



# **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](mailto:office@budleighsaltertontowncouncil.gov.uk)

## **Annual Meeting of the Town Council 12 May 2025**

### **Supporting Papers**



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## **Agenda Item 11**

### **To receive details on the Power to Act and to consider approval for its use by the Proper Officer**

When a council delegates its responsibilities to the committee, sub-committee, officer, or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in section 101(1) of the Local Government Act 1972 ('the 1972 Act').

Required in order to allow the discharge of functions by an officer of the authority, for example, to allow planning reviews to take place outside of the regular meeting schedule

#### **Excerpt from NALC Guidance note**

Functions may be delegated to an officer of the council by three bodies: the full council, a committee or a sub-committee.

It is open to the full council or a committee that it has appointed to decide when functions should be further delegated. A committee may delegate some of its responsibilities to a sub-committee or to an officer unless otherwise directed by the full council.

It is prudent to ensure that the delegation of a council's statutory functions and related responsibilities is evidenced by a resolution. This rule does not apply to many of the routine administrative tasks, such as raising invoices sending correspondence, or updating the council's website that staff are expected to undertake on a daily basis.

Councils should also take care to ensure that any statutory functions delegated to officers are not, in fact, performed by individual councillors. This is particularly important if officers and councillors work together closely. As set out above, the performance of a council's statutory responsibilities cannot be delegated to individual councillors. They cannot make decisions in relation to the performance of a council's statutory powers and functions outside meetings.

#### **Ref:**

- Guidance received 7.5.25 from DALC
- Local councils' powers to discharge their functions – NALC Guidance Note: [Local councils' powers to discharge their functions](#) (Login required)



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## **Agenda Item 12**

### **Dates and Times of Meetings**

To fix dates and times for Ordinary Meetings of the Council and of the Planning Committee for the ensuing year (to the date of the next Annual Meeting in May 2026) and to agree Power to Act on Planning Applications during the Easter and Christmas/New Year periods.

Please see current meeting schedule and suggested amendments overleaf.

The following dates require review in order to allow for Annual Leave.



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## TC and Planning

### Agreed Meeting Dates 2025

**Proposed**  
Items in **bold** are for attention

<b>July</b> 28th	Planning Town Council	<b>July</b> 28th	<b>Planning – use Power to Act Town Council – remove or add to 14/7</b>
<b>August</b> 18 <sup>th</sup>	Planning Town Council	<b>August</b> 18 <sup>th</sup>	Planning – no change <b>Town Council - Remove</b>
<b>September</b>	No change	<b>September</b>	No change
<b>October</b> 13 <sup>th</sup> 27 <sup>th</sup>	Planning Planning Town Council	<b>October</b> 13 <sup>th</sup> 27 <sup>th</sup>	Planning <b>Planning – use Power to Act Town Council – remove or move to Oct 13</b>

Meetings are usually held in the Council Offices, Station Road, Budleigh Salterton and start at 7.00pm unless otherwise stated.

Dates/location may be subject to change – please check the Town Council's website for up-to-date information.

All are welcome



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## Suggested Meeting Dates 2026

### January

12<sup>th</sup> Planning  
CIL  
26<sup>th</sup> Planning  
Town Council

### February

9<sup>th</sup> Planning  
Staffing  
CIL  
23<sup>rd</sup> Community Gardens  
Planning  
Town Council  
Public Hall

### March

9<sup>th</sup> Planning  
23<sup>rd</sup> Planning  
Town Council

### April

5<sup>th</sup> Easter  
13<sup>th</sup> Town Council  
Planning  
Finance  
27<sup>th</sup> Town Council  
Planning  
Town Council

### May

11<sup>th</sup> Annual Meeting of the Town  
Council  
Planning  
18<sup>th</sup> Planning  
Town Council  
4<sup>th</sup> and 25<sup>th</sup> Bank Holidays

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## **Agenda Item 13**

### **Authority to Sign Cheques/Direct Debits/Authorise Payments**

- i. To agree names of Members with authority to sign cheques and Direct Debits and authorise internet banking payments.

Current Authorised signatories for Lloyds Bank

- Cllr R Doorbar
- Cllr D Walsh
- Cllr A Chaplin
- Cllr P Lewis
- Cllr G Woodcraft
- Cllr J Billington

- ii. To agree names of Members with authority to manage CCLA Investments. Following the recommendation of the Finance Committee the following members were agreed as signatories for the CCLA Investment – PSDF and LSPF??

- Cllr G Woodcraft
- Cllr P Lewis
- Cllr J Billington

Alice Gater-Wildgust - Town Clerk will be both correspondent and signatory.

Transactions require three signatories.