

Declaration of Interests at meetings

- Where a matter relates to an interest in list A, the member shall not participate in a discussion or vote on the matter. He /she only need declare it if it is not already noted on the register of interests.
- Where the matter is in list A, but is a sensitive interest, the member shall not participate in a discussion or vote; the member shall disclose that there is an interest but not the nature of it.
- Where a matter relates to an interest on list B the member shall not vote and may only speak as a member of the public.
- A member only has to declare an interest in list B if it is not already on the register of interests.
- If the interest is in list B and is sensitive in nature and not already registered then the member shall disclose the interest but not the nature of it.
- Where a matter relates to the financial interest of a friend, relative or close associate (other than in list A) the member shall disclose the interest and not vote. He or she may speak but only as a member of the public.

List A:

- 1 **Employment, office, trade or vocation** – carried on for profit by member or spouse or civil partner.
- 2 **Sponsorship** – any payments for the previous 12 months, other than by the Council, to assist in Council duties
- 3 **Contracts** – any current contracts between the Council and the member or his/ her spouse or civil partner or a company the member is a director or partner of.
4. **Land** – any beneficial interest in land within the area of the Council by member, spouse or civil partner.
- 5 **Licenses** - any license, alone or with others, by spouse, civil partner or member to occupy land in area of Council.
- 6 **Corporate Tenancies** - any tenancy where the Council is the landlord and the member, spouse or civil partner has a beneficial interest in the tenant.
7. **Securities** – a beneficial interest is held in a body that has land or business in the area of the Council by the member, spouse or civil partner that either exceeds £25,000 or the total share capital is in excess of one hundredth of the of the total shares issued.

List B:

Any interests which relate to or is likely to affect:

1. Any body where the member has general control or management and was appointed by the Council.
2. Any body that the member is in a position of control or management and either:
 - (a) exercises functions of a public nature;
 - (b) is for charitable purposes; or
 - (c) has the purpose of influencing public opinion or policy (including political parties and trade unions)
3. Any gifts or hospitality that the member has received by virtue of his or her office in excess of £50.

*Further details can be found in the Bideford Town Council Code of Conduct
adopted 21.06.2012*



BIDEFORD TOWN COUNCIL

Minutes of the Staffing, Finance & General Purposes Committee

held in the Town Hall on

Thursday 13 June 2024 at 6.30 pm

PRESENT: North Ward: Councillor D Bushby (Chairman)
Councillor D McGeough

South Ward: Councillor S Inch
Councillor P J Lawrence

East Ward: Councillor J McKenzie
Councillor Mrs L Hellyer
Councillor J Gubb

West Ward: Councillor T Inch

IN ATTENDANCE: Mr P Swan (Town Clerk)

01 **TO ELECT A CHAIRMAN**

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

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

(Vote – For: 8, Against: 0)

02 **TO ELECT A DEPUTY CHAIRMAN**

Councillor S Inch was proposed by Councillor T Inch and seconded by Councillor Bushby.

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

(Vote – For: 8, Against: 0)

03 **APOLOGIES FOR ABSENCE**

Councillor R Clarke – West Ward (Business)

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

Councillor	Agenda Item	Non Pecuniary Pecuniary	Reason
Jude Gubb	8 Acorn	Pecuniary	Seasonal Worker (Husband)
Jude Gubb	8 CMC	Non Pecuniary	Son is business owner

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

One member of the public present.

A representative from Bideford Connex CIC gave a brief overview of item 9.

06 **MINUTES**

Proposed by Councillor McKenzie and seconded by Councillor Lawrence, the minutes of the meeting held on 2 May 2024 were approved and signed as a correct record.

(Vote – For: 8, Against: 0)

07 **CHAIRMAN'S ITEMS**

None.

08 **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: 7, Against: 0)

09 **EMERGENCY GRANT**

Members received the request for the Bideford Connex CIC emergency grant.

PART II (CLOSED SESSION)

Proposed by Councillor Lawrence, seconded Councillor S Inch and

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

Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

(Vote – For: 8, Against: 0)

The request was discussed by the members.

RETURN TO STANDING ORDERS

Proposed by Councillor McGeough, seconded Councillor Bushby and

(Vote – For: 8, Against: 0)

Proposed by Councillor McGeough, seconded by Councillor McKenzie that the request be accepted without accounts included.

(Vote – For: 2, Against: 6)

Proposed by Councillor Mrs L Hellyer, seconded by Councillor T Inch to defer this request subject to the receipt of suitable financial accounts.

