

PRESENT:

North Ward:

Councillor P S Christie
Councillor D Bushby (Chairman)
Councillor D McGeough

South Ward:

Councillor S Inch
Councillor P Lawrence

East Ward:

Councillor Mrs J Gubb
Councillor Mrs L Hellyer
Councillor J McKenzie

IN ATTENDANCE:

Mrs H J Blackburn (Town Clerk)
1 x Members of the public.

001. ELECTION OF A CHAIRMAN

Councillor Bushby was proposed by Councillor Inch and seconded by Councillor McKenzie.

RESOLVED: That Councillor Bushby is appointed as Chairman of the Committee for the coming year.

(Vote – For: 8, Against: 0)

002. ELECTION OF A VICE CHAIRMAN

Councillor Inch was proposed by Councillor Mrs Gubb and seconded by Councillor McKenzie.

RESOLVED: That Councillor Inch is appointed as Vice Chairman of the Committee for the coming year.

(Vote – For: 8, Against: 0)

003. APOLOGIES FOR ABSENCE

The Town Clerk advised that Councillor Mrs Corfe has resigned from the Committee and that a replacement Councillor will be nominated at the Town Council meeting.

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

No declarations of interest were declared at this point.

005. PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION

The member of the public did not wish to speak.

006. MINUTES

Proposed by Councillor McKenzie and seconded by Councillor Mrs Gubb, the minutes of the meeting held on 28 April 2022 were approved and signed as a correct record.

(Vote – For: 7, Against: 0, Abstentions: 1)

007. CHAIRMAN'S ITEMS

There were no items to raise.

008. ACCOUNTS

Members received the list of payments.

Proposed by Councillor Bushby, seconded by Councillor Inch, and

RESOLVED: That the draft list of payments is approved

(Vote – For: 8, Against: 0)

009. Members received and approved the Council's interim Independent Auditor's Report as at 31 March 2022.

Proposed by Councillor Bushby, seconded by Councillor McGeough and

RESOLVED: That the Council's Independent Auditor's Report as at 31 March 2022 is accepted.

(Vote For: 8, Against: 0)

010. PROVISIONAL BUDGET FOR 2022/23

Members considered the provisional budget for 2023/24 which recommends the provision of a budget for the repayment of the Public Works Board Loan and the sum to be borrowed for the purchase of the land and the build costs associated with the Maintenance Team Depot build.

Proposed by Councillor McKenzie, seconded by Councillor Bushby, and

RECOMMENDED: That a provisional budget totalling £566,700.00 which makes provision for the repayment of a Public Works Board Loan is recommended to Full Council.

(Vote For: 8, Against: 0)

011. EMERGENCY GRANT

Members considered a request from the Bideford Rowing Club.

Proposed by Councillor McGeough, seconded by Councillor McKenzie and

RESOLVED: That a grant of £1,882.80 will be awarded to the Bideford Rowing Club.

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

Councillor McGeough suggested that all the local authorities should work together to resolve the vandalism issue.

012. CARNIVAL

Councillor Mrs Gubb declared a non-pecuniary interest (Chairman of the Carnival Committee).

Councillor Inch declared a non-pecuniary interest (Member of the Carnival Committee).

Councillor McKenzie declared a non-pecuniary interest (Member of the Carnival Committee).

Members considered a request from the Carnival Committee to use the Town Council Maintenance vehicle to pull a carnival float on September 10th, 2022, for the Bideford Carnival. Councillor Inch advised that he would drive the vehicle.

Proposed by Councillor Bushby, seconded by Councillor McKenzie and

RESOLVED: That the request from the Carnival Committee is approved and that the appropriate additional insurance is purchased.

(Vote – For: 8, Against: 0)

013. POLLYFIELD PATH

Members considered the current solicitor's advice regarding the easement for the Pollyfield path.

Proposed by Councillor Bushby, seconded by Councillor Inch and

RESOLVED: That Advanced Pallets are contacted to establish that they are still willing to allow part of their land be used as a public footpath and that the Town Clerk makes enquiries with a solicitor specialising in commercial property with regard to the easement.

(Vote – For: 8, Against: 0)

014. SKI TRAINER

Members considered the report regarding the purchase of a ski trainer to replace the broken piece of equipment in Victoria Park

Proposed by Councillor Bushby, seconded by Councillor Inch and

RESOLVED: That the Town Clerk contacts the supplier to ask for a 50% reduction in carriage. If the maintenance team carry out the removal and installation work, and the carriage is reduced by 50%, a new ski trainer may be purchased from Mant Leisure.

(Vote – For: 8, Against: 0)

015. PARADE CONSULTATION

Members considered the results of the Parade consultation and whether any changes need to be made to the current format.

