



Our ref. **TS.BJL.281014**
Your ref.

Budleigh Salterton Town Council
Offices
Station Road
Budleigh Salterton
Devon
EX9 6RJ

27 October 2020

Dear Councillors

On the 27 October 2020, I conducted a remote interim review of the financial records, as recommended by the reporting requirements of the Annual Governance and Accountability Return and in accordance with your instructions and our engagement.

I write to confirm that the records continue to be maintained to a high standard and are up to date. Although this interim review does not scrutinise transactions to the same level as an Annual Internal Audit, I can confirm that I have reviewed the following:

- Bank Accounts - ensuring that they have been reconciled regularly.
- Nominals from the Council's trial balance have been reviewed. Where there are significant variances from last year, these have been explained.
- VAT Returns - two VAT126 forms have been submitted in the accounting year to date.
- A selection of council minutes from the last 6 months have been reviewed from your website.
- Unusual, one-off or large expenditure items were identified and explained by the RFO.

Covid-19 allowing, I will arrange a visit with Jo Vanstone after 31 March 2021. However, should you have any queries in the meantime, please do not hesitate to contact me.

Yours sincerely

Tom Stuckey
Thomas Westcott

Timberly, South Street
Axminster EX13 5AD



t: 01297 33388
axminster@thomaswestcott.co.uk
www.thomaswestcott.co.uk

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Budleigh Salterton Town Council

Financial Regulations

Amendments – November 2020

The National Association of Local Councils has issued updated Model Financial Regulations resulting in the following changes to the version adopted by Budleigh Salterton Town Council in 2018.

1. General
 - m addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

5. Banking Arrangements and Authorisation of Payments
 - e Fund transfers within the council's banking arrangements up to the sum of £25,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the council.

11. Contracts
 - a
 - ii for specialist services such as are provided by legal professionals acting in disputes;
 - c little '2' at bottom of page
Thresholds currently applicable are:
 - a. For public supply and public service contracts 209,000 Euros (£181,302)
 - b. For public works contracts 5,225,000 Euros (£4,551,413)

14. Assets, Properties and Estates
 - e should read Regulation 14b, not 14.2

Budleigh Salterton Information Centre
14 Fore Street
Budleigh Salterton
EX9 6RG

30 October 2020

Clerk to the Council. Mrs J E Vanstone
Budleigh Salterton Town Council
Council Offices
Station Road
Budleigh Salterton
EX9 6RJ

Dear Jo Vanstone

I am writing as a director of the Budleigh Salterton Information Centre with an appeal to Budleigh Salterton Town Council for some funding towards a new website for the town.

The Information Centre is completely self funding and relies on advertising revenue and ticket sales for an income. Unfortunately ticket sales have not been forthcoming this year due to the cancellation of festivals, concerts, events, coach trips and beach hut rentals due to Covid 19.

The current website , <http://visitbudleigh.com> is outdated and a poor advert for the many attractions and features of the area. It is not easy to navigate and does not load with a full screen on mobiles and tablets.

I have secured a couple of estimates to create a new website that better reflect the assets the town and surrounding area has to offer and showcase the events going on throughout the year. These are attached.

I have applied to East Devon AONB and have just heard that we have been successful in being awarded a grant of £1000 towards a new website. However, we still need to raise extra funds to cover the whole cost of a new site, regardless of who we choose to create it.

We plan on linking to many organisations, such as AONB, East Devon Pebble Bed Heaths, OVA, Budleigh Literary and Music Festivals, Games clubs and Art Societies & Budleigh Lions, as well as promoting the trades, accommodation and attractions in the area. There will be an emphasis on sustainable tourism and healthy outdoor pursuits , such as walking ,cycling and water sports. There will also be an emphasis on the ethos of reduce, re-use and re-cycle for both locals and tourists alike.

I have applied for charity status as a CIO for the Information Centre and am awaiting confirmation that we can convert from a Ltd Company to a Charity. Unfortunately there is a delay in processing applications at the Charity Commission at present, but I am optimistic that we will receive confirmation soon.

Although the centre is now run by volunteers, there is a considerable expense in running costs - around £10,000 pa for rent, phone , insurance , accountancy fees, plus monthly electric , water , bank charges and card machine fees.

We need to encourage advertising to a new website and town guide which will generate an income to support our costs.

This is unlikely to happen with the current website that is not fit for purpose.

