

## **BUDLEIGH SALTERTON TOWN COUNCIL**

**MINUTES** of the Meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 20 May 2024 on the rising of the Planning Committee.

Meeting commenced at 7.04pm.

### **PRESENT**

Cllr C A Sismore-Hunt (Town Mayor)

Cllr M C Hilliar (Deputy Town Mayor)

Cllr C M Cunningham

Cllr R J Doorbar

Cllr S J Horn

Cllr M P Lewis

Cllr D Walsh

Cllr W K Wood

Cllr G Woodcraft

**In Attendance:** District Cllr H L Riddell, Mrs J E Vanstone (Town Clerk), Mrs L R Ward (Assistant to the Town Clerk) and one member of the public

### **24.032 Public Speaking Time**

No Members of the public wished to speak.

### **24.033 Apologies for Absence**

Apologies were received and accepted from Cllr A F Chaplin, District Cllr C Fitzgerald and District Cllr M Martin.

### **24.034 Declarations of Interests in Items on the Agenda**

No interests were declared.

### **24.035 Minutes**

The Minutes of the Meeting of the Town Council held on 29 April 2024 and the Annual Meeting of the Town Council held on 13 May 2024 had been circulated prior to the Meeting. It was unanimously agreed they be signed as a true record.

### **24.036 Chairman's Report**

The Town Mayor, Cllr C A Sismore-Hunt said she had asked the Clerk to circulate the Housekeeping notes to everyone as there were some newer members on the Council. She reiterated the point about Councillors raising their hand when wishing to speak as this helped her and the Clerk who both had hearing issues. She then reported:

- Only one response had been received for the Clerk's Job vacancy. She and the Clerk had discussed the best way forward and agreed the Clerk should now contact an employment agency to hopefully find some candidates for interview in July.  
Cllr M P Lewis wondered whether the job was being advertised too early. Cllr Sismore-Hunt explained the reason for this was there were some jobs which the Clerk only carried out annually and it was felt a longer hand-over would be useful.
- She had attended the Elizabethan evening at East Budleigh Village Hall which had been enjoyable and interesting.

## **24.037 Clerk's Report**

Mrs J E Vanstone reported:

- No requests for election had been made for the two councillor vacancies which meant the Council was now able to co-opt. She would prepare an advertisement asking for applications by the end of June with a view to interview in early July.
- She had contacted Tozers Solicitors who had agreed to represent the Town Council regarding the purchase of the Station Road Toilets from East Devon District Council. She was still waiting to receive the updated Heads of Terms.
- Members would be aware that she was currently gathering quotations for replacement stage lighting and audio equipment. Two of the companies had pointed out that some of the lighting/curtaining equipment was fairly ancient and she had been advised not to use the main stage curtains until such time as the integrity of the beams had been ascertained. The surveyor had visited that afternoon and had contacted a local structural engineer who she hoped would be visiting in the next few days. She would keep councillors apprised of the situation.
- She was pleased to advise that Lloyds Bank had contacted her regarding the possibility of using the Public Hall for a regular Community Banker visit. As from 4 June 2024, they would be using the Norman Centre from 9.45am to 11.45am every other Tuesday. She was waiting for a press release and as soon as this was received, she would circulate it via the Council's Facebook page. She would also inform the Information Centre.

## **24.038 Reports of Council Representatives on Other Bodies**

### Friends of Budleigh Salterton Library

Cllr R J Doorbar reported that the group was continuing its fundraising and good progress was being made on the refurbishments in the library. One issue was the "staff room" and he felt it would be great if that could also be refurbished. He understood that the Library manager would be contacting the Clerk to see if there was any possibility of some Council funding.

The Group would be selling books at the Gala Week fete and a workshop would be held in the library on 28 May.

There would also be a D-Day event on 6 June.

The summer reading challenge started in July and this year's theme was "being creative".

He said the library staff were fantastic and they needed all the support the Council could give them.

### Budleigh Salterton Nursing Association

Cllr C M Cunningham reported she had attended the recent AGM. She had learned the Association had started after being bequeathed funds from a retired nurse and how these funds were used to help residents with medical needs. The Committee comprised of a mixed skill set who were able to sign-post residents to other funding streams if necessary.

