

BIDEFORD TOWN COUNCIL



**Town Hall
Bideford
Devon
EX39 2HS**

Telephone:
Bideford (01237) 428938

Mr Paul Swan
Town Clerk and Responsible Financial Officer

Thursday 19 December 2024

To: Members of the Staffing, Finance & General Purposes Committee

You are hereby summoned to attend a meeting of the **Staffing, Finance & General Purposes Committee** of the above-named Council to be held in the Council Chamber, Bideford, on **Thursday 09 January 2025 at 6.30 pm** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. There is a legal right to film/record/photograph/report public meetings.

Paul Swan
Clerk to the Council

AGENDA

1. To receive apologies and reasons for absence
2. To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting. Encl.
3. Public participation session of 15 minutes duration on items on the agenda.
4. To approve the minutes of the meeting held on Thursday 28 November 2024 as a correct record. Dist. with TC agenda
5. Items brought forward by the Chairman.
6. Finance - To approve the payments listed. Encl.
7. Maintenance Operatives – To receive an update on the tasks undertaken by the Maintenance Operatives. Encl.

8. To consider and make a recommendation to Council on the Draft Budget and Annual Precept request for the Financial Year 2025/2026. Encl.

PART II (Closed Session)

9. **To resolve to exclude members of the public and the press to progress a matter of confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 Local Government Act 1972, ss 100 and 102.**
10. Bideford Christmas Lights - To consider the quotation for the bracket pull testing, repair, installation and dismantling of the Christmas Lights and make a recommendation to Council. Email.

The next meeting of the Staffing, Finance & General Purposes Committee will be held on Thursday 6 March 2025.

MEMBERS OF THE STAFFING, FINANCE & GENERAL PURPOSES COMMITTEE

Councillors D Bushby, Ms R Clarke (Town Mayor), Mrs J Gubb, Mrs L Hellyer, S Inch, P Lawrence (Deputy Mayor), D McGeough, J McKenzie, T Inch.

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.



BIDEFORD TOWN COUNCIL

Minutes of the Staffing, Finance & General Purposes Committee

held in the Town Hall on

Thursday 28 November 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby (Chairman)
	South Ward	Councillor Ms R Clarke Councillor S Inch
	East Ward:	Councillor Mrs J Gubb Councillor J Hellyer (Substitute for Mrs L Hellyer) Councillor J McKenzie
	West Ward	

IN ATTENDANCE: Mr P Swan (Town Clerk)

46. APOLOGIES FOR ABSENCE

Councillor P J Lawrence – South Ward, Personal.
Councillor Mrs L Hellyer – East Ward, Personal.
Councillor T Inch – West Ward, Personal
Councillor D McGeough - North Ward, Sickness

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

Councillor Mrs J Gubb declared a pecuniary interest in item 6a. (related to “Seasonal Worker”).

48. PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION

There was no public participation.

49. MINUTES

Proposed by Councillor Ms Clarke and seconded by Councillor Mrs Gubb, the Minutes of the Meeting held on 17 October 2024 were approved and signed as a correct record.

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

50. **CHAIRMAN’S ITEMS**

- a. The Town Clerk advised the Town Rangers were to be equipped with rescue throw lines due to their regular close proximity to the Quay and training to be given before issue.
- b. The Town Clerk advised the acquisition of a drawing by local well known artist John Nankivell of Bideford Long Bridge had been made by a donation to Greener Ilfracombe of £50, agreed with him and the Chair as the organisation was closing and the drawing had nowhere to be homed.
- c. The Chair advised an item that is to be conducted in Part II.

51. **ACCOUNTS**

a) **Payment List**

It was proposed by Councillor Inch and seconded by Councillor Clarke, and

RESOLVED: That the lists of payments for 28 November 2024 be approved.

(Vote – For: 5, Against: 0, Abstention: 1)

b) **Internal Auditor’s Report 1 July – 30 Sept 2024**

The Councillors expressed their thanks and gratitude to Councillor Craige for his time in the role as auditor.

Councillor Inch expressed his concern having taken up the position that it would be taking up more time than anticipated.

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

RESOLVED: That the Internal Audit Report Q2 FY 24 be approved.

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

52. **GRANT APPLICATION FORM 2025/6**

Councillors considered whether there should be any changes to the current form and the Town Clerk advised a new policy and process was ready and could be introduced following this round of applications.

