



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 19 March 2019 commencing at 10am, at the Hayridge Centre**

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**

**Date: 12 March 2019**

## **AGENDA**

**Members of the public are very welcome to attend this meeting**

**Membership:** Councillors: Eileen Andrews, Kerry Baldwin, Iain Emmett, Ian Findlay, 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.

3. **PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting. 10.00-10.15
  4. **MINUTES:** To consider and approve the Minutes of the previous meeting held on 19 February 2019 (Appendix A).
  5. **RESOLUTIONS:** To note resolutions sheet (Appendix B). 10.15-10.20
  6. **COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for February/March 2019. (to be tabled at the meeting). 10.20-10.25
  7. **FINANCE**
    - (i) To receive financial statement for February 2019 (Appendix C). 10.25-
    - (ii) **Projector:** To consider purchase of replacement projector for main hall (Appendix D). 10.45
    - (iii) **Photocopier:** To consider draft tender for replacement photocopier (Appendix E).
  8. **STAFFING AND TRAINING MATTERS** 10.45-
    - (i) **Training report:** To receive and approve website training for staff (Appendix F). 10.55
    - (ii) **Emergency contacts:** To approve draft card (Appendix F).
    - (iii) **New Councillor induction training schedule:** to approve (Appendix G)
  9. **WEBSITE AND IT:** 10.55-
    - (i) Meeting with website designer: to receive report and agree any actions required (Appendix H). 11.10
  10. **POLICY REVIEW WORKING GROUP** 11.10-
    - (i) To receive draft Minutes of meeting held on 27 February (Appendix I) 11.20
    - (ii) To receive revised Scheme or Delegation for approval by full council (Appendix J)
  11. **CORRESPONDENCE:** Any correspondence received after the date of this agenda.
- 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.
12. **STAFFING**
    - (i) **Staffing report:** To consider (to follow under separate cover). 11.20-
    - (ii) **Job Evaluations:** To consider estimates (to be send under separate cover). 11.45
    - (iii) **Site and supervisory visits:** To review procedures and forms.
  13. **OUTSTANDING INVOICES AND PAYMENTS** 11.45-
    - (i) To receive report (to be sent under separate cover). 11.55
    - (ii) To review policy flowchart
  14. **DATE OF NEXT MEETING:** Tuesday 16 April 2019 at 10am

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*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.*

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## POLICY, FINANCE & PERSONNEL COMMITTEE

### Minutes of a Committee meeting held on Tuesday 19 February 2019 at 10am at the Hayridge Centre

**Present:** Cllr Iain Emmett (in the chair) and Cllrs: Eileen Andrews, Kerry Baldwin, Ian Findlay, Gordon Guest, Lloyd Knight and Mike Thompson.

Judy Morris: Clerk

1. **APOLOGIES:** None.
2. **DECLARATIONS OF INTEREST:** None.
3. **PUBLIC QUESTION TIME:** None.
4. **MINUTES:** The Minutes of the previous meeting held on 30 January 2019 were approved and signed as a correct record after amending Item 10 (Public Questions: Budget setting process) to read : "Concern about the budget setting process and the lack of a three year financial plan. "Committee Chairmen and *the Responsible Finance Officer* should be mindful that this is a requirement of the Council's Financial Regulations". Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

**NOTE:** In future details of proposer and seconder to be recorded against all resolutions of the Council and its Committees.

5. **RESOLUTIONS: To note resolutions sheet:** Noted
6. **ITEMS DEFERRED FROM PREVIOUS MEETING**
  - (i) **To consider setting up an IT Committee (Cllr Mike Thompson):** Cllr Mike Thompson explained that, for years the Council had an IT Committee, this was disbanded some time ago and he now has a concern that technical issues are being decided away from the Councillors. He highlighted a recent issue with the website "contact" facility which has not been working. He asked if the website provider issues tickets for defects.

Concern that the council already has a lot of committees and another committee would need minutes/staffing etc. A sub-group was suggested that could just meet as and when required.

Cllr Mike Thompson suggested that the IT Committee could also have responsibility for the CCTV system as this requires upgrading. Cllr Lloyd Knight suggested that responsibility for

the CCTV System is moved from the Town Centre & Economic Development Committee to the Cemetery & Town Hall Committee.

**RESOLVED:**

1. That a meeting is convened with the website host company. All Councillors to be invited to attend the meeting. Proposed Cllr Gordon Guest seconded Cllr Lloyd Knight.

**NOTE:** A copy of the website contract to be circulated to all PFP Committee members.

2. That the Policy Review Working Group reviews the Council's Scheme of Delegation, to include looking at the structure and strategies of the Committees and how an IT group would fit into that structure. Review to be completed before the elections in May 2019. Proposed Cllr Gordon Guest, seconded Cllr Lloyd Knight.

7. **COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for January/February 2019:** Clerk reported one Freedom of Information request relating to the rent of a garage space for the storage of market gazebos. The Clerk reported that, since January 2014, the Council has rented a plot from Mid Devon District Council and purchased the garage shell from the previous tenant for £300.

**NOTE:** Clerk to add the garage shell to the asset register and find out the cost to insure the garage. She confirmed that the items stored in the garage are insured. Clerk to also revise the number and value of market gazebos on the asset register.

8. **FINANCE**

- (i) **To receive financial statement for January 2019:** Noted

**NOTE:** Clerk to circulate Committee members with details of Town Hall expenditure for January 2019 (£1107)

- (ii) **Budgets and projections, including recommendations for transfers from Ear Marked Reserves:** Report circulated with the agenda.

- (a) **CEMETERY:** Income less than predicted, expenditure more than predicted, possible shortfall £5k. Burial Fees: Predicted Income £32k, income to-date £25k, Cemetery Expenses: Predicted £13580 – Expenses to-date £1466

**RESOLVED:** Review cemetery budget at end of financial year. Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.

- (b) **ST ANDREWS CAR PARK:** Predicted expenditure £2,000, actual to-date £2,339

Income share of "pay & display" meter not yet received (Approximately £3k for 4 months (Sept-Dec 2018 inclusive), anticipate a further £2.5k to end of financial year.

