

PRESENT:

North Ward:

Councillor D Bushby (Chairman)

South Ward:

Councillor S Inch
Councillor Ms R Clarke
Councillor P J Lawrence

East Ward:

Councillor Mrs J Gubb
Councillor J McKenzie (Town Mayor)
Councillor Mrs L Hellyer

West Ward:

Councillor C Hawkins

IN ATTENDANCE: Mr P Swan (Town Clerk)

66. APOLOGIES FOR ABSENCE

Councillor P S Christie (North Ward, sickness)

67. DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA

None.

68. PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION

No members of the public were present at the meeting.

69. MINUTES

Proposed by Councillor Simon Inch and seconded the minutes of the meeting held on 30 November 2023 were approved and signed as a correct record.

(Vote – For: 6, Against: 0, Abstention: 2)

70. CHAIRMAN'S ITEMS

None.

71. ACCOUNTS

a) Members received the list of payments.

Councillor McKenzie challenged the amount paid to TDC for the hire of the car parks, the Town Clerk explained that this charge was for the fulfilment of all the spaces for the full allocation of a days parking. This had been challenged with TDC as being unequitable given the car parks did not normally achieve full occupancy, they would not change their stance on the charge.

Councillor Bushby will challenge this with the Head of Communities and Place at TDC and report back to the Committee.

Councillor Mrs Hellyer requested that despite the fact in previous years the Council had been unable to receive a smaller quotation for the management of the Christmas Decorations tenders should be at least invited on the council website which the Town Clerk agreed to action.

Proposed by Councillor Bushby and seconded and

RESOLVED: That the draft list of payments is approved.

(Vote – For: 8, Against: 0)

72. NORTH DEVON RECORDS OFFICE

Members received the request for funding for the North Devon Records Office.

Proposed by Councillor Lawrence, seconded by Councillor Clarke and

RESOLVED: That the request for funding the North Devon Records Office is approved subject to likewise support from all Town/Parish councils.

(Vote – For: 7, Against: 1)

73. CHRISTMAS DECORATIVE LIGHTS

Members considered the quotations for the bracket pull testing, repair, installation and dismantling, and provision of new Christmas Lights provided by DS Electrical.

Councillor Lawrence stated that in his view the Christmas decorations were too expensive and should not go ahead.

Proposed by Councillor Bushby, seconded by Councillor L Hellyer and

RESOLVED: That the quotation is recommended to Town Council for resolution.

(Vote: For: 5, Against: 2; Abstention: 1)

74. NORTH DEVON FOODBANK (NDFB) EMERGENCY GRANT

Members received the request for funding for the North Devon Foodbank.

Councillor Mrs Hellyer reiterated the point that NDFB held several hundred thousand pounds in cash reserves in their annual accounts. It was agreed that although we provisionally voted to support this scheme that the question should be asked of NDFB.

Proposed by Councillor Bushby, seconded by Councillor Ms Clarke and

RESOLVED: That the request for funding North Devon Foodbank is approved for payment.

(Vote – For: 7 , Against: 1)

75. MAINTENANCE OPERATIVES

Members noted an update on the tasks undertaken by the Maintenance Operatives.

76. BUDGET 2024/2025

The Town Clerk presented the draft Budget Estimates for the Financial Year 2023/2024. Explaining that this year's budget contained some significant absorption of increase in the cost base in wages and utility costs, as well as significant one off expenses for a replacement commercial vehicle and large maintenance equipment items.

Councillor Lawrence expressed concern on the increase of 9.5%.

Following discussion, a final draft budget was agreed which is attached and forms part of these Minutes.

Proposed by Councillor Bushby, seconded by Councillor McKenzie and

RECOMMENDED: That the Council approves the budget of £ 655,748.77 which is an increase of 9.5 % (or 20p per week) on a band D, in respect of the Financial Year commencing 1 April 2024. The Council's reserves will be increased to £300,000.00.

(Vote For: 7, Against: 0; Abstention: 1)

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 19:24pm.