The Councillors requested if this could be promoted more on social media.

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

RESOLVED: The Grant form should go out in its current format and a new process be introduced for the following year.

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

53. **TOWN RANGERS TASKS UPDATE.**

Members reviewed the task list and passed on thanks to the Town Rangers for their hard work.

54. **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 Ms Clarke 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: 6, Against: 0)

55. Members received the an update on the proposal for the repair of the Bideford long Bridge lighting to be funded from the 2025/6 budget.

It was proposed by Councillor Bushby and seconded by Councillor Mc Kenzie and

RESOLVED: The proposal be accepted and inserted into the 2025/6 budget.

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

56. **STAFFING MATTERS**

Members discussed the staff appraisals.

It was proposed by Councillor Bushby and seconded by Councillor Ms Clarke and

RESOLVED: That the staff appraisals be approved.

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

57. **CHAIRMAN'S ITEM**

It was agreed that the Chairman and the Mayor would meet directly to address staffing matters.

58. Proposed by Councillor Bushby, seconded by Councillor Ms Clarke and

RESOLVED: That the meeting returns to Standing Orders.

(Vote For: 6, Against: 0)

59.

The Chairman thanked the members for their attendance and the meeting concluded at 19:52.

Signature of Town Mayor: Date:

Signature of Chairman: Date:



BIDEFORD TOWN COUNCIL - Accounts for approval at the Staffing Finance & GP Meeting - 28 November 2024

Number (All) ▾

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	08/10/2024	BSTC29	Connect Systems	WAP * 2	336.29	67.26	403.55
2	25/10/2024	(blank)	Screwfix	Maintenance Items	10.49	2.10	12.59
3	26/10/2024	(blank)	GWR	Train - Paddington to Reading	100.75	0.00	100.75
4	28/10/2024	BSTC28	UK Debt Management Office	Loan repayment	5,813.23	0.00	5,813.23
5			Lloyds	Cashback	(4.86)	0.00	(4.86)
6	29/10/2024	(blank)	Lineal	IT Licences	173.02	34.60	207.62
7			Touch of Class	Town Cryer Photo Frame	25.00	0.00	25.00
8		BSTC29	Zurich	Insurance	197.21	0.00	197.21
9			Acorn Recruitment Ltd	Seasonal worker	370.80	74.16	444.96
10			Lloyds	Charges	16.52	0.00	16.52
11			Focus Group	Line / Broadband provision	57.68	11.54	69.22
12	31/10/2024	(blank)	Jewson	Maintenance Items	0.00	0.00	0.00
13			Lineal	PC Repair	42.50	8.50	51.00
14			Tamar Trading	Maintenance Items	0.00	0.00	0.00
15			Screwfix	Maintenance Items	0.00	0.00	0.00
16			D S Electrical	Unit 13 Daddon Court	600.00	0.00	600.00
17		BSTC28	RGB	Maintenance Items	16.77	3.35	20.12
18		BSTC30	Allstar	Fuel	354.73	70.95	425.68
19			C+R Construction SW Ltd	Town Ranger Depot	121,650.00	24,330.00	145,980.00
20			In Stitches	Town Ranger Jacket	21.67	4.33	26.00
21			Acorn Recruitment Ltd	Temp Staff	370.80	74.16	444.96
22	01/11/2024	(blank)	Fine Star UK Ltd	Recycle Bin	10.75	2.15	12.90
23			Dong guan ben	USB C to HDMI Adaptor	5.37	1.07	6.44
24		BSTC30	Market recharge	TC staff + Overhead	(3,482.36)		(3,482.36)
25			Torridge District Council	T Hall Offices rent	313.72	62.74	376.46
26				T Hall Offices Service Charge	230.42	46.08	276.50
27	04/11/2024	(blank)	Blanchards Home Hardware	Cable Ties	3.58	0.71	4.29
28		BSTC30	DCC	Refund of Chapte 8 Training	(1,065.00)		(1,065.00)
29			Paul Swan	October Expenses	61.95		61.95
30			Rachel Clarke	October Expenses	217.00		217.00
31	08/11/2024	(blank)	Lloyds	Cash Back	(6.43)		(6.43)
32		BSTC30	Acorn Recruitment Ltd	Temp Staff	370.80	74.16	444.96
33			Alan Wilson Windows	New Depot Windows	1,152.00	230.40	1,382.40
34	13/11/2024	(blank)	Garlands	Stationery	6.77		6.77
35	15/11/2024	(blank)	Andrew Symons Ltd	Mower Repair	126.76	25.35	152.11
36			Acorn Recruitment Ltd	Temp Staff	535.60	107.12	642.72
37			BJ Value House	Plants	28.55	5.72	34.27
38			DOMU Brand Ltd	Key Press - New Depot	58.32	11.67	69.99
39			Amazon EU SarL	USB C Adaptor	9.99	2.00	11.99
40				Hand Air Dryer - New Depot	82.50	16.50	99.00
41		BSTC30	Pannier Pantry	Mayors Reception	221.00	0.00	221.00
42			Torbay Media Ltd	North Devon Gazette - Remembrance	180.00	36.00	216.00
43				North Devon Gazette - Grants	180.00	36.00	216.00
44	30/11/2024	(blank)	Jewson	Maintenance Items	0.00	0.00	0.00
45			RGB	Maintenance Items	534.95	106.99	641.94
46			Tamar Trading	Maintenance Items	2,997.11	599.44	3,596.55
47			Screwfix	Maintenance Items	0.00	0.00	0.00
48	Grand Total				132,925.95	26,045.05	158,971.00