**St Andrews Car Park improvements (budget £2k)**

Set up costs £4132.95, Town Centre & Economic Development Committee has recently agreed to install a car park barrier at the far end of the car park, approximate cost £1k.

**RESOLVED:** That a new budget heading for St Andrews car park income is set up and reviewed at end of financial year to assess whether there is any requirement to transfer funds from EMR – Car Park Improvements. Proposed Cllr Iain Emmett, seconded Cllr Lloyd Knight.

- (c) **CHRISTMAS LIGHTS** (Budget 7k) Spend to-date £5822.00 – 2 no. invoices to pay totalling approximately £2.6k but income of £500 for Christmas tree sponsorship.

**RECOMMENDATION:** Transfer £1.1k from EMR Christmas Lights. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

- (iii) **Projector: To consider purchase of replacement projector for main hall:** Report circulated with agenda, a replacement, ceiling mounted, projector will cost approx. £320.00.

**RESOLVED:** That a budget of £1,000 is allocated for the purchase, installation and extended warranty. Clerk to investigate and come back to the next committee meeting with details of: compatibility with existing system, cable connections, extended warranty, best value for money and insurance costs. Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.

- (iv) **Card Payments: To receive report and agree way forward:** Report circulated with the agenda.

**RESOLVED:** That the Council enters into a contract with WorldPay for 18 months. Committee to review costs at 6 months and again at 12 months. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

- (v) **Internet Banking: To consider granting the Finance Officer full delegate access.**

**RESOLVED:** That the Finance Officer is given full delegate access to the Council's internet banking facility. This will enable her to set-up payments but not to authorise payments. Proposed Cllr Gordon Guest, seconded Cllr Mike Thompson.

## 9. STAFFING AND TRAINING MATTERS

- (i) **Update Report:** Noted, discussion about using contractors to carry out some of the routine work such as playground inspections. Also need to have a fall back position if council staff are unable to dig a grave.

Clerk to contact other local authorities to establish whether they would be willing to dig a grave if council staff were, for some reason, not able to do this and what they would charge. Also find out what MDDC will charge for play area inspections.

- (ii) **Supervisory Visits: To consider keeping a record:** Cllr Mike Thompson reported his concerns that there is no record of supervisory visits.

**RESOLVED:** That the Clerk brings the current work schedule to the next committee meeting for information and review. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

- (iii) **Staff mobile phones: To consider means by which Councillors contact a member of staff in an emergency situation.** Clerk reported that staff members and volunteers are provided with details of emergency phone numbers on laminated cards.

**RESOLVED:** That a laminated card, with details of phone numbers that a Councillor may require in an emergency, is drafted and brought to the next meeting for review. Proposed Cllr Gordon Guest, seconded Cllr Kerry Baldwin.

- 10. DATA PROTECTION OFFICER: To receive report and agree way forward:** When the GDPR Regulations were introduced in May 2018 Town and Parish Councils were required to appoint a Data Protection Officer. This was to avoid a conflict of interests. Following pressure from Town and Parish Councils the government withdrew this requirement as many of the smaller parish councils were concerned about cost.

As the Council is no longer obliged to have a DPO under the revised legislation the Council may not wish to continue with the services of the DPO at the end of the first year (May 2019).

Discussion about the advantages/disadvantages of appointing a Data Protection Officer.

**RESOLVED:** That the Town Council does not renew the contract and discontinues using the services of a Data Protection Officer when the contract come to an end in May 2019. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

- 11. WEBSITE AND IT: To consider any matters brought to the attention of the Committee:** None

- 12. CORRESPONDENCE: Any correspondence received after the date of this agenda:** None

**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 Lloyd Knight, seconded Cllr Gordon Guest.

**13. STAFFING**

- (i) **To receive staffing report (part 2):** Noted
- (ii) **Job Evaluations: To consider estimates:** Due to time constraints it was agreed to defer this item until the next meeting.

- 14. OUTSTANDING INVOICES AND PAYMENTS: To receive report:** Noted.

**RESOLVED:** That the Council reviews its debt collection policy, to include a charge for late payment of invoices.

- 15. DATE OF NEXT MEETING:** Tuesday 19 March at 10am

The meeting closed at 12.50pm.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Date of Meeting	Resolution	Financial implications	To be actioned by	Priority	Remarks
15/01/2019	Obtain three estimates for replacement projector for main hall , if possible a portable projector that is easy to use. Estimate to include cost of spare parts and insurance cover if it breaks down.				
30/01/2019	Clerk to obtain quotes for job evaluation				Quotes obtained, not considered at 19 Feb meeting due to time constraints, deferred until 19 March meeting
30/01/2019	Item on the agenda for next meeting to consider keeping a record of supervisory visits.	Nil	TC		Discussed at 19 Feb meeting, Clerk to bring draft to 19 March meeting
19/02/2019	That a meeting is convened with the website host company. All Councillors to be invited to attend the meeting	Nil	TC		Meeting organised with VisionICT Tuesday 5 March at 10am
19/02/2019	That the Policy Review Working Group reviews the Council's Scheme of Delegation, to include looking at the structure and strategies of the Committees and how an IT group would fit into that structure. Review to be completed before the elections in May 2019	Nil	TC		Recommendations of Policy Review Working Group to be considered at March meeting.
19/02/2019	Review cemetery budget at end of financial year	Nil	TC		
19/02/2019	That a new budget heading for St Andrews car park income is set up and reviewed at end of financial year to assess whether there is any requirement to transfer funds from EMR – Car Park Improvements.	Nil	TC/FO		New budget line set up



