



Budleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust

Council Offices, Station Road

Budleigh Salterton

Devon, EX9 6RJ

T: 01395 442245

E: office@budleighsaltertontowncouncil.gov.uk

Meeting of the Town Council 24 March 2025

Agenda Item 7: Clerk's Report

Update on Station Road Toilets:

- Cleaning contracts are in place, effective from 1st April 2025 with Cleaning South West
- CCTV – installation 20th March 2025
- Sanitary Bins, contract in place for 1.4.25 with existing contractor Rentokil Initial
- Insurance, in place
- Electricity and Water meters will be read on 31.3.25 and we will take over the account in 1.4.25
- Automatic Door Locking – meeting EDDC contract to understand how this operates
- Maintenance – Meeting with EDDC Streetscene on site 19.3.25 for final review before deep clean, emptying of the back store area and maintenance, before hand over on 31.3.25
- Signage and communication – work to be completed

Update on Public Hall:

The upgrade work is scheduled to begin on 14th April 2025.

Our Caretaker, Steve Moore, has compiled a list of maintenance tasks to be carried out during the upgrade, including painting or maintenance best completed when the hall is not in use

Lighting, Audio, Rigging & Sound Clouds will be installed from 14th to 26th April

Saturday, 26th April (AM) – User workshop with Sound Events.

Preparation for the Annual Meeting of the Town Council in May:

A briefing pack will be available after the meeting for each of you to take away. It will contain additional information on the nomination and voting process for the Town Council Chair, Deputy Chair, and other roles, as well as the procedures to be followed following the Annual Meeting on 12 May.



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Meeting of the Town Council 24 March 2025

Agenda Item 12: Request for Grant Aid 2025/26 Budleigh Music Festival

- (i) To agree whether to make a grant towards the Budleigh Music Festival.
- (ii) To agree the amount of any contribution.

A grant of £1800.00 is requested

BUDLEIGH MUSIC FESTIVAL

27th February 2025

<https://www.budleighmusicfestival.co.uk>

Background

Over the last few years Budleigh Music Festival has focused on bringing musical events to the wider community of Budleigh Salterton, providing opportunities for the elderly, young people and families to share the joy of live music and become stakeholders in the future of this nationally recognised music festival. We are grateful that Budleigh Town Council has encouraged and supported this journey.

This year, our 20th anniversary, will be a celebration of music and sound, designed to create a 'buzz' around the town, drawing audience members from Exeter and beyond to enjoy all the facilities the town has to offer. Concerts range from *His Majesty's Band of the Royal Marines Plymouth with Jess Gillam*, *Sir Michael Morpurgo* reading his own version of *The Carnival of the Animals* (in collaboration with the Budleigh Salterton Literary Festival), piano maestro *Sir Stephen Hough* (guest artist at last year's Last Night of the Proms) and the *London African Gospel Choir*, fresh from a sell-out concert at the London Barbican performing 'Graceland Reimagined'. The full programme can be viewed on our website.

There will be 19 events in total across an 8-day period, many of them focusing on young artists. Last year we brought 600 school children to events for free, either as audience members or participants. In particular we hosted all children aged 8-11 from St Peter's Primary, Budleigh at a specially-designed Schools Concert and for the second year included their choir in singing workshops and a performance as part of the community choral day. We plan for the same events this year and will also mount our first ever 'Relaxed Concert' to provide a safe space for those who wish to enjoy live music in a more informal setting (e.g. those with learning needs or dementia).

The Ask

We request financial support from Budleigh Town Council for the following event, which we believe will benefit the town economically in terms of footfall, and members of the local community.

Family Musical Treasure Hunt – Saturday July 5th 2025

This year we offer an event aimed at local families, with activities suitable for multi-generational participation to share in the joy of music-making. The event will run from 10.30am to 2.30pm on the final Saturday of our Festival. A series of workshops and activities will be held simultaneously across 4 venues in the town, following a musical treasure map. Busking and an outdoor percussion set will be provided for free.

Professional music leaders and musicians have been engaged to provide a range of activities such as creating music through body-percussion, a samba workshop, 'sound-bathing' to the hypnotic sound of gongs, hand-bell ringing and learning to play an instrument. We know from our audience surveys that there is a keen interest for family events and we want to encourage a sense of creative play at an affordable price.