Bank Balances at 28/11/2024 - Current Account
 Bank Balances at 28/11/2024 - Deposit Account

£ 68,590.61
 £ 500,000.00



BIDEFORD TOWN COUNCIL - Accounts for approval at the Staffing, Finance & General Purpose Committee Meeting - 09 January 2025

Number (All)
Total2 (Multiple Items)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	04/11/2024	(blank)	Blanchards Home Hardware	Cable Ties	3.58	0.72	4.30
2		BSTC30	DCC	Refund of Chapte 8 Training	(1,065.00)		(1,065.00)
3			Paul Swan	October Expenses	61.95		61.95
4			Rachel Clarke	October Expenses	217.00		217.00
5	08/11/2024	(blank)	Lloyds	Cash Back	(6.43)		(6.43)
6		BSTC30	Acorn Recruitment Ltd	Temp Staff	370.80	74.16	444.96
7			Alan Wilson Windows	New Depot Windows	1,152.00	230.40	1,382.40
8	13/11/2024	(blank)	Garlands	Stationery	6.77		6.77
9	15/11/2024	(blank)	Andrew Symons Ltd	Mower Repair	126.76	25.35	152.11
10			BJ Value House	Plants	28.55	5.71	34.26
11			DOMU Brand Ltd	Key Press - New Depot	58.32	11.67	69.99
12			Amazon EU SarL	USB C Adaptor	9.99	2.00	11.99
13				Hand Air Dryer - New Depot	82.50	16.50	99.00
14		BSTC30	Pannier Pantry	Mayors Reception	221.00	0.00	221.00
15			Torbay Media Ltd	North Devon Gazette - Rememberance	180.00	36.00	216.00
16				North Devon Gazette - Grants	180.00	36.00	216.00
17		BSTC31	Acorn Recruitment Ltd	Temp Staff	535.60	107.12	642.72
18			Bideford Coblers & Keys	Engraving for Protraits and Allotment Awards	48.00	0.00	48.00
19	04/12/2024	(blank)	Garlands	Stationery	12.28		12.28
20	06/12/2024	(blank)	M&S	Food	99.00		99.00
21			West of England Fire Protection Service Limited	New Fire Estinguishers	489.60		489.60
22	07/12/2024	(blank)	M&S	Food	37.15		37.15
23	08/12/2024	(blank)	Amazon EU S.A.R.L. UK Branch	Beverages	73.47		73.47
24	09/12/2024	(blank)	Mimick Signs	Signage For Depot	540.00	108.00	648.00
25			Amazon EU S.A.R.L. UK Branch	Beverages	27.12	9.45	36.57
26			ZenithDoors Industrial Ltd	Lock Mechanism for Old Unit	70.00	14.00	84.00
27			Glendale Countryside Limited	Allotment Surveys	885.00	177.00	1,062.00
28			Avenue Group Limited	Beverages	29.97		29.97
29			Madar Corporation Ltd	Beverages	26.62	5.33	31.95
30		BSTC32	Acorn Recruitment Ltd	Temp Staff	370.80	74.16	444.96
31			Ashton Electrical Ltd	20 Pannier Market Remove Shower	62.22	12.44	74.66
32				20 Pannier Market Remove Shower Overpayment	9.34		9.34
33			Quay Cars	Taxi for Rememberance	15.00		15.00
34			Jonathan Rhind Architects	RIBA Survey Pannier Market	2,880.00	576.00	3,456.00
35			Hush Farms Ltd	Wood Chipper Certification	820.00	164.00	984.00
36	10/12/2024	(blank)	Asda	(blank)	23.00		23.00
37		BSTC32	Lloyds	Bank Charges	2.29		2.29
38			Ashton Electrical Ltd	20 Pannier Market Remove Shower Overpayment	(9.34)		(9.34)
39	12/12/2024	(blank)	Co-Op	Crackers	7.25		7.25
40			Seaton	Signage For Depot	43.93	8.79	52.72
41	13/12/2024	(blank)	Robeda Joinery	Quay Bench	37.22	7.44	44.66
42			Torrige District Council	Building Control	916.67	183.33	1,100.00
43			Emcompass Security Solutions Limited	Fire and Security System Rangers Depot	4,775.00	955.00	5,730.00
44			Sew What	Day Chain Ribbon	20.00		20.00
45			Peter Lawrence	Expenses	61.00		61.00
46			Phil Stone	Honararium	850.00		850.00
47			Val Morrish	Honararium + Town Hall Tour	1,050.00		1,050.00
48			Jim Weeks	Honararium	550.00		550.00
49			Geoff Thomas	Honararium	350.00		350.00
50			Rosemary Dymond	Honararium	850.00		850.00
51	16/12/2024	(blank)	ICO	Renewal	35.00		35.00

