



Budleigh Salterton Town Council

Town Clerk: Mrs J E Vanstone
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20 March 2024

You are hereby summoned to attend a Meeting of the Town Council to be held in the Council Offices, Station Road, Budleigh Salterton on Monday 25 March 2024 on the rising of the Planning Committee. The Agenda is set out below.

Mrs J E Vanstone
Town Clerk

AGENDA

1. Public Speaking Time (15 minutes max)

Members of the public are invited to address the Council.

- Each individual person exercising the right to speak during this public time is restricted to speaking for a total of 3 minutes.
- Any questions put to the Council must be put through the Chairman.
- The Chairman has the right and discretion to control speaking time to avoid disruption, repetition and to make best use of the meeting time.

2. To receive any Apologies for Absence

3. Declarations of Interests in Items on the Agenda

NB!! You must declare any personal and/or disclosable pecuniary interest in an item before it is discussed. Make sure you say the reason for your interest, as this has to be noted. If your interest is of a disclosable pecuniary nature you must leave the room. You must also declare any gifts/hospitality you have accepted in excess of £25.

4. Minutes

To confirm the Minutes of the Meeting of the Town Council held on 26 February 2024 and Extra Ordinary Meeting of the Town Council held on 11 March 2024.

5. Reports of Committees

To note the Minutes of the following Meetings:

- Foreshore & Footpaths Committee held on 11 March 2024
- Staffing Committee held on 11 March 2024

6. Chairman's Report

7. Clerk's Report

8. Reports of Council Representatives on Other Bodies

9. Reports of County and District Councillors

10. Finance Inspection

- (i) To approve payments for the month of March 2024, in accordance with Appendix A.
- (ii) To note that Cllr Ms G Woodcraft has carried out the internal finance inspections for January and February 2024.

11. East Devon District Council: Station Road Toilets

- (i) To receive the revised draft Heads of Terms for the building and consider whether this Council wishes to purchase the freehold of the said building.
- (ii) To receive and consider the following reports:
 - a) Meeting held on 29 January 2024 between Town Councillors, District Councillors and officers from East Devon District Council, plus responses to the various questions raised following that meeting.
 - b) Survey carried out by Sean Mills on 14 March 2024.
- (iii) To consider whether this Council wishes to take over control of the Station Road Toilets and if so;
 - a) Agree the extent of the external area this Council wishes to be included in the demised area.
 - b) Agree any alterations which this Council may wish to carry out.
 - c) Dependent on the above, agree that the Town Clerk signs the Heads of Terms on behalf of the Town Council and instructs the Council's solicitors.
- (iv) If this Council does not wish to take over control of the Station Road Toilets, to consider how Public Toilet provision can be created to service this part of the town.

12. Succession Planning

To receive a report prepared by the Town Clerk and consider when her replacement should be employed.

To agree the following:

- Job Description
- Person Specification
- Advertisement
- Job Application Form

13. Budleigh Business Awards

To consider whether this Council wishes to sponsor an Award at the inaugural ceremony which will be held in July 2024.

14. Correspondence Received

- Budleigh Salterton AFC: Letter thanking the Town Council for the donation
- East Devon National Landscape: Information on the new name of the East Devon AONB
- The Clerk: March 2024
- Clerks & Councils Direct: March 2024

15. Any Other Business at the Chairman's Discretion

NB!! No decisions may lawfully be made under this Agenda item.

16. Dates of Next Meetings

Annual Parish Meeting:	10 April 2024 at 7.00pm (to be held in the Public Hall)
Planning Committee:	15 April 2024 at 7.00pm
Finance Committee:	15 April 2024 on the rising of the Planning Committee
Planning Committee:	29 April 2024 at 7.00pm
Town Council:	29 April 2024 on the rising of the Planning Committee