



# **Budleigh Salterton Town Council**

Town Clerk: Mrs J E Vanstone  
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20 November 2024

You are hereby summoned to attend a Meeting of the Town Council which will be held in the Council Offices, Station Road, Budleigh Salterton on Monday 25 November 2024 on the rising of the Finance 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 28 October 2024.
- 5. Reports of Committee**  
To note the Minutes of the Meeting of the Public Hall Committee held on 28 October 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 November 2024, in accordance with Appendix A.
- (ii) To note that Cllr G Woodcraft has carried out the internal finance inspection for October 2024.

**11. Lloyds Bank Accounts**

To note that with effect from 14 January 2025, the Lloyds Bank Treasurers Account (current account) will be changing to a Community Account.  
To further note that the Community Account will attract charges from that date.

**12. Purchase of Station Road Toilets**

- (i) To decide whether to take a transfer of the whole strip of land at the back of the Community Workshop.
- (ii) To confirm whether or not a Service Level Agreement with East Devon District Council is required for cleaning and/or maintenance.

**13. Community Gardens: Plot 60**

To agree that the decision to split Plot 60 made on 19 August 2024 (Min 24.168) be reversed and the plot is retained as one plot.

**14. Committee Membership**

- To appoint an additional representative to sit on the Budleigh Salterton Climate Change Group (this is in place of Cllr W K Wood).
- To appoint an additional representative(s) to sit on the Emergency Group (this is in place of former Cllr M C Hilliar).
- To appoint a new representative to act as St Peter's School liaison Group (this is in place of former Cllr M C Hilliar).
- To appoint a new representative to sit on the Exmouth & District Community Transport Group (this is in place of former Cllr M C Hilliar).

**15. Staffing Committee: Terms of Reference**

To approve the amendments to the Staffing Committee Terms of Reference.

**16. Casual Vacancy**

To note former Cllr M C Hilliar's resignation from Budleigh Salterton Town Council, and to note the arrangements for a co-option into the casual vacancy arising.

**17. Budleigh Information Centre**

To consider making a grant of £5500 to the Centre.

**18. Request for Grant Aid 2024/25: St Peter's School PTA**

- (i) To agree whether to make a grant towards the purchase of gifts for the Christmas Grotto.
- (ii) To agree the amount of any contribution.

**19. Request for Grant Aid 2025/26: Lions Club of Budleigh Salterton – Gala Week Children's Cycle Competition**

- (i) To agree whether to sponsor the Competition.
- (ii) To agree the amount of sponsorship for the Competition.

**20. Gala Week 2025**

To note the Clerk has responded to the following request from the Lions Club of Budleigh Salterton, as per Min 21.362 of the Town Council minutes dated 21 February 2022:

- A concessionary hire charge of £100 to be applied for the hire of the Public Hall
- Use of The Green
- Erection of bunting above the High Street to remain in situ until after the Literary Festival in September

**21. Meeting Dates 2025**

To consider and agree the suggested Meeting Dates for 2025.

**22. Office Opening Hours: Christmas/New Year**

To agree that the office will close at 1.00pm on Friday 20 December 2024 and will re-open at 10.00am on Friday 3 January 2025.

**23. Correspondence Received**

- Budleigh Salterton Library: Letter of thanks for grant
- Lymptone Parish Council: Copy of letter sent to East Devon District Council regarding concerns relating to Local Plan site identification
- Lloyds Bank: Notification of Closure of Business Banking Resolution Service
- Otter Valley Association: October 2024 Newsletter
- Devon Countryside Access Forum: Details of opportunities to become a Member
- The Clerk: November 2024
- Clerks & Councils Direct: November 2024
- Allotment & Leisure Gardener: Issue 4 2024

**24. Any Other Business at the Chairman's Discretion**

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

**25. Dates of Next Meetings**

Planning Committee:	9 December 2024 at 7.00pm
Foreshore & Footpaths Committee:	9 December on the rising of the Planning Committee
Town Council:	9 December 2024 on the rising of the Foreshore & Footpaths Committee

**26. Cllr M P Lewis to Move that:**

Under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the Meeting as exempt information is likely to be discussed.

**PART B**

**27. Staffing**

- (i) To note that the full pay entitlement for the Caretaker is due to end on 12 January 2025 after which time it will reduce as per his contract.
- (ii) To agree incremental back-pay due.