



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
Tuesday 20 March 2018 commencing at 10.00am
in Room 5 at **The Hayridge Centre, Cullompton**

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 13 March 2018

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, James Buczkowski, Gordon Guest, Lloyd Knight, Mike Thompson and Richard Thorne

PUBLIC QUESTION TIME:

15 minutes is set aside at the beginning of the meeting to enable members of the public to ask questions 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. 10-10.05
- 2. DECLARATIONS OF INTERESTS:** To receive declarations of declarable pecuniary and personal interests from members present.

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| 3. | PUBLIC QUESTION TIME: To receive questions from member of the public present at the meeting. | 10.05-10.20 |
| 4. | MINUTES: To consider and approve the Minutes of the previous meeting held on 20 February 2018 (Appendix A). | 10.20-10.25 |
| 5. | COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for February/March 2018 (to be tabled at the meeting). | 10.25-10.30 |
| 6. | FINANCE | 10.30-10.45 |
| | (i) To receive financial reports for February 2018 (Appendix B). | |
| | (ii) Internal audit: To receive confirmation that year end close down will be completed on 21 May 2018 and final internal audit will be carried out on 25 May 2018. | |
| | (iii) Councillor’s liability insurance: To receive confirmation that the Official’s indemnity cover for Councillors included in the Council’s insurance policy is equivalent to the cover provided under a trustee’s indemnity policy negating any need to have a separate Indemnity policy. | |
| | (iv) Photocopier: To consider upgrading (Appendix C). | |
| | (v) Bank reconciliation: To approve guidelines (Appendix D). | |
| 7. | MOTIONS PUT FORWARD BY COUNCILLORS | |
| | (i) “Based on an informal (verbal) complaint regarding the alleged informal use of volunteers to assist with backfilling graves following interment, this Committee should consider staffing levels for the cemetery, including the suitability of existing members of the workforce to assist. Committee to consider also the use of volunteers to assist the Cemetery worker. The draft CTC Health, Safety and Welfare policy addresses the use of volunteers, the need for risk assessment and the development of agreed safe systems of working” (Cllr Richard Thorne) | 10.45-10.50 |
| 8. | STAFFING MATTERS | |
| | (i) To receive the resignation of the Project Funding Officer and agree way forward. | 10.50-11.05 |
| | (ii) Review of admin staffing requirements (Appendix E). | |
| | (iii) Review of outside workers staffing requirements. | |
| | (iv) To receive confirmation that data audit will be carried out on 20 April 2018. | |
| 9. | WEBSITE AND IT: To consider any website or IT related matters. | |
| | (i) Councillor email addresses: To receive report and agreed way forward (Appendix F). | 11.05-11.15 |
| | (ii) Any other IT/website related matters. | |
| 10. | POLICIES | |
| | (i) Comments and Complaints policy: To approve amendments (Appendix G). | 11.15-11.40 |
| | (ii) Scheme of Delegation: To receive report and review (Appendix H). | |

RECOMMENDATION: that due to the sensitive nature of the business to be discussed, the following item is 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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| 11. STAFFING: To receive report (to be tabled at the meeting) | 11.40-11.50 |
| 12. OUTSTANDING INVOICES: To review. | 11.50-12.00 |
| 13. DATE OF NEXT MEETING: To confirm the date and time of the next meeting as Tuesday 17 April at 10am and agree venue | |

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.



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Tuesday 20 February 2018 at 10.00am at the Hayridge Centre, Cullompton

Present: Cllr James Buczkowski (in the chair) and Cllrs: Iain Emmett and Mike Thompson

Judy Morris: Clerk

- 97. APOLOGIES:** Cllr Eileen Andrews (personal), Gordon Guest (personal) and Richard Thorne (work).
- 98. DECLARATIONS OF INTEREST:** Cllr Mike Thompson declared a personal interest in respect of letter from Stephens Scown (Item 101).
- 99. PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None.
- 100. MINUTES:** The Minutes of the meeting held on 16 January 2018 were approved and signed as a correct record. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.

NOTE: Clerk confirmed that a data protection audit will be carried out, waiting for date.

- 101. COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for January/February 2018**

DATE	NAME	COMMENT/COMPLAINT	Council comment/action
Complaints			
16 Jan 2018	Stephens Scown	Instructions from client with complaints as follows: <ul style="list-style-type: none"> Removal of stairlift in breach of Equality Act. Assurance that there will be no continued prohibition of client being able to bring mobility scooter into the Town Hall. Harrassment under the Equality Act 	Has now been considered by full council Unaware of any prohibition, refer to GP Committee for policy decision? Advise that this matter should be referred to the Monitoring Officer at MDDC.

Compliments			
19 Jan	Rosie Bellinger	Thank you to Town Clerk for her assistance in dealing with the 'environmental hazards' around Saxon Fields. Pleased to see a positive action being taken by Environment Agency (Email)	
5 Feb	S McComb	Thank you to Town Clerk and street cleaners for dealing with problem of human excrement in bus shelter in Exeter Road so quickly (Email)	
Feb	Mrs McFadden	Thank you to Admin Assistant for dealing with cemetery query (Thank you card)	

RESOLVED:

1. That the compliments are noted and
2. respond to Stephens Scown stating that the contents of the letter has been passed to full council and noted and explaining that it is not within the remit of the Council to self-police. The correct procedure is to contact the MDDC Monitoring Officer to make a complaint about a council member. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

NOTE: Clerk to investigate the legal protection available for Councillors

102. FINANCE

- (i) **Banking and investments: To receive finance report and agree way forward:** Report circulated with the agenda and discussed.

RESOLVED: That, subject to approval of the application, £100,000 is invested with Unity Trust Bank when it matures from Lloyds Bank 3 month deposit account. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

- (ii) **To receive financial reports for January 2018**

RESOLVED:

1. That the financial reports for January 2018 are noted.
2. Night Landing project income and expenditure to be moved from miscellaneous income/expenditure to Community Wellbeing.
3. Budgets to be amended to reflected additional income received and
4. Neighbourhood Plan spending to be authorised by the Planning Committee

NOTE: Guidelines to be prepared for Councillors approving the bank reconciliation. Also arrange for bank statements to be sent slightly later to ensure that they cover the end of the month.

103. STAFF

- (i) **Review of staffing requirements for outdoor work**

RESOLVED: That this item is deferred and considered as Part 2 business.

- (ii) **Any other staffing matters:** None

104. TRAINING: To consider draft training programme for 2018/19

RESOLVED:

1. That the draft 2018/19 training programme is noted.
2. Encourage volunteer stewards to take part in training.
3. All outdoor staff to be encouraged to attend Chapter 8 training.

NOTE: Cllr Liza Oxford-Booth would like to attend crowd funding training. Find out how this will benefit the Council before approving.

105. WEBSITE AND IT: To consider any website or IT related matters.

- (i) **Councillor email addresses:** Clerk reported that all Councillors can be provided with individual email addresses at a cost of £18 per Councillor per year. Concern raised about this cost and it was

RESOLVED:

1. That the Assistant Town Clerk is tasked with looking for alternative email providers.
2. That Policy Review Working Group is asked to review the Council's Data Protection policy.