Budget for the Family Musical Treasure Hunt

Artists' Costs (musicians/music leaders)	£2250
Venues x 4	£425
Treasure Map (design and print)	£95
Allocated Costs (% of Festival Overheads)	
• Event Management/First Aid:	£185
• Advertising/PR/Brochure/Website	£407
• Subscriptions and Insurance	£16
• Artistic Director	£140
• Administration and Safeguarding Training	£50
TOTAL COSTS FOR THIS EVENT	£3568

Anticipated Box Office Income (Tickets £5 per person)

High	£550
Medium	£350
Low	£250

With an anticipated shortfall of £3,218 we request a grant from the Town Council of **£1800** towards this event (i.e. 50% of the overall costs). Operating as a non-profit charity, we are heavily reliant on donations from Festival Friends, sponsorship and grants from trusts and arts foundations to cover 40% of our overall budget to ensure we break even. There is currently no other external funding assigned to this event, but Trustees of the Music Festival have agreed to set aside £1000 of Festival reserves to support this event.



Kate Somerby (Chair)
On behalf of the Trustees of Budleigh Music Festival

Charitable Incorporated Organisation

Charity Registration No. 1107812

**BUDLEIGH MUSIC FESTIVAL
(previously Budleigh Salterton Festival Trust)**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st AUGUST 2024

DRAFT v3 - for examiner

BUDLEIGH MUSIC FESTIVAL
Charitable Incorporated Organisation

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees Mrs Catherine Turner known as Ms Kate Somerby
Dr M Collie
Dr J Keliher
Dr M Evans
Mr J Alpe

Secretary Dr J Keliher

Registered office Homestone House
Otterton
Devon
EX9 7HB

Charity number 1107812

Hon. Examiner Mr J Bick, FCA

Independent Examiner's Report to the Trustees of Budleigh Music Festival

I report to the trustees on my examination of the accounts of the Budleigh Music Festival ('the Charity') for the year ended 31 August 2024.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Jim Bick
FCA

Address:

Date:

BUDLEIGH MUSIC FESTIVAL

TRUSTEES REPORT FOR THE YEAR ENDED 31st AUGUST 2024

The Trustees present their report and financial statements for the year ended 31st August 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity governing document and the requirements of the Charities SORP (FRS102).

Structure, governance and management

The charity is constituted as a Charitable Incorporated Organisation and is governed by a Constitution.

The trustees who served during the year were:

Mrs Catherine Turner, known as Ms Kate Somerby
Dr M Collie
Dr J Keliher
Mr J N B Kellagher (retired during the year)
Dr M Evans
Mr J Alpe (joined during the year)

New trustees are proposed by an existing member in accordance with the Constitution and are elected at a subsequent meeting. New trustees are given a written induction pack and advised to consult the Charity Commission website for further information.

None of the trustees has any beneficial interest in the charity.

The trustees are supported by a number of active operational teams. The Trustees and Heads of Department meet regularly to review ongoing operations and plans and to consider new projects. All major strategic decisions regarding the charity are made at these meetings.

Under the Constitution the charity has the power to make any investment that it sees fit.

Objects and activities

The charity's objects and its principal activities continue to be to advance the education of the public in the arts including music, art and drama, by holding a festival in Budleigh Salterton and such other events as the trustees shall from time to time determine.

The activities undertaken in furtherance of the charity's objectives are to:

- organise cultural events and, in particular, a festival of evening and lunchtime concerts featuring national and international artists as well as local and upcoming performers;
- work with local schools and young people to foster musical appreciation and encourage participation in cultural events;
- liaise with local organisations and establishments to associate their activities with the festival.

Conversion of Company to a Charitable Incorporated Organisation

After two previous unsuccessful attempts, the Trustees resolved on 19th September 2023 to convert the Company from a Company Limited by Guarantee to a Charitable Incorporated Organisation, in accordance with section 228 Charities Act 2011.

Online application was made the following day to the Charity Commission, and following some requested amendments a revised application was submitted in December 2023. The conversion of the charity was then confirmed on 26th January 2024.

Public Benefit and Community Volunteers

The trustees have considered the Charity Commission's guidance on public benefit relating to its activities. The charity is very involved in the community and is dependent on unpaid voluntary help in all areas including concert management, marketing, publicity, stewarding events and liaising with festival Friends. Without such assistance the charity would not be able to meet its objectives.

