



## BIDEFORD TOWN COUNCIL

### Minutes of the Staffing, Finance & General Purposes Committee

held in the Town Hall on

Thursday 2 May 2024 at 6.30 pm

<b>PRESENT:</b>	North Ward:	Councillor D Bushby (Chairman) Councillor D McGeough
	South Ward:	Councillor S Inch Councillor P J Lawrence
	East Ward:	Councillor J McKenzie (Town Mayor) Councillor Mrs L Hellyer Councillor J Gubb
	West Ward:	Councillor C Hawkins Councillor R Clarke
<b>IN ATTENDANCE:</b>		Mr P Swan (Town Clerk)

105 **APOLOGIES FOR ABSENCE**

None.

106 **DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**

There were no declarations of interest.

107 **PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION**

No Members of the public were present at the meeting.

108 **MINUTES**

Proposed by Councillor Mrs Hellyer and seconded by Councillor Inch, the minutes of the meeting held on 21 March 2024 were approved and signed as a correct record.

(Vote – For: 6, Abstention: 3 Against: 0)

109 **CHAIRMAN'S ITEMS**

The Chairman received several letters of thanks for grants received and passed these on to the Committee.

The Clerk advised that the deed for the land purchase at Caddesdown had been exchanged and the Council is now the title owner.

The Clerk also advised of the use of the antique press to seal the deed being used in the process.

110 **ACCOUNTS**

a) Members received the list of payments.

Proposed by Councillor McKenzie, seconded by Councillor Ms Clarke and

**RESOLVED: That the draft list of payments is approved.**

(Vote – For: 9, Against: 0)

b) Members received the Auditor's Reports

Proposed by Councillor Bushby, seconded by Councillor Ms Clarke and

**RESOLVED: That the Internal/Independent Finance Inspector's Reports for the period 1 April 2023 – 31 March 2024 are approved.**

(Vote – For: 9, Against: 0)

c) Members received the 2023/23 Budget update from the Clerk. The Clerk identified an un earmarked reserve of £20,081.09 (net of earmarked PWLB Loan Income of £150,000) existed at the year end and recommended that this should allocated against the Town Ranger Depot new building to insulate against price rises.

Proposed by Councillor McGough, seconded by Councillor Gubb and

**RESOLVED: That the non-earmarked is £20,081.09 be allocated against the new building project.**

(Vote – For: 9, Against: 0)

111 **CLOSED TENDER/BID**

Members received the only sealed bid received for the new build of the Town Ranger Depot. The Clarke explained that other contractors were invited, but no other tenders had been received.

The Clerk explained that whilst the bid from C&R Construction South West Ltd.at £393,500 was above the initial outline quote of £355,000 many additional works had been identified as the details had been worked through as well increased material

costs. The increase could be funded from the existing project contingency reserves and the un-earmarked reserve identified in item 110 c.

Proposed by Councillor McGough, seconded by Councillor Gubb and

**RESOLVED: That the form of tender from C&R Construction South West Ltd. be selected as the main Contractor for the Town Ranger Depot new building project.**

(Vote – For: 8, Abstention: 1, Against: 0)

112 **TRAVEL APPROVAL**

Members received the request from the Clerk to spend £600 on Travel expenses to transport Beadles and a limited number of staff to the palace of Westminster.

Proposed by Councillor Bushby, seconded by Councillor McKenzie and

**RESOLVED: To approve the travel budget of around £600.**

(Vote – For: 9, Against: 0)

113 **MAYOR'S ROBE**

Members received the report on the Mayoral Robe.

Councillor Mrs Gubb expressed concerns about the reputational risk imposed on the council if (real) fur was chosen.

Proposed by Councillor Mrs Hellyer, seconded by Councillor McKenzie and

**RESOLVED: To approve the option to purchase a new robe with artificial fur at a cost of £3,400.**

(Vote – For: 9, Against: 0)

114 **MAINTENANCE OPERATIVES**

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

115 **PART II (Closed Session)**

**Council are excluding members of the public and the press to progress a matter of a confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102**

**To consider and resolve upon for agenda items 116/117**

Proposed by Councillor Bushby, seconded by Councillor Inch and

**RESOLVED: To exclude members of the public and the press to progress a matter of a confidential nature under the Public Bodies (Admissions to Meetings**

**Act) 1960 and Local Government Act 1972, ss 100 and 102**

(Vote – For: 9, Against: 0)

116 **STAFFING MATTERS**

Members received the request from the Clerk to amend an employee contractual terms of employment and job description.