(Vote – For: 6, Against: 2)

RESOLVED: To accept the request subject to the receipt of suitable financial accounts.

10 **MAYORAL CHAINS AND MACES**

Members received an update from the Town Clerk that the chains and maces are kept as an insurance risk when being held overnight in residential settings and not stored in an insurance rated safe.

The Committee recommended to the Town Council that the Town Mayor and Beadle return the chains and maces to the Town Hall following the event /Function.

11 **MAINTENANCE OPERATIVES**

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

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 19:03.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

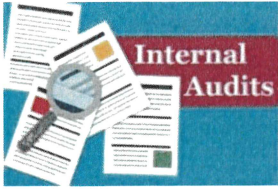


BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Meeting - 25 July 2024

Number (All)

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
28/06/2024	(blank)	BJ's Value House	Maintenance Items	8.32	1.66	9.98
		Just Office	Stationery	104.27	20.86	125.13
		Llyds	Charges	60.33		60.33
		MS Auto Repairs	Hilux - Air Con regas	53.00	10.60	63.60
		SW Communications	Line / Broadband provision	52.69	10.54	63.23
01/07/2024	BSTC4	TDC - 128	T Hall Offices rent	313.72	62.74	376.46
		TDC - 127	T Hall Offices Service Charge	230.42	46.08	276.50
	BSTC9	Market recharge	TC staff	-3,482.36		-3,482.36
03/07/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96
		Wessex Trophies	Mayors Daychain Upgrade	179.90	0.00	179.90
07/08/2024	(blank)	TDC	Ford Rock	-2,500.00		-2,500.00
12/07/2024	(blank)	T Barlett	Plant Hire and Operation - Ford Rock	998.00		998.00
09/07/2024	(blank)	Staff salaries inc Pension / HMRC	PAYE/NI/SALARY	28,644.42		28,644.42
17/07/2024	(blank)	Amazon	Bid Got Talent	150.00		150.00
			IT Cabling	8.65	1.73	10.38
		BJ's Value House	Maintenance Items	24.96	4.99	29.95
		Mow-It	Maintenance Items	94.40	18.88	113.28
		Jewson	Maintenance Items	26.15	5.23	31.38
		Offtek	IT Hardware	27.51	5.50	33.01
		Leather Company	Secure case	223.33	44.67	268.00
19/07/2024	(blank)	All Star	Fuel	466.00	93.19	559.19
		EDF (D513)	14A Christmas Lights	46.44	9.29	55.73
	BSTC13	Bid Got Talent	Prizes	200.00		200.00
		D S Electrical	Unit 13 + Festoon Quay lighting	727.35	25.47	752.82
		Lineal Software Ltd	Microsoft 365 License	145.58	29.12	174.70
		Acorn	Seasonal worker	370.80	74.16	444.96
		Zonkey Solutions	Annual hosting + maintenance + support	595.00	119.00	714.00
		Pannier Pantry	D Day Buffet	1,000.00		1,000.00
	BSTC14	EDF	Decorative Lighting, Bideford Quay	369.48	73.90	443.38
		Acorn	Seasonal worker	370.80	74.16	444.96
		EDF (CADCOEDA)	Bridge Floodlighting	165.09	8.25	173.34
		Pollyfield Community Centre	D-Day - bar services and cooked food iter	300.00		300.00
		Tudor Environmental	Maintenance Items	75.40	15.08	90.48
		Red Elephant Group	D-Day 3 x security provision	204.00	40.80	244.80
		Energy Performance Services	Caddsdwn Unit Commercial EPC calcs	550.00	110.00	660.00
		APS Civils Ltd	Construction Management Services	776.25	155.25	931.50
		C+R Construction SW Ltd	Caddsdwn Unit	21,770.00	4,354.00	26,124.00
22/07/2024	(blank)	Garlands	Stationery	5.00		5.00
23/7/2024	(blank)	Andrew Symons Ltd	Repair of maintenance machine	320.50	64.10	384.60
		Hedges Direct	Flora	209.70	41.94	251.64
		The Print Space	Mayoral / officer potraits	63.30	12.66	75.96
	BSTC14	EDF (D513)	14A Christmas Lights	37.17	1.86	39.03
		Tamar	Maintenance Items	19.17	3.83	23.00
Grand Total				54,375.54	5,613.70	59,989.24

Bank Balances at 24/07/2024 - Current Account £ 10,665.37
 Bank Balances at 24/07/2024 - Deposit Account £ 395,000.00



Parish and Town Auditing Services

Tel: 07772 657446

Email: audit@patas.co.uk

Paul Swan
 Town Clerk/RFO
 Bideford Town Council
 Town Hall
 Bridge Street
 Bideford EX39 2HS

9th July 2024

Dear Paul,

INTERNAL AUDIT QUOTATION – BIDEFORD TOWN COUNCIL

Thank you for your invitation to provide a quotation to the Town Council for our internal auditing services.

