

BIDEFORD TOWN COUNCIL



**Town Hall
Bideford
Devon
EX39 2HS**

Telephone:
Bideford (01237)
428938

Mr Paul Swan
Town Clerk and Responsible Financial Officer

Thursday 21 November 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 28 November 2024 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.

A handwritten signature in blue ink, appearing to read 'Paul Swan'.

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 17 October 2024 as a correct record. Dist. with TC agenda
5. Items brought forward by the Chairman.
6. Finance
 - a. To approve the payments listed. To Follow
 - b. To receive and approve the Internal Auditor's Report for the period 1 July April 2024 – 30th September 2024. Encl.

7. To consider whether any changes are required to the Grant Application Form/Criteria for 2025-26. Encl.
8. To receive an update on the tasks undertaken by the Maintenance Operatives. 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. Discuss and resolve upon the costing for the repair for the long bridge under lighting to be funded from council reserve 2024/25. Email.
11. Staffing Matters. Email.

To receive and resolve upon the following:-

- a. Indirect Staff Appraisal* 1
- b. Indirect Staff Appraisal* 1
- c. Indirect Staff Appraisal* 1

The next meeting of the Staffing, Finance & General Purposes Committee will be held on Thursday 9 January 2024.

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 17 October 2024 at 6.30 pm

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

34. **APOLOGIES FOR ABSENCE**

None.

35. **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”).

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

There was no public participation.

37. **MINUTES**

Proposed by Councillor Lawrence and seconded by Councillor Simon Inch, the Minutes of the Meeting held on 5 September 2024 were approved and signed as a correct record.

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

38. **CHAIRMAN’S ITEMS**

- a. The Town Clerk advised members of the Internal Auditor’s resignation request and advised a request for a new appointment will be added to the next Town Council Agenda.

39. **ACCOUNTS**

- a. Payment List

It was proposed by Councillor McKenzie and seconded by Councillor Ms. Rachel Clarke, and

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

(Vote – For: 9, Against: 0, Abstention: 0)

- b. Independent Audit

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

RESOLVED: That the Independent Audit Report Q2 FY 24/25 be approved.

(Vote – For: 9, Against: 0, Abstention: 0)

40. **Q2 FINANCIAL PERFORMANCE**

Councillors received an update from the Town Clerk on the financial performance of the Council to September 2024, including the new Town Ranger Depot finance progress.

41. **‘PLAYZONE’ FUNDING**

The Councillors heard from TDC Officer Adrian Avery on the status of the project and funding required.

Three site options were considered and the site closest to The Polyfield Centre was identified as the site to be used.

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

RESOLVED: That the support for the ‘playzone’ project be funded by £10k from Play Equipment earmarked reserves and £7.5k be added to the FY25/26 Budget was approved.

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

42. **FLORAL DISPLAY QUOTATION**

The Councillors received and discussed the quote for the FY25/26 floral displays.

Councillor T. Inch advised that the Rotary Club had donated 4000 crocus bulbs from the Polio appeal to be planted around the Town by the Rangers.

It was proposed by Councillor Simon Inch seconded by Councillor Jude Gubb, and

RESOLVED: That the floral display quotation be approved.

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

43. **SPEAKER’S GIFT**

The Councillors and discussed the speaker’s gift.

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

RESOLVED: That a Speaker’s Gift for Manor Court of no more than £300 be approved.

(Vote – For: 9, Against: 0, Abstention: 0)

44. **NORTHAM TOWN COUNCIL YARD SPACE RENTAL**

The Councillors discussed the request from Northam Town Council to rent an area in the yard of the new Ranger Depot yard at £1 per Sq. Ft. per month for 16 planters.

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

RESOLVED: That Northam Town Council be permitted to rent the space requested at £1 per Sq. Ft. per month for 16 planters be approved.

(Vote – For: 9, Against: 0, Abstention: 0)

45. **TOWN RANGERS TASKS UPDATE.**

Several Councillors expressed their thanks to the Town Rangers for the excellent work undertaken.