RESOLVED: that due to the sensitive nature of the business to be discussed, the following item is 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. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

106. STAFFING MATTERS

- (i) **Staff update report: (to be tabled at the meeting), including overtime review:** Report circulated to all those present and noted.
- (ii) **Review of staffing requirements for outdoor work:** Report circulated with the agenda, discussed and noted.

107. OUTSTANDING INVOICES: To review. Noted, looks tidy and controlled.

108. DATE AND TIME OF NEXT MEETING: Tuesday 20 March at 10am at the Hayridge Centre.

The meeting closed at 11.30am.

SIGNED: _____

DATE: _____

Detailed Balance Sheet (Excluding Stock Movement)

Month No: 11

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Current Assets</u>				
100	Debtors	2,154	0	2,154
105	VAT Control Account	2,821	0	2,821
200	Current Bank Account	79,468	0	79,468
220	Lloyds 12 Month Deposit	75,000	0	75,000
240	Lloyds 3 Month Deposit	100,000	0	100,000
250	Petty Cash	23	0	23
260	Cambridge & Counties Bank	75,808	0	75,808
270	Recycling Bags Float	40	0	40
Total Current Assets		335,314	0	335,314
<u>Current Liabilities</u>				
500	Creditors	101	0	101
Total Current Liabilities		101	0	101
Net Current Assets		335,214	0	335,214
Total Assets less Current Liabilities		335,214	0	
<u>Represented By :-</u>				
300	Current Year Fund	193,885	0	193,885
310	General Reserves	141,329	0	141,329
Total Equity		335,214	0	335,214

Bank Reconciliation Statement as at: 28/02/2018 for Cash Book 1 Current Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	28/02/2018		80,619.52
			<u>80,619.52</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
22/02/2018 00008670 Unison		9.70	
23/02/2018 00008668 D & H Plant Ltd		84.00	
27/02/2018 BACS Salaries		792.45	
28/02/2018 BACS2094 Scottish Power		125.41	
28/02/2018 BACS2095 Devon Commercial Stationers		56.00	
28/02/2018 BACS2096 Mole Valley Farmers		83.81	
			<u>1,151.37</u>
			79,468.15
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			79,468.15
		Balance per Cash Book is :-	79,468.15
		Difference is :-	0.00

Detailed Income & Expenditure by Account 07/03/2018

Month No : 11

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<u>Expenditure Detail</u>							
4000 Advertising	0	0	400	400		400	0.0 %
4005 CCTV	380	614	2,000	1,386		1,386	30.7 %
4010 Contingency	0	4,546	2,000	-2,546		-2,546	227.3 %
4020 Cullompton Crier	0	2,084	3,500	1,416		1,416	59.5 %
4030 Councillor Allowances	150	440	600	160		160	73.3 %
4035 General Administration/Other	0	1,496	2,000	504		504	74.8 %
4037 Miscellaneous Expenditure	-977	562	500	-62		-62	112.3 %
4045 Sundries	89	705	1,000	295		295	70.5 %
4048 Audit Costs	0	2,368	2,500	132		132	94.7 %
4050 Photocopier	0	1,074	1,200	126		126	89.5 %
4051 Postage	56	526	800	274		274	65.8 %
4052 Stationery	62	847	1,000	153		153	84.7 %
4055 Subscriptions	0	1,496	1,500	4		4	99.7 %
4060 Telephone & Broadband	52	1,949	2,500	551		551	78.0 %
4065 Professional Fees	0	1,500	1,500	0		0	100.0 %
4067 Tec Fund	0	0	1,000	1,000		1,000	0.0 %
4068 IT Support	514	5,077	6,500	1,423		1,423	78.1 %
4070 Office Equipment	70	290	500	210		210	58.0 %
4072 Recycling Bags Expenditure	0	1,355	0	-1,355		-1,355	0.0 %
4075 Grants	0	2,493	3,000	507		507	83.1 %
4085 Mayoralty Fund	98	907	1,500	593		593	60.5 %
4090 Payroll Expenses	17,081	181,292	214,000	32,708		32,708	84.7 %
4091 Payroll Additional	315	9,766	0	-9,766		-9,766	0.0 %
4095 Christmas Lights	0	6,311	8,000	1,689		1,689	78.9 %
4096 Christmas Lights Event	0	3,266	4,025	759		759	81.1 %
4100 Public Works Loan Repayment	0	17,647	17,600	-47		-47	100.3 %
4105 St Andrew's Car Park	0	1,802	2,000	198		198	90.1 %
4110 St Andrew's Car Park Improv.	0	0	2,000	2,000		2,000	0.0 %
4115 Staff & Councillor Training	0	689	2,000	1,311		1,311	34.4 %
4120 Town Maintenance	49	4,782	6,500	1,718		1,718	73.6 %
4122 Grass/Verge Cutting	0	2,561	5,000	2,439		2,439	51.2 %
4125 Play Area Running Expenses	2	2,421	3,000	579		579	80.7 %
4126 Play Equipment Fund	0	0	2,500	2,500		2,500	0.0 %
4127 Play Area Projects	0	19,496	22,000	2,504		2,504	88.6 %
4130 Van Lease	277	3,048	3,324	276		276	91.7 %
4135 Van Running Expenses	58	1,662	2,000	338		338	83.1 %
4150 Public Toilets Contribution	7	8,081	13,265	5,184		5,184	60.9 %
4160 Community Wellbeing Committee	1,281	2,625	3,287	662		662	79.9 %
4165 Community Events	0	0	1,000	1,000		1,000	0.0 %
4170 Community Bus Service	0	0	5,000	5,000		5,000	0.0 %