Bideford Town Council
Draft Budget
For The Financial Year 2024/2025

31/12/2023

	Budget 2023/24	Budget 2023/24 ProRata	Expend as at 31/12/2023	Adjust-ment	Variance	Variance ProRata	Budget 2024/25
Administration							
Bank Charges	700.00	525.00	540.95		159.05	15.95	500.00
Employees	278,200.00	208,650.00	217,406.46		60,793.54	8,756.46	299,146.95
Contracted Services (Payroll)	1,400.00	1,050.00	2,550.00		- 1,150.00	- 1,500.00	1,400.00
Honorariums	2,000.00	1,500.00	2,000.00				2,000.00
Allowances	17,600.00	13,200.00	9,376.83		8,223.17	3,823.17	17,600.00
Advertising	700.00	525.00	1,893.08		- 1,193.08	- 1,368.08	700.00
Audit Fees	1,700.00	1,275.00	1,655.00		425.00	380.00	1,775.00
By Elections	10,000.00	7,500.00	30.00		9,970.00	7,470.00	10,460.00
Newspaper	4,300.00	3,225.00	5,761.56		- 1,461.56	- 2,536.56	6,500.00
Insurance	1,000.00	750.00	237.44		762.56	512.56	1,000.00
Hospitality	100.00	75.00	5.38		94.62	69.62	100.00
Postages, Stationery, Sundries	3,000.00	2,250.00	2,024.04		975.96	225.96	3,000.00
Subsistence / Expenses	400.00	300.00	446.80		- 46.80	- 146.80	400.00
Training Courses / Days	1,500.00	1,125.00	700.00		800.00	425.00	2,000.00
Subscriptions	2,200.00	1,650.00	2,604.00		- 404.00	- 954.00	2,200.00
IT / Website	3,000.00	2,250.00	2,556.34		404.66	345.34	3,500.00
Office rental	9,800.00	7,350.00	6,358.18		3,441.82	991.82	8,648.00
	337,600.00	253,200.00	256,184.86		- 81,415.14	- 2,984.66	362,930.95
Ceremonies							
Civic Functions	4,200.00	3,150.00	4,409.62		- 209.62	- 1,259.62	5,475.50
Celebratory Events	500.00	375.00	216.95		283.05	155.05	523.00
Remembrance Sunday	900.00	675.00	1,192.50		- 292.50	- 517.50	941.00
Twining Reception	300.00	225.00	146.92		153.08	78.08	314.00
	5,900.00	4,425.00	5,965.99		- 65.99	- 1,540.98	7,253.50
Environmental							
Binlincs	3,000.00	2,250.00	5,366.77		- 2,366.77	- 3,106.77	3,000.00
Environmental projects	5,000.00	3,750.00	-		5,000.00	3,750.00	5,230.00
Dog/Her Bins	1,000.00	750.00	-		1,000.00	750.00	1,048.00
	9,000.00	6,750.00	5,366.77		- 3,643.23	- 3,393.23	9,278.00
Grants							
Local Organisations	65,000.00	48,750.00	61,681.00		- 3,319.00	- 12,931.00	65,000.00
North Devon Record Library	4,000.00	3,000.00	4,000.00				5,500.75
	69,000.00	51,750.00	65,681.00		- 3,319.00	- 13,931.00	71,569.75
Projects							
Welcome Back Fund	-	- 2,325.00	-		-	- 2,325.00	- 3,100.00
Grass cutting	43,000.00	32,250.00	38,374.60	6,865.00	11,490.40	6,124.60	81,478.00
Town Projects	39,900.00	29,925.00	38,374.60	6,865.00	8,390.40	8,449.60	78,378.00
Tourism & Public Realm							
Bridge & Xmas electricity	2,500.00	1,875.00	2,576.12		- 76.12	- 791.12	7,500.00
Christmas Lights installation	55,000.00	41,250.00	130.81		54,869.19	41,119.19	60,112.50
Decorative Lighting - Quay Elec & repair	3,700.00	2,775.00	2,744.24		955.76	30.76	3,870.00
Planters / Floral Displays	11,500.00	8,625.00	14,337.62		- 2,837.62	- 5,712.62	14,271.12
General (Xmas parking & Tic)	16,500.00	12,375.00	15,759.09		740.91	3,384.09	17,828.00
Pull Testing	2,250.00	1,687.50	342.77		2,250.00	1,687.50	2,364.00
Public Clocks maintenance	500.00	375.00	-		157.23	322.23	523.00
	81,950.00	68,962.50	35,890.65		- 56,659.35	- 33,071.95	106,558.62
Woodland							
Maintenance	8,000.00	6,000.00	8,817.20		- 817.20	- 2,817.20	10,000.00
	8,000.00	6,000.00	8,817.20		- 817.20	- 2,817.20	10,000.00
Loans							
Maintenance Team Depot Spend	34,485.00	25,863.75	500.00		146,947.50	25,363.75	38,591.73
Maintenance Team Depot Loan	- 3,000.00	- 2,250.00	- 149,947.50		-	- 147,697.50	-
	31,485.00	23,613.75	- 149,947.50		181,432.50	173,561.25	38,591.73
General							
Transfer In/Out of Reserves	-	-	-		-	-	30,000.00
General Contingency	1,000.00	750.00	10,306.60		- 9,306.60	- 9,556.60	1,000.00
	1,000.00	750.00	10,306.60		- 9,306.60	- 9,556.60	- 29,000.00
	593,835.00	445,376.25	276,630.17	6,865.00	324,089.83	168,748.08	655,558.56
Transfer to earmarked Reserves							
Regeneration projects from reserves							
	23/24						24/25
TOTALS	593,835.00	445,376.25	276,630.17	6,865.00	317,204.83	168,748.08	655,558.56
PRECEPT REQUEST							655,748.77