The business of the meeting having been completed, Members provided positive feedback on the manner in which the Meeting had been conducted leading with the Agenda / Pack availability on screen.

The Chairman thanked the members for their attendance and the meeting concluded at 19:23.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

ATTENDANCE LOG IN CASE OF FIRE

BIDEFORD TOWN COUNCIL



EVENT:	S,F, & G.P. Committee
VENUE:	Council Chamber
DATE:	17 October 2024

NAME	SIGNATURE
D BUSHBY	D Bushby
J. McKenzie	J. M.
Dermot M	D. M.
Linda Hellyer	LJ Hellyer
Tom Litch	T. Litch
J. GORR	J. Gorr
RAClarke	R. Clarke
Simon Inch	S. Inch
Peter J Lawrence	P. Lawrence

AGENDA ITEM 6a



BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Meeting - 17 October 2024

Number		(All)					
Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	15/08/2024	BSTC17	Apple.com.uk	4 x iPad	1,993.32	398.68	2,392.00
2			DVLA Vehiol Tax	Toyota	335.00		335.00
3			Dymarke Precision Engineering Ltd	Maintenance Items	150.00	30.00	180.00
4			PKF	Annual Governance & Accountability Return	1,680.00	336.00	2,016.00
5		BSTC20	Tamar	Maintenance Items	258.61	38.63	297.24
6		(blank)	Acom	Seasonal worker	370.80	74.16	444.96
7	16/08/2024	(blank)	Evans Transport Ltd	Maintenance Items	148.40	29.68	178.08
8			Garlands	Stationery	7.99		7.99
9			John Taylor Fastener	Maintenance Items	6.83	1.37	8.20
10			Llyds	Charges	64.00		64.00
11				re-credit	(5.93)		(5.93)
12			Safety Signs 4 Less	Maintenance Items	62.92	12.58	75.50
13			SQ BTC	Transaction	0.01		0.01
14	19/08/2024	BSTC17	Crafty Needles	Mayoral case maintenance	50.64		50.64
15			Mimick Signs	Banners x 2	106.00	21.20	127.20
16				Oval graphics x 50	25.00	5.00	30.00
17		BSTC18	SW Communications	Line / Broadband provision	57.68	11.54	69.22
18		BSTC20	RGB	Maintenance Items	138.87	27.78	166.65
19	22/08/2024	BSTC17	Acom	Seasonal worker	370.80	74.16	444.96
20			EDF (D513)	14A Christmas Lights	8.56	1.71	10.27
21			Futurform	Picnic tbles x 3 (Ford Rock)	613.00	122.60	735.60
22				Picnic tbles x 3 (Vic Park (H&S) replacmnt)	820.00	164.00	984.00
23		(blank)	Amazon	Refreshments - Local Clerks Meeting	12.99		12.99
24	23/08/2024	BSTC17	CTA Centre	3 x streetwrks trming / assmnt + Crtfiction	1,269.00	225.00	1,494.00
25			Robeda	Iroko timber - Chanters Road Bench slats	165.57	33.11	198.68
26	24/08/2024	BSTC17	Mr P Heath	Pollyfield - Deposit return	25.00		25.00
27	28/08/2024	BSTC18	A Touch of Class	Picture frame	163.00		163.00
28			North Devon Hog Roast	Chudleigh Fort Picnic 50% remaining balance	825.00		825.00
29			R Clarke	Refund mayoral costs	436.35	34.35	470.70
30		(blank)	DCC Locality Fund	Gammaton X Finger post	(800.00)		(800.00)
31	29/08/2024	BSTC18	Minxy's Sweets	Sweet Cones x 100 for Chudleigh Picnic	100.00		100.00
32			TDC	Chudleigh For Picnic - Land Licence	45.83	9.17	55.00
33		(blank)	Mow-It	Maintenance Items	32.08	6.42	38.50
34	30/08/2024	BSTC18	Llyds	Service Charge	34.26		34.26
35			R Walker	Pollyfield - Deposit return	25.00		25.00
36		(blank)	Cobblers and Keys	Keys	18.00		18.00
48				re-credit	(3.39)		(3.39)
49	04/09/2024	BSTC19	Acom	Seasonal worker	370.80	74.16	444.96
50		(blank)	Amazon	Disposable wooden knives	6.66	1.33	7.99
51	05/09/2024	(blank)	Post Office	Stamps	3.05		3.05
52	06/09/2024	BSTC20	Merry Harriers	Maintenance Items	4,000.00	800.00	4,800.00
53				Rowan Trees x four	157.50	31.50	189.00
54		(blank)	A Touch of Class	Picture frame	296.00		296.00
55			Amazon	Charger Cables + Power bank - fast charging	56.26	4.74	61.00
56				Stationery	9.46	1.90	11.36
57	08/09/2024	BSTC17	EDF (CADCOEDA)	Bridge Floodlighting	65.04	3.25	68.29
58	09/09/2024	BSTC22	C+R Construction SW Ltd	Caddsdwn Unit	67,000.00	13,400.00	80,400.00
59			EDF	Decorative Lighting, Bideford Quay	369.88	73.98	443.86
60			HMRC	PAYE/NI	5,459.01		5,459.01
61		BSTC23	EDF (CADCOEDA)	Bridge Floodlighting	64.16	3.21	67.37