Proposed by Councillor McKenzie, seconded by Councillor and

**RESOLVED: To approve changes to the employee terms of employment and job description.**

(Vote – For: 9, Against: 0)

117 **CITIZENS AWARD**

None received and deadline to be extended by one week.

118 Proposed by Councillor Bushby, seconded by Councillor Hellyer and

**RESOLVED: That the meeting returns to Standing Orders.**

(Vote For: 9, Against: 0)

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 19:26.

Signature of Town Mayor: ..... Date: .....

Signature of Chairman: ..... Date: .....

BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Committee Meeting - 2 May 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
4/8/2024	(blank)	South West Councils	Assoc Mmbrshp Sub 1 Apr 24 -31 Ma	499.00	99.80	598.80
08/04/2024	(blank)	Llyds	Charges	31.50		31.50
4/9/2024	(blank)	EDF	Decorative Lighting, Bideford Quay	369.88	73.98	443.86
12/04/2024	(blank)	L Dixon-Chatfield	Refund - maintenance items	7.50		7.50
		Torbay Media Ltd	Annual Parish Council Advert	200.00	40.00	240.00
		Lineal Software Ltd	IT Equipment / License	757.54	151.51	909.05
15/04/2024	(blank)	HMRC	PAYE/NI	6,765.74		6,765.74
		Mimick Signs	Vehicle graphics	145.00	29.00	174.00
16/04/2024	(blank)	Tamar Trading	Maintenance Items	333.84	38.49	372.33
		Berrys	Payroll inc Year End P60s	270.00	54.00	324.00
		McDonald	Refund deposit / key Tricks	32.00		32.00
18/04/2024	(blank)	North Devon Hog Roast	Chudleigh Fort Picnic 50% Deposit	825.00	0.00	825.00
		Tudor Environmental	Hazard signs	228.26	45.65	273.91
		Zurich Town & Parish	Inurance Schedule update	442.18		442.18
		Stampit Premium Stamp Co	Embossing wafers - green x 30	21.04	4.21	25.25
19/04/2024	(blank)	Eagle Plant	Toilet facility + ins - Chudleigh Fort	287.50	57.50	345.00
		Post Office	Stamps	6.39		6.39
		EDF (959)	Bridge Floodlighting	391.33	20.60	411.93
		Market recharge	TC staff	-10,000.00		-10,000.00
24/04/2024	(blank)	B&M	Maintenance Item	1.32	0.26	1.58
		Staff salaries inc Pension / HMRC	PAYE/NI/SALARY	28,150.68		28,150.68
		Market Salary	PAYE/NI/SALARY	-2,833.19		-2,833.19
22/04/2024	(blank)	Amazon	Webcam with microphone	33.32	6.67	39.99
			Maintenance Item	8.57	1.72	10.29
		BJ's Value House	Maintenance Items	1.25	0.25	1.50
		RGB	Maintenance Item	35.90	7.18	43.08
		Seated Furniture Ltd	(blank)	278.59	55.72	334.31
		Pat Williams Ltd	Maintenance Item	15.65	3.13	18.78
26/04/2024	(blank)	Blights	Fuel	313.86	62.77	376.63
		Mow-It	Maintenance Item	24.13	4.82	28.95
		Wills Tree Services	Ford Woods	350.00	70.00	420.00
		Autoglass	Excess for glass replacement	50.00		50.00
25/04/2024	(blank)	Motor Parts Direct	Maintenance Item	8.52	1.70	10.22
30/04/2024	(blank)	Lineal Software Ltd	Microsoft 365 License	139.70	27.94	167.64
		MS Auto Repairs Ltd	Supply and fit Dash Cam	181.70	36.34	218.04
01/05/2024	(blank)	Clarity Copiers	Meter Copy Charge	85.86	17.17	103.03
02/05/2024	(blank)	SW Communications	Line / Broadband provision	32.69	6.54	39.23
		M P Wilkin	Internal Audit	180.00		180.00
		Allstar	Fuel	129.16	25.83	154.99
<b>Grand Total</b>				<b>28,801.41</b>	<b>942.78</b>	<b>29,744.19</b>

Bank Balances at 5/2/2024 - Current Account £ 49,260.55  
 Bank Balances at 5/2/2024 - Deposit Account £ 260,000.00