We have recently established a new auditing service called Parish & Town Audit Services (www.patas.co.uk). We carry full Professional Indemnity Insurance provided by Hiscox.

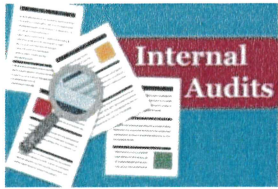
The cost of the providing internal audit services to Bideford Town Council for 2024/2025 will be as follows:

End of Year Internal Audit Service for 2024/25	£325.00
Interim Internal Audit (October/November 2024)	£325.00
Total	£650.00

The quotation includes all aspects of the internal audit including two on-site visits per annum and is valid for three years. There will be no increases.

We provide internal audit and examination services for Town, Parish and Community Councils. Our clients include Bude Stratton Town Council, Barnstaple Town Council and Lewes Town Council as well as a number of small and medium sized parish and town councils.

Parish and Town Auditing Services (PATAS) provides an independent, professional and thorough internal auditing services to Parish and Town Councils throughout England and Wales that meets all the requirements set out in the JPAG Governance & Accountability Practitioners’ Guide. We have a comprehensive, detailed understanding of Parish and Town Councils and we use this to develop and deliver a tailored support service that meets your needs. We are also members of the Internal Audit Forum.



Parish and Town Auditing Services

Tel: 07772 657446

Email: audit@patas.co.uk

We acknowledge our responsibility to report to members whether, in our view, the financial statements, as summarised in the statutory Annual Governance and Accountability Return (AGAR), are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the AGAR and whether they comply with the relevant legislation. In arriving at our view, we are required to consider the following matters, and to report on any in respect of which we are not satisfied:

- a. Maintenance of appropriate accounting records;
- b. whether the AGAR detail is consistent with the accounting records;
- c. Effectiveness of controls and procedures over the payment of staff salaries and associated HMRC and Pension contributions, plus trader payments;
- d. Controls over the identification and recovery of income;
- e. Appropriateness of governance controls and risk management; and
- f. Adherence to Government legislation.

We conduct our audit through an interim review, together with a final visit to sign off the IA Report in the year's AGAR once the Accounts for the year have been finalised. It is obviously neither practicable nor cost effective from the Council's viewpoint for us to review each income stream annually. If appointed we will prepare a strategic plan for the next 3 years setting out an approximate time allocation for review of each facet of the Council's financial activities.

In addition to this covering letter I have attached our Letter of Engagement which outlines the service we provide.

If you require any further information please do not hesitate to contact me or visit our website.

I look forward to hearing from you in due course.

Yours sincerely,
Paul Russell, Internal Auditor.



The Clerk
Bideford Town Council
Mayor's Office
Town Hall
Bideford
Devon
EX39 2HS

08-Jul-24

Quotation for Internal Audit Services

Many thanks for your request for a fee quotation for the provision of Internal Audit services to your Council.

Based on the size and activities of your Council our fee would be **£790.00** plus VAT per annum. We estimate a requirement for 2 audit days per year on site at the Council's offices which will include a visit carried out after the year-end to conclude the arrangements in respect of the Annual Return. Fees quoted include attendance at your premises and all out of pocket expenses. Should the Council decide to appoint us for a minimum period of 3 years we will offer a discount of 5% percent on the fee quoted above.

If additional work is identified or should there be a requirement for additional audit time, for example due to work associated with significant adverse audit findings or additional reporting requirements, then these would be charged pro rata based on a daily rate of £ 395.00 plus VAT per day, or £295.00 for a half-day, again inclusive of all costs. Whenever possible we will endeavour to advise the council if there is the potential for additional time and costs and obtain the Council's prior authorisation before undertaking additional work.

If the Council should find our quotation acceptable we will set out the full scope of our work and audit responsibilities in a formal Letter of Engagement that would be agreed prior to the commencement of work. We would also provide you with a schedule of the records that we will require to be made available at the time of our visit.

I hope that this quotation is sufficient for your purposes but should you require any further information please do not hesitate to contact me.