19/02/2019	That a budget of £1,000 is allocated for the purchase, installation and extended warranty. Clerk to investigate and come back to the next committee meeting with details of: compatibility with existing system, cable connections, extended warranty, best value for money and insurance costs.	1000	TC		Report to March meeting.
19/02/2019	That the Council enters into a contract with WorldPay for 18 months. Committee to review costs at 6 months and again at 12 months.		TC		Worldpay contacted and contract agreed 25/02/2019
19/02/2019	That the Finance Officer is given full delegate access to the Council's internet banking facility. This will enable her to set-up payments but not to authorise payments.	Nil	TC/FO		Completed - from sent to bank.
19/02/2019	That a laminated card, with details of phone numbers that a Councillor may require in an emergency, is drafted and brought to the next meeting for review.	Nil	TC		
19/02/2019	That the Town Council does not renew the contract and discontinues using the services of a Data Protection Officer when the contract come to an end in May 2019.	Nil	TC		
19/02/2019	That the Council reviews its debt collection policy, to include a charge for late payment of invoices.	Nil	TC		

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	905	
105	VAT Control Account	6,713	
200	Current Bank Account	65,397	
210	Credit Card	(319)	
220	Lloyds 12 Month Deposit	75,000	
230	Lloyds 6 Month Deposit	50,000	
250	Petty Cash	29	
260	Cambridge & Counties Bank	76,782	
270	Recycling Bags Float	40	
280	Unity Bank Trust	100,227	
	Total Current Assets		374,774
	<u>Current Liabilities</u>		
500	Creditors	248	
	Total Current Liabilities		248
	Net Current Assets		374,526
	Total Assets less Current Liabilities		<u>374,526</u>
	<u>Represented by :-</u>		
300	Current Year Fund	61,462	
310	General Reserves	150,498	
320	Earmarked Reserves	162,566	
	Total Equity		<u>374,526</u>

Bank Reconciliation Statement as at 12/03/2019  
for Cashbook 1 - Current Bank Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	28/02/2019		65,453.25
			<u>65,453.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/11/2018 008718 Cullompton Baptist Church		20.00	
19/02/2019 CHQ 008726 Unison		9.70	
01/03/2019 DD2318 Shire Leasing PLC		237.71	
			<u>267.41</u>
			65,185.84
<u>Receipts not Banked/Cleared (Plus)</u>			
05/03/2019 500465		211.00	
			<u>211.00</u>
			65,396.84
		Balance per Cash Book is :-	65,396.84
		Difference is :-	0.00