The charity relies on grants and Friends donations, as well as ticket sales, to cover operating costs, and has an established list of Friends of the Festival whose donations provide a vital source of income. The trustees give careful consideration to accessibility to events for those with disabilities and on low incomes.

Chair's report - achievements and performance

The year has been a busy one for Trustees and volunteers, and a seminal one in terms of the execution and realisation of our vision and mission. We reached young and old and showcased the brightest and best in classical music, thanks to the inspired programming of Artistic Director Jason Thornton. This year we also appointed our first ever Patron – Bob Chilcott – who will work with us to involve more young people in our singing projects over the next few years.

Bolstered by the grant from the People's Postcode Lottery in 2023, we were able to address some of the necessary renewal of equipment (banners, music stands etc), hire a better piano and increase both the artistic and marketing spend. Reviewing audience surveys, box office analysis, and financial outcomes it is evident that these measures helped raise our ticket sales, and our profile in the local community and amongst music professionals.

With a 15% uptick in sales from 2023, Festival 2024 was a rewarding week of hugely varied events. With a very high % of audience surveys giving us a five-star review for the overall programme and organisation, Trustees were pleased with the forward trajectory, though mindful of continuing financial pressures within the Arts world. With over 600 young people either attending or participating in the Festival this year, the stand-out feature was the increased number of local schools who attended concerts. For the first time in the Festival's history we were able to mount a schools-only concert, introducing local children to the delights of virtuoso Senegalese kora playing and young players from music charity Future Talent. Bringing the two areas of lunchtime concerts and education workshops under the same leadership has been beneficial for the Festival. We also undertook a shared promotion with Budleigh Salterton Literary Festival, though sadly it had to be cancelled at the last minute due to ill-health; fortunately it has been reprogrammed for Festival 2025. Building on the success of 2023 we also hosted an afternoon event for the elderly and care home residents, working once again with local charity Launchpad to provide refreshments.

Trustees are mindful of our outgoings, which have contributed to an increase in sales, and we are aware that we will need to set aside some of our reserves for updates to the website which requires some modernisation. However, we are fortunate to be supported by many hours of expertise given for free by volunteers, and the Festival would not be able to function without this level of unpaid support.

Plans are already well underway for Festival 2025 which will be the Festival's 20th anniversary.

Financial review

The trustees report that there was an overall financial deficit of £3,298 for the year ended 31st August 2024.

Total receipts from ticket sales were some 11% higher than 2023, despite the cancellation of one scheduled event. Overall costs rose by some 13%. Financial support from Festival friends remained strong, and the Festival was again successful in securing substantial grants and sponsorship from a number of funding organisations and individual sponsors. Total voluntary income was £52201, compared to £68,972 in 2023 which included a one-off award of £15,000 from the Postcode Lottery Trust.

The Statement of Financial Activities shows an increase in Restricted funds of £3361. This relates to funding for the cancelled event, which with the kind agreement with the funding body has been carried forward to 2025. Unrestricted funds have decreased by an overall total of £6,659.

The Balance Sheet shows total current assets of £63,338. After allowing for creditors of £12,735, net current assets amount to £50,603 (2023 £53901). There are no fixed assets.

The reserves of the charity include unrestricted funds of £40,907 (2023 £47,566) of which £15,000 is designated for youth and community activities.

Reserves policy

The charity's policy is to retain reserves to cover overheads and the initial costs of each annual festival. Trustees may also designate reserves to be held for specific purposes.

Risk management

The trustees have examined the major strategic business and operational risks which the charity faces and confirm that systems are in place to enable necessary steps to be taken to mitigate risks identified.

Plans for the future

Planning is under way for the 2024 Festival which is expected to include a diverse musical programme, involving international artists, rising stars, young people and local schools. The two major areas of activity are concerts and stage performances and educational programmes

The trustees are actively looking to expand their audience base amongst the local community and younger people

Historically the charity has relied largely on Friends donations and ticket income and some major specific donations. In 2023, the trustees were successful in obtaining a higher level of sponsorship and grants from a variety of national and local sources and they will seek to expand their range of funding options further to build support for the Festival in 2024

Directors/Trustees (the "trustees") responsibilities

The trustees are responsible for preparing the Trustees annual report and the financial statements in accordance with applicable law and the Charities SORP (FRS102).

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and enable them to ascertain that the financial statements comply with the requirements.

The trustees are responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention of fraud and other irregularities.

The trustees declare that they have approved the trustees report.

