



## **Budleigh Salterton Town Council**

Town Clerk: Mrs Alice Gater-Wildgust

Council Offices, Station Road

Budleigh Salterton

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16 June 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 22 June 2026 on the rising of the Planning Committee. The Agenda is set out below.

*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 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 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](#).
- 4. Minutes**  
To confirm the Minutes of the Meetings of the Town Council held 11 and 18 May 2026.
- 5. Reports of Committees**  
To note the Minutes of the following Meetings that took place on 8 June 2026
  - Public Hall Committee
  - Foreshores and Footpaths Committee
- 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**
  - (i) To review payments for the month of May 2026, in accordance with Appendix A
  - (ii) To note that Cllr P Lewis has carried out the internal finance inspection for April 2026 with an overall check of payments and bank statements to date.

- 11. Audit 2025/26**
- (i) To receive and note the annual internal audit report from Westcotts Chartered Accounts and to note comments regarding end of year salary transaction.
  - (ii) To receive and approve the Accounts for Financial Year 1 April 2025 to 31 March 2026, all of which have been the subject of Internal Audit.
  - (iii) To approve and complete the Accounting Statement 2025/26 which forms part of the Annual Return.
- (See supporting papers for consideration before meeting please)
- 12. Insurance Renewal**
- To note that the insurance has been renewed with Aviva (see supporting paper).
- 13. Meeting Dates**
- To note revised meeting date schedule (see supporting paper).
- 14. Policy and Document Review**
- i. To review and adopt the following policies:**
    - Code of Conduct Policy, updated to full LGA model CoC – last reviewed in 2022\*
    - Dignity at Work Policy - last reviewed in 2022\*\*
  - ii. To review and adopt the following policies**
    - Equality and Diversity Policy – New\*
- \* produced using template from NALC & HSE, legal requirement  
\*\* to support legal duties of employed require under the Equality Act 2010 to prevent discrimination and harassment, and to take reasonable steps to protect employees' wellbeing. Considered good practise
- iii. To note the following:**
    - Asset Register (see supporting papers).
- 15. Budleigh Salterton Community Workshop**
- To receive and consider the report from the Public Hall Committee, assessing the advantages and disadvantages of the following request, and to agree on an appropriate course of action (see supporting paper).
- 16. Contractors to be appointed**
- i. Jubilee Shelter – Remedial Works**  
To consider quotations received and appoint a contractor to carry out remedial works to the Jubilee Shelter (see supporting papers).
  - ii. Boiler – Town Council Office**  
To consider quotations received and appoint a contractor to carry out the replacement of the office boiler (see supporting papers).
- 17. Co-option of a Town Councillor**
- To approve the co-option of a new Councillor to Budleigh Salterton Town Council.
- 18. Correspondence Received (See Supporting Papers)**
- Devon County Council**
- Dark Lane – 29.5.26 – 31.12.26 TTRO2670195 / 2670199. Suspension of Traffic and Parking

Friends of Budleigh Salterton Library : letter of thanks  
St Peters Mini Mag – June 2026  
Budleigh Salterton Cricket Club: Letter of thanks  
David Reed MP – letter of thanks to Chair

**19. Any Other Business at the Chair's Discretion**  
*NB!! No decisions may lawfully be made under this Agenda item.*

**20. Dates of Next Meetings**  
**Monday 13<sup>th</sup> July 2026**  
Planning Committee (PC) at 7.00pm  
CCE  
**Monday 27<sup>th</sup> July 2026**  
Planning Committee (PC): at 7.00pm  
Town Council

**The Chair 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:**

**21. Staffing**

i. To receive details of a number of staffing matters and agree an appropriate course of action.

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

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