the bench to be installed in High Street outside Thorne, Carter and Aspen with the existing bench repurposed.
2. **RESOLVED** that Summer hanging baskets are supplied at no cost to the traders and that the Council bears the cost of supply and maintenance.
3. **RESOLVED** that wildflower planting is trailed at the proposed site at Saxon Way.

**C24/017** **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.

**C24/018 Staffing Matters.**

1. It was NOTED that the Project Officer has resigned.
2. **RESOLVED** that the Town Council Solicitor is instructed to represent the Council at the upcoming hearing.
3. **RESOLVED** appoint Jack Takle as the Council’s new Outdoor Maintenance Operative at SCP 5-7, commencing on SCP 5 from the 3 June 2024.
4. **RESOLVED** that all future appointments of staff, where there is no revision of Job Description or Person Specification, are delegated to the Town Clerk to advertise, set up an interview panel and to appoint as required.
5. **RESOLVED** that the recruitment of a Committee Clerk/Project Officer continues as it was felt that there had been insufficient publicity.

**C24/019 The Hayridge Centre Occupancy Agreement.**

1. **RESOLVED** that the agreement is signed by the Town Clerk after negotiation on a number of points on the agreement delegated to the Town Clerk.
2. **RESOLVED** that a meeting takes place to discuss nothing other than the future of the Town Hall.

**RESOLVED** that, as the time was approaching 21:00, the meeting is extended beyond 21:00 until resolution of Minute C24/020.

**C24/020 Complaint.**

**RESOLVED** that the Complaint made against the Town Clerk is not upheld, is dismissed and that the Complainant is labelled as a frivolous and vexatious.

A recorded vote was requested by Councillor M Thompson and the votes were recorded as follows:

**Those in favour of the Motion:** Councillor E Buczkowski, J Buczkowski, C Matthews, R Dietrich, P James, M Kerlake, L Knight, P Regardsoe, S Robinson, A Spring, J Stanford

**Those against the Motion:** Councillor M Thompson

The meeting closed at 21:10.