



BIDEFORD TOWN COUNCIL

Minutes of the Staffing, Finance & General Purposes Committee

held in the Town Hall on

Thursday 5 September 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby (Chairman) Councillor K Hind
	South Ward	Councillor Ms R Clarke Councillor P J Lawrence Councillor S Inch
	East Ward:	Councillor Mrs J Gubb Councillor Mr J Hellyer (Substitute) Councillor J McKenzie
	West Ward	

IN ATTENDANCE: Mr P Swan (Town Clerk)

24. **APOLOGIES FOR ABSENCE**

Councillor Mrs L Hellyer – East Ward, Personal.

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

None.

26. **PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION**

There was one member of the public present.

27. **MINUTES**

Proposed by Councillor Mc Kenzie and seconded by Councillor Ms R Clarke, the Minutes of the Meeting held on 25 July 2024 were approved and signed as a correct record.

(Vote – For: 5, Against: 0, Abstention: 2)

28. **CHAIRMAN’S ITEMS**

- a. Ford Rock Update - The Town Clerk reviewed the financial results in the agenda pack for the recently completed Ford Rock Project.

The Councillors noted what an excellent job had been done by the Town Rangers on the site and within the budget.

- b. Town Ranger Depot New Build – The Town Clerk updated the Councillors on the financial position of the new building.

The Councillors noted they were pleased with the rapid progress the build was making.

29. **ACCOUNTS**

a) Payment List

Councillor Lawrence questioned what the payment to CTA Training was and the Town Clerk explained this was for the Town Rangers Chapter 8 licence renewal.

It was proposed by Councillor Bushby and seconded by Councillor S Inch, and

RESOLVED: That the lists of payments for 5 September 2024 be approved.

(Vote – For: 6 , Against: 0, Abstention: 1)

b) External Audit

It was proposed by Councillor Lawrence and seconded by Councillor Ms. R Clarke, and

RESOLVED: That the External Audit Report FY 24 be approved.

(Vote – For: 7, Against: 0)

c) Internal Audit

It was proposed by Councillor Lawrence and seconded by Councillor Bushby, and

RESOLVED: That the Internal Audit Report Quarter 1 FY 24 be approved.

(Vote – For: 7, Against: 0)

30. **PAPERLESS AGENDAS AND MINUTES**

Councillors considered the transition to a paperless system and the benefits of doing this in terms of environmental carbon emission reductions as well as cost savings.

It was proposed by Councillor Mc Kenzie and seconded by Councillor Ms. R Clarke, and

RESOLVED: That The S, F, & GP Committee Recommend to all full Town Council that Bideford Town Council Meetings be conducted without the use of paper.

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

31. **MANOR COURT PRESENTMENTS UPDATE**

The Town Clerk updated the councillors on the progress of actioning the 2024 presentments.

Councillor Hellyer remarked on the relevance of some of the presentments as Bideford Town Council has no control over the outcome.

Councillor Inch explained that this was a democratic process that had to be considered by the jurors of the court and therefore we are some what limited in saying what would make it onto the list.

32. **REMEMBERANCE BUFFET**

The Councillors considered the requirement for a post Remembrance Service buffet

It was proposed by Councillor Bushby seconded by Councillor Ms. R Clarke, and

RESOLVED: That a buffet should be provided following the event at a cost of no more than £500.

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

33. **TOWN RANGERS TASKS UPDATE.**

The Town Clerk also gave an update on the amount of time that the Town Rangers were engaged in removing the Extinction Rebellion Fly Posters that had appeared around Bideford and Barnstaple.

The Chairman thanked the members for their attendance and the meeting concluded at 18:50.