Detailed Income & Expenditure by Account 07/03/2018

Month No : 11

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4200 Allotment Expenses	0	262	500	238		238	52.3 %
4300 Cemetery Equipment	0	0	1,000	1,000		1,000	0.0 %
4310 Cemetery Running Expenses	972	14,545	15,000	455		455	97.0 %
4320 Cemetery Paths	0	0	9,000	9,000		9,000	0.0 %
4400 Town Hall Improvements	0	2,750	15,000	12,250		12,250	18.3 %
4405 Town Hall Running Expenses	472	7,069	10,000	2,931		2,931	70.7 %
4800 Outdoor Market expenses	119	119	0	-119		-119	0.0 %
4820 Neighbourhood Plan	742	7,717	14,470	6,753		6,753	53.3 %
4825 Townscape Heritage Sch	0	0	12,500	12,500		12,500	0.0 %
4850 Youth Services	0	9,750	17,000	7,250		7,250	57.4 %
9022 EMR - Cemetery Project	0	0	13,000	13,000		13,000	0.0 %
9024 EMR - Community Bus Service	0	0	5,000	5,000		5,000	0.0 %
9026 EMR - Town Hall Improvements	0	0	28,043	28,043		28,043	0.0 %
9028 EMR - Play Area Fund	0	0	4,945	4,945		4,945	0.0 %
9030 EMR - Railway Feasibility	0	3,641	10,000	6,359		6,359	36.4 %
9032 EMR - Car Park Improvements	0	0	6,000	6,000		6,000	0.0 %
9034 EMR - Tech Fund	0	0	2,000	2,000		2,000	0.0 %
9038 EMR - Townscape Heritage	0	0	1,000	1,000		1,000	0.0 %
9040 EMR - Van Fund	0	0	4,521	4,521		4,521	0.0 %
9042 EMR - Cemetery Extension	0	0	3,878	3,878		3,878	0.0 %
9044 EMR - Christmas Lights	0	0	2,500	2,500		2,500	0.0 %
9046 EMR - Community Events	0	0	2,000	2,000		2,000	0.0 %
9048 EMR - Container	0	2,145	2,000	-145		-145	107.2 %
9050 EMR - Public Rights of Way	0	519	1,068	549		549	48.6 %
9052 EMR - Staffing Contingency	0	0	5,000	5,000		5,000	0.0 %
9054 EMR - Mayoralty Fund	0	0	750	750		750	0.0 %
9070 EMR - Market	100	4,075	9,273	5,198		5,198	43.9 %
9078 EMR - Public Toilets	0	0	0	0		0	0.0 %
9080 EMR - J T Centre	0	779	6,426	5,648		5,648	12.1 %
9085 EMR - Town Team	0	1,478	5,784	4,306		4,306	25.6 %
Total OverHead	21,970	350,625	559,659	209,033	0	209,033	62.6 %

Income Detail

1000 Crier Advertising	40	275	500	-225			55.0 %
1005 Hanging Baskets	0	483	500	-18			96.5 %
1010 Interest Received	0	1,433	1,500	-67			95.5 %
1020 Miscellaneous Income	-1,281	865	500	365			173.0 %
1025 Photocopying Income	30	31	75	-44			40.9 %
1030 Precept	0	313,758	313,757	0			100.0 %
1035 Council Tax Support Grant	0	5,342	5,343	0			100.0 %
1040 Recycling Bags	20	1,467	0	1,467			0.0 %

Detailed Income & Expenditure by Account 07/03/2018

Month No : 11

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1045 Staff Charge Back	0	807	500	307			161.3 %
1050 Community Event Income	1,287	1,797	500	1,297			359.5 %
1051 Christmas Lights event	500	4,025	0	4,025			0.0 %
1055 Town Maintenance Income	0	15,581	29,200	-13,619			53.4 %
1200 Allotment Rents - Top Field	-16	410	350	60			117.1 %
1205 Allotment Rents - Haymans	0	82	150	-68			54.7 %
1300 Burial Fees	1,975	34,740	23,000	11,740			151.0 %
1305 Cemetery Income, other	0	10	0	10			0.0 %
1400 Town Hall Hire	1,545	10,970	11,225	-255			97.7 %
1800 Street Market Income	220	2,987	0	2,987			0.0 %
1802 Street Market Income - Electri	0	162	0	162			0.0 %
1820 Town Team Income	250	1,639	0	1,639			0.0 %
1830 John Tallack Centre Income	0	166	0	166			0.0 %
1845 Project Grants	0	22,000	0	22,000			0.0 %
1850 Neighbourhood Plan Income	0	8,598	0	8,598			0.0 %
Total Income	4,569	427,627	387,100	40,527			110.5 %
Total Expenditure	21,970	350,625	559,659	209,033	0	209,033	62.6 %
Total Income	4,569	427,627	387,100	40,527			110.5 %
Net Expenditure over Income	17,400	-77,001	172,559	249,560			

At : 16:12

Current Bank Account

List of Payments made between 01/02/2018 and 28/02/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/02/2018	Credit Card	DD2085-92	492.56		Various Credit Card Purchases
07/02/2018	Allstar	DD2073	43.03		Cemetery/Van Running Expenses
12/02/2018	O2	DD	14.70		Mobile Phone - Perry
12/02/2018	Scottish Power	DD	190.08		TH Electric
13/02/2018	Opus Energy	DD2079	315.73		Gas 27.12.17 to 26.01.18
14/02/2018	Mole Valley Farmers	BAC2068-71	135.20		Cemetery Running Expenses
14/02/2018	Mid Devon District Council	BACS2065	4,046.35		Contingency
14/02/2018	Streamline Corporate	BACS2066	67.91		Cemetery Running Expenses
14/02/2018	Libraries Unlimited South West	BACS2072	742.00		Neighbourhood Plan
14/02/2018	Wasteology Ltd	BACS2075	24.00		Cemetery Running Expenses
14/02/2018	Metcalfe Allen Ltd	BACS2076	456.00		CCTV Running Expenses
14/02/2018	Microshade Business Contsultan	BACS2077	460.50		Hosting Service
14/02/2018	MST	BACS2078	718.77		Cemetery Running Expenses
14/02/2018	MAT Electrics Ltd	BACS2080	358.68		Misc Expenditures
14/02/2018	Labdon Building Supplies	BACS2083	170.73		Cemetery Running Expenses
14/02/2018	Devon Commercial Stationers	BACS2084	47.83		Stationery
15/02/2018	British Telecom	DD2074	31.80		Telephone February 2018
21/02/2018	Salaries	BACS	11,438.95		Salaries February 2018
21/02/2018	Terry Buse	168	2.59		Tree Ties, Headweir Road
21/02/2018	Terry Buse	168	-2.59		incorrect cash book
22/02/2018	Unison	00008670	9.70		Unison Subs February 2018
22/02/2018	Pensions	BACS	2,406.22		Pension Contributions Feb 2018
22/02/2018	HMRC	BACS	2,998.86		Tax & NIC February 2018
23/02/2018	D & H Plant Ltd	00008668	84.00		Cemetery Running Expenses
23/02/2018	Bill & Taylor	00008669	21.00		Refund for overpayment
26/02/2018	ALD FORD LEASE	BACS2082	332.47		Van Lease
26/02/2018	Steve Goffey	169	13.00		Mobile Phone Contribution
26/02/2018	Steve Goffey	169	-13.00		incorrect cash book
27/02/2018	Salaries	BACS	792.45		Lou Maddocks Redundancy
28/02/2018	Allstar	DD2093	40.02		Van Running Expenses
28/02/2018	D&G Heating Plan	DD	24.18		Boiler Insurance
28/02/2018	Scottish Power	BACS2094	125.41		Electric 26.10.17-24.01.18
28/02/2018	Devon Commercial Stationers	BACS2095	56.00		Stamps
28/02/2018	Mole Valley Farmers	BACS2096	83.81		Cemetery Running Expenses

Total Payments	26,728.94
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Credit Card Purchases, February Statement 2018 - Breakdown