Signed on behalf of the board of Trustees

Full Name

Catherine Turner (aka Kate Somerby)

Position

Chair

Date

**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31st AUGUST 2024**

	Note	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Incoming Resources					
Voluntary income	4	21,877	30,324	52,201	69,872
Charitable activities	5	60,958	-	60,958	54,822
Other income	6	5,228	-	5,228	3,247
Total income		<u>88,063</u>	<u>30,324</u>	<u>118,387</u>	<u>127,941</u>
Resources Expended					
Raising funds	7	3,446	-	3,446	4,888
Charitable activities	8	90,617	26,963	117,580	102,307
Governance costs	9	659	-	659	669
Total expenditure		<u>94,722</u>	<u>26,963</u>	<u>121,685</u>	<u>107,864</u>
Net (Expenditure)/Income		-6,659	3,361	-3,298	20,077
Funds at 1st September		47,566	6,335	53,901	33,824
Funds at 31st August		<u>40,907</u>	<u>9,696</u>	<u>50,603</u>	<u>53,901</u>

BUDLEIGH MUSIC FESTIVAL

BALANCE SHEET AS AT 31st AUGUST 2024

		Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2024 £	Total Funds 2023 £
Current assets					
Cash at bank and in hand		47,727	10,171	57,898	57,985
Debtors	10	2,554	2,886	5,440	4,490
Total current assets		<u>50,281</u>	<u>13,057</u>	<u>63,338</u>	<u>62,475</u>
Creditors due within one year	11	(9,374)	(3,361)	(12,735)	(8,574)
Net current assets		40,907	9,696	50,603	53,901
Total assets less liabilities		<u>40,907</u>	<u>9,696</u>	<u>50,603</u>	<u>53,901</u>
Funds of the charity					
General reserves		25,907	9,696	35,603	38,901
Designated funds		15,000	-	15,000	15,000
Total charity funds		<u>40,907</u>	<u>9,696</u>	<u>50,603</u>	<u>53,901</u>

These accounts have been prepared in accordance with relevant guidance including the Charities SORP (FRS 102).

Signed on behalf of the board of trustees

Chair & Trustee

BUDLEIGH MUSIC FESTIVAL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st AUGUST 2024

1. Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value, and in accordance with the Statement of Recommended Practice: "Accounting and Reporting by Charities" applicable to charities preparing their accounts in accordance with Financial Reporting Standard 102 and the Charities Act 2011.

The accounts present a true and fair view, and there have been no changes in accounting policy since the previous reporting period.

There are no material uncertainties that cast significant doubt on the charity's ability to continue as a going concern.

2. Income and expenditure

Income and expenditure are included in The Statement of Financial Activities for the year to which they relate, on an accruals basis.

3. Fund accounting

The unrestricted funds held by the charity are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds held by the charity are funds which have been granted or donated for specified purposes and may only be used accordingly. Typically these relate to specific Festival events or to programmes such as education and community outreach.

4. Voluntary income

	2024	2023
	£	£
Donations - unrestricted	7,855	6,885
Grants & sponsorship- unrestricted	10,900	26,489
Grants & sponsorship- restricted	28,638	31,078
Gift aid tax recovered	4,246	2,293
Payments for Friends events	562	3,127
	<u>52,201</u>	<u>69,872</u>

Gift aid tax recovered includes £1,686 related to restricted grants and sponsorship (2023 £865), and this amount is therefore treated as restricted funds in these accounts.

The total of restricted grants & sponsorship and related gift aid for 2024 was £30,324, and these funds were fully expended on the events for which they were donated.

5. Income from Charitable activities

	2024	2023
	£	£
Ticket revenue from festival events	60,958	54,822

6. Other Income

Other income consists of proceeds from the sale of programmes, advertising revenue, profit from the sale of drinks during the Festival, and bank interest.

7. Raising Funds

Funds were raised by holding events to which Friends were invited, including receptions in November and in June. The cost of these events is recorded in this line of the accounts, together with related administration costs.

8. Expenditure on charitable activities

	2024	2023
	£	£
Direct costs of events	58,783	54,901
Indirect costs of events	21,564	17,094
Advertising, PR and brochure costs	20,701	18,418
Other indirect costs	8,592	8,229
Education and Outreach programme	7,940	3,665
	<u>117,580</u>	<u>102,307</u>

There are no employees.