Signature of Town Mayor: Date:

Signature of Chairman: Date:



BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Meeting - 5 September 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
9/8/2024	(blank)	EDF (CADCOEDA)	Bridge Floodlighting	65.04	3.25	68.29
15/8/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96
		Tamar	Maintenance Items	258.61	38.63	297.24
		Dymarke Precision Engineering Ltd	Maintenance Items	150.00	30.00	180.00
		PKF	Annual Governance & Accountability Re	1,680.00	336.00	2,016.00
		Apple.com.uk	2 x IPAD	1,993.32	398.68	2,392.00
14/8/2024	(blank)	DVLA Vehicl Tax	Toyota	335.00		335.00
16/8/2024	(blank)	Mr P Heath	Pollyfield - Deposit return	25.00		25.00
		Llyds	Charges	64.00		64.00
			re-credit	-5.93		-5.93
		Evans Transport Ltd	Maintenance Items	148.40	29.68	178.08
		Safety Signs 4 Less	Maintenance Items	62.92	12.58	75.50
		Garlands	Stationery	7.99		7.99
		SQ BTC	Transaction	0.01		0.01
19/8/2024	(blank)	John Taylor Fastener	Maintenance Items	6.83	1.37	8.20
		Mimick Signs	Banners x 2	106.00	21.20	127.20
			Oval graphics x 50	25.00	5.00	30.00
		RGB	Maintenance Items	138.87	27.78	166.65
		SW Communications	Line / Broadband provision	57.68	11.54	69.22
22/8/2024	(blank)	Crafty Needles	Mayoral case maintenance	50.64		50.64
		Amazon	Refreshments - Local Clerks Meeting	12.99		12.99
		Acorn	Seasonal worker	370.80	74.16	444.96
		Futurform	Picnic tbles x 3 (Vic Park (H&S) replac	820.00	164.00	984.00
		BSTC17	Picnic tbles x 3 (Ford Rock)	613.00	122.60	735.60
23/8/2024	(blank)	EDF (D513)	14A Christmas Lights	8.56	1.71	10.27
		CTA Centre	3 x streetwrks trming / assmnt + Crtficti	1,269.00	225.00	1,494.00
		Robeda	Iroko timber - Chanters Road Bench sla	165.57	33.11	198.68
28/8/2024	(blank)	North Devon Hog Roast	Chudleigh Fort Picnic 50% remaining b	825.00		825.00
		A Touch of Class	Picture frame	163.00		163.00
		R Clarke	Refund mayoral costs	436.35	34.35	470.70
29/8/2024	(blank)	DCC Locality Fund	Ford Rock trees	-800.00		-800.00
		Mow-It	Maintenance Items	32.08	6.42	38.50
		TDC	Chudleigh For Picnic - Land Licence	45.83	9.17	55.00
		Minxy's Sweets	Sweet Cones x 100 for Chudleigh Picnic	100.00		100.00
30/8/2024	(blank)	Llyds	Service Charge	34.26		34.26
		Cobblers and Keys	Keys	18.00		18.00
		R Walker	Pollyfield - Deposit return	25.00		25.00
		RBL Poppy Appeal	Wreaths x 4	91.67	18.33	110.00
2/9/2024	(blank)	Allstar	Fuel	454.74	90.94	545.68
		BSTC9	Unit 13 Daddon Court	600.00		600.00
		Lineal Software Ltd	Microsoft 365 License	145.58	29.12	174.70
		BSTC16	Seasonal worker	370.80	74.16	444.96
		BSTC19	T Hall Offices rent	313.72	62.74	376.46
		TDC - 128	T Hall Offices Service Charge	230.42	46.08	276.50
		TDC - 127	TC staff	-3,482.36		-3,482.36
		Market recharge	Broadband services / closure 1-21 Mar	134.10	26.82	160.92
		BT Business	Meter Copy Charge	80.34	16.07	96.41
3/9/2024	(blank)	Clarity Copiers	Charges	32.00		32.00
		Llyds	re-credit	-3.39		-3.39
Grand Total				8,647.24	2,024.65	10,671.89

Bank Balances at 9/3/2024 - Current Account
 Bank Balances at 9/3/2024 - Deposit Account

£ 22,960.11
 £ 350,000.00