

BUDLEIGH SALTERTON TOWN COUNCIL

MINUTES of the annual meeting of the Town Council held in the Council Offices, Station Road, Budleigh Salterton on Monday 11th May 2026

The meeting commenced at 7.00pm.

PRESENT

Cllr G Woodcraft – Chair and Town Mayor	Cllr M Alligan
Cllr A Chaplin	Cllr S Cook
Cllr C Cunningham	Cllr R Doorbar
Cllr S Horn	Cllr P Lewis
Cllr S Woodman	

In Attendance: Mrs A Gater-Wildgust (Town Clerk)

26.001 Election of Chair

The meeting was opened by the current Chair, who invited nominations for the position of Chair of the Town Council for the ensuing year.

Councillor Woodcraft was nominated by Councillor Horn and seconded by Councillor Cook.

Councillor Woodcraft was also nominated by Councillor Cunningham and seconded by Councillor Lewis.

Following a vote of members, it was:

RESOLVED: That Councillor Woodcraft be elected Chair of the Town Council and Town Mayor for the year 2026/27.

26.002 Declaration of Acceptance of Office by Chair

Councillor Woodcraft signed the Declaration of Acceptance of Office.

26.003 Apologies for Absence

Apologies were received and accepted from Cllr P Manfield, District Cllr C Fitzgerald, and District Cllr M Martin.

26.004 Election of Vice Chair

The newly elected Chair took over the meeting and invited nominations for the position of Vice-Chair. Councillor Horn was nominated and following a vote it was:

RESOLVED: That Councillor Horn be elected Vice-Chair of the Town Council for the year 2026/27.

26.005 Declaration of Acceptance of Office of Vice Chair

Councillor Horn signed the Declaration of Acceptance of Office.

26.006 Declarations of Interest and Dispensations

Cllr Chaplin declared an interest in Min 26.009. He is a joint allotment holder.

26.007 Minutes

The Minutes of the Town Council and Extraordinary Meetings of the Town Council, both held on 27 April 2026, were approved as a correct record and signed by the Chair.

26.008 Chair's Remarks

The Chair recorded thanks to Cllr Lewis for their commitment to BSTC during their tenure as Chair and Town Mayor and reflected warmly on the Celebration of Civic Service held in September 2025, which centred on the theme of kindness. The Chair noted that this event had been well received by the town and warmly appreciated.

The Chair thanked Members for their support and stated that they looked forward to working with the Council throughout the forthcoming civic year.

The Chair stated that a key priority for the forthcoming year would be continuing to strengthen communication and ensuring that residents were kept informed about the work and activities of the Town Council.

The Chair further noted that BSTC enters this year in a stable financial state and highlighted the importance of maintaining secure and sound financial management, particularly in light of the evolving local government landscape and the transition towards a new unitary authority structure.

Reference was also made to Community Infrastructure Levy (CIL) and Section 106 funding, with the Chair emphasising the importance of ensuring that such funds were distributed thoughtfully and wisely for the benefit of the wider community.

26.009 Members to Serve on Committees*:-

The council agreed the following committee arrangements for 2026/2027:

Town Council

All 12 Members

Planning (with Power to Act)

All 12 Members

Public Hall

Cllr A Chaplin Cllr S Horn Cllr P Lewis Cllr S Woodman

Finance

Cllr S Cook Cllr R Doorbar Cllr P Lewis Cllr G Woodcraft

Foreshore and Footpaths

Cllr S Cook Cllr A Chaplin Cllr G Woodcraft Cllr S Woodman

Community Gardens

Cllr M Alligan Cllr A Chaplin Cllr C Cunningham Vacant

Staffing

Cllr C Cunningham Cllr R Doorbar Cllr S Horn Vacant

Community Infrastructure Levy (CIL)

Cllr S Cook Cllr R Doorbar Cllr S Horn Cllr G Woodcraft

Climate and the Environment Committee

Cllr M Alligan Cllr C Cunningham Cllr P Lewis Cllr S Woodman

*Further information on BSTC committees is available here: [Committee Page](#)

Finance ToR are controlled by [Financial Regulations](#).

26.010 Members to serve on Groups:

The council agreed the following group membership arrangements for 2026/2027:

Budleigh Salterton Traffic and Transport Group

Cllr A Chaplin Cllr P Lewis Vacant

Budleigh Salterton Emergency Group (Chair to be elected)

Cllr R Doorbar Cllr S J Horn Cllr M Alligan Cllr C Cunningham
Cllr S Woodman

26.011 Representation on external bodies and the arrangements for reporting back:

i. The Council considered appointments of Town Council representatives to external organisations and groups for the 2026/2027 civic year.

RESOLVED: That the following appointments be approved:

- Budleigh Beach and Cliff Management Plan Advisory Group – Cllr Cook and Alice Gater-Wildgust, Town Clerk.
- East and Mid Devon Community Safety Partnership – Vacant.
- East Devon District Council Arts & Culture Forum – Cllr Doorbar

It was further noted that representation was not required at the present time for the following groups:

Devon Association of Local Councils – Larger Councils Sub-Committee, pending review of Terms of Reference.

Heath to Sea – representation not required until 2027.

ii. The Council considered the appointment of Town Council representatives* to local organisations for the 2026/2027 civic year.

