



Town Clerk: Miss Joy Norris MSc ACG

The Town Hall, 1 High Street, Devon, EX15 1AB
town.clerk@cullomptontowncouncil.gov.uk
01884 38249

Notice is hereby given that the **Annual Meeting of the Town Council** will take place on **Thursday, 26th 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)

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; anyone wishing to raise an item during public participation must either be present in the Town Hall for the meeting or email their question to enquiries@cullomptontowncouncil.gov.uk it would be helpful if this could be at least 2 working days before the meeting if possible.

If you wish to attend and speak at a meeting it would be helpful if you email or phone with details of your first and last names and 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. Notification in this way will help the meeting run as smoothly as possible.

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.

The Town Council is investigating live streaming meetings and relevant links will be available on the Town Council website, however due to technical limitations the Town Council cannot guarantee the availability or quality of this means of attending a meeting.

A handwritten signature in black ink that reads "Joy Norris". The signature is written in a cursive style with a long horizontal stroke at the end.

Joy Norris

Town Clerk

Date: 20th May 2021

AGENDA

Annual Meeting of the Town Council, Thursday 26th May 2022

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. Election of Mayor

To elect the Mayor for the period until the 2023 Annual Meeting of the Town Council

2. Declaration of Acceptance of Office

To receive the Declaration of Acceptance of Office by the Mayor

3. Appointment of Deputy Mayor

To appoint the Deputy Mayor for the period until the 2023 Annual Meeting of the Town Council

4. Mayor's Announcements

- (i) The Mayor (incoming) may make announcements relevant to the work of the Town Council
- (ii) The Mayor (outgoing) may make announcements relevant to the work of the Town Council

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

5. Apologies for Absence

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

6. 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.

7. 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.

8. Minutes

- i) To confirm the draft minutes of the Town Council meeting held on 24th February 2022 as a correct record.
(Supporting Paper Ai)
- ii) To confirm the draft minutes of the Town Council meeting held on 24th March 2022, subsequently adjourned and reconvened on 31st March 2022 as a correct record.
(Supporting Paper Aii)
- iii) To confirm the draft minutes of the Town Council meeting held on 28th April 2022 as a correct record.
(Supporting Paper Aiii)

9. Action List

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

10. Recommendations from the Planning and Licensing Working Group

To receive recommendations from the Planning and Licensing Working Group regarding:

- (i) [22/00706/MFUL](#) Construction of vehicular access onto Tiverton Road and construction of spine road and associated infrastructure to facilitate the North West Cullompton urban extension at Land North West of Tiverton Road, Cullompton.
- (ii) [22/00729/MFUL](#) Erection of 208 dwellings, open space, landscaping and associated infrastructure at Land at NGR 301738 107814 North of Tiverton Road/Goblin Lane, Cullompton.
- (iii) [22/00596/MFUL](#) Engineering works to include the formation of a surface water attenuation pond and associated infrastructure following outline approval [17/01170/MOUT](#) at Land at NGR 302350 108810 (North West of Willand Road), Cullompton.

Full details of planning applications can be seen by accessing <https://planning.middevon.gov.uk/online-applications/> and providing the planning reference number. (Supporting Paper C)

11. Appointment to Committees

To consider the appointment of Town Councillors to the following Committees:

- (i) Cemetery and Town Hall Committee
- (ii) Community Wellbeing Committee
- (iii) Governance Committee
- (iv) Planning and Licensing Committee
- (v) Resources Committee
- (vi) Town Centre and Economic Development Committee
- (vii) No 19 High Street Development Committee
- (viii) Appeals Committee

(Supporting Paper D gives details of the current committee composition)

12. Election of Committee Chairs

To elect Chairs of the following Committees:

- (i) Cemetery and Town Hall Committee
- (ii) Community Wellbeing Committee
- (iii) Governance Committee
- (iv) Planning and Licensing Committee
- (v) Resources Committee
- (vi) Town Centre and Economic Development Committee
- (vii) No 19 High Street Development Committee
- (viii) Appeals Committee

13. Appointment of Councillors to Gift of A. Burrows Committee

To consider the appointment of Town Councillors to the Gift Of A Burrows Committee. (The current committee comprises Councillors Andrews, Buczkowski, Dietrich, plus the Mayor and Deputy Mayor)

14. Election of Chair of the Gift of A Burrows Committee

To elect a Chair of the Gift of A. Burrows Committee

15. Appointment to Working Groups

To consider the appointment of Town Councillors as core members to the following Working Groups:

- (i) Christmas Event Working Group
- (ii) IT Working Group
- (iii) Planning & Licensing Working Group
- (iv) Policy Review Working Group
- (v) Town Hall Working Group
- (vi) Youth Services Working Group

(Supporting Paper E gives details of the current Working Group core membership. All Councillors may attend any Working Group)

16. Appointment of Representatives on Outside Bodies

To appoint Town Council representatives to various organisations.
(Supporting Paper F details, the current representatives).

18. Calendar of Meetings

To agree the proposed dates of Full Town Council and committee meetings for the civic year 2022 to 2023 including rearranging Town Centre and Economic Development Committee meeting on 2nd June 2022 due to bank holiday and Full Council meeting on 23rd June due to by-election.

(Supporting Paper G)

19. Car Park Permits

To consider modifying the agreement with Devon County Council to ensure town council staff and visitors to the Town Hall can use car parking permits with a guarantee that no penalty charges are issued.

(Supporting Paper H)

20. Regular Payments for Authorisation

In accordance with the Town Council’s Financial Regulations, to authorise payments for the year of payments which arise on a regular basis. (Supporting Paper I)

21 Bank Signatories

To review the current signatories on the bank and building society accounts.
(Supporting Paper J)

22. Recommendations from Governance Committee

To consider any recommendations deriving from the Governance Committee meeting held on 23rd May 2022. (Supporting Paper K to follow, if required)

23. Recommendations from Resources Committee

To consider any recommendations deriving from the Resources Committee meeting held on 25th May 2022. (Supporting Paper L to follow, if required)

23. Recommendations from Town Centre and Economic Development Committee

To consider recommendations from the Town Centre and Economic Development Committee with regard to:

- i) Market Fees

(Supporting Paper M)

24. Councillor Eileen Andrews – Recognition of Service

To receive an update report and endorse the costs.
(Supporting Paper N)

25. 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.

31. Exclusion of the Press and Public

To consider passing a resolution in accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the public and press during consideration of:

- Agenda Item 32 – Confirmation of the arrangements for a Locum Town Clerk and Responsible Financial Officer on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (financial, legal and subject to negotiation).
-

32. Confirmation of Locum Town Clerk and Responsible Financial Officer

To receive an update and confirm the appointment of a locum to the position of Town Clerk and Responsible Finance Officer .
(Supporting Paper O)

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