



Town Clerk: Miss Joy Norris MSc ACG

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## Minutes of the meeting of the Town Council held remotely on Thursday 28 January 2021 commencing at 19:00 hrs

### Present

**Chair:** Councillor J Buczkowski

**Councillors:** M Dale, R Dietrich, G Guest, K Haslett, J Johns, J Lochhead, M Rowe and M Smith.

### In attendance

**Officers:** J Norris (Town Clerk) M Weston (Deputy Town Clerk)

2 Candidates for Co-option

1 members of the press attended the meeting

3 members of the public attended the meeting

### 202. Mayor's Announcements

The Mayor told the meeting that on 19 January nearly all Councillors had attended a Code of Conduct training session facilitated by the Mid Devon District Council Monitoring Officer. - On 20 January the Mayor had attended a Cullompton Community Association meeting but there was nothing specific to report from that meeting.

The Town Council had received a notice of rateable value reduction and the associated non domestic rates refund and the Policy, Finance and Personnel Committee will be considering their recommendations as to what should be done with that money.

Responses to the questions raised during public participation at the previous Town Council meeting have been sent by email to the relevant participants and for the record are as follows.

#### Speaker 1

1. Payments for authorisation - timers for the Christmas trees – what happens with the old timers as it seems new ones are bought every year?

The last time there is a record that timers were bought was November 2014. This year we bought new timers because we could not find sufficient working ones with the Christmas Equipment. The timers are stored with other electrical items connected with the Christmas trees.

2. The speaker said that over the years he has asked a number of times for a debate on the precept. The national average increase is 4-6% why 14% in Cullompton? The speaker requested an extraordinary meeting with public to discuss the precept level and let the public be involved in how money is spent in their town.

The budget process and timetable was presented in public session at both the Policy, Finance and Personnel Committee and the Town Council; discussions were held with specific agenda items and in Committee meetings that were open to the public to attend and raise questions and concerns during public participation. At the Town Council meeting last week where the budget was agreed and the precept requirement set Councillors could have deferred a decision and requested another meeting in the light of the Speaker's suggestion – however they did not do so.

The calculation of the budget figures is shown in the papers presented to the meeting which includes the reduction in the council tax base and collection rate as specified by Mid Devon District Council.

### **Speaker 2**

1. Within these austere times the Town Council seems to be intent on having a huge spending spree. The market is making a loss but the budget includes money for gazebos. The precept needs to be discussed in more detail with public involvement.

The budget process and timetable was presented in public session at both the Policy, Finance and Personnel Committee and the Town Council; the budget discussions were held with specific agenda items and in Committee meetings that were open to the public to attend and raise questions and concerns during public participation. At the Town Council meeting last week where the budget was agreed and the precept requirement set Councillors could have deferred a decision and requested another meeting in the light of the Speaker's comments – however they did not do so.

There is no spending spree in fact examination of the budget figures provided for the Town Council meeting shows that most budgets remain at the same level as the previous year.

The Town Council is looking to expand the market and a planning application will be made shortly (having been approved by the Town Centre and Economic Development Committee). The purchase of gazebos is to accommodate that expansion over the next 2-3 years.

2. No 19 High Street – will the £60,000 allocated to the project be returned into the fund? The £60,000 allocation was to be funded £25,000 from general reserves and £35,000 vired from the Town Hall. The re-allocation of that money will be a Council decision.

### **203. Apologies for Absence**

Apologies for absence were received from Councillors Andrews and Knight.

### **204. Declarations of Interests**

The following Declarations of Interest were made:

- (i) Cllr Dale declared a personal interest in Agenda no 11 as he knows both co-option candidates
- (ii) Cllr Guest declared a personal interest in Agenda no 11 as he knows both co-option candidates

- (iii) Cllr Haslett declared a personal interest in Agenda no 11 as he knows both co-option candidates
- (iv) Cllr Johns declared a personal interest in Agenda no 11 as she knows both co-option candidates
- (v) Cllr Rowe declared a personal interest in Agenda no 9 Grant Application as her daughter attends the school
- (vi) Cllr Rowe declared a personal interest in Agenda no 11 as he knows both co-option candidates
- (vii) Cllr Smith declared a personal interest in Agenda no 11 as he has knowledge of both co-option candidates

**205. Public Participation**

This agenda item allows members of the public present at the meeting to raise matters which are relevant to Cullompton.

**Speaker 1**

The speaker said he hoped that everyone had seen and enjoyed the BBC show about Cullompton; it put the town in a good light.

**Speaker 2**

Said that a discrepancy on the payments list at the previous meeting had not been rectified on the current list.

**206. Minutes**

The Minutes of the meeting held on 14 January 2021 were as a correct record. (Supporting Paper A to the Agenda)

**RESOLVED** that subject to Cllr Dietrich being added to the list of Councillors present, the draft minutes of the meeting held on 14 January 2021 be confirmed as a correct record.

**207. Action List**

The Action List relating to the Town Council was received and reviewed. (Supporting Paper B to the Agenda)

**208. Scheme of Delegation / Terms of Reference**

- (i) To receive a recommendation from the Town Centre and Economic Development Committee (TCED) regarding the addition of a chamber of commerce representative on a similar basis to the weekly market and Farmers Market (Supporting Paper C was not issued)
- (ii) To receive a recommendation from the Youth Services Working Group regarding its terms of reference and reporting line. (Supporting Paper D to the Agenda)
- (iii) In the light of any decision made regarding the reporting line for the Youth Services Working Group at (ii) above, to consider amending the Scheme of Delegation for the Community Wellbeing Community to include delegated authority to commission and manage youth service provision in Cullompton. (Supporting Paper E to the Agenda)

**RESOLVED**

- (i) that Culm Valley in Business (CVIB) have a representative on the Town Centre and Economic Development Committee and that representative may participate in a meeting

as a Committee member but does not have any voting rights (as the Committee has delegated authority to deal with some financial matters).