Yours sincerely

Kevin Rose ACMA
Director

IAC Audit & Consultancy Ltd.
Registered in England No 09753929
23 Westbury Road, Yarnbrook, Wiltshire, BA14 6AG
Tel. No 01225 775511 Email: admin@audit-iac.com

CLSQ12

Pre-Qualification Statement

Company name:

IAC Audit and Consultancy Ltd (IAC)

Company background and experience:

IAC have been providing internal audit services to town and parish councils for over 10 years and now audits approximately 70 town and parish councils, including a number of larger towns. The company is owned by the Audit Director Kevin Rose, a CIMA qualified accountant. Kevin has previously worked in both the public sector, as an Internal Auditor with Wiltshire County Council, and in the private sector where he has worked as a Finance Director as well as a member of various audit committees.

Kevin is a member of the Executive Committee of the Internal Auditors Forum, the sector body for internal auditors for Town and Parish Councils, and also serves as the lead for Training and Development.

Primary Point of Contact

Kevin Rose will be the primary point of contact for the Council.

Potential Conflicts of Interest

IAC does not provide any other services to Bideford Town Council that may constitute a conflict of interest.

There are no known personal relationships between IAC and Bideford Town Council Council officers or councillors that may provide a conflict of interest.

Client References

Ludlow Town Council (Shropshire)
Thatcham Town Council (Berkshire)
Dartmouth Town Council (Devon)
Ware Town Council (Hertfordshire)
Magor with Undy Community Council
(Monmouthshire)

Northam Town Council (Devon)
Hazlemere Parish Council (Buckinghamshire)
Great Linford Parish Council (Milton Keynes)
Tring Town Council (Hertfordshire)
Brynmawr Town Council (Blaenau-Gwent)

Further references may be provided upon request.

Audit methodology

The detailed requirements for the Internal Audit of Town and Parish councils are set out in 'The Practitioner's Guide' issued by JPAG.

1. Appointment

In accordance with the requirements of the Guide upon successful appointment the first stage is to put in place an Engagement Letter which sets out the basis of the appointment, the term of the appointment, and the fees and charges that will apply.

The form of this letter is standard for each client, with changes only being made to reflect the man day requirement and level of fees.

2. Planning

IAC will plan the audit work to be undertaken to ensure that work undertaken is sufficient to provide an adequate level of assurance on the area subject to review. This will include the preparation of necessary checklists, the selection of samples, the allocation of appropriately qualified resources, and the provision of adequate time to complete the work.

3. Reporting

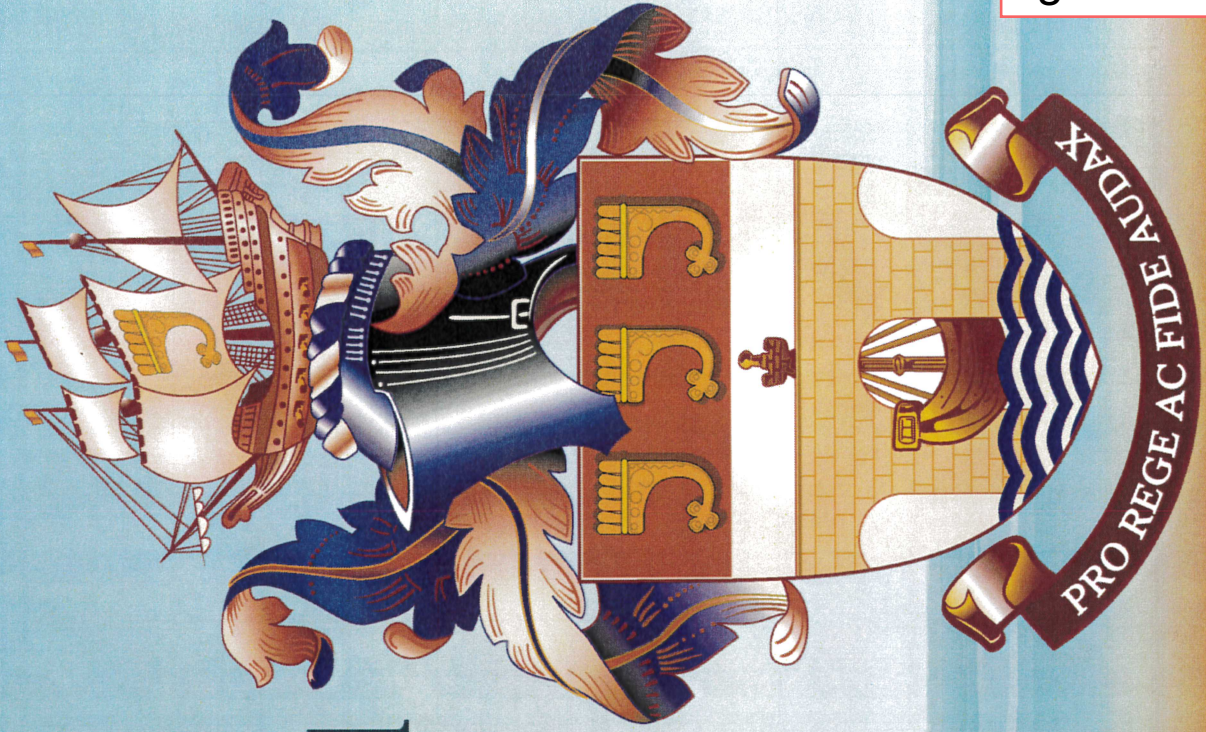
The reports produced for the council should be both accurate and easy to understand. Where appropriate findings will be prioritised so that the council may clearly see those items which present a higher level of risk.

