



Town Clerk: Miss Joy Norris MSc ACG

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Notice is hereby given that a Meeting of the **Town Council** will take place on **Thursday 25th February 2021** starting at **19:00 hrs.**

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The public are welcome to attend this meeting by using the internet, mobile phones or landline phones – please see the links below:

If you are using the internet please use the following link to join the meeting:
<https://zoom.us/j/94597566789> Meeting ID 945 9756 6789 or use this QR code



To use one tap mobile dial 02034815240,,94597566789# or
02039017895,,94597566789#

To use a landline dial 0203 481 5240 or 0203 901 7895 or 0208 080 6591 or 0 208 080 6592 or
0330 088 5830 or 0131 460 1196 or 0203 481 5237

Meeting ID: 945 9756 6789

Members of the public are invited to ask questions or raise issues relevant to Cullompton as part of the item on the agenda called Public Participation; The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. If you would like to ask a question or speak, please email enquiries@cullomptontowncouncil.gov.uk 48 hours before the meeting with your first and last names and give a brief outline of what you wish to say. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

You may find it useful to read the Protocol on Remote Meetings before you join (this can be accessed on the Town Council's website)

The Agenda for the meeting is given below. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice)

A handwritten signature in black ink that reads 'Joy Norris'.

Joy Norris
Town Clerk

Date: 19 February 2021

AGENDA

Town Council 25 February 2021

PUBLIC PARTICIPATION: 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to Cullompton to the attention of Councillors. Up to 3 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

1. Mayor's Announcements

The Mayor may make announcements relevant to the work of the Town Council

Note: announcements are for information only and not for debate, discussion or questioning.

2. Apologies for Absence

To receive apologies for absence from Councillors unable to attend the meeting.

3. Declarations of Interests

To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

Councillors and Officers 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.

4. Public Participation

To allow members of the public present at the meeting to raise matters which are relevant to Cullompton; up to 3 minutes will be allowed for each person.

5. Minutes

To confirm the Minutes of the meeting held on 28 January 2021 as a correct record. (Supporting Paper A)

6. Action List

To receive and review the Action List relating to the Town Council. (Supporting Paper B)

7. Recommendation from Policy, Finance and Personnel Committee – Complaints Policy and Procedure

To consider the recommendation of the Policy, Finance and Personnel Committee regarding a revised complaints policy and procedure. (Supporting Paper C)

8. Recommendation from Policy, Finance and Personnel Committee – Employee Code of Conduct

To consider the recommendation of the Policy, Finance and Personnel Committee regarding an Employee Code of Conduct. (Supporting Paper D)

- 9. Recommendation from Policy, Finance and Personnel Committee - Budget re-allocations**
To consider the recommendation of the Policy, Finance and Personnel Committee regarding budget re-allocations. (Supporting Paper E)
- 10. Recommendation from Policy, Finance and Personnel Committee - Business Procedures Risk Register**
To consider the recommendation of the Policy, Finance and Personnel Committee regarding the Business Procedures Risk Register (Supporting Paper F)
- 11. Recommendation from Policy, Finance and Personnel Committee - Audit Reports**
To consider the recommendation of the Policy, Finance and Personnel Committee regarding
 - (i) External Audit of 19/20 Annual Governance Statement and Annual Return (Supporting Paper G)
 - (ii) Interim Internal Audit (Supporting Paper H)
- 12. Recommendation from Community Wellbeing Committee**
To consider the recommendation of the Community Wellbeing Committee regarding the help@hand App. (Supporting Paper I)
- 13. Recommendation from Policy, Finance and Personnel Committee – Grant Application**
To consider the recommendation of the Policy, Finance and Personnel Committee regarding a grant application from the Community Life Hub Group. (Supporting Paper J)
- 14. Grant Application**
To determine a grant application from the Keystone Project for a craft project. (Supporting Paper K)
- 15. Committee Composition**
To consider requests from Cllrs Emmett and Snow to sit on Committees. (Supporting Paper L)
- 16. Bank Signatories**
To consider adding
 - a) Cllr Lochhead (Chair of Policy, Finance and Personnel Committee) to be a full signatory to the Lloyds Current account and the 32 day notice account
 - b) To add Maria Weston (Deputy Town Clerk) to the on-line banking system with delegated access (the same access as the Town Clerk has)
- 17. Payments for Authorisation**
To examine and agree the accounts due for payment. (Supporting Paper M)
- 18. Youth Services**
To receive and to note the Cullompton YMCA's report regarding its service level agreement and to agree any associated payment (Supporting Paper N) (Note: this was originally due to be discussed by the Community Wellbeing Committee on 18 February 2021 but due to operational circumstances at the YMCA the report was not available)
- 19. Parking, St George's View Cullompton**
To consider how the Town Council wishes to proceed following complaints from a number of residents. (Supporting Paper O)

20. East Cullompton / Garden Village Initiative and Associated Infrastructure

To start consideration of the Town Council's stance regarding matters associated with the large scale / large impact projects that are currently being developed for the town. (Supporting Paper P)

21. Members Questions

This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.

Note: questions are to be for the purpose of obtaining information and not for debate nor discussion.

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 during the Public Participation session listed on the Agenda