

## **BUDLEIGH SALTERTON TOWN COUNCIL**

**MINUTES** of the meeting of the Finance Committee held in the Council Offices, Station Road, Budleigh Salterton on Monday 10 November 2025.

The meeting commenced at 7.11pm

### **PRESENT**

Cllr G Woodcraft (Chair)  
Cllr A Chaplin  
Cllr S Cook  
Cllr P Lewis  
Cllr L Miszewska

**In attendance:** Alice Gater-Wildgust (Town Clerk & Responsible Financial Officer (RFO)), Cllr P Jones & Cllr P Manfield.

### **25.278 Public Speaking Time**

There were no members of the public in attendance.

### **25.279 Apologies for Absence**

There were no apologies.

### **25.280 Minutes**

The minutes of the Meeting of the Finance Committee held on 8 September 2025 had been circulated prior to the Meeting. It was unanimously agreed they be signed as a true record.

### **25.281 Chair's Report**

The Chair of Finance, Cllr Woodcraft reported that:

At present, the budget position reflects approximately seven and a half months of expenditure within the current financial year. This remains in line with the approved budget, although it continues to be a critical period for the TC to monitor spending closely and ensure that all commitments remain within forecasted limits.

On 22 October the Chair met with the Clerk/RFO to discuss matters relating to the precept.

The Chair had requested that a one-page overview of the finances to support transparency and facilitate easier review be produced. The Clerk/ RFO will consider the development of this summary in due course.

This was followed by a brief summary from the RFO regarding the outcome of the Section 106 consultation which had recently closed. The consultation had been very widely reviewed and feedback from EDDC confirmed that it was an above average response for a consultation on Commonplace

### **25.282 Internal Controls**

The Council's Internal Finance Controls were reviewed and it was:

**Resolved:** to accept them with no amendments sought.

### **25.283 Payments**

It was agreed, for the next twelve months, the Clerk can continue to make payments via Internet Banking.

A query was raised regarding the ongoing relevance of this agenda item due to the prevalence of internet banking. The Clerk / RFO will follow up on this.

### **25.284 Direct Debit Payments**

It was agreed, for the next twelve months, the following expenditure items will continue to be paid via direct debit:

- East Devon District Council – Car Park Rates

- East Devon District Council – Public Hall Rates
- East Devon District Council – Norman Centre Rates
- British Gas – Public Hall Gas
- British Gas – Public Hall Electricity
- British Gas – Norman Centre Gas
- British Gas – Norman Centre Electricity
- British Gas – Station Road Toilets Electricity
- South West Water – Public Hall Water and Sewerage
- South West Water – Community Gardens Water
- Biffa – Refuse collection
- Zen Internet – telephone and fibre
- Rentokil Initial – Hygiene Services
- Cleaning South West – Station Road Toilets Cleaning Contract

It was further noted that all invoices related to direct debits are checked and verified and any errors that may occur are dealt with appropriately.

#### **25.285 Precept 2026/76**

- The estimated figures for 2025/2026 were received.
- The recommendation from the Public Hall Committee regarding precept requirements for 2026/27 were received and it was:

##### **Resolved:**

To accept this recommendation with one amendment to the budget for marketing as follows:

- Public Hall Precept £76675.50 (to include a £3000.00 Marketing Budget, the exact use of which is to be determined).
- Norman Centre Precept £1338.00.

- Following a discussion regarding the precept for 2026/27 it was:

##### **Resolved:**

A precept of £235611.93 would be requested from East Devon District Council for 2026/2027, an increase of 19% on 2025/2026

- It was noted that the request would still require over £37,000 to be raised through other means, including a reduction in Council reserves.
- Work has been undertaken to ensure budget figures accurately reflect income and expenditure. Figures will continue to be reviewed periodically and monitored by the RFO and Chair of Finance to reflect any changes in revised budgets.
- It was further agreed that all miscellaneous income and expenditure will have revised budget figures allocated, going forward.

#### **25.286 Model Financial Regulation (MFR)**

Details of the new MFR were received and accepted. It was :

##### **Resolved:**

- the Finance Committee would recommend that the Town Council adopt these regulations.

#### **25.287 Any Other Business at the Chair's Discretion**

No other business was raised.

There being no further business, the Meeting closed at 8.50pm.

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Chair

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Date