9. Governance costs

Governance costs of £669 (2023 - £657) include insurance and other services.

10. Debtors

	2024	2023
	£	£
Gift aid tax receivable	4,240	2,290
Grants & sponsorship receivable	1,200	-
Friends donations receivable	-	80
Payments in advance	-	170
Other debtors	-	1,950
	<u>5,440</u>	<u>4,490</u>

11. Creditors due within one year

	2024	2023
	£	£
Royalties (PRS fees)	3,400	1,028
Donations received in advance	-	140
Other creditors	5,974	7,406
Deferred revenue	<u>3,361</u>	<u>-</u>
	<u>12,735</u>	<u>8,574</u>

Deferred revenue relates to sponsorship for a festival event which was unavoidably cancelled in 2024. In agreement with the sponsor the funding amount has been carried forward to next year, and is treated as a restricted fund.

12. Trustees transactions

During the year Ms Somerby, Dr Collie, and Mr Kellagher were reimbursed for costs and expenses incurred in connection with the organisation of the Festival. In total the amounts were £238 for Ms Somerby, £218 for Dr Collie, and £157 for Mr Kellagher. The costs and expenses related to a variety of items incurred in administering and organising the Festival.

The charity has not at any time during the period had any transactions with trustees and connected parties, other than as disclosed above.

Making Music Commercial Combined

Welcome to Covea Insurance. You should read this Schedule in conjunction with your policy. These details are a record of the information provided to Covea Insurance. It is also essential that you read all the clauses applying to your quotation as these contain important information that may affect your policy cover.

POLICY SCHEDULE

Policy Number: MMCCISWBSF

Type:	Gold Policy Cover – Coverage for £200,000 Steinway D Piano
Policy Wording:	Making Music Commercial Combined
Policyholder:	Budleigh Music Festival
Policyholder's Postal Address:	Homestone House, Otterton, Devon, Otterton, EX9 7HB
Business:	Music Society, Performing Group and/or Music Promoter
Agent Details:	
Name:	Advisory Insurance Brokers Limited t/as Finch Insurance Brokers
Address:	Second Floor, North Block, 200 Berkshire Place, Wharfedale Road, Winnersh, Reading, RG41 5RD
Phone Number:	Tel: 0118 334 8868
Email Address:	Email: makingmusic@finchinsurance.co.uk
Period of Insurance:	From 1 st January 2025 To 31 st December 2025 Both days inclusive, Local Standard Time

Section 1: Public Liability	Operative
Section 2: Products Liability	Operative
Section 3: Employers' Liability	Operative
Section 4: Directors and Officers Liability	Operative
Section 5: Money and Assault	Operative
Section 6: All Risks	Operative
Section 7: Cancellation and Abandonment	Operative
Section 8: Property Damage	Not Operative

Description	Limit of Indemnity
Section 1: Public Liability	£5,000,000
Excess:	£250
Section 2: Products Liability	£5,000,000
Excess:	£500
Section 3: Employers' Liability	£10,000,000
Section 4: Directors' and Officers' Liability in respect of any claim first made against you and notified to us during the period of insurance	£100,000
Excess:	£250

Description	Sum Insured
Section 5: Money and Assault	
(a) Loss of Non-Negotiable Money	£250,000
(b) Loss of Negotiable Money:	
(i) in transit, in your personal custody or in the custody of any authorised Employee or in a bank night safe	£3,000
(ii) on the Premises during Business Hours	£3,000
(iii) on the Premises out of Business Hours contained in locked safe(s)	£3,000
(iv) on the Premises out of Business Hours not contained in locked safe(s)	£300
(v) in your home or in the home of any authorised Insured Person occurring within the Territorial Limits	£1,000
(c) loss of:	
(i) Negotiable Money and travellers cheques	£1,250
(ii) Negotiable Money in collection tins and envelopes occurring anywhere in Europe.	£50
Excess:	£250

Section 6: All Risks

Anywhere within the Territorial Limits or Europe or at the premises

Contents

The following property used solely in connection with Your Business, belonging to You or for which You are legally responsible:

- | | |
|---|--|
| <ul style="list-style-type: none"> a) musical instruments, items on loan, musical scores including temporarily hired or borrowed b) machinery and plant, trade and office furniture c) fixtures, fittings, blinds and signs, alterations and | <p>£50,000 (maximum any one item £10,000 apart from £200,000 Steinway D Piano which is covered under the policy)</p> |
|---|--|

