



MINUTES OF THE GOVERNANCE COMMITTEE
HELD ON TUESDAY 26th JULY 2022
IN THE TOWN HALL, CULLOMPTON AT 7:00PM

PRESENT: Councillors: Lloyd Knight, Ian Findlay, James Buczkowski, Matthew Dale

IN ATTENDANCE: Councillors: Mike Thompson, Shaun Holvey
Public: None

OFFICERS PRESENT: Francesca Pridding (Locum Town Clerk)

1. ELECTION OF CHAIR

In the absence of a permanent Chair for the Governance Committee, Councillor Findlay was proposed as temporary Chair for the duration of the meeting, with Councillor Dale proposing and Councillor Buczkowski seconding the motion.

2. APOLOGIES:

Councillors Robert Dietrich

3. DECLARATION OF INTEREST

None

The Chair of the Meeting changed the order of the Agenda at this point and took proposals in relation to Item 5 on the Agenda at this point before Item 4.

4. PAYMENT PROCESS

Motion to recommend a new payment process to reflect recommended amendments to the Financial Regulations

RESOLVED: To recommend the report as presented to the Committee, with the addition of the requirement that payments of over £2000 are approved in advance by the Council in the usual way, with Councillor Buczkowski proposing and Councillor Dale seconding the recommendation.

5. FINANCIAL REGULATIONS

Motion to review and recommend amendments to the Financial Regulations of Cullompton Town Council

RESOLVED: To recommend amendments to the Financial Regulations as follows,

5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

That the Council amends Regulation 5.2 to read:-



5.2: For payments under £2,000 the Clerk is delegated to authorise and the RFO shall prepare a schedule of payments requiring approval by two of the Councils Bank signatories. The two signatories shall review the schedule for compliance and, having satisfied themselves shall approve payment by signing the schedule. At every meeting of the Full Council, the Town Clerk / RFO shall present a full list of payments which have been made.

For payments over £2,000 the RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

With Councillor Buczkowski proposing and Councillor Dale seconding the recommendation.

6. **RE-ORGANISATION OF STANDING COMMITTEES**

Motion to make recommendations for the reorganisation of Cullompton Town Council Standing Committees

RESOLVED: To make recommendations as below with Councillor Buczkowski proposing and Councillor Dale seconding the amended Motion

‘That the existing scheme of delegation is abandoned and that 3 new committees are set up, namely

SERVICES, PROPERTY AND OUTDOOR SPACES

Cemetery (Property Management and Operations), Town Hall (Property Management and Operations), Play Areas, Top Field and Haymans Close Allotments, Public Rights of Way, St. Andrews Car Park, Public Toilets, Codners Corner, Street Furniture, Upcott Field, and War Memorial. Management of Outdoor team referred from TC.*

COMMUNITY, ECONOMY, AND TOURISM

Health, Community Safety, Community Events, Community Transport, Youth Service Provision and general wellbeing of residents, Management of Outdoor Market, Festivals, Christmas Lights, Town Centre Revitalisation, CCTV, floral enhancement of the Town.



PLANNING, LICENCING AND STRATEGIC GROWTH

All Planning and Licencing Matters, and development of a strategic plan for the Town taking into account the Neighbourhood Plan, Local Plan, Masterplans and SPD's. (Current delegation to remain in place)

And that these committees shall be scheduled to meet monthly

In addition to this a

GOVERNANCE, FINANCE AND RESOURCE COMMITTEE

Finance, Management of Administration Team referred from TC, Governance, oversight of all Health and Safety, and Fire Safety.

Meeting Quarterly as the current terms of reference state that the resources committee will complete a quarterly review of the Councils Finances, so there is absolutely no change in this, and committees will continue to receive their own budget reports

GIFT OF A BURROW FOR ALLOTMENTS (Meeting as required)

The Burrows Allotment Field, a registered charity with its own bank account, for which the Council is the sole trustee.

APPEALS (Meeting as required)

To hear and determine appeals against decisions taken with regard to capability, disciplinary and grievance matters (in the case pertaining to the Town Clerk to make recommendation to Council)

Full Council is moved to a Bi-Monthly meeting, to deal with the matters that are reserved for full council in the current scheme of delegation, and these be retained.

The Meeting was declared closed at 8:05pm