Without advertising income or any outside financial support the information Centre will once again become insolvent and have to close permanently. This is not an option the town would like to see happen, given the feedback and comments I have received about how good it is to see the centre open again.

As Budleigh is a destination town rather than a town you pass through on your way to somewhere else, it is important to promote its many assets and a new website will go a long way towards achieving this. Our neighbouring towns of Exmouth and Sidmouth both have good, modern websites that their Town Councils have funded and which put our current www.visitbudleigh.com website to shame.

In this vein, I hope that the Town Council will seriously consider the benefits to the town of contributing to a new website. Based on the lower estimate of £2,500, I am asking for £1,500 to make up the difference of the amount already awarded from AONB.

Kind regards

A handwritten signature in black ink that reads "Helen Mitchell". The signature is written in a cursive style with a large initial 'H'.

Helen Mitchell (Warren)

Draft Financial Statements at 16 March 2020 at 10:05:04

Company Registration Number 6458504 (England and Wales)

BUDLEIGH SALTERTON INFORMATION CENTRE LIMITED
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

BUDLEIGH SALTERTON INFORMATION CENTRE LIMITED

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2019

	2019	2018
	£	£
Turnover	40,305	62,046
Cost of raw materials and consumables	(11,010)	(11,193)
Staff costs	(37,678)	(40,273)
Other charges	(18,484)	(14,532)
Loss	<u>(26,867)</u>	<u>(3,952)</u>

BUDLEIGH SALTERTON INFORMATION CENTRE LIMITED**BALANCE SHEET****AS AT 31 DECEMBER 2019**

	2019		2018	
	£	£	£	£
Current assets	14,646		47,322	
Prepayments and accrued income	1,275		1,633	
Creditors: amounts falling due within one year	(11,562)		(17,729)	
Net current assets		4,359		31,226
Net assets		4,359		31,226
Capital and reserves		4,359		31,226

Notes to the financial statements**1 Employees**

The average number of persons, including directors, employed by the company during the year was as follows:

	2019	2018
	Number	Number
Employees	5	6

Budleigh Salterton Information Centre Limited is a private company limited by shares incorporated in England and Wales. The registered office is 18 High Street, Budleigh Salterton, Devon, EX9 6LQ.

For the year ended 31 December 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

BUDLEIGH SALTERTON INFORMATION CENTRE LIMITED**DETAILED TRADING AND PROFIT AND LOSS ACCOUNT****FOR THE YEAR ENDED 31 DECEMBER 2019**

		2019		2018
	£	£	£	£
Turnover				
Commissions receivable		9,076		11,484
Goods sold		4,760		4,914
Grants and subsidies		5,208		12,628
Income from accommodation, fund raising etc		2,626		3,110
Income from advertising		18,535		27,750
Sundry income		100		2,160
		<u>40,305</u>		<u>62,046</u>
Cost of sales				
Cost of goods sold	11,010		11,193	
		<u>(11,010)</u>		<u>(11,193)</u>
Gross profit	72.68%	29,295	81.96%	50,853
Administrative expenses		<u>(56,162)</u>		<u>(54,805)</u>
Operating loss		<u><u>(26,867)</u></u>		<u><u>(3,952)</u></u>

BUDLEIGH SALTERTON INFORMATION CENTRE LIMITED

SCHEDULE OF ADMINISTRATIVE EXPENSES

FOR THE YEAR ENDED 31 DECEMBER 2019

	2019	2018
	£	£
Administrative expenses		
Wages and salaries	18,800	39,693
Staff training	410	-
Directors' remuneration	18,878	580
Rent	4,050	5,100
Power, light, heat and water	997	478
Accountancy	1,200	1,288
Bank charges	2,057	2,100
Insurance	1,198	1,018
Office expenses	8,471	4,535
Sundry expenses	88	-
Companies House	13	13
	<u>56,162</u>	<u>54,805</u>

Town Clerk

From: Paul Burton <PaulBurton@skinner-construction.com>
Sent: 04 November 2020 09:34
To: Town Clerk
Subject: RE: Public Hall, Budleigh Salterton - Foyer Doors
Attachments: Budleigh Town Hall - Replacement internal doors revised price.pdf

Hi Jo,

Thank you for the email and apologies for the delay, please find attached our revised quotation and revised scope of works taking into account the ironmongery changes discussed.

