



BIDEFORD TOWN COUNCIL

Minutes of the Staffing, Finance & General Purposes Committee

held in the Town Hall on

Thursday 9 January 2025 at 6.30 pm

PRESENT:	North Ward:	
	South Ward	Councillor Ms R Clarke Councillor P J Lawrence Councillor S Inch (Chairman)
	East Ward:	Councillor J Hellyer (Substitute – L Hellyer) Councillor J McKenzie Councillor Mrs J Gubb
	West Ward	Councillor T Inch
IN ATTENDANCE:		Mr P Swan (Town Clerk) Councillor S Smith

59. APOLOGIES FOR ABSENCE

Members noted the apologies received and reasons for absence from:

Councillor	D	Bushby
Councillor	Mrs L	Hellyer

No apologies and reasons for absence were received from:

Councillor	D	Mc Geough
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60. DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA

None.

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

There was no public participation.

62. **MINUTES**

Proposed by Councillor S Inch and seconded by Councillor McKenzie, the Minutes of the Meeting held on 28 November 2024 were approved and signed as a correct record.

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

63. **CHAIRMAN’S ITEMS**

None.

64. **ACCOUNTS**

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

RESOLVED: That the lists of payments for 9 January 2025 be approved.

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

ORDER OF BUSINESS

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

RESOLVED: That the order of business be changed with item 10 brought forward to considered after item 6 to be followed by item 8.

(Vote – For: 4, Against: 2, Abstention: 1)

65. **PART II (Closed Session)**

Proposed by Councillor S Inch, seconded by Councillor Lawrence 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: 7, Against: 0)

66. Members received the quotation on the proposal for the 2025 Bideford Christmas Lights.

Councillor Lawrence explained his opposition to the costs and suggesting they do not bring additional footfall to the Town.

Councillor Lawrence proposed that a budget be set of £35,000, but was not seconded.

It was proposed by Councillor Lawrence and seconded by Councillor Mrs J Gubb , and

RESOLVED: That a named vote be recorded.

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

It was proposed by Councillor T Inch and seconded by Councillor Mc Kenzie, and

RESOLVED: The quotation be accepted less cost of the new lights installation and inserted into the 2025/6 budget at £53,600.

Recorded Vote, Councillor	For	Against
Mrs J Gubb	X	
Mc Kenzie	X	
T Inch	X	
Ms R Clarke	X	
S Inch	X	
P Lawrence		X
J Hellyer		X

(Vote For: 5, Against: 2)

67. **RETURN TO STANDING ORDERS**

Proposed by Councillor S Inch, seconded by Councillor Lawrence and

RESOLVED: That the meeting returns to Standing Orders.

(Vote For: 7, Against: 0)

68. **DRAFT BUDGET 2025/26**

The Town Clerk presented the draft Budget Estimates for the Financial Year 2025/2026.

Following discussion, a final draft budget was agreed which is attached and forms part of these Minutes.

It was proposed by Councillor Ms R Clarke, seconded by Councillor S Inch and

RECOMMENDED: That the £1132.20 ring fenced for the Solar Panel project is re-allocated to the 25/26 Budget and that the Council approves the budget of £757,387.25 an increase of 14.51 % (or 33p per week) on a band D, in respect of the Financial Year commencing 1 April 2025. The Council's general reserves will remain at £300,000.00.

(Vote For: 7, Against: 0)

69. **MAINTENANCE OPERATIVES**

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

The Chairman thanked the members for their attendance and the meeting concluded at 19:16.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