- (ii) That the Youth Services Working Group reports to the Community Wellbeing Committee
- (iii) That the Terms of Reference for the Youth Service Working Group, attached to these minutes as Appendix A be adopted
- (iv) That the Scheme of Delegation, Section 4 Committees. is amended by adding Youth Service Provision to the Community Wellbeing Committee's remit list
- (v) That the Community Wellbeing Committee's Terms of Reference (section 4.3) has the following additions
  - xiv. To commission and manage youth service provision for Cullompton, including the agreement of the content of any related contract or Service Level Agreement
  - xv to approve any expenditure regarding youth service provision where a budget has already been agreed by Council
  - xvi to consider the recommendations of the Youth Services Working Group regarding a Youth Strategy for Cullompton and refer the final draft to Council for approval
  - xvii to oversee and monitor the implementation of a youth service strategy for Cullompton

#### **209. Payments for Authorisation**

The accounts due for payment were examined. (Supporting Paper F to the agenda)

It was highlighted that the invoice for EK Ballantyne should be £472.00 (no VAT payable) and that the D & G payment is a total of £437.04 paid in 12 monthly instalments.

**RESOLVED** that the invoices due for payment totalling £6,564.68 gross and the Direct Debits and standing authorisation items of £1,089.70 be approved.

#### **210 Grant Applications**

Consideration was given to a grant application received from Willowbank Primary School regarding assistance relating to any Covid-19 (or pandemic) provision

It was noted that there was a page missing from the application

**RESOLVED** that the Policy, Finance and Personnel Committee are given delegated authority to determine the grant application from Willowbank Primary School.

**Note:** Cllr Rowe had declared a personal interest in this agenda item

#### **211 Meetings With Remote Attendance**

The Statutory Instrument allowing Local Authority and Police and Crime Panels to meet with remote attendance are time limited until 7 May 2021. The Town Council's view was sought with regard to Councils being given the choice of being able to hold meetings with remote attendance in the future.

**RESOLVED** that that having weighed up the positives and negatives of meetings held with remote attendance Cullompton Town Council would like to be able to hold meetings with remote attendance in the long term and that Councils should be given the

choice of face to face meeting or having remote attendance as the latter is more accessible for members of the public and Councillors and it helps to reduce the carbon footprint.

## **212 Co-Options**

Written applications for the office of town councillor and to co-opt candidates to fill the existing vacancies were received.

The Mayor reminded everyone that the vacancies were 1 North Ward, 2 South Ward, 1 Outer Ward; it was his intention to deal with the South Ward vacancies as those had become vacant first and both candidates were asked to confirm that they were willing to stand for that ward – which they did. The Chair said he would be inviting the candidates to speak in alphabetical order.

**19:45hrs**

**RESOLVED** to adjourn the meeting to allow statements from the candidates to be made and enable Councillors to ask questions of the candidates.

**19:58hrs**

The meeting reconvened

**RESOLVED** that there being 2 vacancies in South Ward and 2 candidate(s), namely Iain Emmett and Christopher Snow, in accordance with legislation and the Town Council's policy the Council formally declares the 2 casual vacancies in South Ward filled by the said Iain Emmett and Christopher Snow

**Note:** Cllrs Dale, Guest, Haslett, Johns, Rowe and Smith had declared personal interest in this agenda item.

## **213. Members Questions**

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

There were no Members' questions.

**The meeting closed at 20:03hrs**

**Youth Services Working Group  
Terms of Reference  
(agreed by Town Council on 28 January 2021)**

**Scope:** To enable and monitor youth service provision working with service providers to assess need and to encourage and support activities with the aim of fostering the personal development of young people

**Reports to:** Community Wellbeing Committee

**Membership:** Mayor and Deputy Mayor as ex officio members  
A maximum of 5 other Town Councillors

**Chair:** to be elected by the Working Group

**Standing Invitees:** Provider of youth service provision paid for by the Town Council  
Head of provision under the Service Level Agreement for youth service provision  
Chair of Youth Forum  
Youth Council representative  
Representative from St Andrew's Church Youth Work Team

**Responsibilities / Outputs:**

- A shared understanding of what youth services are available within the parish of Cullompton
- Identified needs for service provision and what form that provision should / could take, including what services exist and where there are gaps in provision
- Knowledge of additional help/ services that may be useful and who / how that can be provided
- To keep under review any contracts and service level agreements(SLA) regarding youth service provision that the Town Council is party to and make recommendations to the Community Wellbeing Committee as to future content
- To make recommendations on key performance indicators (KPIs) to be included in any contracts and service level agreements regarding youth service provision
- To monitor quarterly, using the agreed KPIs, actual service delivery compared to the contract or SLA provisions
- To ensure that services provided via the service level agreement offer value for money
- To produce and review at least every 3 years a youth strategy for Cullompton; the youth strategy having its basis in needs identified by the Youth Services Working group
- Liaison with organisations that provide services for young people in Cullompton and to facilitate at least 1 event a year for those organisations to network and share knowledge and experience
- Hold at least 1 event a year for young people where they can give their views on youth service provision in the town.

**Delegated Powers / Decision Making:** None

**Meeting Frequency:** As and when required but at least 1 meeting every 3 months; (meetings may be held by video conference)