Where issues are identified that are of high potential impact, for example requiring a negative response to an item on the Annual Return, then a specific report may be written to the council setting out the matters identified and proposed remedial actions.

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Bideford Town Council

Q1 – FINANCIAL UPDATE



Q1 Actual / Full Year Projection

Q1 Performance Reporting 2024/25

Budget Monitoring - Revenue

Pro Rata Budget £	Actual Year To Date £	Function	Full Year Budget £	Full Year Projection £	Adverse To Budget Favourable To Budget	Status
90,733	96,710	Administration	362,931	360,371	2,560	🟢
1,813	6,765	Ceremonies	7,254	7,254	0	🟢
2,319	282	Environmental	9,276	3,750	5,526	🟢
17,892	60,000	Grants	71,570	71,570	0	🟢
19,595	168,667	Projects	78,378	594,104	(515,726)	🔴
26,640	17,296	Tourism & Public Realm	106,559	106,036	523	🟢
2,500	350	Woodland	10,000	10,000	0	🟢
9,648	5,789	Loans	38,592	(338,422)	377,014	🟢
(7,250)	0	General	(29,000)	(160,551)	131,551	🟢
163,890	355,859	TOTAL	655,559	654,110	1,449	🟢

Full Year Variance - Highlights

Highlights

Q1 2024/25

Adverse Variances (in £000's)	Over Budget £000's	% of Budget
Maintenance Depot	515.8	78.7%
Allowances	3.5	0.5%
Honorariums	0.9	0.1%
Subscriptions	0.8	0.1%
Advertising	0.1	0.0%
Sub-Total - Adverse Variances	521.1	79.5%

Favourable Variances (in £000's)	Under Budget £000's	% of Budget
PWLB	350.0	53.4%
Transfer In/(Out) of Reserves	131.6	20.1%
Maintenance Team Depot Repayments	27.0	4.1%
By Elections	5.5	0.8%
Environmental projects	5.2	0.8%
Employees	1.9	0.3%
Public Clocks maintenance	0.5	0.1%
Contracted Services (Payroll)	0.3	0.0%
Other (<£1k)	0.6	0.1%
Sub-Total - Favourable Variances	522.6	79.7%

Net Variance £1.4k

Q1 – Earmarked Reverses

Budget Monitoring - Earmarked Reserves

Reserves	Balance on April 1st £	Receipts to date £	Spend to date £	Transfer +/-	Proposed Allocation of 24/25 Underspend	Balance £
Bus Shelters (Manteo Way)	10,000	0	0	0	0	10,000
Regeneration Projects	24,119	0	0	0	0	24,119
Play equipment	10,000	0	0	0	0	10,000
Solar Panel	1,131	0	0	0	0	1,131
Maintenance Team Facility	103,876	0	0	0	0	103,876
Environmental	0	0	0	0	0	0
Air Ambulance Landing site	0	0	0	0	0	0
Town Council Reserves	300,000	0	0	0	0	300,000
PWLB_NEW Rangers Depot	150,000	0	122,326	0	0	27,674
Earmarked Revenue Reserves	599,126	0	122,326	0	0	476,800