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Cemetery/Town Hall Committee</u>								
<u>300 Cemetery</u>								
1300 Burial Fees	0	23,764	32,000	8,236			74.3%	
1305 Cemetery Income, other	0	916	0	(916)			0.0%	
Cemetery :- Income	0	24,680	32,000	7,320			77.1%	0
4300 Cemetery Equipment	0	485	1,000	515		515	48.5%	
4310 Cemetery Running Expenses	215	14,876	13,580	(1,296)		(1,296)	109.5%	
9022 EMR - Cemetery Project	0	1,155	25,878	24,723		24,723	4.5%	
Cemetery :- Indirect Expenditure	215	16,516	40,458	23,942	0	23,942	40.8%	0
Movement to/(from) Gen Reserve	(215)	8,164						
<u>400 Town Hall</u>								
1400 Town Hall Hire	1,150	11,835	11,500	(335)			102.9%	
Town Hall :- Income	1,150	11,835	11,500	(335)			102.9%	0
4405 Town Hall Running Expenses	522	8,017	11,500	3,483		3,483	69.7%	
9026 EMR - Town Hall Improvements	0	14,797	40,293	25,496		25,496	36.7%	
Town Hall :- Indirect Expenditure	522	22,814	51,793	28,979	0	28,979	44.0%	0
Movement to/(from) Gen Reserve	628	(10,979)						
Cemetery/Town Hall Committee :- Income	1,150	36,515	43,500	6,985			83.9%	
Expenditure	737	39,330	92,251	52,921	0	52,921	42.6%	
Movement to/(from) Gen Reserve	413	(2,814)						
<u>Town Ctre/Econ Dev Committee</u>								
<u>800 Town Centre</u>								
1005 Hanging Baskets	0	974	500	(474)			194.8%	
1800 Street Market Income	265	2,416	0	(2,416)			0.0%	
1905 St Andrews car park income	3,102	3,102	0	(3,102)			0.0%	
Town Centre :- Income	3,367	6,492	500	(5,992)			1298.3%	0
4005 CCTV	365	640	3,000	2,360		2,360	21.3%	
4105 St Andrew's Car Park	70	2,409	2,000	(409)		(409)	120.4%	
4110 St Andrew's Car Park Improv.	4,133	4,133	2,000	(2,133)		(2,133)	206.6%	
4120 Town Maintenance	101	4,324	6,500	2,176		2,176	66.5%	
4150 Public Toilets Contribution	6	70	5,000	4,930		4,930	1.4%	
9070 Market	466	3,010	5,223	2,213	425	1,788	65.8%	
Town Centre :- Indirect Expenditure	5,141	14,585	23,723	9,138	425	8,713	63.3%	0
Movement to/(from) Gen Reserve	(1,775)	(8,094)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Town Ctre/Econ Dev Committee :- Income	3,367	6,492	500	(5,992)			1298.3%	
Expenditure	5,141	14,585	23,723	9,138	425	8,713	63.3%	
Movement to/(from) Gen Reserve	<u>(1,775)</u>	<u>(8,094)</u>						
<u>Community Wellbeing Committee</u>								
<u>200 Allotments</u>								
1200 Allotment Rents - Top Field	0	475	350	(125)			135.7%	
1205 Allotment Rents - Haymans	0	109	150	41			72.7%	
Allotments :- Income	<u>0</u>	<u>584</u>	<u>500</u>	<u>(84)</u>			<u>116.8%</u>	<u>0</u>
4200 Allotment Expenses	0	226	330	104		104	68.4%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>226</u>	<u>330</u>	<u>104</u>	<u>0</u>	<u>104</u>	<u>68.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>358</u>						
<u>350 Play Areas</u>								
9028 EMR - Play Area Fund	0	740	0	(740)		(740)	0.0%	
Play Areas :- Indirect Expenditure	<u>0</u>	<u>740</u>	<u>0</u>	<u>(740)</u>	<u>0</u>	<u>(740)</u>		<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(740)</u>						
<u>600 Community Wellbeing Miscellane</u>								
1000 Crier Advertising	25	240	500	260			48.0%	
1049 Community Wellbeing Income	0	100	0	(100)			0.0%	
1050 Community Event Income	0	462	500	38			92.4%	
1051 Christmas Lights event	0	895	0	(895)			0.0%	
1052 Play Area Income	0	22,446	0	(22,446)			0.0%	
1053 Christmas Trees	540	785	0	(785)			0.0%	
Community Wellbeing Miscellane :- Income	<u>565</u>	<u>24,929</u>	<u>1,000</u>	<u>(23,929)</u>			<u>2492.9%</u>	<u>0</u>
4020 Cullompton Crier	0	1,438	3,400	1,962		1,962	42.3%	
4025 Social Media	0	19	100	81		81	19.0%	
4095 Christmas Lights	2,674	8,495	7,000	(1,495)		(1,495)	121.4%	
4125 Play Area Running Expenses	370	2,872	3,000	128		128	95.7%	
4126 Play Equipment Fund	0	0	2,000	2,000		2,000	0.0%	
4127 Play Area Projects	(8,732)	12,836	1,698	(11,138)		(11,138)	755.9%	
4160 Community Wellbeing Committee	0	705	1,500	795		795	47.0%	
4165 Community Events	0	86	1,000	914		914	8.6%	
9050 Public Rights of Way	0	4,027	5,949	1,922		1,922	67.7%	
9087 Christmas Events	0	1,426	1,365	(61)		(61)	104.4%	
Community Wellbeing Miscellane :- Indirect Expenditure	<u>(5,688)</u>	<u>31,903</u>	<u>27,012</u>	<u>(4,891)</u>	<u>0</u>	<u>(4,891)</u>	<u>118.1%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>6,253</u>	<u>(6,974)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>835 Public Rights of Way</u>								
1835 Public Rights of Way	0	1,400	0	(1,400)			0.0%	
Public Rights of Way :- Income	<u>0</u>	<u>1,400</u>	<u>0</u>	<u>(1,400)</u>				<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>1,400</u>						
Community Wellbeing Committee :- Income	565	26,913	1,500	(25,413)			1794.2%	
Expenditure	(5,688)	32,869	27,342	(5,527)	0	(5,527)	120.2%	
Movement to/(from) Gen Reserve	<u>6,253</u>	<u>(5,956)</u>						
<u>Pol/Fin/Pers Committee</u>								
<u>100 Administration</u>								
1010 Interest Received	170	1,637	1,800	163			90.9%	
1020 Miscellaneous Income	0	1,178	200	(978)			589.2%	
1025 Photocopying Income	0	0	50	50			0.0%	
1030 Precept	0	332,184	332,184	0			100.0%	
1035 Council Tax Support Grant	0	1,962	1,962	0			100.0%	
1040 Recycling Bags	0	1,167	0	(1,167)			0.0%	