62	45544	BSTC24	Staff salaries inc Pension	SALARY	27,185.67		27,185.67
63		(blank)	Microsoft	License	123.60	24.72	148.32
64	10/09/2024	BSTC21	Tamar	Maintenance Items	384.55	76.71	461.26
65		BSTC23	Blights	Fuel	38.21	7.64	45.85
66			Just Office	Stationery	24.95	4.99	29.94
67			Tamar	Maintenance Items	516.39	103.28	619.67
68		BSTC26	Earth Anchors	Seat x 2 + plaque	1,962.00	392.40	2,354.40
69	11/09/2024	BSTC22	Acom	Seasonal worker	370.80	74.16	444.96
70			Andrea Leiter	Swissmiss Catering	254.50		254.50
71	13/09/2024	BSTC22	Robbie D Scaffolding	Scaffolding	280.00		280.00
72		(blank)	Bideford Cobblers and Keys	Brass plaques with engraving	75.00		75.00
73			Country Cottage Bakery	Refreshments - Torrige Clerks	20.70		20.70
74			Taw Garages	Vehicle maintenance	111.59	22.32	133.91
75	16/09/2024	BSTC23	RGB	Maintenance Items	160.00	32.00	192.00
76		BSTC24	EDF (D513)	14A Mill Street	37.89	1.88	39.57
77	19/09/2024	BSTC23	Acom	Seasonal worker	370.80	74.16	444.96
78			D Duncleley	Chudleigh Fort - Face Painting	150.00		150.00
79			S Goddard	Deposit refund - Tricks	25.00		25.00
80		BSTC25	SW Communications	Line / Broadband provision	57.68	11.54	69.22
81		(blank)	Morrisons	Civic refreshments - 22 Sep 24	5.75	1.15	6.90
82	23/09/2024	BSTC23	Blights	Deposit refund	(200.00)		(200.00)
83	24/09/2024	BSTC24	Berrys	Monthly Payroll records first six months	260.00	52.00	312.00
84		BSTC26	RGB	Maintenance Items	10.45	2.09	12.54
85		(blank)	Mow-It	Maintenance Items	8.25	1.65	9.90
86	25/09/2024	BSTC24	K Woodman	Stitch new ribbon on (mayoral) medal	10.00		10.00
87	27/09/2024	BSTC24	A Mitchell / Jewson	Combination Lock - Pollyield	12.50	2.50	15.00
88	30/09/2024	BSTC25	Acom	Seasonal worker	370.80	74.16	444.96
89			James Hallam	Motor Policy renewal	1,222.20		1,222.20
90			Lineal Software Ltd	Microsoft 365 License	169.10	33.82	202.92
91			Llyds	Charges	45.48		45.48
92	01/10/2024	BSTC26	All Star	Fuel	337.04	67.41	404.45
93			D S Electrical	Unit 13	600.00		600.00
94			DCC	Locality Budget Payment	(300.00)		(300.00)
95			G J Heaman	MOT + adjustment - Hilux	85.00	9.00	94.00
96			Market recharge	TC staff	(3,482.36)		(3,482.36)
97			Tamar	Maintenance Items	242.74	48.55	291.29
98			TDC - 127	T Hall Offices Service Charge	230.42	46.08	276.50
99			TDC - 128	T Hall Offices rent	313.72	62.74	376.46
100		(blank)	Clarity Copiers	Meter Copy Charge	59.79	11.96	71.75
101	02/10/2024	BSTC26	In-Stitches	Burgundy Ties x 10	110.00	22.00	132.00
102	03/10/2024	BSTC26	Acom	Seasonal worker	370.80	74.16	444.96
103			Hookings	Chudleigh Picnic	375.00	75.00	450.00
104		(blank)	Post Office	Recorded Delivery	7.95		7.95
105			Staff salaries inc Pension	SALARY	27,874.38		27,874.38
106	04/10/2024	BSTC26	Zurich	Additional Premium	375.21		375.21
107		(blank)	Amazon Prime	Subscription	8.99		8.99
108			Post Office	Recorded Delivery	4.40		4.40
109	Grand Total				147,716.76	17,825.54	165,542.30

