



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 16 October 2018 commencing at 10.00am, at the Hayridge Centre

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 11 October 2018

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, James Buczkowski, Iain Emmett, Gordon Guest, Lloyd Knight and Mike Thompson

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.
- 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 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 meetings held on 18 September 2018 (Appendix A). | 10.20-
10.25 |
| 5. RESOLUTIONS: | To review resolutions sheet (Appendix B) | 10.25-
10.30 |
| 6. COMMENTS AND COMPLAINTS: | To receive details of any comments or complaints for September/October 2018. (to be tabled at the meeting). | 10.30-
10.45 |
| 7. FINANCE | | |
| (i) | To receive financial statements for September 2018 (To follow) | 10.45- |
| (ii) | To receive notice of completion of 2017/18 external audit. | 11.00 |
| (iii) | Budget funding priorities: to consider consultation with parishioners to establish funding priorities to include youth provision funding. | |
| (iv) | Grants: To consider grant applications (Appendix C) | |
| (v) | Grants for community events: To consider draft policy (Appendix D) | |
| 8. YOUTH SERVICES | | 11.00- |
| (i) | Youth Services Working Group: To receive summary of meeting held on 14 September 2018 (Appendix E). | 11.15 |
| (ii) | Draft Youth Strategy: To review (Appendix F). | |
| 9. STAFFING AND TRAINING MATTERS | | 11.15- |
| (i) | Update Report (Appendix G). | 11.20 |
| (ii) | Financial Software: To approve training programme (Appendix G). | |
| (iii) | Town Clerk's appraisal: To agree date | |
| 10. TRANSPARENCY ACT REVIEW: | To agree date for meeting | |
| 11. HEALTH AND SAFETY AUDIT: | To receive report (Appendix H). | 11.20-
11.30 |
| 12. WEBSITE AND IT: | Any website matters | 11.30-
11.40 |
| 13. CORRESPONDENCE: | Any correspondence received after the date of this agenda. | |
| 14. DATES FOR MEETINGS | | |
| (i) | To agree date for extraordinary meeting to review staffing levels. | |
| 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. | | |
| 15. STAFFING | | 11.40- |
| (i) | To receive staffing report (to be tabled at the meeting). | 11.45 |
| (ii) | To review staff overtime report (to be sent separate from the agenda). | |

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| 16. OUTSTANDING INVOICES: To receive report (to be sent under separate cover). | 11.45-
11.50 |
| 17. SOUND AND AUDIO SYSTEM: To consider estimates and agree way forward (to be send under separate cover). | 11.50-
12.00 |
| 18. DATE OF NEXT MEETING: Tuesday 20 November 2018 at 10am at the Hayridge Centre | |

*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 18 September 2018 at 10.00am at the Hayridge Centre

Present: Cllr Iain Emmett (in the chair) and Cllrs: Eileen Andrews, James Buczkowski, Gordon Guest, and Mike Thompson.

Judy Morris: Clerk

1. **APOLOGIES** were received and accepted from Cllr Lloyd Knight (work).
2. **DECLARATIONS OF INTEREST:** None.
3. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None.
4. **MINUTES:** The Minutes of the previous meeting held on 21 August 2018 were approved and signed as a correct record. Proposed Cllr Eileen Andrews, seconded Cllr Gordon Guest.
5. **RESOLUTIONS: To review resolutions sheet:** Noted.
6. **COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for August/September 2018.

DATE	NAME	COMMENT/COMPLAINT	Council comment/action
26 August	Mr Rowland By email	Thank you to Cullompton Town Council and the cemetery staff for installing the new benches and bin in the cemetery to make any visit more pleasant and less stressful.	Noted
17 September	Mr C Snow By email	Separation of the accounts for charities and organisations with particular regard to the Town Team accounts.	It is acceptable for the Council to hold funds for an organisation such as the Town Team as the Council is not the sole trustee simply administering the fund for an organisation that has no bank account and was originally set up by MDCC to administer

		JT Centre accounts.	s.106 funding from Tesco for town centre regeneration. The JT Centre accounts were finalised (See Council Minutes 26/10/2017 Item 98(viii) a
		Staff overtime and staff working hours.	To be discussed in Part 2 at the end of the meeting.
		Accuracy of accounts	The Council's accounts are independently audited every year and the Council has changed its auditor for 2018/19. Payments are checked by two councillors having previously been processed by the Finance Officer and the Town Clerk which means that invoices are generally checked several times before being paid.

7. FINANCE

(i) To receive Income and Expenditure account for July 2018: Noted

NOTE: New budget line to be set up for administration insurance.

(ii) To receive financial statements for August 2018: Noted.