1055 Town Maintenance Income	0	2,135	0	(2,135)			0.0%	
Administration :- Income	<u>170</u>	<u>340,263</u>	<u>336,196</u>	<u>(4,067)</u>			<u>101.2%</u>	<u>0</u>
4000 Advertising	0	115	400	285		285	28.8%	
4010 Contingency	0	0	4,500	4,500		4,500	0.0%	
4030 Councillor Allowances	100	250	500	250		250	50.0%	
4035 General Administration/Other	0	607	540	(67)		(67)	112.4%	
4037 Miscellaneous Expenditure	80	1,219	0	(1,219)		(1,219)	0.0%	
4045 Room Hire	0	511	1,000	489		489	51.1%	
4048 Audit Costs	0	2,509	2,500	(9)		(9)	100.3%	
4050 Photocopier	0	983	1,500	517		517	65.6%	
4051 Postage	0	278	500	222		222	55.6%	
4052 Stationery	125	1,160	1,300	140		140	89.2%	
4055 Subscriptions	0	1,562	1,700	138		138	91.9%	
4060 Telephone & Broadband	298	3,493	3,500	7		7	99.8%	
4062 Insurance	0	1,452	1,460	8		8	99.5%	
4063 Health & Safety Support	100	460	1,500	1,040		1,040	30.7%	
4065 Professional Fees	0	2,495	2,500	5		5	99.8%	
4067 Tech Fund	0	0	2,000	2,000		2,000	0.0%	
4068 IT Support	485	5,407	6,500	1,093		1,093	83.2%	
4070 Office Equipment	44	547	500	(47)		(47)	109.4%	
4072 Recycling Bags Expenditure	0	414	0	(414)		(414)	0.0%	
4075 Grants	0	2,100	2,000	(100)		(100)	105.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4085 Mayoralty Fund	198	400	1,000	600		600	40.0%	
4090 Payroll Expenses	16,648	178,295	220,000	41,705		41,705	81.0%	
4091 Payroll Additional	462	10,193	0	(10,193)		(10,193)	0.0%	
4100 Public Works Loan Repayment	0	17,647	17,750	103		103	99.4%	
4115 Staff & Councillor Training	24	1,419	3,000	1,581		1,581	47.3%	
4122 Grass/Verge Cutting	0	2,638	2,500	(138)		(138)	105.5%	
4130 Van Lease	277	3,325	3,325	0		0	100.0%	
4135 Van Running Expenses	117	1,585	2,000	415		415	79.2%	
4825 Townscape Heritage Sch	0	0	6,500	6,500		6,500	0.0%	
4855 Youth Council	0	0	200	200		200	0.0%	
4860 Election Contingency	0	0	5,000	5,000		5,000	0.0%	
9054 EMR - Mayoralty Fund	0	0	(750)	(750)		(750)	0.0%	
Administration :- Indirect Expenditure	<u>18,957</u>	<u>241,063</u>	<u>294,925</u>	<u>53,862</u>	<u>0</u>	<u>53,862</u>	<u>81.7%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(18,787)</u>	<u>99,200</u>						
<u>700 Policy and Resources Miscellan</u>								
1045 Staff Charge Back	244	849	500	(349)			169.8%	
Policy and Resources Miscellan :- Income	<u>244</u>	<u>849</u>	<u>500</u>	<u>(349)</u>			<u>169.8%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>244</u>	<u>849</u>						
<u>840 Youth Services</u>								
4850 Youth Services	0	18,716	19,334	618		618	96.8%	
Youth Services :- Indirect Expenditure	<u>0</u>	<u>18,716</u>	<u>19,334</u>	<u>618</u>	<u>0</u>	<u>618</u>	<u>96.8%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>(18,716)</u>						
<u>990 EMR</u>								
9024 EMR - Community Bus Service	0	0	10,000	10,000		10,000	0.0%	
9028 EMR - Play Area Fund	0	0	11,475	11,475		11,475	0.0%	
9030 EMR - Railway Feasibility	0	0	6,359	6,359		6,359	0.0%	
9032 EMR - Car Park Improvements	0	0	8,000	8,000		8,000	0.0%	
9034 EMR - Tech Fund	0	0	3,000	3,000		3,000	0.0%	
9038 EMR - Townscape Heritage	0	0	13,500	13,500		13,500	0.0%	
9040 EMR - Van Fund	0	0	2,696	2,696		2,696	0.0%	
9044 EMR - Christmas Lights	0	0	2,500	2,500		2,500	0.0%	
9046 EMR - Community Events	0	0	3,000	3,000		3,000	0.0%	
9052 EMR - Staffing Contingency	0	0	10,000	10,000		10,000	0.0%	
9054 EMR - Mayoralty Fund	0	0	750	750		750	0.0%	
9081 EMR - Maintenance Equipment	0	0	1,000	1,000		1,000	0.0%	
EMR :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>72,280</u>	<u>72,280</u>	<u>0</u>	<u>72,280</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>991 Available Funds</u>								
9070 Market	0	0	0	0		0	0.0%	
9085 Town Team	0	0	(0)	(0)		(0)	0.0%	
9086 Neighbourhood Plan	0	0	0	0		0	0.0%	
9087 Christmas Events	0	0	(0)	(0)		(0)	0.0%	
Available Funds :- Indirect Expenditure	0	0	0	0	0	0	0.0%	0
Movement to/(from) Gen Reserve	0	0						
<hr/>								
Pol/Fin/Pers Committee :- Income	414	341,112	336,696	(4,416)			101.3%	
Expenditure	18,957	259,779	386,539	126,760	0	126,760	67.2%	
Movement to/(from) Gen Reserve	(18,543)	81,333						
<hr/>								
<u>Planning/Licensing Committee</u>								
<u>820 Neighbourhood Plan</u>								
1850 Neighbourhood Plan Income	0	5,000	0	(5,000)			0.0%	
Neighbourhood Plan :- Income	0	5,000	0	(5,000)				0
4820 Neighbourhood Plan	2,025	6,176	11,214	5,038		5,038	55.1%	
Neighbourhood Plan :- Indirect Expenditure	2,025	6,176	11,214	5,038	0	5,038	55.1%	0
Movement to/(from) Gen Reserve	(2,025)	(1,176)						
<hr/>								
Planning/Licensing Committee :- Income	0	5,000	0	(5,000)			0.0%	
Expenditure	2,025	6,176	11,214	5,038	0	5,038	55.1%	
Movement to/(from) Gen Reserve	(2,025)	(1,176)						
<hr/>								
<u>Town Team</u>								
<u>830 Town Team</u>								
1820 Town Team Income	75	1,295	0	(1,295)			0.0%	
Town Team :- Income	75	1,295	0	(1,295)				0
9085 Town Team	0	3,126	7,089	3,963		3,963	44.1%	
Town Team :- Indirect Expenditure	0	3,126	7,089	3,963	0	3,963	44.1%	0
Movement to/(from) Gen Reserve	75	(1,831)						
<hr/>								
Town Team :- Income	75	1,295	0	(1,295)			0.0%	
Expenditure	0	3,126	7,089	3,963	0	3,963	44.1%	
Movement to/(from) Gen Reserve	75	(1,831)						



