



# Budleigh Salterton Town Council

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18 June 2025

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 23 June 2025 on the rising of the Planning Committee. The Agenda is set out below.

Mrs Alice Gater-Wildgust  
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 Chair.
- The Chair 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 following Meetings:

- Meetings of the Town Council held on 28 April 2025
- Meeting of the Town Council held on 19 May 2025
- Extra Ordinary Meeting of the Town Council held on 9 June 2025

### 5. Reports of Committees

To note the Minutes of the following Meetings:

- Community Gardens Committee held on 9 June 2025
- Planning Committee held on 9 June 2025

### 6. Chair's Report

See supporting papers

### 7. Clerk's Report

See supporting papers

**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 May and June 2025, in accordance with Appendix A.
- (ii) To note that Cllr G Woodcraft has carried out the internal finance inspection for May 2025 with an overall check of payments and bank statements. A full check will be carried out (along with April) once the accounts are completed

**11. Audit 2024/25**

- (i) To receive the Accounts (plus Supporting Notes and Risk Assessment documents) for Financial Year 1 April 2024 to 31 March 2025, all of which have been the subject of Internal Audit.
- (ii) The Internal Auditor has identified an anomaly in the reporting of salaries and wages. All underlying accounting is accurate; the issue relates to a system nominal code error, which is currently being corrected.
- (iii) To approve and sign the Accounting Statement 2024/25 which forms part of the Annual Return.

See supporting documents for consideration before meeting please

**12. CCLA**

- i. To agree an additional signatory to join Cllr Lewis and Cllr Woodcraft

**13. Statutory Asbestos Survey**

- i. To agree to appoint a contractor to complete an asbestos survey of all BSTC properties in compliance with The Control of Asbestos Regulation 2012. See supporting papers

**14. Station Road Car Park / Station Road Toilets**

- i. To determine what committee will oversee these entities
- ii. To agree to carry out a risk assessment on each of the above and to appoint two Town Councillors to execute this activity.

**15. Committees**

**To receive and agree Terms of Reference (ToR) for the following Committees:**

- a. Public Hall
- b. Community Gardens

To note :

Finance Committee is covered by the Financial Regulations produced by the National Association of Local Councils (NALC)

Staffing Committee ToR exist and dated 25 November 2025 [Min 24.329]

**16. Request for Grant Aid 2025/26 – AFC Budleigh Salterton – Youth Section**

- i. To agree whether to make a donation towards the purchase of equipment
- ii. To agree the amount of any donation.

**17. Request for Grant Aid 2025/26 – Budleigh Salterton Carnival**

- i. To agree whether to make a donation towards the purchase of equipment
- ii. To agree the amount of any donation.

**18. Budleigh Salterton Community Workshop**

- i. To consider a request to erect an awning on BSTC property
- ii. To agree to the above request. See supporting papers.

**19. Public Hall / Council Office Key Holders**

- i. To agree on the duties and responsibilities expected of a keyholder
- ii. To determine which members of the Town Council will serve as keyholders

**20. Budleigh Salterton Christmas Lights**

- i. To consider the formation of a BSTC group to explore the options for the future funding and storage of the Christmas Lights.
- ii. To agree nominations for 3 or more councillors to form the group
- iii. To ask the group to produce a report with costed recommendations and options to the Town Council meeting on 8th September 2025

**21. Correspondence Received**

18 June 2025: email received from a resident regarding anti social driving

**22. Any Other Business at the Chair's Discretion**

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

**23. Dates of Next Meetings**

**Monday 14<sup>th</sup> July 2025**

Planning Committee (PC)

at 7.00pm

Town Council (TC)

on the rising of the PC

**Monday 28<sup>th</sup> July 2025**

Planning Committee (PC):

at 7.00pm (Power to Act)

**Monday 18<sup>th</sup> August 2025**

Planning Committee

at 7.00pm