Re: Revised Estimate – Budleigh Town Hall – Replacement internal double door sets

Thank you for your invitation to provide a quotation for the replacement internal double door sets at Budleigh Town Hall. We are pleased to confirm our quotation for all necessary labour materials and plant to complete the works to the above as per our attached revised priced scopes of works.

Please note the figures stated within the attached schedules are exclusive of VAT. VAT will be applicable based on 20%.

Whilst considering the above we would like you to note the following:-

1. As discussed we have included an extra over cost for upgrading the door, to a fire door. If this option isn't wanted, this figure can be omitted from the total end figure.
2. We have assumed free use of water and electricity will be made available for the duration of the works.
3. All works have been allowed for within Normal Working hours.

We trust the above is clear and satisfactory; however should you have any queries please do not hesitate to contact us. In the meantime we look forward to hearing from you in due course.

Kind Regards,

Paul

Paul Burton BSc(Hons)
Estimator

The logo for Skinner Construction, featuring the word "skinner" in a bold, lowercase, sans-serif font. The letter 's' is stylized with a thick stroke and a small circle above it.

📍 Skinner Construction Limited, Station Road, Sidmouth, Devon, EX10 8NN

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🌐 www.skinner-construction.com

🌐 uk.linkedin.com/pub/paul-burton/78/7ab/938/

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<u>Ref</u>	<u>Description</u>	<u>Qty</u>	<u>Unit</u>	<u>£p</u>
Schedule of works				
<u>Replacement internal doors</u>				
1.0	Carefully remove existing door lining and architraves from 3nr double door openings and dispose off site.	1.00	Item	£72.60
2.0	Supply and install 3nr sets of Utile doors and linings with a ply panel to the lower third, and an edge mould on both sides. Apply 1 coat of primer at our works.	1.00	Item	£5,575.90
<u>Additional cost for Fire rated doors</u>				
3.0	E/O Supply and fix 6.4mm laminate glass at our works with lead tape to both sides, creating the look of 12 panes.	1.00	Item	£1,069.20
4.0	Supply and install new 'D' handles, push plates, kick plates, handles and manual hold open foot operated devices to the bottom of the 2nr sets of double doors to the inner hallway.	1.00	Item	£1,940.40
5.0	Make good to door reveals following the removal the existitng lining and installation of new.	1.00	Item	£376.20
6.0	Supply and install architraves to both sides of the door openings.	1.00	Item	£423.50
7.0	Decorate newly installed doorsets, linings and architraves.	1.00	Item	£1,696.20
8.0	Main contractor preliminaries, project supervision, Health & Safety, Skips, plant and overheads and profit.	1.00	Item	£852.50
				£12,006.50

Our ref: ANL/EAW/29155-023

Date: 02 November 2020

Mrs J E Vanstone
Budleigh Salterton Town Council
Council Offices
Station Rod
Budleigh Salterton
EX9 6RJ

**heritage
preservation**

Specialist Building Services

Unit 21 Reynolds Park, 8 Bell Close, Plympton, Plymouth PL7 4FE
Telephone: (01752) 336857 Email: heri.pres@btconnect.com

Dear Madam

RE: The Public Hall, Station Road, Budleigh Salterton, EX9 6RN

To supply and fit 3 pairs of fire doors to lobby as detailed below.

QUOTATION: £5990.00 + VAT

The price of this quotation is held for three months.

We will:-

1. Reline frames to suit new doors, making good as necessary for final decoration.
2. Fit 3 pairs of ½ hour fire doors as photos on double swing hinges (see letter).
3. Fit fire door closers.
4. 2 pairs of doors to be lockable with flick up bolts and mortice locks.
5. All pairs to have 1 x door with D handle and 1 door push pulls.
6. 2 pairs of doors to have Dorgard fire door retainers, ie 1 to each door, 4 in total.

All works subject to final re-measure prior to works commencing.

Terms of Payment: Payment is due within five days of date of invoice. All invoices outstanding after this date will be subject to a 5% surcharge, and thereafter 2.5% interest per 28 days will be charged. We reserve the right to submit invoices per interim valuations or separate quotations.

Credit Accounts: These are available for bona fide trade customers subject to approval. Terms and conditions are available on request from your surveyor or the office.

Discount: We offer a total discount of 5% on the net contract price if payment of 75% is made in advance. The remainder being payable within five days of completion.

If you have a special problem, or if you require any further information please do not hesitate to contact our Surveyor Andrew LeGrys through our Plymouth office on (01752) 336857.