Supplier	Goods Description	Net	VAT	Gross
Amazon	Microphone cables	33.08	6.60	39.68
Merry Harriers	Staff Xmas meal	97.50	19.50	117.00
Money Soft	Payroll software	130.00	26.00	156.00
Amazon	Microphone cables	33.08	6.60	39.68
Amazon	USB Digital Voice recorder	22.98	-	22.98
Amazon	Fridge for committee room	70.00	14.00	84.00
Amazon	Printing paper	5.66	1.13	6.79
Amazon	Notebooks	22.03	4.40	26.43
		414.33	78.23	492.56

APPENDIX C

PHOTOCOPIER/NETWORK PRINTER

Location: Assistant Town Clerk Office

CURRENT ARRANGEMENTS:

Supplier: RICOH

Model Number: MP C3503

Annual Costs:

Rental		Black and White Copies		Colour Copies	
Quarterly	Annual	Total @ 0.47p/copy	Cost	Total @ 3.78p/copy	Cost
£144.15	£576.60	22,157	£104.14	16,733	£632.51

Total: £1,313.25

PROPOSED ARRANGEMENTS:

Supplier: RICOH

Model Number: MP C3504

Rental		Black and White Copies		Colour Copies	
Quarterly	Annual	Total @ 0.2p/copy	Cost	Total @ 1.96p/copy	Cost
£219.00	£876.00	22,157	£44.31	16,733	£327.97

Total: £1,248.28

In both cases, A3 and A4 prints and copies are charged at the same rate.

NARRATIVE

Cullompton Town Council currently leases a RICOH MP C3503 direct from the manufacturer and the quarterly rental cost includes the supply of consumables such as toner cartridges and staples. At the time the contract was commenced in 2014, RICOH was, by far, the most cost effective supplier of this machine as they have a bespoke Public Sector pricing policy that is significantly lower than other manufacturers and independent suppliers. The current 5 year contract has a little over 1 year to run and, although there appears to be a significant increase in rental costs, the current machine is an upgrade on that being paid for (MP C3003). The council has been contacted by RICOH who have proposed upgrading the office machine to a new model that will have the following benefits:

- It will have a smaller footprint as it has no need of an external finisher/stapler as is the case with the current machine.
- Although the annual rental will increase by c50%, individual print costs will approximately halve. This will, overall, save money although not significantly.

The proposal will mean entering into a new 5 year contract with RICOH but costs are fixed for the duration of this contract.

APPENDIX D

CULLOMPTON TOWN COUNCIL

GUIDELINES FOR CHECKING BANK RECONCILIATION

The Council's Financial Regulations state as follows:

On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

The Policy, Finance and Personnel Committee resolved that a schedule is drawn up that allows for two members of the Council, that are not cheque signatories, to sign off the bank reconciliation each month. Those two members are not required to be present at the same time but should ensure that the checks carried out are able to be clearly identified by the other person checking the bank reconciliation.

A bank reconciliation allows the Council to identify omissions and errors in its records, as well as being the only way to spot payment fraud or bank errors. It is therefore important that bank reconciliation statements are checked carefully.

GUIDELINES FOR CHECKING THE BANK RECONCILIATION STATEMENT

You will need copies of:

- **The balance sheet** which will show the balances for each of the Council's accounts. It should be noted that many of these balances such as the long term deposits will remain constant for several months.
- **The bank reconciliation statement** which will include any un-presented cheques or unpaid on-line payments or unbanked receipts. These entries need to be checked to ensure that they are correct as it is here that any errors will be picked up e.g. cheque that has not been sent or has gone missing in the post.
- **Original Bank statements**, where available, for each bank account. The balance shown on the bank statement must correspond with the balance shown on the bank reconciliation statement, if it does, and the outstanding payments and receipts have been verified as correct then please sign both the bank statement and the bank reconciliation statement as evidence of verification.
- The signed bank statement to be attached to the signed bank reconciliation statement and filed in date order in the folder provided.

NOTE: It may be possible to verify the balances from the Council's on-line banking facility, if this is the case then the on-line statement can be printed and signed.

CULLOMPTON TOWN COUNCIL

STAFFING WORKLOAD DIVISION

Town Clerk: Judy Morris	Assistant Town Clerk: Steve Reardon	Project Funding Officer: Ruth Dugdale	Finance & Archive Officer: Caroline West	Administrative Assistant: Jackie Moyses
37 hours per week	30 hours per week	15 hours per week	14 hours per week (12 hours finance and 2 hours archive)	30 hours per week
Responsible Finance Officer	Planning & Licensing Committee	Youth Council	Pay invoices	Mail receipt and despatch
Proper Officer	Policy Review Working Group	Youth Services Review Working Group	Issue invoices for hall hire	Bio-bags order and sale
Payroll	CCTV		Receive payments	Front of house, including telephone
Human Resources	Newsletter	Grant application writing	Banking	Allotment administration
Public relations – dealing with complaints	Website		Bank reconciliation	Cemetery administration
Health & Safety			Management of archive volunteers	Manage Town Hall bookings and Cemetery diaries
Event Management			Archive project administration, data input	Filing/archiving
Project Management			VAT Returns	Stationery management
General Purposes Committee				Manage photocopying float
Policy, Finance and Personnel Committee	Emergency Planning			Shredding and document destruction
Community Wellbeing Committee	Poster and other publicity production			Issue invoices and receive monies for hall hire, cemetery, allotments etc.
T&E Working Group s.106 & Development WG Gift of A Burrow Town Team				Manage Information Point and notice boards.
Organise training				Provide admin support for office staff and outside workers

APPENDIX F

TOWN COUNCIL EMAIL ADDRESSES

Report for: Policy, Finance and Personnel (PFP) Committee

Report prepared by: The Assistant Town Clerk.

Background

The PFP Committee tasked the Assistant Town Clerk to seek alternative email providers to RackSpace as they considered £18pa expensive. Internet research has been conducted and a conversation has taken place between the Assistant Town Clerk and VisionICT, the council's website and email host.

Email provision

The current email package is provided by RackSpace (www.rackspace.com) . The following staff currently use official email addresses:

- The Town Clerk
- The Assistant Town Clerk
- The Administrative Assistant
- The Finance Officer
- The Project Funding Officer (although this will be deactivated shortly)
- The Neighbourhood Plan Administrator (although this will be deactivated shortly)
- The Maintenance Supervisor