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

09/01/2024

	Budget 2024/25	Budget 2024/25 ProRata	Expend as at Today (31st)	Budget 2025/26
Administration				
Bank Charges	500.00	- 83.33	411.33	700.00
Employees	299,146.95	- 49,857.82	273,807.60	373,639.75
Contracted Services (Payroll)	1,400.00	- 233.33	530.00	1,500.00
Honorariums	1,400.00	- 233.33	3,450.00	3,400.00
Allowances	17,600.00	- 2,933.33	9,195.84	14,490.00
Advertising	700.00	- 116.67	200.00	700.00
Audit Fees	1,778.00	- 296.33	2,185.00	2,650.00
By Elections	10,460.00	- 1,743.33	-	-
Newsletter	-	-	110.00	-
Insurance	6,500.00	- 1,083.33	5,190.09	6,630.00
Insignia	1,000.00	- 166.67	271.50	1,020.00
Hospitality	100.00	- 16.67	19.65	500.00
Postages, Stationery, Sundries	5,000.00	- 833.33	2,632.45	1,000.00
Subsistence / Expenses	400.00	- 66.67	1,596.93	408.00
Training Courses / Days	2,000.00	- 333.33	1,058.03	2,040.00
Subscriptions	2,200.00	- 366.67	2,999.97	2,244.00
IT / website	5,500.00	- 916.67	9,181.30	2,595.00
Office rental	6,646.00	- 1,107.67	5,525.56	7,836.00
	362,330.95	- 60,388.49	317,822.25	421,352.75
Ceremonies				
Civic Functions	5,475.50	- 912.58	8,289.44	5,475.50
Celebratory Events	523.00	- 87.17	287.50	533.00
Remembrance Sunday	941.00	- 156.83	91.67	-
Twinning Reception	314.00	- 52.33	35.00	320.00
	7,253.50	- 1,208.92	8,703.61	6,328.50
Environmental				
Allotments	3,000.00	- 500.00	1,954.50	9,159.25
Environmental projects	5,230.00	- 871.67	-	15,280.00
Dog/Litter Bins	1,046.00	- 174.33	-	-
	9,276.00	- 1,546.00	1,954.50	24,439.25
Grants				
Local Organisations	65,000.00	- 10,833.33	64,005.95	55,000.00
North Devon Record Library	6,569.76	- 1,094.96	-	4,000.00
	71,569.76	- 11,928.29	64,005.95	59,000.00
Projects				
Maintenance Depot	-	-	615,213.02	-
Grass cutting	- 3,100.00	516.67	-	- 3,500.00
Town Projects	81,478.00	- 13,579.67	81,296.34	155,608.00
	78,378.00	- 13,063.00	696,509.36	152,108.00
Tourism & Public Realm				
Bridge & Xmas electricity	7,500.00	- 1,250.00	3,076.71	5,000.00
Christmas Lights installation	60,112.50	- 10,018.75	25,000.00	52,000.00
Decorative Lighting - Quay Elec & repair	3,870.00	- 645.00	497.23	3,947.00
Planters / Floral Displays	14,271.12	- 2,378.52	15,147.39	15,848.50
General (Xmas parking & Tic)	17,928.00	- 2,988.00	6,017.24	13,375.00
Pull Testing	2,354.00	- 392.33	-	2,462.00
Public Clocks maintenance	523.00	- 87.17	-	-
	106,558.62	- 17,759.77	49,738.57	92,632.50
Woodland				
Maintenance	10,000.00	- 1,666.67	1,100.00	1,500.00
	10,000.00	- 1,666.67	1,100.00	1,500.00
Loans				
Maintenance Team Depot Spend	-	-	-	-
Maintenance Team Depot Loan	38,591.73	- 6,431.96	11,601.99	38,591.73
	38,591.73	- 6,431.96	11,601.99	38,591.73
General				
Transfer In/(Out) of Reserves	- 30,000.00	5,000.00	-	- 1,131.20
Market Recharge	-	-	-	- 42,621.64
Market	-	-	2,742.01	5,187.36
General Contingency	1,790.21	- 298.37	-	-
	- 28,209.79	4,701.63	2,742.01	- 38,565.47
	655,748.77	- 109,291.46	1,154,178.24	757,387.25

PRECEPT REQUEST

757,387.25

Tax Base For 24/25	5,533.28	
Current Band D	£ 118.51	
Tax Base For 25/26		5,580.88
New Band D	£ 135.71	
New Band D Increase YoY	£ 17.20	
New Band D Increase YoY per Week	£ 0.33	
New Band D Increase YoY %		14.51%

EARMARKED RESERVES

	23/24	Spend 24/25	Adjustment 24/25	25/26	Spend 25/26
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	-



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

Number (All)
 Total2 (Multiple lte)

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 - Remembrance	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 Extinguishers	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 Remembrance	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 09/01/2025 - Current Account
 Bank Balances at 09/01/2025 - Deposit Account

£ 59,700.34
 £ 400,000.00