Bank Balances at	10/10/2024	- Current Account	£	244,355.29
Bank Balances at	10/10/2024	- Deposit Account	£	620,000.00



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	18/11/2024	- Current Account	£	50,969.15
Bank Balances at	18/11/2024	- Deposit Account	£	559,647.89



INTERNAL AUDIT

1 July 2024 – 30 September 2024

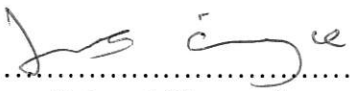
I, Councillor Mr J Craigie, the duly appointed Internal Finance Inspector of Bideford Town Council, confirm that the attached bank reconciliation and records pertaining to the income and expenditure are a correct record of the financial transactions made during this period.

During this audit, I have confirmed a random selection of the following items:

- Income and Receipts. ✓
- Invoices made by this Council.
- Invoices received by this Council. ✓
- Cheques written and signed.
- Bookkeeping. ✓
- Bank Reconciliation. ✓

I also confirm that the petty cash records are correct and up to date.

Whilst carrying out these checks I also checked the following with a view to the Council's responsibilities regarding the effectiveness of the internal audit and have the following to report:

Signed:  Date: 17/10/24
(Internal Finance Inspector)



APPLICATION FOR GRANT

Agenda Item 7

GRANT AMOUNT REQUESTED:

£

*This form **MUST** be completed in black ink. Please do not staple the pages together. **It is important to read the Grant Criteria documentation prior to completing this form.***

I wish to apply for a grant from Bideford Town Council payable in the 12 months commencing April 2025 on behalf of:

Organisation's name:

Venue:

Membership Numbers:

Numbers who live in the Parish of Bideford:¹

Charity Reg. No. (If applicable)

Aims of the Organisation.

Please state how your Organisation specifically benefits the residents of Bideford.

Project or Purpose for which the grant will be used (please include costings as this is one of the assessment criteria and use a separate sheet if necessary.)

Details of other bodies you have approached for grants for the coming Financial Year. (Please detail the amount awarded, who it was from, and any conditions attached to the award.)

Did you successfully apply for a grant last year? Yes/No.

If you were successful, please confirm how the grant was spent including costings. (Please continue on a separate sheet if necessary.)

¹ The amount of grant allocated may be proportionate to the numbers residing in Bideford

Please detail what fundraising activities you have carried out in the last year. (Please continue on a separate sheet if necessary.)

Please state (if appropriate) whether your organisation has considered your environmental impact and what measures you are taking to reduce your carbon emissions.

Should you be successful, the grant cheque must be collected in person at the Annual Parish Meeting (22 April 2025) – unless there are exceptional circumstances preventing attendance, otherwise the grant may be withdrawn. **Please state the organisation name to whom the cheque should be made payable:**

.....