### Cancer UK

Cllr D Walsh reminded Councillors that the Big Breakfast would be kicking off Gala Week on Saturday 25 May and he hoped to see everyone there!

## **24.039 Reports of County and District Councillors**

### District Councillor

District Cllr H L Riddell reported:

- The Local Plan was out for further consultation. District Cllr C Fitzgerald was up to date with the changes as she sat on the Planning Committee. There was information on the Green Wedge at Knowle which she would be able to explain more fully. Green Wedges were not part of the National Planning Policy Framework and therefore not enforceable. This meant if East Devon District Council could not meet its planning commitments central government could insist on building on Green Wedges.
- He had been in contact with the local fishermen who were concerned that the edge of the wall between Steamer Steps and the Budleigh Club was failing and had asked that the line on the edge be repainted. He had contacted StreetScene but had not had a response.  
The Clerk suggested he contact the Beach Safety Officer and would pass on his contact details.
- The Lime Kiln Play Area was now fully open and was receiving good feedback. The grass had also been cut and planting was finished.

## **24.040 Finance Inspection**

- (i) Payments for the month of May 2024, in accordance with Appendix A, were approved. The Clerk advised that she had not sent the payments list as it was not complete. It would be sent at the end of the month.
- (ii) It was noted that Cllr G Woodcraft had carried out the internal finance inspection for April 2024.

## **24.041 Audit 2023/24**

- (i) It was agreed that the Annual Governance Statement, which forms part of the Annual Return, be completed.
- (ii) The Accounts (plus Supporting Notes and Risk Management and Risk Assessment documents) for Financial Year 1 April 2023 to 31 March 2024, all of which have been the subject of Internal Audit, were received and noted.
- (iii) It was noted there were no matters the Internal Auditor wished to bring to the attention of the Council.

The Clerk advised that because of the timing of the Meeting, the Auditor's letter had not been circulated but she would forward it as soon as it was received.

- (iv) It was agreed the Accounting Statement 2023/24, which forms part of the Annual Return, be completed.

Cllr M P Lewis thanked the Clerk for her work in completing the Audit.

## **24.042 Audit 2024/25**

The appointment of Westcotts, Chartered Accountants, to undertake the Council's audit work for the forthcoming year was agreed and it was noted that the Internal Auditor will be Tom Stuckey.

## **24.043 Town Council Investments**

Consideration was given to investing additional funds in the CCLA Public Sector Deposit Fund and it was

**Resolved:** A further £75000 be invested.

It was agreed that the Finance Committee should look at this and other accounts at a future meeting to ensure the Council's spread of investments is safe.

**24.044 Town Council Budgets**

(i) Consideration was given to increasing the Chairman’s Allowance budget (711) following the payment made to D J Hayward made outside his term of office.

**Resolved:** The budget shall be increased by £300 to £1900 for financial year 2024/25 only.

(ii) Consideration was given to increasing the Civic Fund budget (712) to £2500.

**Resolved:** The budget shall be increased to £2500 for financial year 2024/25 and will include the costs involved in the Chairman’s Reception as well as Civic Service and “Mayor Making” meeting.

**24.045 Committee Chairmanship**

Chairmen of the following Committees were elected:

- Finance Cllr G Woodcraft
- Public Hall Cllr W K Wood
- Foreshore & Footpaths Cllr A F Chaplin
- Community Gardens Cllr A F Chaplin

**24.046 Correspondence Received**

- Otter Valley Association: Summer 2024
- The Clerk: May 2024
- Clerks & Councils Direct: May 2024
- Allotment Gardener: Issue 2 2024

**24.047 Any Other Business at the Chairman’s Discretion**

No other business was raised.

**24.048 Dates of Next Meetings**

Planning Committee:	10 June 2024 at 7.00pm
Planning Committee:	1 July 2024 at 7.00pm
Town Council:	1 July 2024 on the rising of the Planning Committee
Planning Committee:	15 July 2024 at 7.00pm
Public Hall Committee:	15 July 2024 on the rising of the Planning Committee
Foreshore & Footpaths Committee:	15 July 2024 on the rising of the Public Hall Committee
Planning Committee:	29 July 2024 at 7.00pm
Town Council:	29 July 2024 on the rising of the Planning Committee

There being no further business, the Meeting closed at 7.45pm.

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Chairman

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Date