RESOLVED: That the income from sale of boxing equipment, recompense for bad debt written off for non-payment of rent for JT Centre to be transferred to the grants budget to be used for the benefit of the local community. Proposed Cllr James Buczkowski, seconded Cllr Mike Thompson.

NOTE: Discussion about cost of diesel for van and also investigating a service level agreement when taking out any future van lease agreements. It was suggested that the van log book is brought to future meetings, also ask staff to record the van's mileage when purchasing fuel.

(iii) To consider policy for use of Community Event budget lines.

RESOLVED: That a process is created to enable groups and organisations to apply for a grant from the Community Event budget towards the cost of organising a community event. Applications will be considered by the PFP Committee as and when required. Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.

(iv) Staff Christmas meal: To consider making a contribution to staff Christmas meal.

RESOLVED: That the Council makes a contribution of £15 per staff member towards the cost of

Christmas meal.

NOTE: Discussion about organising a social event for Councillors.

8. STAFFING AND TRAINING MATTERS

(i) **Update Report:** Noted

(ii) **Financial Software: To consider arranging training for Deputy Town Clerk at a cost of £399 plus expenses.**

RESOLVED: That financial software training is arranged at a cost of £399 plus expenses for a trainer to spend one day in the Council office to provide training to staff, to include Deputy Town Clerk. The training programme to be brought to the next meeting for approval. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

(iii) **Society of Local Council Clerks: To consider paying Town Clerk's membership fee.**

RESOLVED: That the Council pays the Town Clerk's subscription to the Society of Local Council Clerks at a cost of £258 per year. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett,

9. WEBSITE AND IT

(i) **To receive response from Vision ICT re setting up an automatic response to emails sent via the Council's website and agree way forward:** Vision ICT have given the following two options:

Option 1: When a visitor completes the form and clicks submit we can display any message on the screen. There will be no charge for this – just let us know which message you would like us to add.

Option 2: We can build into the system a bespoke feature for you that will automatically generate an email to the person completing the enquiry form with any message you like on the email. The charge for this would be £150 + VAT.

RESOLVED: The Council will accept Option One but would prefer Option Two providing it is free of charge.

(ii) **Any other website matters:** Clerk was asked to investigate why the black band at the top of the front page has become wider.

10. SOUND AND AUDIO SYSTEM: To consider estimate and agree way forward. Clerk reported that she has made appointments to meet two sound system companies to discuss an upgrade to the Council's sound and recording system. It was suggested that the Council considers leasing equipment. Clerk to report back to the next meeting.

11. CORRESPONDENCE

(i) **Mr MacIlroy:** To acknowledge receipt of various documents.

RESOLVED: That the Council acknowledges receipt for the documents provided by Mr MacIlroy, file to be created and kept in safe. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

RESOLVED: that due to the sensitive 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. Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.

12. STAFFING

(i) To receive staffing report (to be tabled at the meeting): Noted and the following was agreed:

- **Deputy Town Clerk:** Clerk and Town Mayor to conduct an appraisal and, subject to a satisfactory appraisal, the position to be made permanent. Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.
- **Health & Safety document review:** Report to be considered at the next meeting.

(i) To review staff overtime report (to be sent separate from the agenda) Report considered and also matters raised by a member of the public relating to concerns about staff overtime and working hours.

RESOLVED: That the Committee holds an extraordinary meeting to review staffing levels. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

NOTE: Respond to member of the public explaining that there are operational needs which reflect the need for some outdoor staff to start work at 6am.

13. OUTSTANDING INVOICES: To receive report: Noted.

14. DATE OF NEXT MEETING: Tuesday 16 October 2018 at 10am at the Hayridge Centre

The meeting closed at 12.30pm.

SIGNED: _____

DATE: _____

Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
21/08/2018	That, due to anomalies on the Balance Sheet this item is deferred until the next meeting in order for the Finance Officer to rectify the mistakes.	Nil	Finance Officer and Town Clerk	High	Completed
21/08/2018	That a Health and Safety budget line is set up and £1500.00 is transferred from the Contingency budget to the new Health & Safety budget.	Nil	Finance Officer and Town Clerk	High	Completed
21/08/2018	That the Council contracts IAC Audit and Consultancy to carry out its 2018/19 internal audit at a cost of £760.00 for two visits.	£760.00	Town Clerk	High	Both the new Internal Auditor and the previous Internal Auditor have been contacted and made aware of the Council's decision. Terms of engagement received from new Internal Auditor
21/08/2018	Clerk to find out the cost of an extra licence for the Council's finance software and also the cost of training.	£400	Town Clerk	High	RBS contacted by email, the Council has a five person licence and Deputy Town Clerk now has financial software on her computer. Training is £399 pe day plus travelling expenses. 18/09/2018 Agreed to pay for one days' training, training programme to be approved by the Committee.
21/08/2018	That the Council invites Councillors from neighbouring parishes to attend Code of Conduct training, to be delivered by MDDC Monitoring Officer at Cullompton Town Hall on Thursday 18 October 7pm-9pm. Town Council to provide refreshments.	£20.00 (Refreshments)	Town Clerk	Medium	Email invitation sent to neighbouring parish councils plus MDDC Parish Liaison Officer for inclusion in Parish Matters newsletter