Yours faithfully

HERITAGE PRESERVATION (SW) LTD

A N LeGrys

A. N. LeGrys C.T.I.S. C.R.D.S. C.S.S.W.



Heritage Preservation (South West) Ltd.

Exeter (01392) 217797 Torquay (01803) 299637
Plymouth (01752) 336857 Bodmin (01208) 79100
Directors A. N. LeGrys CTIS, CRDS, D. E. LeGrys
Registered in England No. 2457442 VAT Reg. No. 557 3440 34

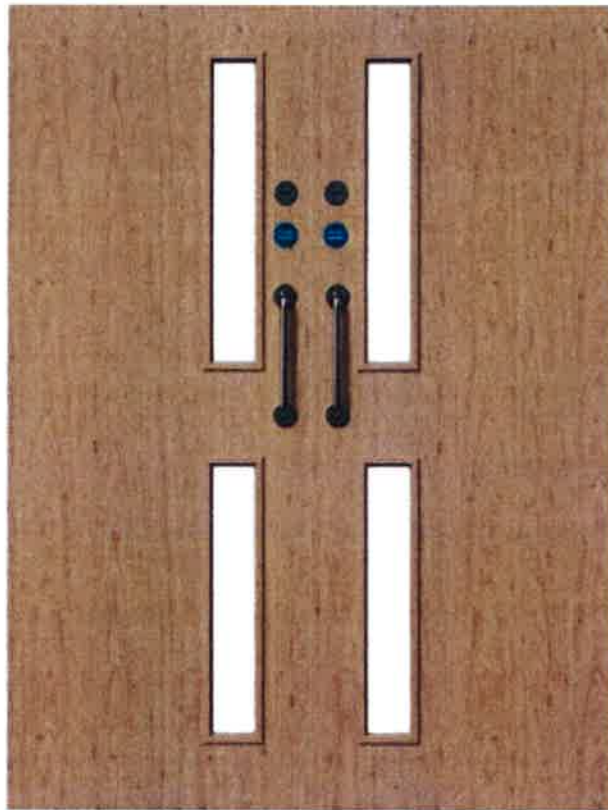


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[HOME](#) > [JOINERY](#) > [DOORS](#) > **HOWDENS LLANDOW OAK FOIL 16G GLAZED FLUSH FD30 FIRE DOOR**



Product Details

Our ref: ANL/EAW/29155-022

Date: 02 November 2020

Mrs J E Vanstone
Budleigh Salterton Town Council
Council Offices
Station Rod
Budleigh Salterton
EX9 6RJ

**heritage
preservation**

Specialist Building Services

Unit 21 Reynolds Park, 8 Bell Close, Plympton, Plymouth PL7 4FE
Telephone: (01752) 336857 Email: heri.pres@btconnect.com

Dear Madam

RE: The Public Hall, Station Road, Budleigh Salterton, EX9 6RN

Further to previous emails and telephone conversation regarding replacement of 3 pairs of doors to entrance lobby, we attach our quotation and specification for same.

However, we would point out that your request for double swing doors would delete the need for fire stops to frames, but fire stops would be required to achieve fire separation. Installing fire stops would therefore be a no cost option. At this time, we have allowed for ½ hour fire doors as per the picture attached. We would upgrade to 1 hour on request at additional cost. I know you required for as much glass as possible, but glass and fire doors do not mix and using standard doors these are the most glazed option.

We hope the above and quote is of assistance and happy to tweak to suit your final requirements.

Yours faithfully
HERITAGE PRESERVATION (SW) LTD

A N LeGrys

A. N. LeGrys C.T.I.S. C.R.D.S. C.S.S.W.

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Plymouth (01752) 336857 Bodmin (01208) 79100

Directors A. N. LeGrys CTIS, CRDS, D. E. LeGrys

Registered in England No 2457442 VAT Reg No. 557 3440 34



From: Estimating <estimating@bagwells.co.uk>
Sent: 17 November 2020 15:31
To: Town Clerk <clerk@budleighsaltertontowncouncil.gov.uk>
Cc: Rob Mortimore <rob@bagwells.co.uk>
Subject: RE: Doors

Dear Jo

Apologies for the delay.