52	17/12/2024	(blank)	C+R Construction SW Ltd	Town Ranger Depot Construction	24,555.00	4,911.00	29,466.00
53			EDF	Bridge Floodlighting	22.08	1.10	23.18
54				Xmas Lights, 74A	54.76	2.74	57.50
55			Phil Stone	Expenses	98.90		98.90
56			North Devon District Council	Mayor's Charity Ball	120.00		120.00
Grand Total					43,071.72	7,755.42	50,827.14

Bank Balances at	18/12/2024	- Current Account	£	97,608.28
Bank Balances at	18/12/2024	- Deposit Account	£	400,000.00



BIDEFORD TOWN COUNCIL - TOWN RANGER TASK LISTS 24/25

Staffing, Finance & General Purpose Committee Report

Agenda Item 7

Week Number	Work	LOCATION	
46	weekly checks	Bdeford area	
	Open/close Pannier Market including cleaning toilets clear leaf from outside P/M,remove water heater insde 20 Butchers Row .Collect tower scaffolding deliver to new depot & erect	Bdeford area	
	Remove Harris fencing & store where new steel fencing has been erected.	New Depot	
	collect plasterboard & New kitchen deliver to new depot	Bdeford area	
	Painting walls new depot	New Depot	
	New depot site meeting with PS	New Depot	
	Stared fitting new kitchen including plumbing in mess room/Disable toilet	New Depot	
	Taping & filling of plasterboard joints on ceiling office/Disable toilet.Painting	New Depot	
	mount on placards & erect victorian fair posters around the Bideford area	Bdeford area	
	Repair to Dias	compound	
	Started transporting rock salt from compound to New depot	New Depot	
	Open/close Pannier Market including cleaning toilets cleaning of B/R. awiating of delivery/collection of new tables	Pannier Market	
	Finish off Kitchen + various other bit. take delivery of 5 ton rock salt	New Depot	
	Dig out Carnival float & tidy compound, wash/clean toyota pickup help with rock salt	Bdeford area	
	47	Open/Close Pannier Market including cleaning toilets.	Pannier Market
		weekly checks	Bdeford area
		Open/close Pannier Market .	Pannier Market
planting of winter bulbs including crocus supplied by Councillor Inch..		Port memorial	
Working & sorting various things at new depot		New Depot	
Cutting back over hanging foilage, cleaning gully. Beside ford woods		Uppcott hill	
Leaf blowing / clearing... Forrest hill		Forrest Hill	
leaf blowing / clearing front of Victoria Park & paviment along side VP. Outside woods on Clovelly Road,Belvoir, outside Rectory wall. over 12 bulk bags filled		Bdeford area	
Started cutting back/ clearing/ removing over hanging foilage which as started obstructing road		Acacia Close	
Started plasterboarding office,Painting/ Refit sanitary ware Disable toilet		New Depot	
Site visit to 26, Rowe close due to falling branch off off tree		Bdeford area	
Finish off Acacia close		Bdeford area	
Boxing in of steel garda		New Depot	
Various work including site visit & creating final snagging list with PS. Site visit to Rowe close with tree surgeon		New Depot/Rowe close	
Various work new depot		New Depot	
Open/close Pannier Market including cleaning toilets.Repair to glass frame on main door		Pannier Market	
PC work/ paper work		Bdeford area	
Cleaning up Little America picnic area	Bdeford area		
48	As above	New Depot	
	Open/Close Pannier Market including cleaning toilets	Pannier Market	
	weekly checks	Bdeford area	
	New depot work.	New Depot	
	Emergency flood clearing. Due to water across road	Pitt Lane bottom	
	Removal of falling tree from road after storm Bert	Caddsdwn ind est	
	Weeding lane & cutting back overhanging foilages	Morton Ave to Morton Park road	
	Skimming, Painting ceiling office	New Depot	
	Finish clearing & tidying lane	Morton Ave to Morton Park road	
	Open/close Pannier Market including cleaning toilets/leaf clearing Butchers Row	Pannier Market	
	Started clearing out/ removal of equipment from old compound to new depot	New Depot	
	Open/close Pannier Market . Meeting with Braddicks carpets rep	Pannier Market complex	
	Starting stacking & relocating equipment in new depot	New Depot	
	Transfer of equipment ect, ect from old compound to new depot	New Depot	
	Transfer of equipment ect, ect from old compound to new depot.Cleaning? Jet washing of old compound floor	Old Compound	
	Starting clearing weeds, leaves, small branches, tidying rock face.	Lower Meddon street	
	Open/close Pannier Market including cleaning toilets.Meeting with St Helen's school	Pannier Market complex	
Sorting & stacking of equipment	New Depot		
Painting of old compound floor	Old Compound		
Finish off Lower Meddon street	Bdeford area		
49	Open/Close Pannier Market including cleaning toilets	Pannier Market	
	Working in Market complex all day for light switch on	Market complex	
	Weekly & Montthly cheeks. Repair to one of Quay benches	Bdeford area	
	Started emptying & transferring equipment from Sports ground container	Bdeford area	
	Started emptying & transferring equipment from Handy x allotment container	Bdeford area	
	Finish off emptying Handy cross container & transporting to new depot	Bideford Area	
	Sorting & stacking equipment, site meeting	New Depot	
	Sorting out container & transfering to new depot	Sports ground	
	Cutting back hedge which is overhanging grass verge	Bowden green	
	Building new feather edge fence	26, Rowe close	