21/08/2018	That both the Assistant Town Clerk and the Deputy Town Clerk are registered for the Introduction to Local Government training at a cost of £99 per person. Feedback progress to the Committee's January 2019 meeting.	£198.00	DTC/ATC	Medium	Completed
21/08/2018	That Council staff write a short summary (one side of A4) about General Data Protection awareness. This should include: Details of how district and county council email addresses are used and data and computer security. To form part of the Council's email and IT Security policy	Nil	TC/DTC	High	New IT and email policy to be considered by Policy Review Working Group on 13 September.
21/08/2018	Investigate setting up an automatic response to emails sent via the Council's website.	£150.00	TC/DTC	Medium	Regarding a response for people who complete the 'Contact Us' form you have 2 options: Option 2: We can build into the system a bespoke feature for you that will automatically generate an email to the person completing the enquiry form with any message to like on the email. The charge for this would be £150 + VAT. 18/09/2018 The Council will accept Option One but would prefer Option Two providing it is free of charge. Email rec'e 20/09/2018 We'll get the option 1 set up for you. I'm afraid the cost for option two will still stand, if at any point you would like to take this option up, please do just let us know. If you could also let us know what you
21/08/2018	Information for Councillors without access to email: Remember to send Councillors with no email access hard copies of emails circulated to other council members.	Nil	All admin staff	High	Reminder sent to all Admin staff.

21/08/2018	The the Council sources an effective microphone system to be used by both Councillors and members of the public. Also that the Council works to provide a sound and audio system for the Town Hall that includes an effective; microhone system, amplifier system, recording system and hearing loop.		TC/ATC	Medium	Appointments made for 26/09/2018
18/09/2018	Income from the sale of boxing equipment from non payment of rent for JT Centre to be transferred to the grants budget to be used for the benefit of the local community		TC	Medium	
18/09/2018	Staff to be asked to record both milage and vehicle registration number when purchasing fuel using the fuel card		Main Super	High	Maintenance Supervisor has been reminded to to this.
18/09/2018	Process to be created to enable groups and organisations to apply for a grant from the Community Event budget towards the cost of organising a community event.		TC	Medium	Grants policy revsed for consideration at Octo
18/09/2018	Council to make a contribution of £15 per staff member towards the cost of Christmas meal		AA	Medium	
18/09/2018	Council to acknowledge receipt of documents received from Mr Macllroy and file to be created and kept in safe.		TC	Medium	Letter sent to Mr Macllroy 26 September 201
18/09/2018	Committee to hold extraordinary meeting to review staffing levels		TC	High	

CULLOMPTON TOWN COUNCIL

GRANT APPLICATIONS OCTOBER 2018

2018/19 Remaining Budget: £350.00 plus £200 from sale of boxing equipment

Organisation	Purpose of grant	Amount requested	Grant paid 2017.18	Recommended grant 2018.19
1 st Cullompton Rangers	To purchase resources to implement the new programme which was recently launched. It is the biggest overhaul that has ever happened and the new programme will give the Rangers the chance to discover and develop their interests, skills and confidence.	150.00		
Unite Carers in Mid Devon	Adult carers, including bereavement, counselling, IT support and home visits. Run support groups which carers can attend to meet other people in a relaxed atmosphere.	1000.00		
Bread of Life	Community project originally set up to assist the street homeless in Exeter. Based in Cullompton and we have assisted 4 people presenting as street homeless in Cullompton.	No amount specified		
St Andrews Church Youth Work	Looks to inspire, encourage and nurture the young people of our community through a diverse range of activities and events. Would like to take their work to another level both in terms of quantity and quality. Significant lack of activities for young people in Cullompton and determined to change this.	No amount specified		
Life Education Wessex	Visit to Willowbank School over 3 days in November to see approx. 300 children – independent charity delivering health, well-being and drug prevention programme.	825.00		
Cullompton Family Centre	To purchase comfortable nursing chair and smaller seats to allow for more chairs as more families coming into the centre (at present big old sofas).	250.00	250.00 (May 2018)	
Friends of Cullompton Library	To provide cover for the outside area of the café. This will enable visitors all year round use.	500.00	85.00 (October 2017)	
Total				

CULLOMPTON TOWN COUNCIL



GRANT SCHEME POLICY

WHAT SORT OF GRANTS DOES THE COUNCIL OFFER?

