

Summary of Cullompton Town Team meeting Thursday 6th September 2018 at 2pm, Cullompton Town Hall

Present: Cllr Martin Smith (Chair), Jenny Radford, Judy Morris, Judy Smith, Roy Gould, Janet Johns, Jane Campbell, Cllr Lisa Oxford-Booth, John Bodley-Scott & Maria Weston

Apologies: Cllr Rosemary Berry (MDDC), Cllr John Berry (DCC), Cllr Eileen Andrews and Ray Ursell

Note taker: Maria Weston (Deputy Town Clerk)

1. Introductions and welcome: The Chairman welcomed everyone to the meeting and everyone introduced themselves.

2. Public Questions: None

3. Minutes of last meeting & Matters Arising:

****Re-use & Recycling of Plastics:** Judy Smith is happy to chase up as there has been no response to the e-mail that was sent to Neil Parish asking what central government is doing to encourage the use of recyclable products.

****Caterers at Cullompton events are encouraged not to use single-use plastic:**

Use of re-cyclable Products:

Discussion about the need to encourage use of re-cyclable products & it was agreed that each venue (e.g. Walronds, Farmer's Market) should do their own letter which should be sent to caterers etc.

Disposal of Re-cyclable Products:

Janet raised the subject of the actual disposal of the re-cyclable products. The Farmers' Market has a 3x division bin and its use will be encouraged. The use of marked wheelie-bins was suggested but the Team were unsure as to how this waste would then be dealt with. It was agreed that finding out how other places have dealt with their waste would be beneficial. John said he felt that there needed to be a stream of where the re-cyclable waste went (in terms of who would collect it and where it would go) and will find out what happens at the Electric Nights events held in Tiverton and will report back via Judy Morris. It was agreed that the public needed to understand how this system would operate.

Martin thanked Janet for her single-use plastic design.

*Setting up a Constituted Body:

Martin reported that he had had a positive meeting with the Co-Op Bank but that a charity no. would be required to set-up a bank account. Unfortunately Martin had tried to obtain one but couldn't complete the form as it had asked for a Bank acct. no. This should be sorted in time for the next meeting.

4. Minutes of the previous meeting held on 17th May 2018 were agreed as a fair representation and as such, approved and signed.

5. Funding & Finance: The Income and Expenditure account was noted.

- Judy Morris informed the Team that £56.00 had been paid to hire the Hayridge (twice) hence the meeting today being held in the Town Hall.

AGREED: That £100 is allocated in the budget as miscellaneous expenditure by taking £100.00 out of the noticeboard money.

- Judy Morris asked if the Town Team would be willing to underwrite the Spring Festival. There was currently £763.85 in the Spring Festival budget. It was agreed that the Town Team would be happy to do so.
- Martin informed the Team that Tesco had not received enough applications from local based bodies for their grant scheme and it might be an idea for the Town Team to apply. It was agreed to investigate and to look at the application criteria first. (NB: May need Charitable status registration no. first). If criteria is met for the Town Team to apply for a grant then consider utilising this for the Spring Festival.
- It was mentioned that the Team could consider book sales at Tesco as a fund-raising option.

6. Vacant Seats: The list of the Town Team Members was discussed (See action points table) & it was noted that the 'Venue' name should be changed to The Community Centre.

7. Website & Information Screens:

Screens: It is intended to set up a page for each local venue so that they can update information themselves. Screens with lists of local events to be sited in a number of different venues across the town.

- Martin read Ray Ursell's report in his absence.
- There was a discussion about publicising events in the town and contact details for the venues who would update the information on the screens. Both Martin (Voice) & Janet will pass contact details to Ray Ursell. Judy Morris to give Janet Ray Ursell's E-mail address.
- Martin will talk to Ray about the Website, boards & Facebook page.

8. Setting up a Constituted Body: As discussed in matters arising above*- now need to make the application, should take 3-4 wks to get back.

9. Reuse & Re-cycling of Catering Plastics: As discussed in matters arising above**

10. Tourism & Promotion:

Festivals:

October Food & Drink

WALRONS:

- Michael Caine Academy were coming to do cookery demonstrations.
- Discussion about who should be invited back to the Walrons for coffee/cake.
- The Mayor will officially open proceedings at 11:00am and Martin will introduce the guests.

COMMUNITY CENTRE:

- There was currently nothing booked during the daytime but Soul Traders (band) would be there in the evening. It was agreed that the Community Centre should be actively encouraged to participate in the event. Martin to speak to David Quinn (manager @ Centre).

NB:

- John agreed that carrying out a foot-fall count would be a useful exercise and at the request of the Town Team, Amy would be invited to the next meeting.
- Jane stated that whilst she felt the festivals were good for the town, 'volunteers' were in short supply and she did not know how much longer we could continue to ask people to attend for free. Roy agreed with Jane and felt the Team needed to look at ways to raise money. It was agreed the Town Team should look at sponsorship.