- 49 Open/close Pannier Market including cleaning toilets/working in new depot
Tidying, stacking, sorting out equipment.
Line throwing training with DEVON & SOMERSET FIRE RESCUE
Making store boards for line throwing bags.puting up door architraves,making window cill for office
Fencing Rowe close
Open/close Pannier Market including cleaning toilets,start setting up for tThursday evening event
Started 16.00 keeping Panier Market open for christmas event
Tempory traffic control to clear drains outside Hallsannery on request from councillor Busby for DDC
Finish off fencing at Rowe close
Assisted at Rowe close
- 50 Open/Close Pannier Market including cleaning toilets
Sorting & stacking of equipment
weekly checks. clearing pathway in ford woods after storm
Street clearing,removing broken branches outside Victoria Park after weekends storm
Transfer tower scaffolding,Gazzbo to P/M & erect
Help out with clear up
clean Bowden green of debis, cut back & remove falling tree/hedge which was obstructing pavement.(DCC HEDGE)
Making shutter boxes for EV positions
Open/close Pannier Market including cleaning toilets.Sorting out Market hall office on request ftom PS. assisting gas engineer with tower scaffolding
meeting BidefordTown hall,Demonstration Northam Town hall with PS
Weeding kerb edging & tidying (Phone call request)
paper work/printing
Open/close Pannier Market including cleaning toilets.Sorting out Market hall office on request ftom PS.
Removing old lock,Fitting new lock to DS elec rolling door
Concreting pads
Site meeting with PS
Finish off moving small tree
sort out equipment & paper work
Removal of flying fibre glass roof from property in meddon street on request from Councillor Busby.
making shutter board for light pads
Pickup staging for St Helens school Abbotsham,errect in Pannier Market.,open pannier market
Closing off parking bays around Pannier Market, Genville street when car vacate.
work within new depot
Evening work looking after Pannier Market
Road closures, assisting with signing of the lease, sorting electic for street traders,reopening roads (Victorian frost fair)
Open Pannier Market assisting with signining of the lease
- 51 Weekley checks
Full & deep clean of Pannier Market complex after the weekend, Return staging to St Helens school.
Tidying & putting equipment away
Collect all Victorian fair posters & signs
Sorting out gardening equipment
Meeting town hall + site meeting with PS, C&R construction
Grass verge edging outside Victoria Park, Charles Kingsley,Port Memorial.
Erecting new platform for all road signs, stacking of all road signs
Carpet tile fitting + fitting of first fire door
Full training & certification on wood chippers
Open/close Pannier Market including cleaning toilets/errecting of Town council gazebo
Grass verge edging Chanters road, kingsley road.
PC work.
Meeting with tree surgeon & PS
fitting of fire doors

- Pannier Market
New Depot
New Depot
New Depot
Rowe close
Pannier Market
Pannier Market
Torrington road
Rowe close
Rowe close
Pannier Market
New Depot
Bdeford area
Bdeford area
Pannier Market
Bdeford area
Clovelly road
New Depot
Pannier Market
Torrige area
Osbourne close Londonderry est
Home
Pannier Market
Old Compound
New Depot
New Depot
Bowden green
New Depot
Meddon street
New Depot
Bideford area,Pannier Market
Pannier Market area
New Depot
Pannier Market
Bideford area,Pannier Market
Bdeford Pannier market
Bdeford area
Pannier Market complex
New Depot
Bdeford area
New Depot
Town hall + New depot
Bdeford area
New Depot
New Depot
New Depot
Pannier Market
Bdeford area
Home
Ford Woods
New Depot

