



Locum Town Clerk: Ms S M Winter LLB(Hons) PSLCC Assoc.CIPD

The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB

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**Minutes of a meeting of the Town Council
held on Thursday 22 June 2022 commencing at 19:00 hrs**

Present

Chair: Councillor J Buczkowski

Councillors: M Dale, R Dietrich, I Findlay, K Haslett, S Holvey, J Johns, L Knight, C Snow and M Thompson

In attendance

County & District Councillors: J Berry

Officers: S Winter (Locum Town Clerk)

There were no members of the press or public in attendance.

576.	Mayor's Announcements The Mayor updated the meeting on a constructive meeting held between councillors, police and Mid Devon Council officers regarding anti-social behaviour in the town and confirmed that Cllr Thompson will in due course provide a report to full council. The Mayor reminded the meeting of the councillor surgery being held on Saturday 25 th June between 10am and midday, and put those present on notice of an extraordinary meeting scheduled for Monday 27 th June to discuss the position of the locum clerk.
577.	Apologies for Absence Apologies were received from Cllrs Andrews and Guest. Cllr Smith was absent.
578.	Declarations of Interests There were no declarations of interest made.
579.	Public Participation There were no members of the public present. The meeting heard from County Cllr Berry who spoke to promote initiatives to encourage young people to access reading opportunities and responded to questions to confirm no date had been set to break ground on the new school.

580.	<p>Minutes</p> <p>To confirm as an accurate record the minutes of the town council meetings held on 28th April 2022 and 26th May 2022, and the extraordinary meeting held on 13th June 2022.</p> <p>RESOLVED: The meeting confirmed the accuracy of all three sets of minutes, which were signed by the chairman as correct records.</p>
581.	<p>Action List</p> <p>The Action List was noted.</p>
582.	<p>Payments for approval</p> <p>The accounts due for payment were considered.</p> <p>RESOLVED: The list was approved for payment.</p>
583.	<p>Bank signatories</p> <p>The meeting noted that due to staffing changes, an additional administrative bank signatory was required to enable the council to operationally comply with its financial regulations.</p> <p><i>Cllr Findlay declared an interest in this item and did not participate or vote on the matter.</i></p> <p>RESOLVED: The Admin Assistant, Mary-Ann Findlay, is to be made an authorised signatory on Lloyds Bank.</p>
584.	<p>Internal Audit Report</p> <p>The meeting considered the report of the internal auditor, along with the recommendation of the Governance Committee to accept the report and observations.</p> <p>RESOLVED: The report and observations were accepted.</p>
585.	<p>Annual Governance Statement 21/22</p> <p>The meeting considered the Annual Governance Statement (S.1 of the Annual Return) and the recommendation of approval from the Governance Committee. It was confirmed that the review of the register of assets was ongoing.</p> <p>RESOLVED: The Annual Governance Statement was approved by the meeting and signed by the chairman and the locum town clerk.</p>
586.	<p>Annual Accounting Statement 21/22</p> <p>The meeting considered the Annual Accounting Statement (S.2 of the Annual Return) and the recommendation of approval from the Governance Committee.</p> <p>RESOLVED: The Annual Accounting Statement was approved by the meeting and signed by the chairman and the Responsible Financial Officer.</p>

587.	<p>Exercise of Public Rights The meeting considered the timetable and draft notice for the Exercise of Public Rights.</p> <p>RESOLVED: It was unanimously resolved to accept the timetable.</p>
588.	<p>Scheme of Delegation/ Terms of Reference The draft Scheme of Delegation/ Terms of Reference were considered with recommended changes from the Governance Committee.</p> <p>RESOLVED: The Scheme of Delegation/ Terms of Reference as recommended by the Governance Committee was approved and adopted.</p>
589.	<p>Public Meeting re: Future of Cullompton A proposal was received from Cllr Buczkowski that the council allocates a £300 budget to host a public meeting, organised by the Assistant Clerk and Deputy Mayor, on 30th July 2022, to which the MP, county, district and town councillors are invited to discuss the future direction of the town. The meeting considered how the meeting might link with the neighbourhood plan and achieve grass-roots feedback on identified projects.</p> <p>RESOLVED: The proposal was unanimously approved and will include an exhibition in the town hall.</p>
590.	<p>Members Questions It was noted that following a resignation, a new trustee is required to be appointed to the Cullompton United Charities. The chairman agreed to investigate reports of overgrown trees outside the Almshouses, and report equipment obstructing a footpath outside Market House. It was suggested that a lack of enforcement officers has led to unsatisfactory parking enforcement during peak periods.</p>
591.	<p>Exclusion of Press and Public The meeting considered the exclusion of press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 for agenda item 592 due to matters relating to commercial interests, and item 593 due to matters relating to confidential staffing matters.</p> <p>RESOLVED: Press and public were excluded from the meeting.</p>
592.	<p>Christmas Lights Contract The meeting received report with copies of tender submissions for the provision of Christmas lights and considered a recommendation from the Community Wellbeing Committee to enter into a contract with an identified contractor. Matters of contract management and methods of procurement were discussed.</p> <p>A recorded vote was requested. Votes in favour: Cllrs J Buczkowski, M Dale, R Dietrich, I Findlay, K Haslett, S Holvey, J Johns, L Knight. Votes against: Cllrs C Snow and M Thompson</p> <p>RESOLVED: The council will accept the tender submission and enter into a 3-year contract with Millennium Quest for the provision of Christmas lights.</p>

593.	<p>Recruitment of Maintenance Supervisor</p> <p>A recommendation was received from the interview panel on the appointment to the post of Maintenance Supervisor and it was proposed that an offer of employment is made and contract drawn up.</p> <p>RESOLVED: The appointment of the identified candidate was approved, and it was agreed an offer of employment will be made according to the terms of the NALC model contract.</p>
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The meeting closed at 20: 10hrs

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