However following our discussions, it gives us pleasure to be able to quote for the following works

To supply and hang 3 pairs of 44mm painted plywood door sets, to include clear 7mm pyro glass, closing rebates, intumescent brush strips, primed undercoat and gloss. Doors 30min fire rated with door closers swinging one way

All for the sum of £6895.00 plus Vat

We trust the above is of interest and should you wish to discuss in more detail please do not hesitate to contact either myself or Rob

Kind regards

Mark

Mark Keast
Estimator / Surveyor
Bagwells Ltd

tel 01395 577194
mob 07480 938233

22nd October 2020

Dear Councillors,

We are writing to ask for your support, as the Town Council, to successfully have the Dog & Donkey pub, Knowle Village, registered as An Asset of Community Value.

For your information the pub was awarded this status 5 years ago, but the listing expired on 30th July 2020. It was originally put into action when the pub closed, and it was put up for sale by Enterprise Inns. The pub was purchased by Nick Stiling who has operated a very successful and popular local business which benefits the community greatly.

We have been in touch with EDDC, and we understand the expired listing could not have been simply extended; a new application would need to be made.

Below is information from the EDDC website regarding community assets and the right to bid:

The Community Right to Bid gives community groups a fairer chance to save assets that are important to them. This could include their:

- *village shop*
- *pub*
- *community centre*
- *recreation ground*
- *library*
- *children's centre*

The right covers private as well as public assets.

We are required to keep lists of these 'assets of community value'. If an owner of a listed asset wants to sell it they have to notify us. We, in turn, have to notify any interested parties.

It would be very appreciated if you would consider the support of this initiative the aim of which is to preserve and protect this local asset for future use by the community.

We enclose a copy of the form that needs to be completed and submitted; we are happy to complete it if you are happy to be names in Part B of the form.

Your faithfully,

C I Wasson, P Manfield, Alderman R G Franklin, M Snow & many other Knowle and Budleigh Salterton residents

COMMUNITY RIGHT TO BID

NOMINATION FORM

This Nomination Form is for groups interested in nominating an asset for inclusion on the list of assets of community value.

Under the terms of the Localism Act 2011, all Nominations under the Community Right to Bid must be provided in writing. The Regulations accompanying the Act specify the information required in a Nomination, so it is important that you answer all the questions in this form as fully as possible, and provide additional information where appropriate. Nominations may be made before or after a property is put on the market; however the added protection involved in the Community Right to Bid only happens once an asset has been listed.

Part A: INFORMATION ABOUT THE ASSET

1. Identification of the Asset.

To help us identify the asset being nominated please provide as much information as possible:

Type of Asset	Please circle. Building Land
Name of the Asset and its proposed boundaries [By reference to a plan]	For example, Name of the building?
Address	
Any further information	For example, details of any additional information that you have supplied which will help us identify the asset.

2. Asset Owners

Please provide details about the existing occupants (if relevant) and names and current or last known address of all those holding a freehold or leasehold estate in the asset

Occupant / Freeholder / Leaseholder #1	
Name (s)	
Connection to the Asset	Please Circle Occupant Freeholder Leaseholder
Address	
Phone Number	
Email	
Occupant / Freeholder / Leaseholder #2	
Name (s)	
Connection to the Asset	Please Circle Occupant Freeholder Leaseholder
Address	
Phone Number	
Email	

3. Community Value

Under the Community Right to Bid regulations, an asset is of community value if in the opinion of the Council:

- It is at least partly within the local authority's area
- A main use (i.e. not ancillary) is to further the social wellbeing or social interests of the local community and could realistically; do so in the future, or has been so used in the recent past and could realistically be brought into such use. within the next 5 years

Please provide reasons below why the asset you have identified qualifies as an asset of community value. You should include an outline of how continued or proposed community use would be viable.

Please include, attach or provide links to any relevant supporting information.

PART B: INFORMATION ABOUT YOUR ORGANISATION

Nominations can be submitted by community interest organisations with a local connection. Please refer to the Procedure for details of these organisations and what 'local connection' means.

Please provide information about the nominating organisation:

Name of organisation	
Type of organisation	For example, Neighbourhood Forums; Parish Councils; Unincorporated bodies; A Charity; Company Limited by Guarantee; Industrial or Provident Society.
Proof of eligibility to make a community nomination	For example, this could include documentation demonstrating the nature of the organisation, who are its members, and in what way it has a local connection and confirmation that surpluses are not being returned to members.

PART C: CONTACT DETAILS

We will need to contact you to respond to your application, please provide contact details for the person who is leading this nomination.

Name	
Address:	
Telephone Number:	
Email address:	