



Buddleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust
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8 October 2025

You are hereby summoned to attend a Meeting of the Town Council which will be held in the Council Offices, Station Road, Buddleigh Salterton on Monday 13 October 2025 on the rising of the Planning Committee. The Agenda is set out below.

Mrs A 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 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 8 September 2025.

5. Reports of Committees

To note the Minutes of the following Meetings:

- Finance Committee held on 8 September 2025
- CIL Committee held on 29 September 2024

6. Chairman's Report

7. Clerk's Report

8. Reports of Council Representatives on Other Bodies

9. Reports of County and District Councillors. See supporting papers

10. Finance Inspection

- (i) To approve payments for the month of September 2025, in accordance with Appendix A.
- (ii) To note that Cllr G Woodcraft has carried out the internal finance inspection for September 2024.

11. Audit of Accounts: Year Ended 31 March 2025

To note that the Audit has been successfully completed. See supporting papers.

12. Emergency Plan

- i. To review and discuss the draft Budleigh Salterton emergency plan (EP) and finalise outstanding details
- ii. To agree a review cycle
- iii. To note that the role of the Emergency Group is to review and update the EP as required. See supporting papers

13. Fire Risk Assessment

- i. To receive details of the quotation from James Hallam and Associates and Chubb Fire and Security
- ii. To appoint a provider to carry out the Fire Risk Assessment. See supporting papers

14. Mailing list

To consider and agree, following GDPR guidance, the development of a residents mailing list to improve communication etc

15. Banking

- i. To agree the addition of two further Town Councillors to the existing banking approvals group in order to strengthen resilience and ensure continuity of financial governance.
- ii. To appoint two additional members

16. Emergency Contacts

To note the emergency contacts for the Public Hall are as follows:

Alan Chaplin David Walsh Steve Moore

17. Royal British Legion – Poppy Appeal 2025

To consider an appropriate donation for the wreath/s.

18. Climate Change Group

(i) Terms of Reference (ToR)

To receive and agree the draft Terms of Reference including:

- To agree to the proposed change of the group's status to a Committee and
- To approve the renaming of the group to Climate and Environment Committee.

(ii) Climate and Environment Committee Activities

To receive and agree the anticipated activities of the Committee for the next six months. See supporting papers.

19. Committee Membership

To note that Cllr Billington has joined the Traffic Group.

20. Traffic Group

To receive and agree the draft ToR including the change of name.

21. Correspondence Received

Museum Development South West – Letter of Thanks
Budleigh Information Centre – Letter of Thanks
Citizens Advise – Letter of thanks for Donation
Letter from Melinda Swallow
OVA – 2025/26 Focus Areas

22. Any Other Business at the Chairman's Discretion

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

23. Dates of Next Meetings

Planning Committee	27 Oct 2025 – Power to Act.
Planning Committee (PC):	10 Nov 2025 at 7.00pm
Finance Committee (FC):	10 Nov 2025 on the rising of the PC
Foreshores and Footpaths (F&FC)	10 Nov 2025 on the rising of the F&FC
Planning Committee:	25 Nov 2025 at 7.00pm
Town Council:	25 Nov 2025 on the rising of the PC
Community Gardens Committee:	25 Nov 2025 on the rising of the TC
Planning Committee:	15 Dec 2025 at 7.00pm
Town Council:	15 Dec 2025 on the rising of the PC
Christmas and New Year break.	
Meetings resume 13 Jan 2026	
Town Council Meetings – Fourth Monday of the Month*	
Planning Committee Meetings – Second and Fourth Monday of the Month*	
** with exception of bank holidays	