Cullompton Town Council has a small budget each year to provide financial support to local groups and projects. The Council will look at each application on its merits, but will expect you to show how the money will benefit the community. You should also show that you are making reasonable efforts to raise your own funds.

The Council will need to be satisfied that your organisation will use the money effectively and that it is well managed. If the application is successful, the Council will expect its contribution to be acknowledged in any publicity about the project. Town Councillors may wish to visit the project/scheme and the Council will require written feedback on how the grant was spent and how it benefited the community within six months. Failure to comply may result in future applications being rejected. Grants are not usually awarded for money making or sales ventures but this may be relaxed in exceptional circumstances.

The Council may decline grant applications from groups or organisations that have made a successful grant application in *the* previous year, or on a regular basis.

WHO CAN APPLY?

Any organisation based in Cullompton and/or providing direct benefit to residents of Cullompton parish can apply to the Town Council for a grant. Grants to national organisations will only be made to local branches where the grant can be seen to directly benefit Cullompton residents. The law does not allow the Council to give grants to individuals.

HOW IS AN APPLICATION MADE?

1. Applications are considered in April and October (only if funding remains following the April round) and completed forms must be returned by 1 April or 1 October.
2. Application forms are available from the Town Council office.
3. Read these Notes and the application form carefully to ensure that all the information is provided.

APPENDIX D

4. If you are in any doubt, contact the Town Council office and ask for help or guidance.
5. Complete the form and return to the Town Council office, at the address above, **together with a financial statement** for your organisation (preferably the most recent audited or certified accounts).
6. In exceptional circumstances, mid-year applications may be considered at the discretion of the Policy, Finance and Personnel Committee.
7. The Council will also consider making grants towards the cost of community events. As these grants will be made from a different budget line then the Council will accept applications for a grant towards the cost of staging a community event at any time.

WHAT HAPPENS NEXT?

All grants are considered on their merits by the Policy, Finance and Personnel Committee which will meet in April and October to consider the applications, unless it is an application for a grant towards the cost of staging a community event as per (7) above. The recommendation of the PFP Committee will then be placed before the Full Council for a decision. If you wish, you may attend the meeting to listen, but not take part, in the discussion. However, a public question time is permitted at the beginning of all town council meetings.

Your application will be acknowledged and we will tell you the date of the council meeting at which it will be considered. We will contact you as soon after the meeting as possible, to let you know what has been decided. Successful applicants will then either be sent a cheque straight away or proof of expenditure may be requested before paying the grant.

If a group or organisation decides that they would like to use the grant for any purpose other than that specified on the application then it must first obtain the consent of the Council.

APPENDIX E

Notes from Youth Services Working Group

Date: Friday 14th September 2018
Venue: John Tallack Centre
Time: 5:00pm to 6:00pm

Attendees: Liza Oxford-Booth, Martin Smith, Kate Haslett, Andy Shiach

Preface

The working group would like it noted that they are unhappy with the handling of the Cullompton Youth Service handover. There has been little thought put into the process and mistakes made, which has resulted in a loss of youth provision for the Cullompton young people for a month. This does not give a positive message to our young people.

We are concerned that decisions being made by council are being made solely on cost and not 'what' provision will be or should provided.

The working group would like a copy of the Young Devon Contract to be circulated among the council?

1) Declarations of interest:

Martin Smith – JT Centre Trustee. Andy Shiach – JT Trustee.

2) Questions from council

(vi) Youth Services Working Group meeting held on 27 July 2018 (Appendix K).

Please can you confirm;

- a. Why are declarations of interest not on the minutes?

The working group weren't aware this was necessary.

- b. Is it not customary for an invite to and an agenda for all working groups to be sent out to all members of the Council?

The date of the meeting was on the bottom of the previous meeting notes. However, yes we should.

- c. Was an officer present at this working group?

No

- d. Why are the working group proposing to send out a questionnaire to the electorate regarding funding the youth service from the precept when their terms of reference are to find alternative sources of funding?

The working group is working towards finding alternative funding for a youth service provision for Cullompton.

- a. Finding alternative funding requires the council to know and understand what type of Youth Services provision they currently have and need for the future, especially in light of the town's prospective growth.
- b. In order to find the answer to (a) above the council needs to consult with town's residents to ask; what provision they would like to see for young people and if they are happy for the council to continue to fund a youth service next year.
- c. The Working Group has gone some way to discussing this with the town's young people, but further consultation is required to get the full picture.
- d. The council needs to fully understand what a youth service provision will look like.
- e. The council will be unable to put together a funding bid without a strategy. The council may be unable to apply for funding as they are not a charity.
- f. Is the council willing to lose all youth service provision for the town?