## Detailed Income &amp; Expenditure by Budget Heading 12/12/2018

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	5,570	417,327	382,196	(35,130)			109.2%	
Expenditure	21,172	355,865	548,158	192,293	425	191,868	65.0%	
Net Income over Expenditure	<u>(15,601)</u>	<u>61,462</u>	<u>(165,962)</u>	<u>(227,423)</u>				
Movement to/(from) Gen Reserve	<u>(15,601)</u>	<u>61,462</u>						

## List of Payments made between 01/02/2019 and 28/02/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2019	John Tallack Centre	EP	80.00		Received by CTC in error
04/02/2019	Credit Card	20190204	766.61		Credit Card Payment
05/02/2019	Young Devon	BACS2483	10,591.00		Youth Services Sep18-Mar19
06/02/2019	Allstar	DD2520	26.71		Fuel, Cemetery
11/02/2019	Scottish Power	DD	145.00		Town Hall Electric
12/02/2019	MNR Projects Ltd	E2533	198.00		Upcott field, boulder work
12/02/2019	Atlas Safety Management Ltd	E2519/22	120.00		DSE Assessments
12/02/2019	Sparkx Ltd	E2532	600.00		Christmas Lights
12/02/2019	Maria Weston	E2531	23.93		Training, new clerk
12/02/2019	D & H Plant Ltd	E2530	132.00		Cemetery, digger hire
12/02/2019	Wasteology Ltd	E2529	24.00		Cemetery, skip
12/02/2019	Spot On Supplies	E2528	26.18		Town Hall Running Exp, polish
12/02/2019	Scrace, Tim	E2527	97.00		Bus Shelters
12/02/2019	Microshade Business Consltan	E2526	393.24		Hosting Service
12/02/2019	Labdon Building Supplies	E2525	100.96		Labdon, various items
12/02/2019	Mole Valley Farmers	E2523-4	136.02		Padlock for container
12/02/2019	Weston, Paul	E2521	2,025.00		Neighbourhood Plan Support
12/02/2019	Metcalfe Allen Ltd	E2518	438.00		CCTV repair
12/02/2019	John Tallack Youth and Communi	E2534	122.40		TH Sanitary Bin Sep 17-Aug 18
13/02/2019	EE & T Mobile	20190213	88.80		Mobile Phones
13/02/2019	Allstar	DD2256	47.58		Van & Cem Running Exp, fuel
15/02/2019	British Telecom	DD2536	33.60		Telephone February 2019
19/02/2019	AS Signs & Graphics	E2544/5	230.78		Play area running expenses
19/02/2019	Edenvale Turf (SW) Ltd	E2543	14.11		Cemetery, Turf
19/02/2019	Solopress	E2541	25.92		Posters, Market
19/02/2019	Devon County Council	E2539	4,933.02		St Andrews Car Park P&D Machine
19/02/2019	Wicksteed Leisure Ltd	E2538	15.35		Play area running expenses
19/02/2019	Sparkx Ltd	E2537	2,608.20		Christmas Lights
19/02/2019	British Telecom	E2540	234.98		Telephone 01.02.19-30.04.19
19/02/2019	Unison	CHQ 008726	9.70		Unison Subs February 2019
22/02/2019	Salaries	BACS	11,479.63		Salaries February 2019
22/02/2019	Pensions	BACS	2,427.19		Pension contributions Feb 2019
22/02/2019	HMRC	BACS	3,393.51		Tax & NIC Feb 2019
26/02/2019	ALD FORD LEASE	DD2535	332.47		Van Lease
28/02/2019	D&G Heating Plan	DD	28.29		D&G Heating Plan
Total Payments			41,949.18		

**APPENDIX C**

**Credit Card Purchases, March 2019 Statement - Breakdown**

<b>Supplier</b>	<b>Goods Description</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
China Orchids	Staff Christmas meal	121.00	24.20	145.20
China Orchids	Staff Christmas meal	16.67	3.33	20.00
Tesco	Staff Christmas gift vouchers ( 4 no. @ £15)	60.00	-	60.00
Moneysoft	Payroll Manager software	136.00	27.20	163.20
Amazon	Norton Anti-virus security for computers	20.82	4.16	24.98
XL Displays	Notice board for Town Hall foyer	106.00	21.20	127.20
Discount Displays	AI Display Board for market	137.55	27.51	165.06
Amazon	Air Fresheners (Town Hall toilet dispenser)	22.49	4.5	26.99
Amazon	Condolence book	28.31	5.67	33.98
		<b>648.84</b>	<b>117.77</b>	<b>766.61</b>

## APPENDIX D

### TOWN HALL PROJECTOR UPGRADE

**Report to:** Policy, Finance and Personnel Committee

**Report by:** Town Clerk

**Date:** March 2019

#### Background

The existing projector in the Town Hall is old and very noisy. At the PFP Committee meeting held on 19 February 2019 a report was considered and it was resolved as follows: "That a budget of £1,000 is allocated for the purchase, installation and extended warranty of a replacement projector. Clerk to come back to the next meeting with details of compatibility with existing system, cable connection, extended warranty, best value for money and insurance costs".

Recommended projector: Epson EB-U05

Compatible with existing cabling and can be installed by Council staff (using tower) but suggest that it is fixed to a bracket hung from the ceiling.

	Visunext	Amazon	AVpartsmaster
Epson EB-U05	371.84	407.50	458.68
Ceiling mount	24.99		
Extended Warranty	Unable to find out the cost but Epson do offer an extended 3 year warranty option		
Insurance	Replacement for existing so no additional cost		
Replacement lamp (should it ever be needed)	104.28		

## CULLOMPTON TOWN COUNCIL

**REPORT TO:** Policy, Finance and Personnel Committee:

**PREPARED BY:** Town Clerk

**RE:** Training

**DATE:** March 2019

### 1. Current Training

- Deputy Town Clerk recently attended CiLCA training (Certificate in Local Council Administration).
- Admin Assistant attended a presentation “Cemetery Management Made Easy” at Kentisbeare Parish Hall on 15 March.
- Staff to put together a new Councillors pack to be given to all Councillors following the May election.

### 2. New training

Following meeting with VisionICT on 5 March, VisionICT has offered to provide a half day training on 29 March for £225 (or £395 for a whole day). The training will provide staff with additional skills to edit and improve the “look” of web pages

**RECOMMENDATION:** That the Council pays £225 for a half day website training (there is sufficient in the staff and councillor training budget to cover the cost of this training).

Card with emergency phone numbers

Council office	01884 38249
Town Clerk (out of hours in case of emergency)	07783 632187
Maintenance Supervisor (out of hours in case of emergency)	

APPENDIX G

# NEW COUNCILLOR INDUCTION/REFRESHER AND COUNCIL MEETING PROGRAMME 2019

Please note that all sessions will start promptly. Refreshments will be provided.