Covea Insurance plc

Registered in England and Wales no. 613259

Registered Office: Covea Insurance, A&B Mills, Dean Clough, Halifax, HX3 5AX

Covea Insurance plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority No.202277

- d) decorations
- e) patterns, models, moulds, plans and designs
- f) deeds, documents, manuscripts, business books and computer system records
- g) all other contents including curios and pictures
- h) Personal Effects not exceeding £250 any one person but excluding any property which is more specifically insured
- i) Money not exceeding £1,000
- j) wines, spirits and tobacco held for entertainment purposes not exceeding £500
- k) Tenants Improvements
- l) Computers & Photographic equipment

Excess: £100

Section 7: Cancellation and Abandonment £10,000

Excess: £250

Section 8: Property Damage

Risk Address: None

	Declared Value	Sum Insured
Buildings	Not Insured	Not Insured
Contents	Not Insured	Not Insured
Computer Equipment	Not Insured	Not Insured
Stock	Not Insured	As shown for Declared Value
Specified Stock	Not Insured	As shown for Declared Value
Tenants Improvements	Not Insured	Not Insured
Any other Contents	Not Insured	Not Insured
Total	Not Insured	Not Insured

Excess: £250

Premium:	Insurance Premium (ex-IPT)	£411.04
	Insurance Premium Tax (IPT)	£49.32
	Total Amount Payable	£460.36

ENDORSEMENTS APPLICABLE TO YOUR POLICY: None

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)

Policy Number MMCCISWBSF

- 1) Name of Policyholder Budleigh Music Festival
- 2) Date of commencement of insurance 1st January 2025
- 3) Date of expiry of insurance 31st December 2025

We hereby certify that subject to paragraph 2 :-

1. the policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney **(b)**; and
2. the minimum amount of cover provided by this policy is no less than £5 million **(c)**

Signed on behalf of Covea Insurance plc (Authorised Insurer)

A handwritten signature in black ink that reads "J. Maedo".

Chief Executive Officer

Notes:

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specifically applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply.
Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.



Budleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust
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Devon, EX9 6RJ
T: 01395 442245

E: office@budleighsaltertontowncouncil.gov.uk

Meeting of the Town Council 24 March 2025

Agenda Item 13: Risk Management

To review the Council's Risk Management Document

BUDLEIGH SALTERTON TOWN COUNCIL
Station Road, Budleigh Salterton, EX9 6RJ

***RISK ASSESSMENT
AND FIRE RISK ASSESSMENT***

General

A safety ladder is available to permit access to high points. This is permanently locked up and the key is kept in the offices. This is regularly checked.

The building is regularly inspected, and remedial action taken to correct any defects.

The Emergency lighting system in the building is checked monthly and Portable Appliance Testing is carried out annually.

All fire exit doors have been replaced. Access method more visible.

A fire alarm system is installed covering the Public Hall, Offices/Council Chamber and Norman Centre. The system is monitored 24 hours per day and is checked weekly. All staff and hirers have been made aware of how it operates.

All hirers are shown the hall exits, the location of all extinguishers and fire alarm call points

Norman Centre

Kitchen

Electrical	All appliances regularly checked
Gas	All appliances serviced annually
Boiler	Serviced annually
Fire	Extinguishers in place and fire blanket in place – serviced annually
Hot Water	Sign by boiler to warn of hot water
Equipment	Instructions provided for usage

Foyer

Chairs	Stacked – Notice to ensure maximum number in a stack
Tables	Notice to ensure they are stacked securely
Fire	Extinguishers – serviced annually.
	Exit – clearly marked

Store

This room is used by the Hall Caretaker and is kept locked; the keys are kept in the offices.

