



22 April 2026

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 27th April 2026 on the rising of the Planning Committee.

Alice Gater-Wildgust

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 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. Apologies for Absence

To receive and approve apologies for absence.

3. Declarations of Interest and Dispensations

Members are required to declare any interests they may have in relation to items on the agenda and to agree any necessary dispensations in order to remain and participate. Guidance for councillors on making declarations of interest is available online via the BSTC [Code of Conduct](#). *You must also declare any gifts/hospitality you have accepted in excess of £25.*

4. Minutes

To confirm the minutes of the Town Council meeting held on 23 March 2026 as a true and accurate record.

5. Report of Committee

To note the minutes of the Finance Committee Meeting held on 13 April 2026.

6. Chair's Report

7. Clerk's Report

8. Reports of Council Representatives on Other Bodies

9. Reports of County and District Councillors

10. Finance Inspection

- To approve payments for the months of March 2026 in accordance with *Appendix A*.
- To note that Cllr G Woodcraft carried out the internal finance inspection for March 2026

11. Annual Governance and Accountability Return 2025/25 (AGAR)

- To note that Section 1: Annual Governance Statement has been completed following review by the Finance Committee.
- To approve and authorise the signing of Section 1 in accordance with the recommendation of the Finance Committee (Minute 25.546).

12. Public Hall Income

To consider and approve the recommendation of the Public Hall Committee (Minute 25.420) to revise booking deposit procedures to safeguard future income (see supporting papers).

13. Internal Auditor Appointment 2026/27

To consider and 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 Bethany Gibbons. It is also noted that Westcotts are independent of BSTC.

14. Policies

To review and adopt the following policies in line with statutory requirements and/or proper practises (see supporting papers):

- i. Publication Scheme
- ii. Data Protection Policy
- iii. Information Technology Policy

15. Risk Assessment & Risk Management

To receive and consider current risk assessment and risk management documentation (see supporting papers).

16. Fire Risk Assessment Actions

Fire Doors:

- (i) To consider quotations and approve the appointment of a contractor to replace two fire doors, as identified in the fire risk assessment.
- (ii) To consider quotations and approve the appointment of a contractor to conduct a fire door survey of the double doors between the toilets vestibule and the Public Hall.

Curtains:

- i. To consider quotations and approve the appointment of a contractor to apply fire-retardant treatment to the Public Hall stage curtains (see supporting papers).

17. Building Survey

To receive details of the completed building survey received from Andrew Mills Surveyors and to consider its contents.

18. Budget Headings / Reserves 2026 / 2027

i. Salary 2026/2027

To note an increase of £11980.00 has been applied to the salary budget following the decision to recruit an additional member of staff.

ii. Town Improvements / Town Improvement Fund

To receive and approve the recommendation from the Finance Committee [Min 25.547] to amend relevant budget headings (see supporting papers).

iii. Reserves

To receive details of current Council reserves.

19. Gala Week

(i) Gala Week Opening Day – Saturday 23 May 2026

To agree that the Council will host a promotional and engagement stand on The Green in order to promote BSTC visibility.

(ii) Climate Change and Environment Event – Wednesday 27 May 2026 (10.00am – 12.00pm)

To note arrangements for the previously agreed Climate Change and Environment event, including the launch of the "20 is Plenty" initiative.

(iii) Working Party

To appoint a working party of three to four councillors to progress planning and delivery of the above events.

20. Grants Policy

To consider the draft Grants Policy and any proposed amendments (see supporting papers).

21. Correspondence Received

Devon County Council:

Temporary Prohibition of Through Traffic & Parking

- 10.4.26– 29.5.26: Dark Lane, (TTRO2668832)
- 12.4.26-22.5.26: Northview Cllr R J Doorbar, Sherbrook Hill, Westhill (TTRO2669040 – Gas Mains Replacements – **Staged** works)
- 29.6.26-24.7.26: Westfield Close (TTRO2669043, Gas Mains Replacement)

Temporary Prohibition of Through Traffic, Parking, Suspension of one way

- 18.5.26-25.8.26: Upper Stoneborough Lane, Station Road, Cricket Field Lane (TTRO2669048 – Gas Mains Replacement, **Staged** works)

Temporary Prohibition of Through Traffic

- 17.6.26-19-6-26: Stoneborough Lane, (TTRO2668596 – Pole Replacement)

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22. Any Other Business at the Chairman's Discretion

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

23. Future Diary Dates

Next Meetings

11 May 2026

Annual Meeting of the Town Council

Planning Committee

12 May 2026

Traffic and Transport Group

18 May 2026

Planning Committee

Town Council

Town Council Events

23 May 2026

BSTC Stand at Gala Week Opening

27 May 2026

Climate Change and the Environment Event