3. Update on new youth services provision

- Young Devon will be starting sessions on October 1st 2018 (two months later than the contract/grant start date of August 3rd)
- Monday night - Year 7, 8 & 9
- Thursday night - Year 9 upwards
- There will be a charge of 50p per session
- Originally the lead youth worker from the YMCA was going to join the Young Devon team, which would have been great in terms of relationship building and a familiar face. However, Young Devon are now advertising the roles and will be interviewing at the end of September
- To fill the gap above, Young Devon are bringing three youth workers across from Sidmouth to cover Cullompton until appointments are made.
- Dominic Bennett will be covering Thursdays as a sessional worker.
- Young Devon has secured three Youth Workers from Sidmouth who can cover sickness and hols
- Young Devon will be going into the schools to promote the sessions
- Dominic is circulating posters to promote the sessions

4. Results of the YMCA question surveys

16 completed surveys were received from the Monday group. A further survey needs to be carried out with the Thursday group to provide a balance of responses.

Does the day and time of your youth club suit you?

Yes = 16 No = 0

Age range suitable?

Yes = 16 No = 0

Do you think there are enough opportunities to participate in?

Yes = 11 No = 2 No interest = 1 ? = 1

Comment:

I think there should be more

How good are youth workers at acknowledging your ideas?

Poor = 0 Good = 8 Excellent = 8

Do you feel you can talk to the youth workers about any problems?

Yes = 12 No = 4

Comment:

Especially Martha

If bullied or intimidated would you talk to a youth worker?

Yes = 13 No = 1 Don't know = 2

Comment:

Don't know, only if injured

Is there a youth worker at your session you are able to discuss sexual issues with?

Yes = 9 No = 3 Don't know = 3

1 declined to answer

Can you access condoms at your session?

Yes = 7 No = Don't want them = 8

1 declined to answer

Do you think your building is appealing?

Poor = 4 Good = 10 Don't know = 2

Do you have the opportunity to go out on trips, off site activities or residentials?

1=poor 10=good

Average score of 7.3

What type of activities would you like to participate in?

Your ideas:

PGL Residential
Alton Towers
Camping
Day's out
Festivals
Paint Ball
Horse riding
Sleep sessions
Trampolining

5. Carry out a consultation with Cullompton residents

Item carried over from the last meeting notes for the Council to discuss and approve:

The working group would like the council to discuss and agree the proposed header to the survey and the proposed survey questions to the local community:

Devon County Council removed the funding for a youth provision in Cullompton in 2014. Since this time, Cullompton Town Council (CTC) has bridged the gap and provided funding for a youth provision. The CTC funding has enabled the YMCA to provide two evenings of youth work a week to the Cullompton young people.

The youth service provides an essential service to our youth people. A youth club is more than just a place for our young people to 'hang out' and play pool; it is a place where they can receive support and advice about a myriad of things that may be affecting their lives such mental health issues, bullying, gender identity etc. A youth provision provides a safe place to boost confidence, learn new skills and interact with their peers.

Cullompton is at risk of losing its current level of youth provision after April 2019 and would therefore like to ask you to spend a few minutes answering some questions regarding the youth provision. Thank you.

Questions:

1) Are you aware that Cullompton has a successful youth service?

Yes No

2) Were you aware that the Cullompton Youth provision was funded by the Town Council?

Yes No

3) The youth service currently costs each household £5.80 a year to fund it? Are you happy for this cost to continue?

Yes No

4) Would you support a small increase to keep the provision?

Yes No

If yes, by how much?

£0 - £3.00

£3.00 - £5.00

£5 - £10

5) Would you be interested in training to become a youth service volunteer? The commitment would be on a rota basis about once a month.

Yes No

6. Draft a Town Council Youth Strategy

The working group have put together a draft Youth Services Strategy, see Appendix One. We would like Councillors to look through this ready for discussion at our next full council meeting in September. The Working Group hopes the council will vote to adopt a comprehensive youth service strategy, enabling the council to understand what a youth service provision could look like over the next ten years or more.

7. Explore possible funding streams

Again, this item has been carried over from a previous Working Group meeting for discussion at full council.

