



Budleigh Salterton Town Council

Town Clerk: Mrs J E Vanstone
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15 May 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 20 May 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 29 April 2024 and the Annual Meeting of the Town Council held on 23 May 2024.

5. Chairman's Report

6. Clerk's Report

7. Reports of Council Representatives on Other Bodies

8. Reports of County and District Councillors

9. Finance Inspection

- To approve payments for the month of May 2024, in accordance with Appendix A.
- To note that Cllr Ms G Woodcraft has carried out the internal finance inspection for April 2024.

10. Audit 2023/24

- (i) To agree the completion of the Annual Governance Statement, which forms part of the Annual Return.
- (ii) To receive the Accounts (plus Supporting Notes and Risk Management and Risk Assessment documents) for Financial Year 1 April 2022 to 31 March 2023, all of which have been the subject of Internal Audit.
- (iii) To note there are no matters the Internal Auditor wishes to bring to the attention of the Council.
- (iv) To approve and complete the Accounting Statement 2022/23 which forms part of the Annual Return.

11. Audit 2024/25

To agree the appointment of Westcotts, Chartered Accountants, to undertake the Council's audit work for the forthcoming year and to note that the Internal Auditor will be Tom Stuckey.

12. Town Council Investments

To consider investing additional funds in the CCLA Public Sector Deposit Fund.

13. Town Council Budgets

- (i) To consider increasing the Chairman's Allowance budget (711) following the payment made to D J Hayward made outside the correct financial year.
- (ii) To consider increasing the Civic Fund budget (712) to £2500.

14. Committee Chairmanship

To elect a Chairman for each of the following Committees:

- Finance
- Public Hall
- Foreshore & Footpaths
- Community Gardens

15. Correspondence Received

- Otter Valley Association: Summer 2024
- The Clerk: May 2024
- Clerks & Councils Direct: May 2024
- Allotment Gardener: Issue 2 2024

16. Any Other Business at the Chairman's Discretion

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

17. Dates of Next Meetings

Planning Committee:	10 June 2024 at 7.00pm
Planning Committee:	1 July 2024 at 7.00pm
Town Council:	1 July 2024 on the rising of the Planning Committee
Planning Committee:	15 July 2024 at 7.00pm
Public Hall Committee:	15 July 2024 on the rising of the Planning Committee
Foreshore & Footpaths Committee:	15 July 2024 on the rising of the Public Hall Committee
Planning Committee:	29 July 2024 at 7.00pm
Town Council:	29 July 2024 on the rising of the Planning Committee