After having fully considered all the comments received it was proposed by Councillor McGeough, seconded by Councillor Inch and

RESOLVED: That the parade remains in the same format.

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

Members felt that the original complaint received regarding the parade consultation had been fully investigated.

016. MAINTENANCE OPERATIVES

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

Councillor Lawrence asked that the team are thanked for the professional way in which they assisted the emergency services recently, by blocking off the road, when there was an emergency incident in Buttgarden street.

There was a discussion about the clearance of dog fouling on the Marland path, and the number of enforcement notices given out by Torridge District Council, which were not felt to be adequate. Councillor Bushby advised that he would speak with the appropriate Torridge Officer to see what could be done.

017. PART II CLOSED SESSION

Proposed by Councillor Bushby, seconded by Councillor Mrs Gubb and

RESOLVED: That in view of the confidential nature of the business about to be discussed, the meeting moves into part II.

(Vote For: 8, Against: 0)

018. STAFFING MATTERS

There is a confidential minute associated with this item.

019. Proposed by Councillor Bushby, seconded by Councillor Mrs Gubb and

RESOLVED: That the Meeting returns to Standing Orders.

(Vote – For 8, Against: 0)

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.25 pm.

Bideford Town Council

Draft Budget For The Financial Year 2023/2024

		Budget 2022/23	Expend as at Today	Adjust- Ment	Variance	Budget 2023/24
Administration						
Bank Charges		600.00	105.25		494.75	600.00
Employees	Salaries, NI, Pension	261,422.55	42,366.21		219,056.34	255,000.00
Contracted Services (incl. caretaker)		1,400.00	100.00		1,300.00	1,400.00
Honorariums	All	2,000.00	-		2,000.00	2,000.00
Allowances	Mayor's/Councillors	17,383.00	5,604.00		11,779.00	17,400.00
Advertising	Grants / Parish Mtgs	700.00	-		700.00	700.00
Audit Fees		1,700.00	140.00		1,560.00	1,700.00
By Elections		1,200.00	5,564.00		4,364.00	10,000.00
Newsletter		-	-		-	-
Insurance		4,200.00	-		4,200.00	4,300.00
Insignia		1,200.00	42.00		1,158.00	400.00
Hospitality		100.00	-		100.00	100.00
Postages, Stationery, Sundries		3,000.00	315.04		2,684.96	3,000.00
Subsistence / Expenses	Officers / Members	400.00	-		400.00	400.00
Training Courses / Days		1,500.00	300.00		1,200.00	1,500.00
Subscriptions		2,200.00	2,010.00		190.00	2,200.00
IT / website		2,500.00	1,343.84		1,156.16	2,500.00
Office rental incl. queen st		7,000.00	2,513.37		4,486.63	7,000.00
		308,505.55	60,403.71	-	248,101.84	310,200.00
Ceremonies						
Civic Functions		4,200.00	-		4,200.00	4,200.00
Celebratory Events		500.00	-		500.00	500.00
Remembrance Sunday		700.00	-		700.00	700.00
Twinning Reception		300.00	-		300.00	300.00
		5,700.00	-	-	5,700.00	5,700.00
Environmental						
Allotments		-	-		-	500.00
Environmental projects		10,000.00	437.50		9,562.50	10,000.00
Dog/Litter Bins		1,000.00	-		1,000.00	1,000.00
		11,000.00	437.50	-	10,562.50	11,500.00
Grants						
Local Organisations		75,000.00	63,700.00		11,300.00	75,000.00
North Devon Record Library		4,000.00	4,000.00		-	4,000.00
		79,000.00	67,700.00	-	11,300.00	79,000.00

Projects	Home Back Fund	-	-	-	-	-
	Grass cutting	2,900.00				3,100.00
	Town Projects	49,000.00	3,431.95	35,500.00	81,068.05	43,172.00
		46,100.00	3,431.95	35,500.00	78,168.05	40,072.00
Tourism & Public Realm						
	Bridge Floodlighting	2,500.00	48.57		2,451.43	2,500.00
	Christmas Lights	50,500.00	724.58		59,224.58	55,000.00
	Decorative Lighting - Quay	2,000.00	1,560.15		439.85	2,000.00
	Planters / Floral Displays	10,000.00			10,000.00	10,000.00
	General (Xmas parking & Tic)	20,500.00	4,000.00		16,500.00	12,500.00
	Pull Testing	1,500.00	1,000.00		500.00	1,500.00
	Public Clocks maintenance	500.00	185.00		315.00	500.00
		95,500.00	6,069.14		89,430.86	84,000.00
Woodland						
	Maintenance	8,000.00	1,435.00		6,565.00	8,000.00
		8,000.00	1,435.00		6,565.00	8,000.00
Loans						
	Maintenance Team Depot Repayments					30,228.00
	Rugby Club loan	3,000.00	3,000.00			3,000.00
		3,000.00	3,000.00			27,228.00
General						
	General Contingency	1,000.00			1,000.00	1,000.00
		1,000.00			1,000.00	1,000.00
		551,805.55	136,477.30	35,500.00	450,828.25	566,700.00