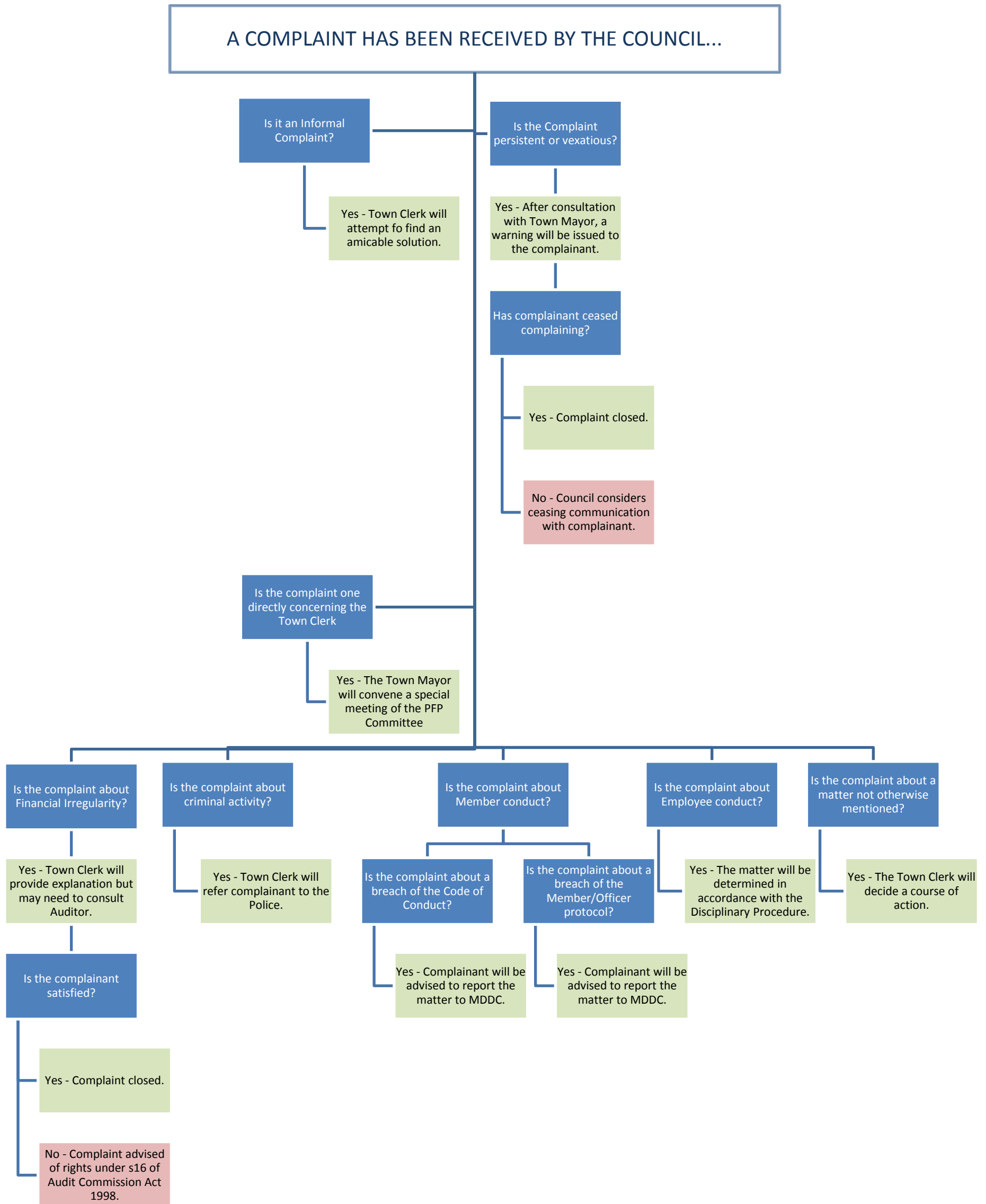
RackSpace provides web hosting and email services at a price (currently £18pa per user) – the price currently paid by the council for the email address in the cullomptontowncouncil.gov.uk domain are provided at a reduced cost as VisionICT have negotiated a bulk email package and benefit from economies of scale – the Assistant Town Clerk has been assured that this is the most cost effective email package currently available.

Alternative *business* email services have been investigated online. Gmail provide the “G Suite” for business users and this costs c£3.30 pcm (c£39pa) per user. Outlook.com provide similar services at a similar price. These prices are a reflection of the relatively small number of users, even with council members.

Another aspect to consider is the ability to host .gov.uk addresses. The internet domain name administrator (Internet Corporation for Assigned Names and Numbers (ICANN)) are stricter than usual on who may host .gov website and email services and the ability to host the council email will have to be investigated further if required.

In addition, VisionICT have informed the Assistant Town Clerk that they use RackSpace as the most cost effective supplier and, although it can be done, it will incur additional cost to have the email services divided between two or more suppliers as doing so will incur additional costs for them.

COMPLAINTS PROCEDURE



CULLOMPTON TOWN COUNCIL



COMMENTS AND COMPLAINTS POLICY

Revised and adopted: February 2015

Revised: March 2016

Revised: October 2017

1. INTRODUCTION

COMMENTS: The council aims to provide a high quality service which meets the needs of our residents. We believe we achieve this most of the time: if we are getting it right then please let us know.

We seek comments so that we can continually improve services. We will acknowledge any comments made and pass them on to all staff and let you know the outcome. Any suggestions will be discussed and, if these are relevant and can be adopted we will do so.

COMPLAINTS: The Council believes that complaints can provide useful information and feedback on the quality of our services, procedures and practices. The effective handling of complaints will help us to improve the services provided on behalf of residents, visitors and those working within the town.

People's perceptions differ widely. It is therefore very difficult to give a precise definition of a complaint. However, for our purposes, a complaint is an expression of dissatisfaction about a service undertaken by Cullompton Town Council or any of its employees. More specifically, a complaint is where:

- The council has not done something it has a duty to do or normally does.
- The council has done something it has no right to do or does not normally.
- The conduct or behaviour of an employee is unsatisfactory.
- The established levels of service delivery are not reached.
- An adopted and known procedure is not followed.
- Maladministration is alleged.

We aim to swiftly investigate all complaints in an impartial manner and to find a solution locally, whenever possible, to the satisfaction of both the complainant and the council.

This policy sets out how to raise a complaint and the process that must be followed once a complaint has been raised.

2. CATEGORIES OF COMPLAINT

2. The following are the categories of complaints:
 - 2.1 **Financial Irregularity:** The Town Clerk should endeavour to provide an explanation of the item but may need to consult the auditor. If the complainant is not satisfied then the Town Clerk will advise the complainant of the local elector's statutory right to object at council's audit of accounts pursuant to S16 Audit Commission Act 1998.
 - 2.2 **Criminal Activity:** The Town Clerk should refer the complainant to the police.
 - 2.3 **Member Conduct:** All Cullompton Town Councillors are required to sign up to the "Code of Conduct". If a member of the public, a council member or a member of staff feels that a Councillor has breached this Code, then they should report their concerns to the Monitoring Officer at Mid Devon District Council.
 - 2.4 **Employee Conduct:** This will be dealt with as an internal disciplinary matter under the council's disciplinary procedure.
 - 2.5 **Other:** Should be dealt with by the following complaints procedure.
 - 2.6 **Complaints against the Town Clerk:** Complaints against the Town Clerk should, in the first instance, be brought to the attention of the Town Mayor. The Town Mayor will convene an extraordinary meeting of the Policy, Finance and Personnel Committee to hear the complaint and will engage the services of a suitable, independent, Clerk to take minutes at this meeting.