I certify that the contents of this application are to the best of my knowledge correct. I attach a signed, verified copy of the summary of last year's accounts.

By signing this form you are agreeing for us to hold and use your data for contact purposes. When your personal data is no longer required we will destroy it securely. Please see our Privacy Notice www.bideford-tc.gov.uk

Signed:	Name:
Position Held:	Address:
E Mail address:	Postcode:
Tel No:	Date:

N.B. If you are accumulating funds for a special project please indicate the reason on your application. An exemplar summary of accounts is included in the advice notes. This form must be returned by **Monday 13 January 2025** to:

Town Clerk, Bideford Town Council, Town Hall, Bridge Street, Bideford EX39 2HS or by Email to: info@bideford-tc.gov.uk



BIDEFORD TOWN COUNCIL - TOWN RANGER TASK LISTS 24/25

Staffing, Finance & General Purpose Committee Report

Week Number	Work	LOCATION
38	<p>Open/Close Pannier Market including cleaning toilets</p> <p>Summer plants watering</p> <p>weekly checks</p> <p>P C work + site meeting</p> <p>Grass cutting :- Clovelly road, Morton park road, Oaklands, Cedar way, Morton ave, Laura ave, Acacia close, Abbotsham road, Londonderry est including Orchard, North down road, South bank drive.</p> <p>Locate missing piece of finger post & collect.</p> <p>Clean up missing piece of finger post & deliver to farron welders</p> <p>Investagate lights on Old Bridge at low tide</p> <p>Started summer plants watering</p> <p>Grass cutting :-Ford rise, Devonshire park, Liittle America, Alverdiscott road, Gammaton road, top of Fulford close, Hillcrest road, Chubb road,</p> <p>Meeting with Nick Sampson crane hire</p> <p>P S investagate lights under old bridge</p> <p>Meet with builder new B T C depot</p> <p>Open/close Pannier Market including cleaning Butchers Row</p> <p>Finish off lettering on finger post after scaffolding been removed</p> <p>Summer plant watering.</p> <p>Grass cutting:- Barton Torrs, Heathfield, East ridge view, Outside Pollyfield Allotment, Pynes lane. Hawthorn park</p> <p>Open/close Pannier Market including cleaning toilets/clean up all leave in Butchards row & surrounding area outside the Market</p> <p>Finish grass cutting Pynes lane, Cut Hawthorn pk,Top of meddon street.</p> <p>Weed gully, Remove over hanging ivy from wall.</p> <p>Grass cutting outside Victoria PK, Charles Kingsley, Port Memorial. Kingsley Road,</p> <p>Clean Toyota Pickup inside/out ready for Barnstaple Carnival</p>	<p>Pannier Market</p> <p>Bideford quay / area</p> <p>Bideford Area</p> <p>Bideford Area</p> <p>Bideford Area</p> <p>Torrington DCC depot</p> <p>Bideford Area</p> <p>Bideford quay</p> <p>Bideford quay</p> <p>Bideford area / E. T .W</p> <p>Barnstaple</p> <p>Bideford quay</p> <p>New site</p> <p>Pannier Market complex</p> <p>Gammaton cross</p> <p>Bideford Area</p> <p>Bideford Area</p> <p>Pannier Market complex</p> <p>Bideford Area</p> <p>North View Ave</p> <p>Bideford Area</p> <p>compound</p>
