



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 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	Chudliegh 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	Chudleight 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 - Torridge 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