



All members of Cullompton Town Council's
Policy, Finance and Personnel Committee
are hereby summoned to attend a meeting of the Committee to be held on
Thursday 12 September 2019 commencing at 10.30am at the Town Hall

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 6 September 2019

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, Kerry Baldwin, James Buczkowski and Gordon Guest

PUBLIC PARTICIPATION

15 minutes is set aside at the beginning of the meeting to enable members of the public to raise matters which are relevant to the work of the Committee. Up to 3 minutes is allowed for each question.

It may not be possible to reply straightaway and the question may only be noted and a written response sent at a later date.

NOTE: All queries regarding the accounts or other financial matters to be asked in advance of the meeting in order that the Chairman/Clerk has the details available at the meeting, otherwise the response will be deferred.

- 1. APOLOGIES:** To receive apologies for absence.
- 2. DECLARATIONS OF INTERESTS:** Members are reminded of the requirement to declare any interest, including the type of interest and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

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| 3. | PUBLIC PARTICIPATION: To allow members of the public present at the meeting to raise matters which are relevant to the Committee. Up to 3 minutes will be allowed for each person. | 10.30-
10.45 |
| 4. | MINUTES: To consider and approve the Minutes of the previous meeting held on 8 August 2019 (Appendix A). | |
| 5. | RESOLUTIONS: To note resolutions sheet (Appendix B). | 10.45-
10.50 |
| 6. | COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS: | |
| | (i) To receive details of any comments and complaints for August 2019 (Appendix C). | 10.50- |
| | (ii) To receive details of Freedom of Information requests for August 2019. | 11.00 |
| | (iii) To receive details of any Subject Access Requests for August 2019. | |
| 7. | FINANCE | |
| | (i) Financial Reports: To receive Financial Reports for August 2019: | 11.00- |
| | (a) Bank Reconciliation (Appendix D). | 11.10 |
| | (b) Balance Sheet (Appendix E). | |
| | (c) Income & Expenditure Report (Appendix F). | |
| | (d) August 2019 Payments (Appendix G). | |
| | (e) July 2019 Credit card payments (Appendix H). | |
| | (f) August 2019 Credit card payments (Appendix I). | |
| | (ii) Cemetery: To consider funding for improvement of the Cemetery Operatives' welfare facilities. | |
| 8. | STAFFING AND TRAINING MATTERS: | 11.10- |
| | (i) Emergency contacts procedure. | 11.20 |
| | (ii) To review any training needs. | |
| 9. | WEBSITE AND IT: | 11.20- |
| | (i) IT Review. | 11.25 |
| | (ii) To consider any IT or website related matters. | |
| 10. | POLICY: To receive Minutes of Police Review Working Group meeting held on 21 August 2019 (Appendix J). | 11.25-
11.30 |
| 11. | CORRESPONDENCE: Any correspondence received after the date of this agenda. | |

RECOMMENDATION: that due to the sensitive/commercial nature of the business to be discussed, the following items are dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

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| 12. | STAFFING | |
| | (i) Staffing report: To receive update report (to be sent under separate cover). | 11.30- |
| | (ii) Groundsman & Assistant Maintenance Supervisor: To shortlist. | 11.40 |
| | (iii) Town Clerk Vacancy: To discuss arrangements for the Town Clerk succession and to agree actions to be taken. | 12.00-
12.20 |

- 13. OUTSTANDING INVOICES AND PAYMENTS** 12.20-
(i) To receive report (to be sent under separate cover). 12.25
- 14. DATE AND TIME OF NEXT MEETING:** Thursday 10 October at 10.30am

*In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.
Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.*