39	<p>Open/Close Pannier Market including cleaning toilets</p> <p>weekly checks</p> <p>Open/Close Pannier Market.</p> <p>Remove hanging baskets from Pannier Maeket, take to compound</p> <p>Clean out all external gutters on Butchers row roof</p> <p>joined with Rangers to help clean out guttering</p> <p>Trip to Mowit Barnstaple to pick up new parts</p> <p>Vist to 27 Rowe close regarding over hanging trees from Ford woods</p> <p>Inspection of old rotton window in old band room roof & order new velux roof light</p> <p>Strip Ferris cutting deck due to cutting blade fallen apart.</p> <p>work with welding contractor on finger post to put back part of Newton Tracey sign & repaint,Including erecting/dismantling tower scaffolding</p> <p>Cut over hanging foilage which had obstructed pavement outside Marlborough court</p> <p>cut back overhanging foilage on Rectory wall</p> <p>Take broken ferris part to Symons agricultural</p> <p>Started cutting back hedge little America</p> <p>Helped with Little America Hedge</p> <p>Started weeding pavementTorrinton lane from the top</p> <p>finish off Little America,Then cut b\ck hedge between stone planter & welcome to Bideford sign</p> <p>Investigate water leak by removing floor boards,going up onto roof above shop</p> <p>Weed removal from pavement Torrington lane</p> <p>Open/close Pannier Market including cleaning toilets/clear out Market hall shop & tidy for councillor Lawrence</p> <p>Replace seat bench Alverdiscott park</p> <p>Investagate damage to picnic bench & make safe.</p> <p>Tidy & move equipment around in Rangers rented unit</p>	<p>Pannier Market</p> <p>Bideford Area</p> <p>Pannier Market</p> <p>Bideford Area</p> <p>Pannier Market complex</p> <p>Pannier Market complex</p> <p>Barnstaple</p> <p>Bideford Area</p> <p>Pannier Market complex</p> <p>compound</p> <p>Gammaton cross</p> <p>Chanters road</p> <p>High Street</p> <p>Holsworthy</p> <p>Bideford Area</p> <p>Bideford Area</p> <p>E T W.</p> <p>New Road Bideford</p> <p>26, Market Place</p> <p>E T W.</p> <p>Pannier Market</p> <p>E T W.</p> <p>Victoria park</p> <p>compound</p>
40	<p>Open/Close Pannier Market including cleaning toilets</p> <p>Weekly /Monthly cheeks</p> <p>Replace picnic bench with a new one which the Rangers made</p> <p>Blow & pick up fallen leaves,Outside Barton art, Victoria park,under conker tree by Charles kingsley</p> <p>Weeding Torrington lane on left hand pavement from top</p> <p>Various work within Market hall,including removing all cobwebs from 7 large windows/remove childrens play area</p> <p>Joined up with rangers in torrington lane</p> <p>Finish off Torrington lane then moved into Grange road weeding</p> <p>Strimming/weeding Plot 49 Tricks</p> <p>Collect pallets from various locations for new depot</p> <p>Collect more pallets from various locations for new depot</p> <p>Open/close Pannier Market including cleaning toilets/clean up leaves from Butchers row/outside Pannier market,Remove summer plants from barrow planters,remove cobwebs from windows above internal toilet roof</p> <p>Litter pick area in Northam road on request from councilor Busby</p> <p>Various work sorting contractors in new depot</p> <p>Leaf clearing pavement from Bieford Town Band room---Rugby club. 6 bulk bags of leaves delivered to Handy x allotments.</p> <p>leaf clearing Belvoir</p> <p>Grass cutting Manteo way,outside Victoria PK, Charles Klngsley,Port Memorial.</p> <p>Revamp Port Memorial design/remove summer plants from 2 small stone planters,5 barrow planters, 2 large stone planters</p>	<p>Pannier Market</p> <p>Bideford Area</p> <p>Bideford Area</p> <p>Bideford Area</p> <p>E T W.</p> <p>Market hall</p> <p>E T W.</p> <p>E T W.</p> <p>Tricks Allotment</p> <p>Bideford Area</p> <p>Bideford Area</p> <p>Pannier Market</p> <p>Bideford Area</p> <p>New Depot</p> <p>Bideford Area</p> <p>Bideford Area</p> <p>Bideford Area</p> <p>Bideford Area</p>