Full Year Variance - Highlights

Investments

Short Term Deposits	Amount £	Trade	Ethical Investment Y/N	Notional Cost
Account 7086849 (Council 30 Day Notice Account)	523,646	1.30%	N	0
Account 38952560 (BIDEFORD TOWN Council - Builid fund)	27,735	1.30%	N	0
Account 7153511 (Market 30 Day Notice Account)	43,036	1.30%	N	0
Subtotal - Short Term Treasury Deposits	594,417			
Account 0033239 (Council Current Account)	11,050	0.00%	N	0
Account 0421383 (Market Current Account)	4,520	0.00%	N	0
Subtotal - Short Term Current Accounts	15,570			
Total on Deposit	609,988			

Town Ranger Depot - Update

Bideford Town Ranger Unit Financial Analysis

	Budget	Actual	Forecast	Actual Variance Fav/(Unfav)	Forecast Variance Fav/(Unfav)
Funding					
PWLB Income	(500,000)	(499,825)	(499,825)	(175)	(175)
From Reserves	(103,876)	0	(103,876)	(103,876)	0
24/25 Budget	0	0	0	0	0
Interest	0	(1,101)	(1,500)	1,101	1,500
TOTAL Funding	(603,876)	(500,926)	(605,201)	(102,951)	1,325
Expenditure					
Land Purchase	120,000	120,000	120,000	0	0
Land - Legal Fees	10,000	2,826	2,378	7,174	7,622
Design Fees	12,500	7,320	12,200	5,180	300
Building Control	1,000	288	345	713	655
Building	393,500	0	423,500	393,500	(30,000)
M&E	35,000	0	35,000	35,000	0
Contingency	31,876	0	11,778	31,876	20,098
Other	0	0	0	0	0
TOTAL Expenditure	603,876	130,433	605,201	473,443	(1,325)
TOTAL Bideford Town Ranger Unit	(0)	(370,493)	(0)	370,492	0
CHECK					

BTC - Paperless Agenda Trial

		Year 1	Year 2	Year 3	Year 4	Year 5	Total 5 Years	
Savings								
Copier Costs	250.00	12	3,000.00	3,120.00	3,244.80	3,374.59	3,509.58	16,248.97
Paper	20.95	24	502.80	522.91	543.83	565.58	588.20	2,723.33
Postage	3,906.00	1	3,906.00	4,062.24	4,224.73	4,393.72	4,569.47	21,156.16
Total Savings			7,408.80	7,705.15	8,013.36	8,333.89	8,667.25	40,128.45
Costs								
Tablets	450.00	9	4,050.00	-	-	-	-	4,050.00
Total Costs			4,050.00	-	-	-	-	4,050.00
Net			3,358.80	7,705.15	8,013.36	8,333.89	8,667.25	36,078.45

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BIDEFORD TOWN COUNCIL SOCIAL MEDIA POLICY

Bideford Town Council Social Media Policy

Introduction

Bideford Town Council recognises the increasing use of social media such as Facebook, X, Instagram, YouTube and Blogs, and the growth of the online audience. It also recognises the advantages that can be gained in the use of such media platforms to engage with the general public and community, provide feedback and share news that is of common interest. The Town Council also recognises that the use of such media can be abused with a resultant negative impact.

Social media provides scope for people who live and work within the area to be engaged. It can also encourage harder-to-reach groups such as the younger population to interact, rather than waiting for groups and individuals to approach the Council. Social media offers the opportunity of being able to connect with the community instantaneously and effectively.

Social media is a collective term used to describe methods of publishing on the internet.

‘Social media’ is a blanket term applied to a range of online multimedia tools that are used for creating content and two-way communication. They can be accessed via your smartphone, PC, laptop, tablet or smart TV. All social media accounts are free of charge and can be set up quickly and easily from an Internet page.

This policy is intended to set out the Town Council’s practices to be adopted when using social media, and to provide guidance to enable councillors and council staff to make appropriate decisions during their use. This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Town Council Website
- Facebook, Instagram and other social networking sites
- X and other micro blogging sites
- YouTube and other video clips and podcast sites
- Email

The aim of this policy is to set out a Code of Practice to provide guidance to Town Councillors, Council staff and others who engage with the Council using online communications, collectively referred to as social media.

Policy Statement

The Bideford Town Council’s usage of Facebook, X, Instagram and other social media is intended to:

“Provide information and updates regarding activities and opportunities within Bideford and the surrounding area and to promote positive thoughts and comments from residents within the town”.

The current Code of Conduct applies to online activity in the same way it does to other written or verbal communications. Online content should be objective, balanced, informative and accurate. What is written on the web is permanent. The use of social media does not replace existing forms of communication.