Main Room

Fire	Extinguishers – serviced annually
Electrical	Fuse box to be secured to prevent unauthorised access
	All circuit breakers labelled

Toilets

Electrical	Hand driers regularly tested
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General

List of contact phone numbers affixed to wall by entrance door

Public Hall

Foyer

Fire Extinguishers – serviced annually
Electrical Fuse box secured to prevent unauthorised access
All circuit breakers labelled

Bar

Electrical Water heater and other appliances regularly tested

Toilets

Electrical Hand driers regularly tested

Hall

Fire Exits clearly marked
Fire doors regularly checked
Fire Extinguishers – serviced annually
Stairs to Stage Securely fixed with handrails fitted
General List of contact phone numbers affixed to wall by entrance door

Chair Store

Chairs Stacked – Notice to ensure maximum number in a stack

Table Store

Boiler x 2 Serviced annually
Tables Stacked vertically – Notice to ensure they are not stacked on top of one another

Kitchen

Electrical All appliances regularly checked
Gas All appliances serviced annually
Fire Extinguishers in place and fire blanket in place – serviced annually
Hot Water Sign by boiler to warn of hot water
Equipment Instructions provided for usage

Stage

Electrical All power units labelled and regularly checked
Fire 30-minute fire doors to Changing Rooms
Fire Curtains are fire resistant
Under stage fire-lined to protect against fire from below
Floor Stress tested to legal requirement
Tables Stacked vertically – Notice to ensure they are not stacked on top of one another

Film Society Equipment Evidence of testing is provided annually

General All hirers are shown the hall exits, site of all extinguishers and fire alarm call points

Changing Rooms

Fire Extinguishers/blankets in place and serviced annually

Rear Exit

Fire Exit clearly marked

Office/Council Chamber

Kitchen

Gas Boiler Serviced annually
Electrical Appliances Regularly tested

Chamber

Fire Escape via stairs
 30-minute fire door at top of stairs – intumescent strips fitted
 Extinguishers – serviced annually and staff instructed in
 operation

Stairs

Fire Emergency lighting installed
 Handrail securely fixed
 Area kept clear of combustibles

The Offices and Council Chamber are protected by an intruder alarm which is on the main entrance to the offices. It is monitored 24 hours a day. It is activated/deactivated via fobs which have been assigned to the Clerk, Deputy Clerk, Town Mayor, Deputy Town Mayor and Caretaker.

In addition to the above checks, the Fire Risk Assessment carried out by WPS in December 2007 has been rechecked and the following amendments made:

- | | |
|---------------------------------------|--|
| 1.1.15 | The number of microwaves should read 2 (1 in the main kitchen and 1 in the office kitchen) |
| 1.1.16 | This should read 2 gas boilers for central heating/water |
| Section 4 | A fire alarm system is now in place and is checked regularly |
| 8.2, 8.3, 8.4, 8.5,
8.8, 8.9, 8.12 | Part of the monthly building inspection |
| 9.1, 9.5 | Serviced in September and March respectively |
| 11.2.1, 11.3.4, 11.3.6 | Training has been carried out |

.....
Signed 1:

.....
Signed 2:



Budleigh Salterton Town Council

Town Clerk: Mrs A Gater-Wildgust
Council Offices, Station Road
Budleigh Salterton
Devon, EX9 6RJ
T: 01395 442245

E: office@budleighsaltertontowncouncil.gov.uk

Meeting of the Town Council 24 March 2025

Agenda Item 14: Investment Policy

To review the Council's Investment Policy



Budleigh Salterton Town Council

Investment Strategy

1 Introduction

Budleigh Salterton Town Council acknowledges the importance prudently investing the temporarily surplus funds held on behalf of the community.

This strategy has been prepared in accordance with the Guidance on Local Government Investments ("the Guidance"), issued under section 15(1)(a) of the Local Government Act 2003, effective from 1st April 2018.

The Guidance states:

- a) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £100,000, the Guidance should apply in relation to that year.
- b) Where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £100,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
- c) Where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.

The Council expects its investments during the current financial year to exceed £100,000 and therefore has agreed to apply the Guidance as set out below.

2 Investment Objectives

The Council's investment priorities are: 1) the security of its reserves; 2) the liquidity of its investments; and 3) return. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling and, as a minimum, surplus funds will be aggregated in an interest-bearing bank account.

The Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

3 Security of Investments

Government guidance differentiates between specified investments and non-specified investments.

3.1 Specified Investments

Specified investments are those offering high security and high liquidity with a maturity of no more than one year. In addition, short-term sterling investments must be with bodies/institutions with “high credit ratings”.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- UK banks and UK building societies
- Public Bodies (including Local Authorities and Police Authorities)
- UK FCA regulated qualifying money market funds with a triple A rating

3.2 Non-specified investments

Non-specified investments are usually for longer periods (i.e. more than one year) and with bodies that are not highly credit-rated.

No non-specified investments are included in the Investment Strategy for this Council as these investments are not acceptable due to their higher potential risk.

