



## POLICY, FINANCE & PERSONNEL COMMITTEE

**Minutes of a Committee meeting held on  
Tuesday 17 April 2018 at 10.00am at the Hayridge Centre, Cullompton**

**Present:** Cllr James Buczkowski (in the chair) and Cllrs: Eileen Andrews, Iain Emmett, Lloyd Knight and Mike Thompson

Judy Morris: Clerk

**123. APOLOGIES** were received and accepted from Cllr Gordon Guest (personal).

**124. DECLARATIONS OF INTEREST:**

- **Cllr Lloyd Knight** declared a personal interest in respect of grant application from Culm Vale Bowling Club as he lives next door.
- **Cllr James Buczkowski** declared a personal interest in respect of terms of reference for the Youth Services Working Group as he is a trustee of a youth organisation.

**125. PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None.

**126. MINUTES:** The Minutes of the meeting held on 20 March 2018 were approved and signed as a correct record. Proposed Cllr Lloyd Knight, seconded Cllr Eileen Andrews.

NOTE: Clerk to let Cllr Mike Thompson know the contact details for the Council's internal auditor.

**127. COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for February/March 2018:** None. In response to a query from Cllr Eileen Andrews the Clerk confirmed that Devon County Council is following up a complaint from a member of the public who tripped on the pavement in Fore Street.

**128. FINANCE**

- (i) To review draft Income and Expenditure 2017.18 and approve transfers to Ear Marked Reserves:** List circulated with the agenda.

**RESOLVED:** That Ear Marked Reserves are transferred to the 2018.19 financial year as per Appendix A.

**NOTE:** Cllr Mike Thompson requested details of payments/receipts as follows:  
£400 – General Administration

£600 – Payroll additional  
 £1452 – Town Hall running expenses  
 -£119 – Outdoor market expenses  
 £154 – Miscellaneous income

**Note:** Clerk to find out if it is possible to add page numbers when collating agendas using PDF Fusion.

**RESOLVED:** That Income & Expenditure accounts are produced in different formats for next meeting for comparison purposes. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

**(ii) Grant applications: To consider grant applications:**

**RECOMMENDATION:** That the Council approves grants as follows:

Organisation	Purpose of grant	Amount requested	Grant paid 2017.18	Recommended grant 2018.19
Citizens' Advice Bureau	To provide an outreach service in Cullompton for the benefit of the local community providing free, independent advice and information.	£500	£500	£500
Cullompton Ace Majorettes	New pom-poms as the ones they have are looking worn and dated	£500	£200	£300
Culm Voluntary Car Scheme	To help towards general running expenses of this essential service for local residents who would find it difficult to get to hospitals, doctors' surgeries and other health visits by any other means.	£300	£300	£300
Cullompton Bowling Club	Safety fence urgently needed before the start of the season (Mid April). The old safety fence blew down in the storms which has meant that several cricket balls have ventured onto the Green hitting or nearly hitting bowlers competing in league competitions and friendlies	£2,500	£100	Nil as a capital project more suited to a TAP Fund grant or similar.
Culm Vale Bowling Club	Provide a defibrillator for Culm Vale members and visitors. It will be placed in the car park so it is available to the local community.	£500	Nil	£100
Tiverton Swimming Club	Towards start racing blocks, with adjustable foot rests. Current blocks are extremely old and no longer fit for purpose.	Any support available	Nil	£100
Cullompton Family Centre	Refreshments for the centre (£10 per week, 2 sessions per week x 40 weeks) Provide hot drinks, toast and healthy snacks.	£400	£250	£250
Tiverton & District Community Transport Association	Assist with the running costs of Ring & Ride bus service, offering a fully accessible door to door service for frail, elderly, disabled and rurally isolated people, currently available 3-4 days a week in the Cullompton area.	£500	£400	£100
<b>Total</b>				<b>1650.00</b>

**Notes:**

1. Total grant budget £2,000.00
2. Ask CAB to advertise their service in Cullompton more widely e.g. poster and council newsletter.
3. Review grants policy – future agenda item, consider separate budget heading for regular grant payments such as CAB.
4. Cllr Eileen Andrews declared a personal interest in respect of grant application for Cullompton Bowling Club as she is a member of the Cullompton Community Association Committee.
5. Suggest that the Family Centre look at ways to raise their profile by fund raising.