Prior to May the working group contacted other potential providers for a youth provision, comparing services and costs:

- PAIS – 2 meetings. Outcome: not a fit because they are not comfortable contracting with a statutory body. They work mainly with churches.
- SWYM – quote for £24,000 to do the same as the YMCA. They would not be able to provide a senior youth worker.
- YFC – Not at all interested.
- Young Devon - £35,000 for a bespoke service.
- Youth Genesis – could be engaged with to train volunteers. £10,000 would pay for 12 volunteers to gain ‘on the job’ L2 qualification with supervision.
- St Andrew’s may be able to help with volunteers from September 2019 as they have been successful with obtaining funding for training.
- YMCA – Working with Dan from St Andrews to link with Friday Youth Group. Cullompton Youth Services Report April – September 2017 Page 3, 1.3 The Way Forwards, highlights how they are looking to expand the service they already offer at no extra cost.
- Big Lottery Fund Reaching communities – applications over £10,000 - Could provide £ £30,000 per year for up to 5 years.
The working group feels that any bids made could be strong as we are not starting from scratch and already meets some deprivation indices such as the Town’s Economic Index are favourable for funding applications.
- The working group has requested assistance with bid writing.

8. Get detailed quotes from a number of potential youth service providers

Until the council has a firm Youth Service Strategy in place, has consulted with the town’s young people and residents and knows and understands what the provision should look like, it is impossible to get detailed quotes and/or apply for funding.

9. Date of next meeting

Friday 28th September 2018, 5:00pm to 6:00pm, John Tallack Centre

DRAFT CULLOMPTON YOUTH STRATEGY



Making Cullompton a Young Person Friendly Town



2018 and beyond

APPENDIX F

What is included in the report?

A Working Group, made up of representatives from Cullompton Town Council and other interested bodies, agreed the overall reach for the proposed youth strategy as:

- The views of young people should be at the centre of the proposed actions
- Focus on young people aged 11-18, to include key transition points from primary to secondary schooling and from education to work and further training
 - Cover the geographical boundary of Cullompton, recognising that facilities in Cullompton are frequently used by young people from surrounding parts of the Culm Valley district and even further afield.
- Focus on what young people do outside of the time they spend in formal education (schools, college etc), taking in their leisure time and services they may need for support with specific concerns such as housing, mental health, drug and alcohol misuse and risky behaviour.
- The Working Group acknowledges the potential for increased partnership work with Sixth Form Colleges, Universities and others to make the best use of facilities which could benefit young people.

Why have a Youth Strategy for Cullompton?

This paper recognises that meeting young people's needs requires agencies to work together and actively engage with young people, their families and communities.

It is important that the bodies involved are committed to working together with young people to help make Cullompton a Young People-Friendly town where the views and aspirations of young people are heard and responded to, and where young people can access the best possible services wherever they live and whatever the wider economic, social and political context. The complexity of issues that young people face requires specialist input and multi-agency collaboration.

It explains how organisations and communities in Cullompton can help make growing up in the town as good an experience as it can be, and can help young people achieve their ambitions by providing support and challenge along the way. It should be seen as a first stage in developing an effective Youth Strategy for Cullompton.

Priority actions

The priorities identified in this report arise from discussions with young people and providers of youth services.

PRIORITY 1:

A voice for young people in the town and beyond.

Young people have expressed a desire to have a more meaningful voice in decisions made in Cullompton that affect may them. These range from decisions about environment and transport to being involved in designing their own youth projects and contributing to wider discussions about how resources are utilised and new investments in the town. The indicators below will help to measure the success of the strategy.

APPENDIX F

What will we do to achieve this?

- Local forums involve young people in their communities
- Young people contributing to town-wide strategies for environment, transport, sport, recreation, arts, culture and community development
- Cullompton young people make a strong contribution to Culm Valley-wide youth voice forums
- Public bodies can show how young people's views have influenced policy and strategy decisions
- Inter-generational links to feel valued by the community
- Active Youth Council

PRIORITY 2:

Things to do, places to go

Reduced budgets and increasing costs means there are fewer opportunities for young people to get involved in activities – including sport, arts and music – meet their friends in safe places and get support from youth workers and other staff and volunteers who can encourage and inspire young people to reach their full potential. Young people have said that they want more opportunities and things to do outside of school or college, and want more information about what is available.

What will we do to achieve this?

- A youth centre and safe spaces for young people to go to meet their friends, get involved in new activities and get support from experienced youth workers
- More affordable music, arts and sports events and venues for young people
- More young people-led initiatives to provide local places to go and things to do
- Increased availability of 'pop-up' premises for short term youth facilities
- Partnership arrangements in place that enable Cullompton's young people to benefit from specialist sports and arts facilities owned by others
- Information about things to do and places to go in Cullompton is regularly updated and made accessible to young people
- After school and school holiday provision for 11yrs +

PRIORITY 3:

Protection from bullying and violence

Young people feel this is one of their most important issues. Bullying takes many forms and happens in many places – schools, colleges, communities, on the streets and on line. Young people are often victims of violence, sometimes by their peers and sometimes from adults, and while in general young people said they felt safe in their communities, many have anxieties about experiencing violence in the town. We hope these indicators will enable Cullompton to take action to protect young people from the culture of bullying and violence.