4 Liquidity of Investments

The Town Clerk (as Responsible Finance Officer) in consultation with the Finance Committee or Full Council (as applicable) will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

5 Long Term Investments

Long term investments shall be defined as greater than one year. The Council will use the same criteria for assessing long term investment as identified above for specified investments.

The Council currently has £125,000 invested with the Local Authorities Property Fund managed by CCLA. This Fund is an actively managed, diversified portfolio of UK commercial property. Investment ideally should be five years or more to appreciate the value of the investment. However redemption of units can be made with six months' notice without penalty.

6 Risk Investment

The Council's reserves are not covered by the Financial Services Compensation Scheme and must therefore be carefully managed to mitigate the risk of losses.

The Council will only invest in institutions of "high credit quality" as set out in section 3.1 of this strategy. Investments will be spread over different providers where appropriate to minimise risk.

The Council will monitor the risk of loss on investments by reference to credit ratings. The Council should aim for ratings equivalent to the Fitch F1 rating for short-term investments or Fitch A- for long term investments. The Council will also have regard for the general economic and political environment in which institutions operate.

The investment position will be reviewed monthly by the Responsible Financial Officer and reported to the Finance Committee as part of its regular reporting cycle.

The Council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available. If external investment managers are used, they will be contractually required to comply with this strategy.

7 Investment Approval

The Council has the delegated authority to consider and make any short-term investments (maximum of twelve months) in accordance with the Investment Strategy, subject to the prior recommendation of the investment provider by the Finance Committee. All resolutions relating to investments will be noted in the Minutes of the Finance Committee that are circulated to all Councillors.

8 Investment Reports

The Responsible Financial Officer will include a report on investment activity to the Finance Committee. The report will be circulated to all Councillors with the agenda and papers for the Finance Committee.

9 Review and Amendment of Regulations

The Investment Strategy will be reviewed every four years or subject to a change in statutory guidance. The Strategy for the coming financial year will be prepared and reviewed by the Finance Committee which will then make a recommendation to the full Council. The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

10 Transparency

This Investment Strategy will be posted on the Town Council's website and a hard copy will be available from the Town Clerk.



Budleigh Salterton Town Council

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Meeting of the Town Council 24 March 2025

Agenda Item 17: Budleigh Salterton Carnival Club Event Notification

To receive and accept details of the traffic management plan for the event on 4 October 2025.


Full plan attached in a separate document

Budleigh Salterton Carnival 2025

From Budleigh Salterton Carnival <budleighcarnival@outlook.com>

Date Tue 2025-03-18 12:51 PM

To Budleigh Salterton Carnival <budleighcarnival@outlook.com>

 1 attachment (1 MB)

Traffic Management Plan - 2025.pdf;

Good afternoon

I hope you are well.

It's that time of year again when I wrote to you to inform you that we plan to hold Budleigh Salterton's carnival on 4th October 2025. As per previous years the procession will start at 7:30 from Seachange and head around the town towards the Seafront, High Street, Station and back to Seachange.

As always, I am seeking your approval of the event for our Highways application as we will need to close the roads for this event. I attach our traffic management plan for you to review.

Kind Regards

Mike Hilliar
Chairman and Road Safety Officer
Budleigh Salterton Carnival.



RECEIVED

21 FEB 2025

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

Friday, 14th February 2025

Dear Clerk,

Since my election last July, I have been eager to build strong relationships with all Parish and Town Councils in Exmouth and Exeter East. Budleigh Salterton Town Council plays a vital role in representing local people and I am keen to understand how I can best support the work you and your colleagues do for our community.

To that end, I would be grateful for the opportunity of a short phone call with you, your chair, or a nominated councillor. It would be a great chance to introduce ourselves, discuss the issues that matter most to our area, and hear about your priorities so I can better represent our community in Westminster.

I have also enclosed posters with my contact details and information on how local people can book an appointment with me. I would be very grateful if these could be displayed in the community, such as on local noticeboards, to help ensure people know how to reach me if they need support or wish to raise any concerns.

If you would like to arrange a call, please contact my office at david.reed.mp@parliament.uk, and a member of my team will be happy to schedule a time that is mutually convenient.

Thank you for all the work you do, and I look forward to working with you.

Kind regards,

David

A handwritten signature in blue ink that reads "David Reed".

David Reed MP

Member of Parliament for Exmouth and Exeter East