40	<p>trip to Institches Strim & tidy Ford rock Collect new bench slat from Robeda then stain at compound Hedge trimming/weeding pavement top of North Down road.</p>	<p>Littleham New Road Bideford compound Bideford Area Pannier Market Bideford Area Bideford Area North Down road E T W. New Depot New Depot New Depot New Depot E T W. E T W. New Depot Kingsley road E T W. New Depot Pannier Market Pannier Market Torridge area High street/Mill street E T W. Bideford Area E T W. Londonderry est Bideford Area</p>
41	<p>Open/Close Pannier Market including cleaning toilets weekly checks leaf clearing Belvoir Finish off hedge strimming/ weed removal Weed clearing Avon road Various work at new depot including taken delivery of 1000 blocks sorting interal area for tier planters helping out AC at new depot 6am start working with contractors to remove planter from Bideford quay & deliver to new depot.Started removing summer plants from planters Joined AC in the removal of summer plants from planters Started weeding from Ethelwynne & Brown close to Tamar trading Joined up with the Rangers team weeding Barnstaple street Finish off removing summer plants from planters Remove summer plants/clean &tidy Coronation rose bed. Weeding Barnstaple street Working on new depot(collect sand, cement lintels) Open/close Pannier Market.Meeting with New tenent for 20 Butchers Row Meeting with HBH woolacotts Collect materials from site Westward Ho!, Deliver to new depot.Site meeting with Builder (Gary Ford) Repair to bollards Mill street requested by councilor Busby Cut back brambles & remove from top fence Pollyfield Allotments PC work finish off weeding Barnstaple street Cut back hedges, tidy roundabout. trim small trees. bottom of Londonderry est Meeting with Town Clerk,PC work</p>	<p>Pannier Market Bideford area Bowden green New Depot New Depot Ford Woods Ford Woods Pannier Market complex Holsworthy New Depot Pannier Market complex compound New Depot Ford Woods Ford Woods compound E T W. Pannier Market Bideford area New Depot Holsworthy E T W. New Depot Bideford area Handy x Allotments compound E T W. Bideford area Pannier Market Barnstaple New Depot New Depot E T W. New Depot New Depot Bideford area Pannier Market Bideford area New Depot New Depot Pannier Market complex Barnstaple Pannier Market complex Pannier Market Bideford area</p>
42	<p>Open/Close Pannier Market including cleaning toilets weekly checks cleaning gully outside top Cemetery, cutting down over hanging ivy Painting internal walls for electricians to do there second fixings. Put all summer plants in watering trays New depot work. cutting down over hanging brambles , edging pathway, cleaning. Joined rangers in Ford woods Running new cable from office in Market hall too new speakers in Butchers row. Opening / closing Pannier Market trip to Symons Holsworthy to collect new part. Site meeting with Town clerk Finish off clipping wire butchers row,Open/close Pannier Market strip down & replace with new part on Ferris grass cutter/second coat bench slat site meeting with Town clerk. PC work. Finish off pathway in Ford woods AC joined Rangers in Ford woods Jet wash & clean tipper truck statated trimming corner hedge entrance to Ayres close</p>	<p>Pannier Market Bideford area New Depot Ford Woods Ford Woods Pannier Market complex Holsworthy New Depot Pannier Market complex compound New Depot Ford Woods Ford Woods compound E T W. Pannier Market Bideford area New Depot Holsworthy E T W. New Depot Bideford area Handy x Allotments compound E T W. Bideford area Pannier Market Barnstaple New Depot New Depot E T W. New Depot New Depot Bideford area Pannier Market Bideford area New Depot New Depot Pannier Market complex Barnstaple Pannier Market complex Pannier Market Bideford area</p>
43	<p>Open/Close Pannier Market including cleaning toilets weekly checks New depot work. trip to Symons Holsworthy to collect new part. Finish off Ayres close New depot work, Painting. Grass cutting :- outside Victoria pk, Charles Kingsley, Port Memorial, Kingsley rd, corner of Chanter rd. Errect Harris fencing in hedge where dead trees been cut down Assemble new cross cut saw & bench Started cutting down over hanging foilage & weeding pavement along stone wall Torrington street Leaf blowing / clearing top of High street,Along Bideford Quay, Belvior. Open/close Pannier Market, Including meeting with RC & woolacotts elerical Trip to Barnstaple to pick out Pannier Market christmas tree New depot work!! Started putting errcting ceiling joist on mess room New depot work as above & site meeting , clearing foilage weeding pavement along stone wall Torrington street New depot work. including finishing off mesh room ceiling joist then plasterboarding , pluming on outside tap, installing Disable toilet. New depot work including plasterboarding ceiling, painting walls,installing water pipe work to toilet & mess room. Planting winter bulbs which included barrow planters stone planters, rose beds, flower bed Pannier Market...(all these bulbs were supplied by Councillor Tony Inch.)</p>	<p>Pannier Market Bideford area New Depot Holsworthy E T W. New Depot Bideford area Handy x Allotments compound E T W. Bideford area Pannier Market Barnstaple New Depot New Depot E T W. New Depot New Depot Bideford area Pannier Market Bideford area New Depot New Depot Pannier Market complex Barnstaple Pannier Market complex Pannier Market Bideford area</p>
44	<p>Open/Close Pannier Market including cleaning toilets Weekly /Monthly cheeks New depot work. New depot work!! Started putting errcting ceiling joist on mess room,toilet , office New depot work!! Started putting errcting ceiling joist in office Open/close Pannier Market including cleaning toilets,clean market hall &Butchers row floor,replace perspex notice board butchers row, rod drains. Trip to Barnstaple Taw with transit pickup to cure oil leak Open/close Pannier Market finish off cleaning floors Open/close Pannier Market . leaf blowing / clearing front of Victoria Park & pavement along side VP.</p>	<p>Pannier Market Bideford area New Depot New Depot New Depot Pannier Market complex Barnstaple Pannier Market complex Pannier Market Bideford area Pannier Market Bideford area New Depot New Depot Pannier Market complex Barnstaple Pannier Market complex Pannier Market Bideford area</p>
45	<p>Open/Close Pannier Market including cleaning toilets weekly checks New depot work.</p>	<p>Pannier Market Bideford area New Depot</p>