Christmas Festival:

Judy Morris reported that this was moving along nicely and the market would be located in Church Street. There had been one objection to this from the Care Home as they were concerned about emergency access. Judy had contacted the Police who had no objections and was awaiting a response from the Fire Service.

Signs & Noticeboards:

Judy Smith reported that all sheep noticeboards were in situ aside from the Town Council one which the Council keeps deferring. Boards had been sprayed with plastikote to stop them from turning green (& this seemed to be working) & appear to be self-regulating (as people replace old posters etc., with new)

Roundabouts:

- It was noted that the Padbrook roundabout was overgrown and was dangerous as on-coming traffic could not be seen clearly. This is maintained by Mid-Devon on behalf of Devon County.
- A discussion was had about resin sheep being placed on roundabouts – this had been turned down by Devon County. Judy Smith will talk to Vic Westaway about the possibility of designing willow sheep.

Tourism:

- There had been an idea to link to Tiverton's Tourism Website but this had not been actioned as yet.
- A discussion was had about sorting a Town Team Website and Judy Morris said she felt that if a website was to be done, then the Town Team needed to look at paying to have this sorted (as it was very time consuming).
- It was agreed that each member of the team should look at finding a website design quote.
- Martin will speak to Lewis Clark at the Gazette to see about advertising for a Community Champion.

Markets:

Farmers' Market is (this) Sat. with the possibility of a 'pop-up' one being held down at Tesco's at the end of the month. Footfall is a problem.

Any Other Projects:

- Dementia Awareness Month celebration in Town Hall 13th Sept 10:00am-2:00pm
- Swimming Pool Campaign Dinner at Hillesden House £95.00 per ticket (£850 table of 10) with various auction prizes

11. Street Scene

- £1.4K left in Shop Front budget.
- John & Martin to check their e-mails with regard to shop-front scheme.

- John stated that Mid-Devon District Council felt that the scheme was a valuable one and as such will recommend at the Nov meeting that money is put in for each towns' pot in order to engage business owners.
- John mentioned that Historic England were keen to ensure their investment works and are probably looking to time in with the Eastern Relief Road which is currently under consultation.
- Judy Morris to check if MDDC would be prepared to have their consultation meetings in either the Community Centre or the Walronds
- Martin to talk to owner re: antique shop frontage as this was considered a disgrace by many.

12. AOB

- There had been a planning application received to do with the Manor's doorways
- Manor House scaffolding licence needs renewing

There being no further business, the meeting was closed at 3:59pm.

Date & Time of next meeting: 18th October 2018 2-4pm Town Hall

ACTION REQUIRED:

SUBJECT	MISCELLANEOUS	FOR ACTION
MATTERS ARISING	<ul style="list-style-type: none"> • Chase response to MP E-mail • Letters encouraging use of re-cyclable products • John to report to Judy Morris about disposal stream of re-cyclable waste • Constituted Body – Bank Acct. 	Judy Smith Each venue John Martin
FUNDING & FINANCE	<ul style="list-style-type: none"> • Town Team to underwrite the Spring Festival. • Look at criteria/application for Tesco Blue Disc Scheme. 	
REVIEW VACANT SEATS	<ul style="list-style-type: none"> • Roy to contact Jerry Allen to see if he can nominate someone from FSB • Martin to e-mail Sue Williams about Landlords & Tenants • Martin to contact Ollie Mears about a replacement for Janet Sutton-Webb • Judy Morris to speak to The Arthouse Secretary and Chairman <p>NB: List of Town Team Members to be revised accordingly</p>	Roy Martin Martin Judy Morris
WEBSITE	<ul style="list-style-type: none"> • Judy Morris to give Ray Ursell's E-mail address to Janet • Martin & Janet to pass contact details (venues) to Ray Ursell • Martin to speak to Ray Ursell about the Website, screens & Facebook page 	Judy Morris Martin & Janet Martin
SETTING UP A CONSTITUTED BODY	Martin Smith reported that he is collecting the information required to set up a bank account and then register as a charity.	MS
TOURISM AND PROMOTION	<ul style="list-style-type: none"> • Martin to speak to David Quinn re: October Festival • Pruning of Padbrook roundabout • Judy Smith to talk to Vic Westaway about willow sheep • Team members to obtain a quote for a website build 	Martin Judy Smith All
STREET SCENE	<ul style="list-style-type: none"> • John & Martin to check their e-mails • Martin to talk to owner of antique shop • Judy to consult MDDC about consultation meeting venues 	John & Martin Martin Judy Morris