3. INFORMAL COMPLAINTS

It is hoped that most complaints can be resolved quickly and amicably through this route. Informal Complaints can be made by telephone, email or a visit to the Council offices. The complaint will be handled by the most appropriate member of staff, depending on the nature of the complaint. The Town Clerk must be kept informed by that member of staff of the handling of the complaint and its resolution and will be required to report the complaint, and the resulting action to the next scheduled meeting of the most relevant committee. For example if the complaint is about a cemetery matter then it will be reported to the General Purposes Committee.

It is expected that most complaints can be resolved through this informal route. However, the Council appreciates that, on occasion, when either an informal approach has not resolved the complaint or the complaint, as initially presented, is so serious that the formal process as set out below should be followed.

4. FORMAL COMPLAINTS

The Town Clerk, as the Council's Proper Officer, is responsible for managing the formal complaints process. If a formal complaint is being raised against the Clerk then the process detailed below should be followed but by the Town Mayor instead of the Clerk.

Formal complaints must be submitted in writing to the Council offices. Letters, signed by the Complainant should be addressed to the Clerk and marked "Confidential – Formal Complaint". This will ensure that the matter is handled by the Assistant Town Clerk should the Clerk be away. Whilst the Council encourages contact by telephone, a formal complaint is a serious matter and will only be officially regarded as such, if brought to the Council's attention by means of a signed letter or electronic mail addressed to town.clerk@cullomptontowncouncil.gov.uk.

The Clerk will carry out an initial investigation into the complaint and will, within ten working days, provide the complainant with an update on progress or a suggested resolution. If the complainant is satisfied with the resolution, the complaint is taken no further. The Clerk will report to the Policy & Resources Committee, through the relevant agenda item, summary details of the complaint and its resolution.

If the Clerk is unable to resolve the complaint, or the complainant is not satisfied with the proposed resolution, the matter will be referred to the Policy & Resources Committee which may in turn refer the matter to the Full Council or the relevant Council Committee.

The Town Council will make every effort to adhere to the timings outlined in this policy. However, when a complaint is complex or a cited member of staff is absent, these timings may have to vary. Should this occur, complainants will be informed of any revised timescale.

5. MONITORING

A standard agenda item for each Policy, Finance and Personnel Committee meeting will be "to receive information regarding any complaints, comments or compliments received since the last meeting of the Committee", so that the Committee has an overview of all complaints, comments and compliments received. If necessary this will be done in Part 2.

If a complaint or comment relates to the remit of a specific committee, then that committee will take the lead on reviewing the complaint or comment and agreeing the most appropriate action to take in consultation with relevant staff. The Policy & Resources Committee will review all complaints received on an annual basis to ensure ongoing improvements are made.

A "Complaints, Comments and Compliments Log" will be produced and kept by the Town Clerk and regularly updated and made available to the Policy & Resources Committee when it reviews complaints.

The Log will record:

- The date the complaint, comment or compliment was made.

- The Clerk/Assistant Clerk and complainant will return to either hear the decision or be advised when a decision will be made.

After the Meeting:

- The decision, once made, will be confirmed in writing within seven working days, together with details of any action to be taken.

NOTE: A formal complaint is a serious matter. A complaint against a member of the Council's staff could result in disciplinary action, or in cases of gross misconduct, dismissal. The Council will not, UNDER ANY CIRCUMSTANCES, enter into any correspondence or discussion with complainants about any action taken, formally or informally, against any member of staff. This is expressly to protect the employment rights of all Council employees.

The Committee will, when following this procedure adhere at all times to the above paragraph.

7. DEALING WITH UNREASONABLE AND PERSISTENT COMPLAINANTS

Whilst the Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem. Habitual or unreasonable complaints can be a problem for council staff and members. The difficulty in handling such complaints is that they are time consuming and wasteful of resources in terms of Officer and Member time.

If a complainant begins to make frequent contact with the Town Council and hinders the normal day to day running of the Town Council, the Town Clerk will implement a policy for dealing with unreasonable or persistent complainants, since such complainants can be time consuming and could lead to unnecessary additional cost to the council tax payer.

The Town Council's policy for dealing with unreasonable and persistent complainants will become operative if the complainant is deemed to be unreasonably persistent either by written or oral communication or excessive visits to the Council office.

PROCEDURE

1. The Town Council will ensure that the complaint is being, or has been, investigated properly according to the adopted complaints procedure.
2. In the first instance the Town Clerk will consult with the Town Mayor, or in his/her absence the Deputy Town Mayor, prior to issuing a warning to the complainant. The Town Clerk will contact the complainant in writing to explain why this behaviour is raising concern and ask

them to change this behaviour and outline the actions that the Council may take if they do not comply.

3. If the disruptive behaviour continues, the Town Clerk will issue a reminder letter to the complainant advising them that the way in which they will be allowed to contact the town council in future will be restricted. The Town Clerk will make this decision in consultation with the council and inform the complainant in writing of what procedures have been put in place and for what period.
4. Any restriction that is imposed on the complainant's contact with the council will be appropriate and proportionate and the complainant will be advised of the period of time over which the restriction will be in place. In most cases restrictions will apply for between three and six months, but in exceptional cases this may be extended. In such cases the restrictions would be reviewed on a quarterly basis, or at the next full Council meeting.

DRAFT

CULLOMPTON TOWN COUNCIL



SCHEME OF DELEGATION

REVISED APRIL 2014, Revised April 2015, Revised May 2017

HOW THE COUNCIL OPERATES

Councillors agree to follow a Code of Conduct to ensure high standards in the way they undertake their duties. A copy of this Code is available on the Council's website www.cullomptontowncouncil.gov.uk or on request from the Council office.

All Councillors meet together once a month. The Council conducts its business through Committees. The responsibilities of each committee are set out in Section 4 and are reviewed annually. It is in the Committees that the Councillors decide the Council's overall policies and set the budget for each year. The Council retains certain powers and duties to itself and delegates to committees, sub-committees and on occasion to officers.

Membership of the various committees, sub-committees, working groups and outside bodies representatives are appointed at the Council's Annual Meeting in May of each year. The Committees themselves set the dates for their meetings.

1. MATTERS TO BE RESOLVED ONLY BY THE FULL COUNCIL

- Issuing the precept demand.
- Borrowing money.
- Approving the end of year Accounts and Annual Report.
- Incurring capital expenditure over and above the council's approved budget.
- Incurring revenue expenditure which is over and above the council's approved budget and is in excess of £5,000 per item.
- Amending Standing Orders and Financial Regulations.
- Reviewing the Council's Committee structure and procedures as necessary and fixing the number of Committees together with the number of members appointed to each Committee.
- Determining the functions and constitution of Committees.
- Fixing the dates of routine meetings of the Council. Individual Committees shall be delegated authority to agree the dates of their meetings.
- Filling of member vacancies on the council and any of its Committees.

APPENDIX H

- Appointing or nominating members to fill vacancies on outside bodies on behalf of the council and receiving reports from the meetings of outside bodies.
- To review the administrative functions of the council.
- To exercise the council's power to direct as to the custody of parish property and documents in accordance with the provisions of the Local Government Act 1972 Section 226.
- To consider legislation and the consequences thereof upon the council and disseminate such information to all members of the authority and its staff.
- To decide upon matters referred by Committees.
- To receive reports on issues dealt with at Committee.
- The election of the Town Mayor and Deputy Town Mayor.
- Confirming the appointment or dismissal of the Town Clerk.