- 45 Open/close Pannier Market .
 Leaf blowing / clearing top of High street, Along Bideford Quay, Belvior. outside Pannier vMarket. Chanters road.
 Move 20 tier planters, remove all potted summer plants from inside new dept to outside then jet wash floor/ tidy
 Finish off planting out winter bulbs including bulbs supplied by Councillor Tony Inch. Help out with leaf collecting
 Clean out 9 planters top of Old town then plant with winter bulbs. Tidy Port Memorial design ready for sundy Remembrance Parade
 Open/close Pannier Market including cleaning toilets/finsh off clearing leafs
 Grass cutting Clovelly road
 Leaf clearing , grass cutting in front of Victoria park. tidying area ready for Remembrance Sunday
 Piano move in St Marys Church
 Meeting town Hall/New depot
 Finish off grass cutting Charles Kingsley, Port Memorial, removinf leafs
 Jet wash & clean War Memorial
 Started sorting out equipment for Remembrance Sunday
 Cutting dwn over hanging branches outside enterance to VP to allow flag bearers to walk safely
 Jet wash & clean all vehicles ready for sunday
 Remembrance sunday meeting with Deputy town clerk
 Remembrance sunday Road closures
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- 46 weekly checks
 New depot work.
 Decorating Butchers Row ,Market hall for Christmas including putting up Christmas tree.
 Pannier Market Christmas dec's
 Finish off Christmas dec's. Open/Close Pannier Market
 Meeting town hall.Meeting with Howdens Kitchen rep(PM). Paperwork
 leaf blowing / clearing front of Victoria Park & pavement along side VP. Outside woods on Clovelly Road
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- Pannier Market
 Bdeford area
 New Depot
 Bdeford area
 Bdeford area
 Pannier Market
 Clovelly road
 Bdeford area
 St Marys church
 Bdeford area
 Kingsley road
 Chudleigh Fort
 compound
 Outside VP
 New Depot
 Town Hall
 Bideford quay
 Bdeford area
 New Depot
 Pannier Market complex
 Pannier Market complex
 Pannier Market
 Bdeford area
 Bdeford area

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