



Budleigh Salterton Town Council

Town Clerk: Mrs Alice Gater-Wildgust
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6 May 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 11 May 2026 at 7.00pm. The Agenda is set out below.

Mrs Alice Gater-Wildgust
Town Clerk

AGENDA

- 1. Election of Chair**
To elect the Chair of the Town Council for the year 2026/27, in accordance with the Council's Standing Orders. See supporting papers.
- 2. Declaration of Acceptance of Office by Chair**
- 3. To receive any Apologies for Absence**
- 4. Election of Vice Chair**
To elect the Vice-Chair of the Town Council for the year 2026/27, in accordance with the Council's Standing Orders. See supporting papers.
- 5. Declaration of Acceptance of Office of Vice Chair**
- 6. 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](#).
Members are requested to return a revised 2026 Register of Interests.
- 7. Minutes**
To confirm the Minutes of the following meetings held on 27 April 2026:
 - Town Council Meeting
 - Extraordinary Meeting of the Town Council
- 8. Chair's Remarks**
- 9. To Appoint Members to Serve on the following Committees*:-**
 - Planning (with Power to Act)
 - Finance
 - Staffing
 - Public Hall
 - Foreshore and Footpaths (F&F)
 - Climate Change and the Environment Committee (CEC)
 - Community Infrastructure Levy (CIL)

- Community Gardens
*see BSTC website, [Committee Page](#) for more information and ToR. Finance ToR are controlled by [Financial Regulations](#).

10. To appoint Members to serve on the following Town Council groups:

- Traffic and Transport Group
- Emergency Group

11. To review the representation on external bodies and the arrangements for reporting back;

i. To appoint a Town Council representative to the following external groups:

- [Budleigh Beach and Cliff Management Plan Advisory Group](#) - EDDC
- [East and Mid Devon Community Safety Partnership](#) (to note next Meeting is 27/5/26)
- [East Devon District Council Arts & Culture Forum](#)

These groups do not require a representative at the present time:

- Devon Association of Local Councils – Larger Councils Sub-Committee - not required at present. ToR under review.
- Heath to Sea – not required until 2027

ii. To appoint Town Council representatives to the following local organisations:

- Budleigh in Bloom
- Exmouth & District Community Transport Group
- Fairlynch Museum
- Friends of Budleigh Salterton Library
- Knowle Village Hall Committee
- St Peter's Primary School

iii. To Appoint a Representative & Trustee to Serve on the following local organisations:-

- Fryer Welfare Trust
- Fryer Recreational Trust
- Budleigh Salterton Nursing Association

iv: Reporting Back

To agree that members will report back to the Town Council (via a written report to the Town Clerk)

12. Power to Act

To receive details on the Power to Act and to consider approval for its use by the Proper Officer

13. Dates and Times of Meetings

- To fix the dates and times of Ordinary Meetings of the Council for the forthcoming year (to May 2027)
- To fix the dates and times of Planning Committee meetings for the forthcoming year (to May 2027)
- To agree delegation of Power to Act on Planning Applications during holiday periods including Easter and Christmas/New Year periods (as detailed in the supporting documents)

14. Authority to Sign Cheques/Direct Debits/Authorise Payments

- i. To agree names of Members with authority to sign cheques and Direct Debits and authorise internet banking payments.
- ii. To agree names of Members with authority to manage CCLA Investments (see Supporting documents)

15. Terms of Reference (ToR)

- i. The CIL Committee are requested to produce a ToR for review and approval at full council, in line with all other committees.
- ii. The ToR of the Foreshores and Footpaths Committee are to be reviewed at the first committee meeting following this meeting (8/6/26)
- iii. The following ToR are to be reviewed in May 2027:
 - Climate and Environment Committee
 - Public Hall Committee
 - Community Gardens

16. Bank Mandates

To consider renewing mandates with Lloyds Bank.

17. Deeds and Documents

- i. To note that the deeds and documents are held with Messrs Gilbert Stephens of 51 High Street, Budleigh Salterton.
- ii. Review of inventory of land and other assets including buildings and office equipment. See supporting documents.

18. Insurance

To note that the Town Council's insurance cover is currently held with Aviva. A full review for 2026/27 has been completed with the Town Council's insurance broker.

19. Council Policies

- i. To review and reaffirm the Town Council's Policies listed below. All policies can be viewed on the Town Council's website [Policies - Budleigh Salterton Town Council](#):
 - Standing Orders
 - Financial Regulations
 - Code of Conduct
- ii. To note that the following procedures/policies are under review
 - Complaints Procedure
 - Press & Media

20. Work Experience

To consider a recommendation regarding the provision of work experience. See supporting papers.

21. Any other business at the Chair's discretion.