RESOLVED: That the following appointments be approved:

- Budleigh in Bloom – Cllr S Cook
- Exmouth & District Community Transport Group – Cllr S Horn
- Fairlynch Museum – Cllr M Alligan, with support from Cllr Lewis for day time requirements.
- Friends of Budleigh Salterton Library – Cllr R Doorbar
- Knowle Village Hall Committee – Vacant.
- St Peter's Primary School – Vacant.

*It was noted that Town Council representatives appointed to local organisations act solely in a liaison and communication capacity on behalf of the Town Council and are not appointed as members, trustees, or decision-makers of those organisations. It was further noted that all relevant groups had been advised accordingly.

iii. The Council considered the appointment of Representatives / Trustee to Serve on the following local organisations:-

It was noted that BSTC could not require Members to act as trustees of external organisations or third-party entities.

RESOLVED: That the following organisations be allocated a Town Council representative only, and that such appointments shall not constitute trustee positions:

- Fryer Welfare Trust & Fryer Recreational Trust – Cllr Lewis
- Budleigh Salterton Nursing Association – Cllr Woodman

iv. Reporting Back

It was agreed that members will report back to the Town Council (via a written report to the Town Clerk)

It was further noted that the Town Clerk will engage with Shop Budleigh to access what, if any, representative is required for 26/27, in addition to already agreed support for the Town Christmas Lights.

26.012 Power to Act

The Council received details regarding the use of the Power to Act by the Proper Officer and gave consideration to the approval of its application where necessary and appropriate.

RESOLVED: That the use of the Power to Act by the Proper Officer be approved.

26.013 Dates and Times of Meetings

- i. The dates and times of Ordinary Meetings of the Council for the forthcoming civic year to May 2027 were considered and agreed.
- ii. The dates and times of Planning Committee meetings for the forthcoming civic year to May 2027 were considered and agreed.
- iii. The Council considered the delegation of the Power to Act in respect of Planning Applications during holiday periods, including Easter and the Christmas/New Year period, as detailed within the supporting documents.

RESOLVED: That delegation of the Power to Act in respect of Planning Applications during the specified holiday periods be approved.

26.014 Authority to Sign Cheques/Direct Debits/Authorise Payments

- i. The Council considered the appointment of Members with authority to sign cheques and Direct Debits, and to authorise internet banking payments.

RESOLVED: That the Members named within the supporting documents be authorised as approved signatories for cheques, Direct Debits, and internet banking payments.

- ii. The Council considered the appointment of Members with authority to manage CCLA investments.

RESOLVED: That the Members named within the supporting documents be authorised to manage CCLA investments on behalf of the Council.

26.015 Terms of Reference (ToR)

- i. It was noted that the Community Infrastructure Levy (CIL) Committee had been requested to prepare Terms of Reference for consideration and approval by Full Council, in line with the arrangements for all other Committees.

- ii. It was noted that the Terms of Reference for the Foreshore and Footpaths Committee would be reviewed at the first meeting of the Committee following this meeting, scheduled for 8 June 2026.

- iii. It was noted that the following Committee Terms of Reference would be subject to review in May 2027:

- Climate and Environment Committee
- Public Hall Committee
- Community Gardens Committee

26.016 Bank Mandates

The Council considered the renewal of banking mandates with Lloyds Bank.

RESOLVED: That the Lloyds Bank mandates be renewed in accordance with the approved authorised signatories and banking arrangements of the Council.

26.017 Deeds and Documents

- i. The Council noted that the Council's deeds and legal documents are held by Gilbert Stephens of 51 High Street, Budleigh Salterton.
- ii. Fixed Assets: It was agreed that this matter be added to a future agenda for further consideration.

It was further noted that clarification would be sought regarding the terms of the lease relating to the Jubilee Shelter.

26.018 Insurance

It was noted that the Town Council's insurance cover is currently held with Aviva. A full review of the Council's insurance arrangements for 2026/27 had been undertaken in consultation with the Town Council's insurance broker.

26.019 Council Policies

i. The Council reviewed and reaffirmed the following Town Council policies, all of which are available to view on the Town Council website:

- Standing Orders
- Financial Regulations
- Code of Conduct

ii. It was noted that the following procedures and policies are currently under review:

- Complaints Procedure
- Press and Media Policy

26.020 Work Experience

Consideration was given to a recommendation regarding the provision of work experience opportunities.

Following discussion, it was proposed by Cllr P Lewis that authority be delegated to staff to determine appropriate arrangements and to undertake further investigation into the matter.

RESOLVED: That the matter be delegated to staff for further investigation and execution regarding the provision of work experience opportunities.

26.021 Any other business at the Chair's discretion.

Cllr Chaplin raised a query regarding receipt of an invitation from the Lions for the social evening scheduled for 24 May 2026. The Town Clerk agreed to follow this matter up.

An update was received regarding the Community Speedwatch initiative. It was noted that one volunteer was no longer able to undertake the role. Members emphasised the need to encourage additional volunteers to come forward and requested that publicity be given to the recruitment of further volunteers.

Cllr Chaplin provided a report regarding the leak affecting a resident on Fore Street, which had occurred on Friday, 1 May 2026, and updated Members on the position and actions taken as of 11 May 2026, to try and support the resident with a resolution.

There being no further business, the Meeting closed at 8.27pm.

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Chair

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Date