Individual Town Councillors and Council Staff are responsible for what they post in a council and personal capacity. Councillors are personally responsible for any online activity conducted via their published email address that is used for Council business.

Members are strongly advised to use only the official Bideford Town Council email address provided for Town Council business and correspondence. Any account used for Town Council business and correspondence will be subject to any request under the Freedom of Information Act 2000. Members are responsible for ensuring the security of devices, apps and packages used and all devices should be password protected.

Councillors are strongly advised to have separate Council and personal email addresses.

Individual Town Councillors and Council staff are responsible for what they post in a Council and personal capacity.

In the main, Councillors and Council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Social media may be used to:

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Promote good news stories with a linked website or press page
- Advertise job vacancies
- Retweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announce new information
- Post or share information from other Town Council related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the clerk and all other Councillors
- Share any other information that is relevant to the community

Code of Practice

When using social media (including email) Town Councillors and Council staff must be mindful of the information they post in both a personal and Council capacity and keep the tone of any comments respectful and informative.

Town Councillors and Council staff must not:

- Hide their identity using false names or pseudonyms
- Present personal opinions as that of the Town Council
- Present themselves in a way that might cause embarrassment to the Council
- Post content that is contrary to the democratic decisions of the Town Council
- Post controversial or potentially inflammatory remarks

- Engage in personal attacks, online fights and hostile communications
- Use an individual's name unless given written permission to do so
- Publish photographs or videos of minors without parental permission
- Post any information that infringes copyright of others
- Post any information that may be deemed libel
- Post online activity that constitutes bullying or harassment
- Bring the Town Council into disrepute, including through content posted in a personal capacity
- Post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages.

This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation and an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors' views posted in any capacity in advance of matters to be debated by the Council at a Council or committee meeting may constitute predisposition, predetermination or bias and may require the individual to declare an interest at Council meetings.

Anyone with concerns regarding content placed on social media sites that denigrate Town Councillors, Council staff or residents should report them to the Town Clerk.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

The Town Clerk and Council Administration staff act as the moderator of Town Council's social media output and are responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

The moderator will have authority to remove any posts made by third parties from Council social media pages which are deemed to be of a defamatory or libellous nature. Where appropriate, the moderator will have the authority to report any such posting to the appropriate agency.

Bideford Town Council shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

Date approved:

Review Date:

