



Budleigh Salterton Town Council

Town Clerk: Mrs Alice Gater-Wildgust
Council Offices, Station Road
Budleigh Salterton
Devon, EX9 6RJ
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Foreshore and Footpaths Terms of Reference

1 Purpose of the Committee

The Committee has a liaison role within the community and is a non-statutory committee accountable to Budleigh Salterton Town Council.

The primary role of the Committee is to monitor the Foreshore and Footpaths of Budleigh Salterton for the benefit of the local community and our many visitors.

- The Committee liaises with numerous bodies including East Devon District Council, Devon County Council, Devon Highways & other mainly local groups such as Shop Budleigh, Budleigh Lions etc and is a non-statutory committee.
- To ensure that the work of the Committee aligns with and supports the objectives laid out in the Neighbourhood Plan (see attached summary)
- Any directions / requests issued on behalf of the Town Council must go through the Town Clerk.

2 Membership

The committee shall consist of at least 4 members of Budleigh Salterton Town Council, as agreed and minuted in a Budleigh Salterton Town Council meeting. The Clerk need not attend meetings if the committee designates a specific member as minute-taker but should be kept informed of meetings and decisions.

3 Appointment of Members

Budleigh Salterton Town Council shall at their annual meeting in May determine the members of the committee.

4 Frequency of Meetings

The committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the Committee. A quorum at each meeting shall be 3 members.

5 Record of Meetings

The committee shall ensure that an agreed written record of each of their meetings is forwarded to Budleigh Salterton Town Council.

6 Attendance

All members are expected to attend all meetings. Apologies must be sent to the Chair/Clerk, in advance where possible, Recurring non-attendance may trigger a membership review.

7 Terms of Reference

The Committee's Terms of Reference will be reviewed annually at the first committee meeting after the Council's Annual Meeting, or sooner if requested by the Full Council.

8 Functions of the Committee

- To advocate for regular Preventative Maintenance and periodic upkeep of physical assets.
- To seek to secure an adequate Reserve Fund for future work.



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- The Committee shall prepare annual estimates for work required based on at least 2 quotes and submit them to the Finance Committee in time for its budget meeting.
- Pursue external grants and sponsorships for footpath enhancements and beach access projects and liaise with the relevant bodies eg: EDDC before applying.
- Maintain a Register of Issues for reporting to the Full Council, EDDC and other relevant bodies.

Prepared by: F&F Committee

Approved: 14 July 2025 Min 25.142

Approved