



Town Clerk: Miss Joy Norris MSc ACG

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Notice is hereby given that a meeting of the Policy, Finance and Personnel Committee will take place on **Thursday, 13<sup>th</sup> May 2021** starting at **19:00 hrs** in the Town Hall, 1 High Street, Cullompton, EX15 1AB

The Agenda for the meeting is attached. 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)

The public are welcome to attend this meeting, and are encouraged to do so 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  
<https://zoom.us/j/91687986702> Meeting ID: 916 8798 6702 or use this QR code



To use one tap mobile dial 02039017895,,91687986702# or  
02080806591,,91687986702#

To use a landline dial 0203 901 7895 or 0208 080 6591 or 208 080 6592 or 0330 088 5830 or  
0131 460 1196 or 0203 481 5237 or 0203 481 5240 United Kingdom  
Meeting ID: 916 8798 6702

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee 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](mailto:enquiries@cullomptontowncouncil.gov.uk) 2 working days 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.

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

Joy Norris  
Town Clerk  
Date: 7<sup>th</sup> May 2021

# AGENDA

## Policy, Finance & Personnel Committee 13<sup>th</sup> May 2021

**Committee Membership:** Councillors: E Andrews, J Buczkowski, M Dale, G Guest, K Haslett, J Lochhead (Chair) and C Snow

**PUBLIC PARTICIPATION:** 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to the Committee 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. Chair's Announcements**

The Chair may make announcements relevant to the work of the Committee.

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 the work of the Committee; up to 3 minutes will be allowed for each person.

**5. Minutes:**

To confirm the Minutes of the meeting held on 8 April 2021 as a correct record (Supporting Paper A)

**6. Action List**

To receive and review the Action List relating to the Policy, Finance and Personnel Committee. (Supporting Paper B)

**7. Financial Matters**

**Balance Sheet**

(i) To receive and review the Balance Sheet as at 31 March 2021. (Supporting Paper C)

(ii) To receive and review the current Balance Sheet. (Supporting Paper D)

**Income and Expenditure reports**

(iii) To receive and review the Income & Expenditure report for month 12 (March) (Supporting Paper E)

(iv) To receive and review the Income & Expenditure report for month 1 (April). (Supporting Paper F)

- 8. Timetable / Process for 2020/2021 Statement of Accounts and Annual Governance and Accountability Return (AGAR)**  
To consider the timeline for the approval and submission of the AGAR for external audit (Supporting Paper G)
- 9. Draft 2020/2021 Statement of Accounts and Annual Governance and Accountability Return (AGAR)**  
To consider the draft 2020/2021 Statement of Accounts and Annual Governance and Accountability Return (AGAR) prior to internal audit. (Supporting Paper H)
- 10. Comments, Complaints and Freedom of Information Requests**  
To receive details of any comments and complaints, Freedom of Information Requests or Subject Access Requests received since the last report to Committee (Supporting Paper I)
- 11. Committee Meeting Dates 2021/2022**  
To note the dates for Policy, Finance and personnel Committee meetings as scheduled in the annual calendar of meetings agreed by the Town Council:  
10 June 2021  
8 July 2021  
12 August 2021  
9 September 2021  
14 October 2021  
11 November 2021  
9 December 2021  
13 January 2022  
10 February 2022  
10 March 2022  
14 April 2022  
12 May 2022  
9 June 2022
- 12. 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 for obtaining information and not for debate nor discussion.
- 13. Exclusion of the Press and Public**  
To consider passing a resolution to exclude the public and press during consideration of:
- Agenda Item 13 Staffing Report, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information)
  - Agenda Item 14 Town Clerk Appraisal on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information)
  - Agenda Item 15 Staff Conduct on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information)
- The reports relating to these items have been withheld from public circulation and deposit.
- 14. Staffing Report**  
To receive an update report (Supporting Paper J- confidential for Councillors on the Committee only), including

- Overtime
- Holiday
- Outdoor Team and Maintenance Supervisor recruitment
- Special Projects Officer monthly report
- Risk Assessments – town hall and related council activities

**15. Town Clerk Appraisal**

To receive information from the Committee Chair summarising the Town Clerk's annual appraisal

**16.. Staff Conduct**

To consider a matter relating to staff conduct. (Supporting Paper K)

*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*