TOTALS	22/23	23/24
	551,805.55	566,700.00
	136,477.30	
		415,328.25
		566,700.00
		£101.24
		£103.97
	Increase on band D	£2.73 per year
	Tax base (for 2022/2023)	2.70 %
		5,450.58
	Amount required by precept 23/24	566,700.00
	Amount required by precept 22/23	551,805.55

 earmarked reserves	20/21	Spend 20/21	21/22	adjustment	Spend 21/22	Adjustment 22/23	22/23
Bus Shelters (Manteo Way)	10,000.00		10,000.00				10,000.00
Regeneration Projects	15,587.42		21,394.28				21,394.28
Play equipment	25,000.00		25,000.00				25,000.00
Solar Panel	20,000.00	18,868.80	1,131.20				1,131.20
Digital Display board	10,000.00	9,843.50	156.50	156.50			
Market development officer	6,249.73		6,249.73		5806.86		442.87
Onebideford Project	3,567.75	1000.00	2,567.75				2,567.75
Maintenance Team Facility	20,000.00		20,000.00		12137.50	40,000.00	66,135.48
Maintenance Halland Street	18,272.98		18,272.98			18272.98	
Town Council Reserves	130,000.00		130,000.00				130,000.00
	258,677.88	29,712.30	234,772.44	156.50	17,944.36		256,671.58

Maintenance Team Depot Costings			
Overall Cost		£550,000	
Amount currently ringfenced:		£66,000	
Funded by:	TC	£ 50,000**	** Taken from Ringfenced funds of £66,000
	PWL	£500,000	
PWL repayments over a 25 year period			
22/23	£ 15,114.00 (Half year payment)		** Taken from Ringfenced funds of £66,000
23/24	£ 30,228.00		Funded via Precept and budget savings
A draft budget has been prepared for 23/24 which increases the precept from £551,805.55 to £566,700.00 This allows for the loan repayment of £30,228 per annum This is an increase in the precept of £14,894 which equates to £2.7% using the current tax base.			