Tax Base For 23/24	5488.7						
Current Band D	€ 108.19						5,533.28
Tax Base For 24/25							€ 118.48
New Band D Increase YoY							€ 10.29
New Band D Increase YoY per Week							€ 0.20
New Band D Increase YoY %							9.50%

EARMARKED RESERVES	22/23	Spend 22/23	Adjustment 22/23	23/24	Spend 23/24	Adjustment 23/24	24/25
Bus Shelters (Mantoe Way)	10,000.00	-	-	10,000.00	-	-	10,000.00
Regeneration Projects	21,394.28	15,000.00	-	23,618.53	23,618.53	-	23,618.53
Play equipment	25,000.00	-	-	10,000.00	-	-	10,000.00
Solar Panels	1,131.20	-	- 1,131.20	-	-	-	-
Market development officer	442.87	-	- 442.87	-	-	-	-
Maintenance Team Facility	7,862.50	2,340.15	40,000.00	63,795.33	20,000.00	83,795.33	3,000.00
Environmental	10,000.00	-	- 7,000.00	-	-	-	3,000.00
AF Ambulance Landing site	130,000.00	500.00	-	500.00	-	-	500.00
Town Council Reserves	-	-	-	300,000.00	-	-	300,000.00
Transfer In/Out	-	-	-	-	-	-	-
	205,830.85	17,340.15	40,500.00	419,487.93	7,000.00	17,925.93	430,413.86

BIDEFORD TOWN COUNCIL - Accounts for approval at the Staffing Finance and General Purposes Committee Meeting 4 January 2024		VAT	NET	TOTAL
1	0112 Clear City Paving		56.00	216.00
2	0112 Public Notice - Resonance/way Gender		21.20	195.00
3	0112 TIC			1,000.00
4	0112 Power Hoarding & Signs			100.00
5	0112 County Cottage Bakery Ltd			150.00
6	0112 B&B			502.67
7	0112 County Cottage Bakery Ltd			18,019.11
8	0112 J. Stone Chiswick			30.00
9	0112 Public Notice Training / Loans Public Notice Qualification		164.00	820.00
10	0112 Training / Loans Public Notice Qualification		278.67	1,333.11
11	0112 Land		8.24	41.20
12	0112 Land		136.00	1,296.00
13	0112 Just Office		32.28	43.79
14	0112 D5 Street		4,000.00	20,000.00
15	0112 Guild of Mary Reserves			20.00
16	0112 North Devon Council			34.00
17	0112 North Devon Council			34.00
18	0112 North Devon Council			34.00
19	0112 North Devon Council			34.00
20	0112 North Devon Council			34.00
21	0112 North Devon Council			34.00
22	0112 The Information Commissioner			35.00
23	0112 County Cottage Bakery Ltd		9.94	49.71
24	0112 B&B		8.24	41.21
25	0112 County Cottage Bakery Ltd		16.66	83.31
			4,882.17	23,913.81
	Bank Balance at 31 Jan 24			11,266.62
	Bank Balance at 2 Jan 24			500,000.00