2. COMMITTEE RULES AND STRUCTURES

- The composition of Committees shall be no more than **7 (seven)** members of the council excluding the Town Mayor and Deputy Town Mayor.
- The Town Mayor and Deputy Town Mayor shall be ex-officio members of all Committees with full voting rights.
- Each Committee shall be responsible for the election of Committee Chairman and, if required, Vice-Chairman annually.
- All members of the council may attend all meetings of the Committees and speak with the permission of the Committee Chairman but may not vote unless appointed as a member of the Committee.
- Three members of a Committee shall constitute a quorum.
- If a Committee is not quorate then any Council member present at the meeting, but not a member of that committee, can be co-opted onto the Committee and have full voting rights for that meeting only.
- Committees have delegated powers to make binding decisions on behalf of the council as indicated in their delegated responsibilities provided that in all cases the meeting is quorate. If the number of members present, not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.
- Committees shall form Sub-Committees as required to deal with specific issues as necessary. Non-members may be co-opted onto Sub-Committees.
- Individual Committee Terms of Reference shall be reviewed by the Committee and ratified by the council annually.

3. RESPONSIBILITY DELEGATED TO CULLOMPTON TOWN COUNCIL OFFICERS

The Proper Officer. The Town Clerk is designated and authorised as Proper Officer for the purpose of all relevant sections of the Local Government Act 1972, the Localism Act 2013 and any other statute requiring the designation of a Proper Officer.

- a. **General Matters:**
 - i. To sign on behalf of the council any document necessary to give effect to any decision of the council.
 - ii. In consultation with the Council, to take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation to the council.
 - iii. To institute, defend and appear in any legal proceedings authorised by the council.
 - iv. To make representations to any tribunal or public inquiry into any matter in which the council has an interest either in its own right or on behalf of the citizens of Cullompton.
 - v. To decide arrangements for the closure of the council offices over the period of Christmas and New Year each year in consultation with the Town Mayor.
 - vi. To manage the council's facilities and assets including allotments, open space, amenity areas, cemeteries, the Town Hall and other building and assets.
 - vii. To grant grave spaces.
- b. **Financial Matters:** The Town Clerk is authorised to incur emergency expenditure up to a maximum of £1,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the council's Financial Regulations.
- c. **Staffing Matters.** The Town Clerk is given delegated powers to manage council staff in accordance with the council's policies, procedures and budget including:
 - i. Control of staff performance and discipline.
 - ii. Payment of expenses and allowances in accordance with the council's scheme.
 - iii. To present to the Policy, Finance and Personnel Committee recommendations for employees' increments in accordance with the council's staff appraisal scheme.
- d. **Urgency.** The Town Clerk is authorised to act on behalf of the council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the council or relevant Committee or Sub-Committee. Where possible, the Town Mayor and the Chairman of any relevant Committees are to be consulted before such action is taken.

4. COMMITTEE STRUCTURE

COMMITTEES

Community Well-Being: Health, community safety, events and action planning

General Purposes: Council owned/leased land and buildings and physical assets

Market: Management and promotion of outdoor market

Planning & Licencing: Planning and Licencing applications

Policy, Finance and Personnel: Finance, personnel and policy matters

SUB-COMMITTEES

Appeals Sub-Committee: To comprise a number of members to be determined at the Annual Meeting of the Council to hear appeals against decisions taken by the Policy & Resources Committee and consider any other relevant appeals.

Audit Sub-Committee: To comprise a number of members to be determined at the Annual Meeting of the Council to ensure that the Council's resources are safeguarded and that value for money is secured. To undertake and make the appropriate recommendations on the following matters to the Policy & Resources Committee:

- i. To review the Council's Risk Management Strategy quarterly.
- ii. A systematic appraisal of internal controls.
- iii. The review of financial procedures.
- iv. The development of an anti-fraud culture.
- v. The securing of timely preparation and response to audit reports.
- vi. Ensuring the implementation of audit recommendations.

S.106 & Development Working Group: To comprise a number of members to be determined at the Annual Meeting of the Council to monitor s.106 agreements and identify and follow-up potential project opportunities.

Property for which the Council is the sole trustee:

Upcott Recreation Field and Gift of A Burrow for Allotments

Trustees to be reviewed and appointed annually at the Council's Annual Meeting.

4.1 General Purposes Committee:

Terms of Reference:

a. Asset Management

- i. To recommend on the acquisition and renewal of vehicles and the discharge of all statutory duties relating to their maintenance and condition.
- ii. The care, maintenance and provision of play equipment on the Upcott Recreation field

b. Property Management

- i. The care, maintenance and regulation of the Haymans Close and 'Top Field' allotment sites.
- ii. The care, maintenance and regulation of the cemetery, Town Hall, St Andrew's car park and Codners Corner.
- iii. The care, maintenance and provision of street furniture, including bus shelters.
- iv. Review annually the Council's fees and charges for the cemetery, allotments and Town Hall
- v. Care, maintenance and regulation of the town's CCTV system.
- vi. Care, maintenance and regulation of Tufty Park and Head Weir Road play areas.
- vii. General policy with regard to maintenance of play areas
- viii. To control the finances of the cemetery, Town Hall, St Andrews car park and CCTV and play areas subject to the limits of the budget agreed by the Council.
- ix. To undertake quarterly reviews of expenditure against the approved budget and to report to the council highlighting any concerns.

4.2 Policy, Finance and Personnel Committee:

Terms of Reference

- a. Administration:**
 - i. To maintain a continuous general oversight on the Council's administration.
 - ii. To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology.

- b. Finance**
 - i. Control of the finances of the council including recommending and monitoring the annual budget.
 - ii. Proposing the precept demand for the billing authority to be put before the council.
 - iii. To undertake quarterly review of expenditure against the approved budget and to report to the council highlighting any variations.
 - iv. To ensure the proper arrangements for the conduct of the statutory annual audit including the appointment of an internal auditor.
 - v. To approve the Annual Statement of Accounts for submission to the council for adoption.
 - vi. To consider virements as necessary.
 - vii. To undertake regular review of the council's banking arrangements and investments.
 - viii. To regularly review the council's insurance requirements.
 - ix. To consider grant applications and make recommendations to the full council.
 - x. To consider matters referred by the council.
- c. Personnel:**
 - i. To recruit, retain and develop staff to undertake the work of the council.