PV NO		ALLOCATION	VAT	NET	TOTAL	
1	16/06	R Coombes	Petty Cash		116.77	116.77
2	19/05	Gingerweb Ltd	PC Maintenance		95.00	95.00
3	19/05	Berrys Business Services Ltd	Business services (tax): 1 Jun 22 - 31 May 23		100.00	100.00
4	19/05	Acorn	Seasonal workforce	61.74	308.70	370.44
5	19/05	HMRC	Tax and National Insurance		4,899.36	4,899.36
6	24/05	Councillors	Allowance		5,110.20	5,110.20
7	24/05	Council Staff & DCC Pension Fund	Salary and Pension Fund (May 22)		16,459.78	16,459.78
8	24/05	R Braddick - Property Account	Christmas Decorations Storage 20 Mar - 12 Jun 22		72.00	72.00
9	26/05	Pisys Inc	Single use retroactive license Bideford Long Bridge aerial image		100.00	100.00
10	1/6	Gingerweb Ltd	Website accessibility software renewal June 22- May 23		250.00	250.00
11	1/6	M Wilkin	Internal Finance Audit		140.00	140.00
12	1/6	Sew What	Alterations to Mayor's robe and fixing new badges to 4 x pairs of ceremonial gloves		42.00	42.00
13	30/05	Acorn	Seasonal workforce	61.74	308.70	370.44
14	02/06	Acorn	Seasonal workforce	61.74	308.70	370.44
15	9/06	Acorn	Seasonal workforce	61.74	308.70	370.44
16	9/06	D S Electrical	Unit 13 Daldon Court Rent: May / June		1,200.00	1,200.00
17	9/06	RBL	Falklands 40 C Wreath		18.50	18.50
18	9/06	Bideford Cobblers and Keys	Engraving - Mayoral Trophies		48.00	48.00
19	10/06	SWEMS	Bideford Fair - 2 June 2022		1,750.00	1,750.00
21	10/06	Soul Intention	Jubilee Celebrations - 2 June 2022 - Pollyfield Centre		560.00	560.00
22	10/06	BAPS Publishing	2000 x Jubilee Programme Booklets + 2000 Jubilee Programme Flyers		344.00	344.00
23	10/06	Taw and Torridge Coaches Ltd	Bedford OB - 2 June 2022		320.00	320.00
24	10/06	Graham Hobbs	Mayor Introduction Ceremony 9 June 2022 - to be drawn from Mayor's Allowance		25.00	25.00
25	10/06	Flowers by Bella	Mayor Introduction Ceremony 9 June 2022 - Flowers		135.00	135.00
27	13/06	Jonathan Marshall Shows	Jubilee Celebrations - 2 June 2022		550.00	550.00
28	13/06	Mr A Curtis	Walkie Talkies x 6		74.88	74.88
29	15/06	EDF	Decorative Lighting, Bideford Quay	68.58	342.89	411.47
30	19/06	HMRC	Tax and National Insurance		4,404.96	4,404.96
31	21/06	Tamar Trading	Maintenance Items	48.56	242.81	291.37
32	21/06	RGB	Maintenance Items	28.63	143.13	171.76
33	21/06	Jewson	Maintenance Items	67.60	337.98	405.58
34	21/06	Blights	Fuel	116.51	582.50	699.01
35	21/06	Torridge District Council	Queen Street water - recharge		16.44	16.44
36	21/06	J Hewit & Sons Ltd	Jubilee Souvenir Bookmarks x 1,500	414.20	2,071.00	2,485.20
37	21/06	Mery Harriers	Bideford Hanging Basket Project	1,674.57	8,372.84	10,047.41
38	21/06	Mery Harriers	Three Tier Planters	244.25	1,221.25	1,465.50
39	21/06	Clear Sky (formerly Archant)	North Devon Gazette - Mayor Introduction Parade Notice	36.00	180.00	216.00
PV NO		ALLOCATION	VAT	NET	TOTAL	
40	21/06	Coastal Tree Consultancy	Site (3 x Allotment) tree survey and report		720.00	720.00
41	21/06	Enterprise	Vehicle rental	96.60	483.00	579.60
42	21/06	The Royal Hotel	Mayor Introduction Ceremony - Buffet	280.43	1,402.17	1,682.60
43	21/06	South West Heritage Trust	Contribution towards the North Devon Record Office (Oct 21 - Sep 22) (final payment < Sep 24)		4,000.00	4,000.00
44	21/06	Captain Coconut	Queen's Jubilee - Bubbleologist		250.00	250.00
45	21/06	R Wooldridge	Queen's Jubilee - Face painting / Glitter tattoos		290.00	290.00
46	21/06	Just Office	Stationery Items	16.72	83.61	100.33
47	21/06	Mrs J Gubb	Allotment incidental expenses		22.36	22.36
49	21/06	Mr A Fricker	Deposit and key refund - vacation of Tricks Allotment Plot		30.00	30.00
50	21/06	Mr C M Cole	PA Provided for Jubilee celebrations at Pollyfield 2 June: 7 - 11 pm		250.00	250.00
51	21/06	Acorn	Seasonal workforce	61.74	308.70	370.44
52	24/06	Council Staff & DCC Pension Fund	Salary and Pension Fund (Jun 22)		16,460.38	16,460.38
53	28/06	HBH Woolacotts	Tv and presentation equipment for the Council Chamber and equipment warranties	410.15	2,050.77	2,460.92
54	DD	BT	Line rental / Broadband Services	66.04	330.19	396.23
55	DD	British Gas	Cooper Street: 2 May - 1 Jun	3.12	62.52	65.64
56	DD	Clarity	Meter copy charge + 12 month helpdesk support	25.35	126.75	152.10
57	DC 08	BJ Value House	Maintenance Items	5.50	27.47	32.97
58	DC 09	Mow It	Maintenance Items	6.33	31.67	38.00
59	DC 10	Blackwell Services Ltd	Maintenance Items	5.81	29.05	34.86
60	DC 11	Kirkham Tyres Ltd	Puncture repair	4.00	20.00	24.00
61	CC03	Amazon - Phash Addict	Ribbon for invisible alterations to Mayor's gown	1.96	9.79	11.75
62	CC04	Amazon - Clermont Direct Ltd	4 x ceremonial gloves	4.00	20.00	24.00
63	CC05	Amazon	1 x external harddrive	6.64	33.22	39.86
64	CC06	Amazon - Vivaldi	Certificate Frames	10.50	52.43	62.93
65	CC07	Amazon	6-Port 50W High Speed Portable USB Charger		21.99	21.99
				3,950.75	78,677.16	82,627.91
		Bank Balances at 13 Jun 22	- Current Account	10,690.87		
		Bank Balances at 13 Jun 22	- Deposit Account	540,648.79		