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

Bideford Town Council
Draft Budget
For The Financial Year 2025/2026

17/12/2024

	Budget 2024/25	Budget 2024/25 ProRata	Expend as at Today (31st)	Budget 2025/26	Change 2024/25 2025/26 Budget
Administration					
Bank Charges	500.00	375.00	379.63	700.00	200.00
Employees	299,146.95	224,360.21	182,001.53	373,639.75	74,492.80
Contracted Services (Payroll)	1,400.00	1,050.00	530.00	1,500.00	100.00
Honorariums	1,400.00	1,050.00	-	3,400.00	2,000.00
Allowances	17,600.00	13,200.00	5,775.84	14,490.00	- 3,110.00
Advertising	700.00	525.00	200.00	700.00	-
Audit Fees	1,778.00	1,333.50	2,185.00	2,650.00	872.00
By Elections	10,460.00	7,845.00	-	-	- 10,460.00
Newsletter	-	-	110.00	-	-
Insurance	6,500.00	4,875.00	5,190.09	6,630.00	130.00
Insignia	1,000.00	750.00	271.50	1,020.00	20.00
Hospitality	100.00	75.00	19.65	500.00	400.00
Postages, Stationery, Sundries	5,000.00	3,750.00	2,145.82	1,000.00	- 4,000.00
Subsistence / Expenses	400.00	300.00	1,042.57	408.00	8.00
Training Courses / Days	2,000.00	1,500.00	238.03	2,040.00	40.00
Subscriptions	2,200.00	1,650.00	2,999.97	2,244.00	44.00
IT / website	5,500.00	4,125.00	8,573.34	2,595.00	- 2,905.00
Office rental	6,646.00	4,984.50	4,389.28	7,836.00	1,190.00
	362,330.95	271,748.21	215,509.25	421,352.75	59,021.80
Ceremonies					
Civic Functions	5,475.50	4,106.63	6,950.20	5,475.50	-
Celebratory Events	523.00	392.25	287.50	533.00	10.00
Remembrance Sunday	941.00	705.75	91.67	-	- 941.00
Twinning Reception	314.00	235.50	35.00	320.00	6.00
	7,253.50	5,440.13	7,364.37	6,328.50	- 925.00
Environmental					
Allotments	3,000.00	2,250.00	1,069.50	9,159.25	- 6,159.25
Environmental projects	5,230.00	3,922.50	-	15,280.00	10,050.00
Dog/Litter Bins	1,046.00	784.50	-	-	- 1,046.00
	9,276.00	6,957.00	1,069.50	24,439.25	15,163.25
Grants					
Local Organisations	65,000.00	48,750.00	64,000.00	55,000.00	- 10,000.00
North Devon Record Library	6,569.76	4,927.32	-	4,000.00	- 2,569.76
	71,569.76	53,677.32	64,000.00	59,000.00	- 12,569.76
Projects					
Maintenance Depot	-	-	554,465.42	-	-
Grass cutting	- 3,100.00	- 2,325.00	-	- 3,500.00	- 400.00