DATE	TIME	WHO	WHAT
<b>Thursday 9 May</b>  <b>Introductions and training evening</b>	7pm-9pm	All Councillors	Practical Paperwork and support to members <ul style="list-style-type: none"> <li>• Register of Interests</li> <li>• Members Allowance Scheme</li> <li>• Members Support</li> </ul> Standards in Local Government The Council Part 1
<b>Thursday 16 May</b>  <b>Town Council Meeting</b>	7pm-9pm	All Councillors	Election of Town Mayor/Deputy Town Mayor, appointment of members of Committees, Working Groups, Council representatives and Council business agenda.
<b>Thursday 23 May</b>  <b>Training: Evening 2</b>	7pm-8.30pm	All Councillors	<b>The Council Part 2 – what new councillors need to know</b> An overview of Governance and decision making (inc role of Full Council, regulatory committees, neighbourhood partnerships, outside bodies) staffing and the Member/Officer Protocol <ul style="list-style-type: none"> <li>• Partnerships and Initiatives</li> <li>• Local and national context</li> <li>• Health, safety and risk</li> </ul> Data protection and freedom of information  <b>The Council Part 3</b> Planning and Development Control Managing the Assets of the Council Financial Management
<b>Thursday 30 May</b>  <b>Planning &amp; Licencing Committee</b>	6pm-6.45pm	Members of the Planning & Licencing Committee	Election of Chairman General Planning Committee business, including response to planning applications.

## APPENDIX G

<b>DATE</b>	<b>TIME</b>	<b>WHO</b>	<b>WHAT</b>
<b>Thursday 30 May</b>  <b>Town Council Meeting</b>	7pm-9pm	All Councillors	
<b>Thursday 13 June</b>  <b>Planning &amp; Licencing Committee</b>	6pm- 6.45pm	All members of the Planning & Licencing Committee	
<b>Thursday 13 June</b>  <b>Town Council Meeting</b>	7pm	All Councillors	Full Council Meeting, including approval of Annual Return 2018/19 for submission to external auditor.

**NOTE:** With effect from 27 June 2015 Full Council meetings will be held at 7pm on the fourth Thursday in each month and Planning Committee meetings will be held at 6pm on the second and fourth Thursday of each month.

## CULLOMPTON TOWN COUNCIL

**REPORT TO:** Policy, Finance and Personnel Committee:

**PREPARED BY:** Town Clerk

RE: Meeting with website company, 5 March 2019

**DATE:** March 2019

**ATTENDED:** Town Mayor Cllr Iain Emmett, Cllr Gordon Guest, Town Clerk, Deputy Town Clerk and Assistant Town Clerk

Discussion included:

**Emails:** Following the discussion on emails there should be no reason why the VPN email should cause problems but why have an email using VPN? If any Councillor has a problem with email contact either Morgan or Daniel Directly through [support@visionict.com](mailto:support@visionict.com) or calling them directly.

**Contact Facility:** Please confirm the 2 email addresses that you wish this form to go to and we will set it up for you. There will be no cost for this.

**Website design:** Agreement that the website look and feel should be developed following looking at examples of our other websites such as;

- <http://www.westbourne-pc.gov.uk/default.aspx>
- <https://www.suttoncourtenay-pc.gov.uk/>
- <http://www.wetherby.co.uk/>
- <http://www.redruth-tc.gov.uk/>

**Action** to identify new images to improve header presentation (£25 cost) and also add further visuals to the site. To have Maggie our Training and Sales Director to come to your offices for a day or half days training to go through the editing and potential improved web page styles. The cost of this would be £225 for a half day or £395 for whole day + expenses. If this was agreed the 29<sup>th</sup> March could potentially be date to do this.

**RECOMMENDATION:** That the Council asks VisonICT to improve the header presentation on the Council's website at a cost of £25.





## POLICY REVIEW WORKING GROUP

Summary of a meeting held at Town Hall on Wednesday 27 February 2019 at 10am

Those present: Councillors: Eileen Andrews, Kerry Baldwin and Lloyd Knight  
Judy Morris (Town Clerk)

1. **Apologies** received from Cllrs: Iain Emmett (personal) and Ian Findlay (personal).
2. **Chairman:** Cllr. Lloyd Knight was elected Chairman for the civic year 2018/19. Proposed Cllr Eileen Andrews, seconded Cllr Kerry Baldwin.
3. **Declarations of Interest:** None
4. **Minutes:** The Minutes of the previous meeting held on 13 September 2018 were approved and signed as a correct record. Proposed Cllr Eileen Andrews, seconded Cllr Lloyd Knight.
5. **Policy Review:**
  - i. Financial Regulations
  - ii. Scheme of Delegation

**RESOLVED:** That the order of the agenda is amended and the Scheme of Delegation is reviewed before the Financial Regulations.

**(i) SCHEME OF DELEGATION REVIEW:**

**RECOMMENDATION:** That the Scheme of delegation is revised to take account of the following:

- (i) **Appeals Sub-Committee** to become a full committee i.e. Appeals Committee.
- (ii) **Committee Rules and Structures:** Add an additional clause to make it clear that Non-members maybe co-opted onto all Committees and Sub-committees of the Council except the Policy, Finance and Personnel Committee, the Appeals Committee and the Audit Sub-committee.
- (iii) **Responsibility delegated to Cullompton Town Council Officers:** Amend (v) to read *“To decide arrangements for closure of the council premises.”*
- (iv) **Committee Structure:** Rewrite this section to improve consistency and
  - **Community Wellbeing:** add Public Rights of Way, street furniture and floral enhancement of the town.

## APPENDIX I

- **Cemetery and Town Hall:** Add CCTV.
- **Town Centre and Economic Development:** Remove street furniture, floral enhancement of town centre and CCTV.

**NOTE:** The formation of an IT Committee was considered but it was agreed that, as the Policy, Finance and Personnel Committee already has responsibility for this, leave things as they are and an IT working group can be set up by the PFP Committee if it should become necessary.

### **(v) Terms of Reference:**

**Planning Committee:** Refer to Planning Committee Chairman (who suggested that Neighbourhood Plan is added to list).

### **Community Wellbeing:**

Remove (vii) To prepare, monitor and review the Council's Sport and Leisure Strategy and rewrite (xii) to read "The care, maintenance and control of allotment sites, including regular review of fees.