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- ii. The Chairman of the Policy, Finance & Personnel Committee or the Town Mayor or Deputy Town Mayor is to conduct the annual appraisal of the Town Clerk. agree objectives and bring a report back to the Committee
 - iii. To agree and monitor training requirements for staff and councillors within an agreed budget.
 - iv. To consider requests from members' and staff to attend conferences, courses and meeting relevant to the work of the council.
 - v. To consider and bring to a final conclusion any matters emanating from grievance and disciplinary procedures contained in the Contract of Employment applicable to all members of staff employed by the council.
 - vi. To receive and note annual and other appraisals and be the point of contact for any appeal.
 - vii. To deal with any staff complaint concerning the Town Clerk.
 - viii. To deal with any staff matters referred by the Town Clerk.
 - ix. To deal with any other personnel matters.
 - x. To decide, with the Town Clerk and any other staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures.
 - xi. To ensure that the council complies with health and safety legislation.
- d. Policy:**
- i. To regularly review and update the policies of the Council.
 - ii. To ensure that the Council's strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.
 - iii. To make recommendations to the Council on matters which, notwithstanding that they fall within the powers and duties of one or more other committees, are concerned with new or unformulated policy or the utilisation of resources related to policy.
 - iv. To consider and make recommendations to the Council on any policy or consultation documents received from other organisations and affecting the area and, in the event of time constraints which prevent consideration by the Council, making a direct response to those documents.

4.3 Planning & Licensing Committee

Terms of reference

- i. The Committee shall meet twice a month with the Chairman having discretion to call extraordinary meetings as required.
- ii. To respond to all planning and licensing applications where the Council is consulted having due regard for:
 - The National Planning Policy Framework.
 - The Planning Authority's Local Plan.
 - The Conservation Area Management Plan.
 - The Greater Exeter Strategic Plan
 - The view of parishioners as appropriate.
 - All other information and advice that may be available.

APPENDIX H

- iii. To represent the council at meetings of Mid Devon District Council's Planning & Licencing Committees and to make written or verbal representation on behalf of the council in the event of a planning or licencing application being appealed.
- iv. The Chairman shall refer any major or contentious planning application to the council for consideration.
- v. To advise the Council as required on all matters associated with the Local Development Plan and any other planning consultation documents.
- vi. To oversee the production and implementation of a Neighbourhood Plan.

4.4 Market Committee

Terms of reference

- i. To manage, monitor and regulate the Council's market activities.
- ii. To control the market finances subject to the limits of the budget agreed by the Council.
- iii. To undertake quarterly reviews of market expenditure against the approved budget and to report to the council highlighting any concerns.

4.5 Community Well-Being Committee

Terms of reference

- i. To make appropriate representations to any relevant agency in relation to any incident event or action which, in the opinion of the Council, is detrimental to the health of the community in its area.
- ii. To work with other authorities to maintain, develop and promote the public footpaths within the Parish through schemes such as the Parish Paths Partnership.
- iii. To organise the Christmas lighting display.
- iv. To make recommendations in relation to play areas and open space not in the control of the Town Council.
- v. Public safety and crime and disorder, including a representative attending meeting of the Culm Valley Safety Partnership and reporting back.
- vi. To prepare, monitor and review the town's emergency plan.
- vii. To prepare, monitor and review the Council's Action Plan and any community action plan that they Council may wish to prepare in the future.
- viii. To take an active role in community economic development.
- ix. To prepare, monitor and review the Council's Sport and Leisure Strategy.
- x. To oversee the Council's archive project.
- xi. To establish and foster civic relationships with such bodies or organisations as the Council may authorise.
- xii. To organise events that such as Twinning reception.
- xiii. The care, maintenance and regulation of the War Memorial.
- xiv. The care, provision and maintenance of town centre trees and floral displays.

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee:

PREPARED BY: Town Clerk

DATE: March 2018

Re: Scheme of Delegation/Committee & Working Group review

COMMITTEE	No of members	Frequency of meetings	Responsibilities	Comment
Community Wellbeing (CW)	7	Monthly	Health, community safety, events and action planning	
General Purposes (GP)	7	Monthly	Council owned/leased land and buildings and physical assets	
Market (M)	5 (3 Councillors and 2 non-Councillors)	Every 2 months	Management and promotion of outdoor market	
Planning & Licencing (P&L)	7	Twice a month	Planning & Licencing applications	
Policy, Finance and Personnel (PFP)			Finance, personnel and policy matters	
SUB-COMMITTEES AND WORKING GROUPS				
Appeals Sub-Committee	2	If and when required	To hear appeals against decisions taken by PFP and any other relevant appeals	More members required but not members of the PFP Committee
Audit Sub-Committee	3	Annually	To ensure that that Council's resources are safeguarded and value for money is secured.	Last time this Committee met it was not quorate and the meeting didn't take place. More members would help ensure that meetings are quorate. Reports to PFP
Christmas Lights Event Working Group	4 Councillors plus 5 Non-Council	Every two month early in the year and then more regularly	Organises the Christmas Lights event	Reports to CW
Community Bus Working Group	3	Last meeting October 2016	Investigating ways to provide Cullompton with an improved community bus service	

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Policy Review Working Group	5	Monthly	Review of Council policies and	Reports to PFP
s.106 & Development Working Group	6	Monthly	To monitor s.106 Agreements and identify and follow-up potential projects.	s.106 Sub-committee and Public Toilet Working Group merged. Would like to become a Committee.
Neighbourhood Plan Steering Group	3 plus non-Councillors	Monthly	Production of Neighbourhood Plan	Reports to P&L
COUNCIL CHARITIES (SOLE TRUSTEE)				
Gift of A Burrow	5	Quarterly	Tiverton Road allotment site.	Has its own bank account, separate from the Town Council accounts.
Upcott Field	5	No meetings	None – currently dealt with by GP. No accounts	The Charity owns the land, the equipment on the land is owned and maintained by the Town Council (GP)

ALLOTMENTS: At the present time allotment matters are being discussed by both the trustees of Gift of A Burrow for Allotments and also by the GP Committee. This means that there may be occasions when the two groups make different decisions which leads to confusion.

OPTION FOR CONSIDERATION: Set up an Allotment Committee whose membership will be the trustees of Gift of A Burrow. The Committee to meet immediately before or after the trustees meeting. In this way the same issues are not being discussed twice, the GP Committee has one less responsibility to deal with and the decisions made are consistent for all allotment sites and there is no confusion. There will be no additional meetings as the Committee will meet immediately before or after the Gift of A Burrow for Allotments meetings.

PLAY AREAS: The majority of the funding for play area improvements comes from the s.106 Play Area and Public Open Space Fund which is currently the responsibility of the s.106 & Development Working Group. The Group is currently developing a play area strategy for Cullompton which will include all the play areas in Cullompton not just the Upcott Field and those leased to the Town Council (Head Weir, Tufty and eventually Culm Lea) which are currently the responsibility of GP.

APPENDIX H

They are also making progress with a trim trail project and intend to install fitness equipment around Cullompton. At the present time the Group does not have any powers to spend money and, to make the process simpler and move the project forward more quickly they would like to become a Committee, its responsibilities to include play areas and public open space.

The members are also working on several other projects including a Community Toilet Scheme and again, if they had powers to spend money and a small budget to purchase items such as community toilet signs for premises that join the scheme then it would mean not having to take project to another Committee for approval.