What will we do to achieve this?

- Multi-agency campaign that involves young people in order to eliminate bullying in schools, youth projects, sports and cultural organisations

APPENDIX F

- Education programme for young people delivered through schools, colleges and youth projects to highlight ways of reducing the risks of on-line bullying
- Zero tolerance of bullying behaviour in public forums
- Young people report reduction in fear of bullying and violence

PRIORITY 4:

Support young people's mental health

The organisations that work with young people have identified young people with concerns about mental health is a high priority group for intervention. Nationally, there has been a dramatic rise in young people with mental health problems in recent years and Cullompton is no exception to this

What will we do to achieve this?

- A multi-agency strategy for supporting young people's mental health in Cullompton, informed by the views of young people
- Accessible early help for young people experiencing mental health concerns including counselling and peer group support
- Support for families of young people with mental health issues, to enable them to be able to help the young person themselves
- Engage with volunteer school pastors

PRIORITY 5:

An environment with young people in mind

In general, young people appreciate the environment in Cullompton. There are concerns about congested traffic and pollution, and it is felt that parks and green spaces could be planned with young people in mind.

What will we do to achieve this?

- Young people are consulted and engaged in environment and transport planning
- Bus fares and timetables are determined taking into account accessibility for young people
- Cullompton's parks and town centre are more welcoming to young people, with safe spaces, better lighting and places where young people can sit and talk to friends
- Free WIFI access built in to the creation of young people-friendly spaces
- Access to National Citizens Service (NCS) programmes during the holidays

PRIORITY 6:

A young people-friendly economy

Specific skills can include knowledge and understanding of managing their financial situation; advice about career options that matches their skills and interests, opportunities for experience in different work settings, and building their confidence in team working, communication, problem solving, creativity, entrepreneurship and leadership.

APPENDIX F

What will we do to achieve this?

- Consistent approach to careers advice and stronger links between higher and further education institutions and organisations working with young people
- Stronger relationships between organisations that support young people and local potential employers leading to new work opportunities for young people in the city
- More volunteering and project work opportunities that help young people develop the life skills they need
- Specific programmes and materials on financial management aimed at young people delivered through schools, colleges and youth projects

What happens next?

The draft report was prepared by the Working Group for endorsement by the Town Council. It is hoped the Town Council will adopt the priorities highlighted in the paper and come together with young people to achieve the outcomes that will lead to Cullompton being recognised as a 'young people-friendly city'.

It is important that young people themselves have a strong voice in how the proposed strategy works out in practice.

* * * * *

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee:

PREPARED BY: Town Clerk

DATE: October 2018

Re: Training update

Assistant Town Clerk and Deputy Town Clerk registered for Introduction to Local Council Administration course and have completed the first module and working on the second module.

Deputy Town Clerk has attended Budgets and Precept training and will be attending New Clerks training, both organised by DALC.

Code of Conduct training for both Councillors and Officers organised for Thursday 18 October 7pm-9pm in the Town Hall – Neighbouring parish council have been invited; Halberton, Silverton and Hemyock have, to-date, accepted the invitation.

Maintenance Supervisor booked to attend playground inspection refresher training in November.

Maintenance Supervisor's Chapter 8 Certification has now expired, only one member of staff now has this qualification. Clerk will investigate suitable training or refresher training.

Clerk has now completed the Devon County Council Highways Safety Awareness course, encourage volunteer stewards to attend.

FINANCIAL SOFTWARE TRAINING PROGRAMME

Understanding the basics: Deputy Town Clerk

Invoicing: Deputy Town Clerk

Journal entries and error amendment: Town Clerk and Finance Officer

Forward Budgets: Town Clerk, Finance Officer and Deputy Town Clerk

Sigma (Asset Register): Refresher: Town Clerk, Finance Officer, Deputy Town Clerk and Assistant Town Clerk



Audit Report

Conducted for

Cullompton Town Council

Conducted on;

17/09/18

Prepared by;

C McAdam

Location;

1 High street
Cullompton
Devon

Preamble

An audit of the Cullompton Town Council's safety management system was conducted over two separate days in August and September of 2018. The findings of this report are purely the opinion of the Auditor; Christopher McAdam, Health and Safety Consultant from Atlas Safety Management.

Evidence and information were provided by the town Clerk, Judy Morris.

Status of Safety Management System;

Health and safety Policy Statement and policy arrangements;

The Policy statement covers everything expected. The language is clear and the topics clearly defined and are accurate as per the requirements per the Health and Safety at Work Act 1974.