Town Projects	81,478.00	61,108.50	72,352.49	155,608.00	74,130.00
	78,378.00	58,783.50	626,817.91	152,108.00	73,730.00
Tourism & Public Realm					
Bridge & Xmas electricity	7,500.00	5,625.00	2,857.63	5,000.00	- 2,500.00
Christmas Lights installation	60,112.50	45,084.38	-	61,000.00	887.50
Decorative Lighting - Quay Elec & repair	3,870.00	2,902.50	497.23	3,947.00	77.00
Planters / Floral Displays	14,271.12	10,703.34	15,147.39	15,848.50	1,577.38
General (Xmas parking & Tic)	17,928.00	13,446.00	6,017.24	13,375.00	- 4,553.00
Pull Testing	2,354.00	1,765.50	-	2,462.00	108.00
Public Clocks maintenance	523.00	392.25	-	-	- 523.00
	106,558.62	79,918.97	24,519.49	101,632.50	- 4,926.12
Woodland					
Maintenance	10,000.00	7,500.00	350.00	1,500.00	- 8,500.00
	10,000.00	7,500.00	350.00	1,500.00	- 8,500.00
Loans					
Maintenance Team Depot Spend	-	-	-	-	-
Maintenance Team Depot Loan	38,591.73	28,943.80	11,601.99	38,591.73	-
	38,591.73	28,943.80	11,601.99	38,591.73	-
General					
Transfer In/(Out) of Reserves	- 30,000.00	- 22,500.00	-	1,131.20	28,868.80
Market Recharge	-	-	-	42,621.64	42,621.64
Market	-	-	7,907.47	5,187.36	5,187.36
General Contingency	1,790.21	1,342.66	-	-	- 1,790.21
	- 28,209.79	- 21,157.34	- 7,907.47	- 38,565.47	- 10,355.68
	655,748.77	491,811.58	943,325.04	766,387.25	110,638.48

Transfer to Earmarked Reserves

Regeneration projects from reserves		-	

	24/25		25/26
TOTALS	655,748.77	943,325.04	766,387.25
PRECEPT REQUEST			766,387.25

Tax Base For 24/25	5,533.28		
Current Band D	£ 118.51		
Tax Base For 25/26			5,580.88
New Band D		£	137.32
New Band D Increase YoY		£	18.81
New Band D Increase YoY per Week		£	0.36
New Band D Increase YoY %			15.88%

EARMARKED RESERVES

	23/24	Spend 24/25	Adjustment 24/25	25/26	Spend 23/24
Bus Shelters (Manteo Way)	10,000.00	0		10,000.00	
Regeneration Projects	24,118.53	0		24,118.53	
Play equipment	10,000.00	0		10,000.00	
Solar Panel	1,131.20	0	- 1,131.20	-	
Maintenance Team Facility	103,876.42	103876.42		-	
Environmental	3,000.00	0		3,000.00	
Air Ambulance Landing site	-			-	
Town Council Reserves	300,000.00			300,000.00	
PWLB	150,000.00	150,000.00		-	
	602,126.15	253,876.42	- 1,131.20	347,118.53	-