**(ii) FINANCIAL REGULATIONS:** Defer for review at next meeting.

- 6. To agree policies to be reviewed at the next meeting:** Media Communications policy, Information and Information Security policy, email and IT policy and Data Protection policy (review for consistency and possible merger).
- 7. Date and time of next meeting:** Thursday 21 March at 2pm.

# CULLOMPTON TOWN COUNCIL



## SCHEME OF DELEGATION

REVISED APRIL 2014, Revised April 2015, Revised May 2017, Revised May 2018, Revised March 2019

### 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](http://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 **defining** the number of Committees together with the number of members appointed to each Committee.
- Determining the functions and constitution of Committees.
- **Setting** 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 J

- 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 all Council Committees, Sub-Committees and Working Groups at the discretion of the members of that Committee, Sub-Committee or Working Group with the exception of the Policy, Finance and Personnel Committee, the Appeals Committee and the Audit Sub-Committee.***
- 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 **2011** 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's premises**.
  - 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

- **Appeals:** To hear appeals against decisions taken
- **Cemetery and Town Hall:** The care, management and improvement of Cullompton's Cemetery, Town Hall and *CCTC system*
- **Community Well-Being:** Health, community safety, community events, play areas, allotments, community bus service, Public Rights of Way, street furniture and floral enhancement of the town and the general well-being of the people that live in Cullompton parish.
- **Planning & Licencing:** Planning and Licencing applications
- **Policy, Finance and Personnel:** Finance, personnel and policy matters
- **Town Centre & Economic Development:** Management and promotion of the outdoor market, St Andrews car park, public toilets, town centre revitalisation, Codners Corner and the War Memorial.

### SUB-COMMITTEES

- **Audit Sub-Committee:** To undertake and make the appropriate recommendations on financial risk management matters to the Policy, Finance and Personnel Committee.
- **Gift of a Burrow for Allotments:** Responsible for matters relating to Burrows Field allotments, reports to Community Wellbeing Committee.

### STEERING AND WORKING GROUPS

- **Christmas Lights Event Working Group:** Organisation of Cullompton's Annual Christmas Lights event. Reports to Community Wellbeing Committee.
- **Community Bus Working Group:** Research ways in which to provide Cullompton with a community bus service. Reports to Community Wellbeing Committee.
- **Neighbourhood Plan Steering Group:** Preparation of a Neighbourhood Plan for the Parish of Cullompton. Reports to Planning & Licencing Committee.
- **Policy Review Working Group:** Review Council's policy and procedural documents. Reports to Policy, Finance and Personnel Committee.
- **Youth Services Working Group:** Make recommendations to Full Council relating to the provision of youth services in Cullompton and prepare a youth strategy for Cullompton.

### PROPERTY FOR WHICH THE COUNCIL IS THE SOLE TRUSTEE

Upcott Recreation Field and Gift of A Burrow for Allotments

#### 4.1. Appeals Committee

- Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures.

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- To gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.

### 4.2 Cemetery and Town Hall Committee

- The care, maintenance and regulation of the cemetery and Town Hall.
- Review annually the Council's fees and charges for the cemetery and Town Hall.
- To control the finances of the cemetery and Town Hall, subject to the limits of the budget agreed by the Council.
- To undertake quarterly reviews of expenditure against the approved budget and to report to the council highlighting any concerns.
- To develop, fund and bring to fruition projects for the improvement of the cemetery and Town Hall.
- Health and safety matters impacting on the cemetery and Town Hall.

### 4.3 Community Wellbeing

- i. Any matters which impacts on the general health and wellbeing of those living in Cullompton parish.
- ii. 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.
- iii. To work with other authorities to maintain, develop and promote the public footpaths within the Parish through schemes such as the Parish Paths Partnership.
- iv. To organise the Christmas lighting display and other community events.
- v. Public safety and crime and disorder.
- vi. To prepare, monitor and review the town's emergency plan.
- vii. To prepare, monitor and review the Council's Sport and Leisure Strategy (remove)
- viii. To oversee the Council's archive project.
- ix. To establish and foster civic relationships with such bodies or organisations as the Council may authorise.
- x. The care, maintenance and regulation of the War Memorial
- xi. The care maintenance and regulation of play areas and play equipment under the control of the Council and make recommendations in relation to play areas and public open space not in the control of the Town Council.
- xii. The care, maintenance and control of allotment sites, including regular review of fees.
- xiii. To investigate opportunities to improve transport links, to include community bus service.
- xiv. Public relations and promotion: including newsletter and appropriate communication documents.
- xv. The care and maintenance of the town's street furniture (ADD FROM TC&ED)
- xvi. The care and maintenance of the floral enhancement of the town (ADD FROM TC&ED)
- xvii. To control the Town Maintenance budget and undertake quarterly review of income and expenditure. (ADD FROM TC&ED)

### 4.4. 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.

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- 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.
- 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.

### 4.5 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.
- iii. To recommend on the acquisition and renewal of vehicles and ensure the maintenance and serviceability of vehicles in a roadworthy state.

##### 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:



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- i. To recruit, retain and develop staff to undertake the work of the council.
  - 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 meetings 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.

### 4.6 Town Centre and Economic Development

- i. To manage, monitor and regulate the Council's market activities.
- ii. The care, maintenance and provision of street furniture, including bus shelters (REMOVE TO COMMUNITY WELLBING)
- iii. The care, maintenance and regulation of the town's CCTV system. (REMOVE TO CEMETERY AND TOWN HALL)
- iv. The care, maintenance and regulation of St Andrews car park and Codners Corner.
- v. To control the finances the market. St Andrews car park and public toilet subject to the limits of the budget agreed by the Council and undertake quarterly review of income and expenditure.
- vi. To control the Town Maintenance budget and undertake quarterly review of income and expenditure. (REMOVE TO COMMUNITY WELLBEING)
- vii. The care, maintenance and regulation of public toilet facilities in the town centre.
- viii. Project and economic development to improve the viability of the town centre.