**129. STAFFING MATTERS**

- (i) **Salaries: To receive confirmation that agreement has been reached on rates of pay applicable from 1 April 2018 and 1 April 2019:** Noted
- (ii) **Review mileage logs for van and review arrangements for parking:** Noted, clerk to check insurance requirements for parking the van overnight for review at the next meeting.
- (iii) **Review / finalise job description and person specification for the proposed Deputy Town Clerk role and**
- (iv) **Deputy Town Clerk: To agree details for advertising the post and time-line for shortlisting, interviews etc.**

**RESOLVED:** That the draft job description and person specification for a Deputy Town Clerk are approved with a couple of minor amendments.

- Closing date for applications: 25 May 2018
- Shortlisting: Tuesday 29 May at 10am (Extraordinary PFP Committee meeting)
- Interviews: Friday 8 June am at the Hayridge Centre (if available).

Advertise the post: Town Council website and notice board, Devon Association of Local Councils, and Devon County Council Jobs website. Also circulate to local councils in neighbouring counties. Review the number of applications at the next meeting to decide whether any additional advertising is required.

Interview panel: Town Mayor, Chairman PFP Committee plus one other.

**NOTE:** Cllr Lloyd Knight declared a personal interest in respect of the following item as he is a representative for Utility Warehouse.

- (v) **Staff mobile phones: To review.:** Discussion about types of contracts and obtaining best value for money. It was suggested that it is important to have an audit trail so that calls can be monitored.

**RESOLVED:** That the Clerk researches costs for say 5 business phones that can be used by staff members as and when required.

- (vi) **To consider estimates for cemetery grass cutting:** Three estimates obtained.

**RESOLVED:** That the lowest estimate from Plandscape for cutting grass in the middle section of the old cemetery is accepted. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

**Note:** Cllr Mike Thompson voted against as he considered that proper estimates had not been obtained.

- (vii) To consider draft grave digging method statement:** Deferred to the Policy Review Working Group.
- (viii) To review cemetery work sheet:** Deferred to the Policy Review Working Group.
- (ix) Exceptional weather arrangements: To consider response from MDDC and agree policy.** Clerk reported that if staff at MDDC are unable to get to their workplace due to bad weather conditions then they are expected to take flexi-time, holiday or unpaid leave. However DCC policy is that, if there is a red warning in force advising people not to travel unless absolutely necessary, they don't expect staff to attend their workplace and they will be paid as usual.

**RESOLVED:** That, when a red warning is in force and people are advised not to travel unless absolutely necessary, staff will not be expected to travel to work and will be paid as usual.

**130. WEBSITE AND IT: To consider any website or IT related matters:** None.

**131. POLICIES & PROCEDURES**

- (i) Youth Services Working Group: To review terms of reference:** Concern that the membership of the group is not very diverse. It was suggested that representatives from local organisations and youth groups are invited to join the group.

**RECOMMENDATION:** That the terms of reference are amended to include that representatives from local organisations and youth groups are invited to join the Youth Services Working Group.

**RESOLVED:** That as the time is now 12noon the meeting is extended for a further 15 minutes to complete the agenda. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

- (ii) Scheme of Delegation: To finalise recommendation to full council:** Discussion about changes to the committee structure.

**RESOLVED:** That a revised committee structure is put to the Council for consideration at its Annual Meeting. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

**NOTE:** Recorded vote as follows: For Cllrs James Buczkowski and Iain Emmett, abstained Cllrs Eileen Andrews, Lloyd Knight and Mike Thompson.

**RESOLVED:** that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

**132. STAFFING: To receive report:** Noted

**133. DATE OF NEXT MEETING:** To confirm the date and time of the next meeting as Tuesday 15 May at 10am at Cullompton Scout Hut.

The meeting closed at 12.15pm.

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

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