Policy version: 2024/07

Intentionally
Blank



BIDEFORD TOWN COUNCIL - TOWN RANGER TASK LISTS 24/25

Staffing, Finance & General Purpose Committee Report

Week Number	Work	LOCATION
23	(blank)	(blank)
	Open/Close Pannier Market including cleaning toilets	Pannier Market complex
	Reset & tidy town hall /Mayors chamber	Town Hall
	Trim & clear long hedge	Backaborough lane
	pick up litter pickers + rings	Westward Ho! vistor centre
	Remove over hanging tree from Ford woods	26 Rowe close
	Locate/clean Dias	compound
	Grass cutting Kingsley rd,Chanters rd.	Bideford Area
	Parparing organizing & assembling various items for D-Day 80	Polyfield center
	Tidying & making minor alterations to Port Memorial	Port memorial
	Collecting D-day 80 items/equipment from Polyfield center	Town hall/compound/sports ground
	Open/Close Pannier Market including cleaning toilets,Decorate 12 B/R after contractors replaced window d	Pannier Market complex
	Clean vehicles /collect & load items/equipment for Fair in the park	Town Hall/compound/
	Organising setting up equipment before Bideford fair started.Escorted Mayors parade through town center th	Victoria PK, Town center
24	Open/Close Pannier Market including cleaning toilets	Pannier Market complex
	Colect display cabinet& return to Town Hall. Return serving plates to Pannier pantry	Polyfield center
	weekly checks	Bideford Area
	Grass cutting Capern Rd,High View,Pynes Lane,Leigh Rd,Hawthorne Pk,	Bideford Area
	Install Exteral notice board on toilet wall/Lundy office	Bideford quay
	Grass cutting outside Pollyfield allotments,Alverdiscott rd, Gammaton rd,top of Fulford close.(All double cu	ETW
	Open/Close Pannier Market including cleaning toilets, Finish Decorating 12 B/R after contractors replaced v	Pannier Market complex
	Making wood panels for temporary protection.	compound
	Grass cutting Hillcrest rd,Barton torrs, Chubb rd, Torrington lane,Heathfield.(all double cut due to length)	ETW
	Grass cutting Ayres close, Eastridge view, out side pollyfield Allotments. All double cut due to length.	ETW
	Open/close Pannier market/decorating walk way Butchers Row.	Pannier Market complex
	Making temporary protection for planters.	compound
	Open/Close Pannier Market including cleaning toilets.Painting 13/14 Butchers row	Pannier Market complex
	Making temporary protection for planters, cleaning vehicles	compound
25	Open/Close Pannier Market including cleaning toilets	Pannier Market complex
	weekly checks	Bideford Area
	Decoration 13/14 Butchers Row/Walkway B/R	Pannier Market complex
	start cleaning/clearing mud from Blues/Reds steps	Bideford quay
	Open/Close Pannier Market including cleaning toilets,Decorating 13/14 B/R.	Pannier Market complex
	cleaning/clearing mud from Blues/Reds steps	Bideford quay
	Open/Close Pannier Market including cleaning toilets.Finish painting walkway to Butchers Row	Pannier Market complex
	Finish cleaning/clearing mud from Blues/Reds steps	Bideford quay
	Trim/tidy port memorial design	Port memorial
	clean equipment/PPE	compound
	Open/Close Pannier Market including cleaning toilets/decorating 13/14 B/R. setting up hall for Saturday	Pannier Market complex
	Finish making temporary protection for planters	compound
	Repair to watering system from hanging basket	Allhalland street
	Deliver council agendas to all councillors	Bideford Area
26	Open/Close Pannier Market including cleaning toilets	Pannier Market complex
	weekly checks	Bideford Area
	Open/Close Pannier Market including cleaning toilets,Decorating 13/14 B/R.	Pannier Market complex
	Trimming of hedges/cutting of over hanging foilage	Marland Lane
	Removal of broken tree limb due to vandalism over weekend	Bideford quay
	clean/tidy compound	compound
	Grass cutting started Clovelly rd.	(blank)
		Clovelly Rd
	Grass cutting finish Clovelly rd,Morton Pk, Oaklands, Ceder way,Morton Ave,Abbotsham Rd,Londonderry Es	Bideford Area
	Hedge trimming & clearing. Bottom of Londonderry Est,Top of Morton Pk, started Mantio way	ETW.
	Grass cutting Mantio way & finish off Hedge trimming/clearing	ETW.
	Started varnishing 10 new tables	Pannier Market complex
	Summer plants watering/hoeing & weeding rose bed	Bideford Area
	Resume clearing brambles tiding & chipping branches	Ford Rock recreation area.
	Grass cutting outside Victoria Pk,Charles Kingstey, Port Memorial,Kingsley Rd.General tidy up in the surrou	Bideford quay
	Transport various item from Town hall - 1 Queens street.	Bideford Area
	Clearing brambles, tidy & chipping branches	Ford Rock recreation area.
27	Open/Close Pannier Market including cleaning toilets	Pannier Market complex
	Open/Close Pannier Market including cleaning toilets,Decorating 13/14 B/R.	Pannier Market complex
	Weekly & Monthly checks	Bideford Area
	Collect items from 1 Queens str deliver to Town hall	Bideford Area
	Replace hanging basket due to faulty irrigation system.Weed 4 hanging baskets	Mill Street
	Grass cutting North down rd,South view drive, Ford rise,Devonshire park.Rowe close, Little America.	Bideford Area
	Awaiting Dormakaba glass door contractor to service glass doors(did not turn up). Varnish new tables	Pannier Market hall
	Grass cutting High view, Capern rd, Pynes lane, Hawthorn pk.	Bideford Area
	Chapter 8 PC set up	Bideford Town Council office
	Trim & tidy hedge top of Gammaton rd	ETW.
	Grass cutting Alverdiscott rd,Gammaton Rd, top of Fulford close, Hillcrest rd,Chubb rd,Barton torrs,Heathfi	ETW.
	Removal of 2 kitchen areas 1.ground floor,2 First floor.	25, Market place
	Erect temporary protection around 6 town planters ready for soap box	Town Centre
	Repair to old ferris grass cutter	compound
	Tool box talk including talking through risk assisment on Ford rock	compound
	Tidy Port Memorial design	Port memorial

STANDARD WORK

WEEKLY:

- Clean dog mess as first job on a Monday
- Litter picking and bin emptying (twice, three times summer)
- Litter picking and bin emptying (twice)
- Check Gym Equipment
- Check stream and culvert
- 4 x Defibs
- Games tables

MONTHLY:

- Check Quay benches
- Check commemorative benches
- Water checks