The policy arrangements cover the areas of works that are expected to be regularly carried out through the performance of council responsibilities. The wording of the arrangements covers the requirements of the regulatory acts that they refer to.

Corrections identified

The only non-conformances found were in relation to a number of referenced regulations.

- Under accidents, RIDDOR 1995 is referred to. The regulation was superseded by RIDDOR 2013 and a number of requirements have been changed, regarding the reporting requirements.
- The COSHH regulations of 1988 were superseded in 2002.

In reference to sections appearing overly long in their descriptions, upon review I feel that the arrangement descriptions cover appropriately the requirements and items that need to be described as not to cause confused or leave important details out. It is possible to make a simplified version of the policy document, but I feel it may risk losing important content.

If a simplified version is required for the training requirements of personnel a small guide highlighting the key objectives and messages of the policy statement and the arrangements could be beneficial. This could form part of an induction as a presentation presented by a manager or supervisor.

Accident recording

Accidents involving resulting in injury are recorded in the accident book and the tear out page is held within the individuals personnel file. The accident book has a reference number and some details of the accident recorded in the remaining strip of the accident report page.

It would be beneficial for the accidents to be recorded on a spreadsheet. This would allow for a report to be produced to indicate the number of accidents occurring over a period of time. This is common practice and can be used to demonstrate the continual improvement of an organization safety systems.

From the discussions held, the council's current practices and accident reporting procedures are compliant with current legislation.

Risk assessments;

An index of risk assessments is required as currently none exists and sourcing an individual risk assessment requires a search of the internal computer system for a relevant assessment.

Upon review of a small number of risk assessments, the content of the assessments do meet requirements as described in the 5 stages of a risk assessment within the risk assessment section of the councils own policy document.

Minor fixes to the layout and possibly some additional sections to simplify requirements of the risk assessment could be added. Samples of other risk assessment formats have been sent along with this report to identify possible changes that could be implemented.

Note; When completing risk assessments, it is important to consider all aspects of a task; Location, who will be affected, equipment being utilized, training requirements of the personnel involved, etc.

Method statements

An example of a method statement was reviewed. Although the steps of the task were clearly described the format was unusual for a method statement.

A sample of a method statement used by a similar client has been sent along with this report to assist in the future creation of method statements.

Atlas Safety Management can assist with the creation of required method statements upon request.

Control of Substances Hazardous to Health (COSHH)

Evidence was produced that copies of safety data sheets and activity checklists are held and completed by council personnel. Ideally COSHH Assessments describing the control measures of handling hazardous substances should also be readily available for review.

Atlas Safety management can provide bespoke COSHH assessments for all regularly and none regularly used substances upon request. Samples can also be provided upon request.

Equipment and vehicle inspections.

As described in the health and safety policy, safe and suitable equipment is provided for the tasks performed by council personnel. Records of vehicle inspections were presented and are thorough. Inspection for equipment, in this case ladders, were not presented and through conversation it would be apparent that regular documented checks are not taking place.



It should also be included in individual risk assessments (if not already) for equipment usage that all equipment is to be visually examined before use, every time equipment is to be used. A regular documented inspection should be carried out as per manufacturer guidelines as a minimum, or on a monthly or weekly rotation depending on the amount of usage of the equipment.

Checklists for documented inspections of vehicles and equipment can be provided upon request from Atlas Safety Management.

Training and records

A clear record of individuals training was presented, the document covers the names of the training provided for each individual, when the training was undertaken and the expected expiry date (if applicable).

It would be beneficial for the council to manage a training matrix identifying items, such as; individuals, their position, the minimum mandatory induction training requirements (subjects) depending on job location (Office / Street operations) and any specialist training (task specific).

The required basic training would be clearly identified and reviewed on an annual basis to ensure validity.

Atlas Safety Management services;

I believe that Cullompton Town Council have a compliant and thorough Health and safety system. But with the assistance from Atlas Safety Management It can be improved by having effective support and guidance.

Along with this report a number of samples and examples have been provided;

Templates;

Accident recording spreadsheet, Training matrix, Dynamic Risk Assessment.

Samples;

Drain clearance Method statement, Pregnant employee risk assessment and a litter bin risk assessment.

Atlas SM can also offer training in;

First Aid, Manual handling, Display screen assessment, Face fit (face masks). Training can be sourced through our training provider sources.

Additional services include but are not limited to;

Creation of; Risk Assessments, Method statements, COSHH assessments (safety data sheets can be sourced and provided for specific substances).

Inspection documentation; Vehicle check sheets, Ladder (and other) work at height inspection sheets

For more information contact Atlas Safety Management on 01823 299 580 or email Oli@atlas-sm.co.uk

