

Agenda Item 6: June 23rd 2025 Budleigh Salterton Town Council Chair's Report

Gala Week provided a lovely start to my year as Chair of BSTC. I attended many events throughout the week, but my formal duties as Town Mayor were:

- 24th May Opening Gala Week with an excellent display by visiting majorettes.
- 26th May Judging the Pebble Design competition and handing out the prizes for the designs and the height competitions. Congratulations to the winners, it was hard to choose between the design and there was a recurring theme of nature.
- 31st May I handed out the prizes for the Cycling Competition, BSTC had sponsored the event. It is always a well-supported and fun event for the children, and parents.

Thanks must go to Budleigh Salterton Lions and the many societies and organisations in the town that make Gala Week such an important community event. I disclose a gift of a bottle of wine that the Lions very kindly gave me.

26th May I presented Mr Ben Honey, Chair of Budleigh Salterton Art Club with a certificate as they have signed up to be Community Allies of Plastic Free Budleigh.

27th May I was asked to celebrate the next stage of the Shandford Trust development of Alms Houses. Many supporters of the project turned out to watch me climb into a digger, a feat in itself. I wish the project well and look forward to seeing it progress.

28th May I took part in a zoom call organised between Cllr Cook and Mr Simon Jupp of Pennon Group (investment fund owners of South West Water) to discuss the sewage problem in Budleigh and the river Otter. Cllr Chaplin, and EDDC Portfolio Holder Cllr Jung also attended, as well as two members of staff for SWW. In advance of the meeting BSTC had received an excellent presentation by Mr Peter Williams which very much helped to inform the discussion. We look forward to seeing improvements.

20th May a number of us took part in a meeting with the property team of EDDC to discuss the provision of the toilets on the esplanade. All concerned want to see the new facilities finished and in use at the earliest opportunity.

21st May, due to a long-standing prior engagement I was unable to accept the invitation to hear the Ladies Choir, Cllr Doorbar attended in my place.

Cllr Doorbar and I have been planning the Celebration of Civic Service which will be held on **28th September**. The theme will be kindness and will aim to celebrate examples of the different ways people in the town support our community. My hope is that it will be an inclusive event to enable those of faith and no faith to participate comfortably. Invitations to the event will be going out shortly and I hope councillors will support the celebration of service to our town. There will be tea and cakes afterwards.

I have been meeting with our Town Clerk at least weekly and supporting her as she settles into her role and we manage the business of the Council.



Buddleigh Salterton Town Council

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

E: office@buddleighsaltertontowncouncil.gov.uk

Agenda Item 7: Town Council Meeting 23 June 2025

Clerk's Report

Signing Off on Sound Event:

Cllr Chaplin and I are to meet on 23 June 2025 to formally sign off on the new sound and lighting systems installed at the Public Hall.

Forthcoming Engagements

The Clerk will be attending the following events:

- Society of Local Council Clerks – Local Branch Meeting: 25 June 2025
- Otter to Exe Chairs and Clerks Meeting: Scheduled for 27 or 28 June 2025 (date to be confirmed)

Recent Meetings and Events

The following meetings and events took place this month, attended by members of the Council. Sincere thanks to all who participated:

- EDDC – Meeting regarding the economic challenges of Buddleigh Salterton High Street, 9 June 2025
- Pennon Water – Meeting on water quality in Buddleigh Salterton, 28 May 2025. Quarterly meetings with Pennon Water have now been agreed.
- EDDC – Meeting with Assistant Director of Assets and Interim Director of Place– Discussion concerning delays to the Seafront Toilets project
- Buddleigh Music Festival – Attendance at a PR event, 17 June 2025
- EDDC Licensing Sub-Committee – 18 June 2025 – BSTC were invited to make representations in person regarding a trading licence application for a proposed horse box café installation on the South West Coast Path at Steamer Steps

Audit 2024/25

- (i) To receive the Accounts (plus Supporting Notes and Risk Assessment documents) for Financial Year 1 April 2024 to 31 March 2025, all of which have been the subject of Internal Audit.
- (ii) **To note that the Internal Auditor highlighted an anomaly in reporting on salaries and wages. All accounting is correct, this is a system nominal code error which is being corrected**
- (iii) To approve and sign the Accounting Statement 2024/25 which forms part of the Annual Return.

See supporting documents for consideration before meeting please

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/24 and 31/03/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Lloyds Community Account	£10,867.32
Lloyds Community Instant Access	£190,000.00

Short Term Investment Accounts

Public Sector Deposit Fund	£125,000.00
Total	£325,867.32

RECEIPTS	Net	Vat	Gross
Council	£179,063.58	£0.00	£179,063.58
Finance Committee	£22,357.49	£0.00	£22,357.49
Public Hall Committee	£34,297.41	£0.00	£34,297.41
Community Gardens Committee	£3,143.58	£0.00	£3,143.58
Norman Centre	£3,352.50	£0.00	£3,352.50
Total Receipts	£242,214.56	£0.00	£242,214.56

PAYMENTS	Net	Vat	Gross
Council	£63,512.70	£5,165.30	£68,678.00
Finance Committee	£135,652.46	£5,055.40	£140,707.86
Public Hall Committee	£80,671.26	£9,159.77	£89,831.03
Community Gardens Committee	£3,001.05	£264.09	£3,265.14
Norman Centre	£1,618.02	£105.01	£1,723.03
Total Payments	£284,455.49	£19,749.57	£304,205.06

Closing Balances

Ordinary Accounts

Lloyds Community Account	£13,876.82
Lloyds Community Instant Access	£125,000.00
	£138,876.82

Short Term Investment Accounts

Public Sector Deposit Fund	£125,000.00
	£125,000.00
Total	£263,876.82

Reserve Balances

Car Park Fund	£22,500.00
Public Hall Fund	£50,000.00
Jubilee Shelter Maintenance	£3,500.00
Town Improvement Fund	£5,000.00
CIL Fund	£57,742.62
Reserves total	£138,742.62

Bank Reconciliation

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis.

Name of smaller authority: Budleigh Salterton Town Council

County area (local Councils and Parish meetings only):

Devon

DVN 0077

Financial year ending 31/03/25

Prepared by (Name and role): Alice Gater-Wildgust

Date: 03/04/25

Balance per bank statements as at 31/03/25	£	£
Lloyds Community Account	£14,379.19	
Lloyds Community Instant Access	£125,000.00	
Public Sector Deposit Fund	£125,000.00	
		£264,379.19
Petty cash (no balance)		£0.00
Less: any unrepresented cheques		-£502.37
Add: any uncleared effects		£0.00
Net balances as at 31/03/25 (Box 8)		£263,876.82

Signed

Date

Alice Gater-Wildgust
8.4.25

Reconciliation between Box 7 and Box 8 in Section 2

(applies to Accounting Statements prepared on an income and expenditure basis only)

Name of smaller authority: Budleigh Salterton Town Council

County area (local Councils and Parish meetings only): Devon DVN 0077

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		£272,677.55
Deduct: Debtors	-£976.60	
Vat	-£8,469.13	
Payments in advance	£0.00	
Stock opening value	£0.00	
Stock change	£0.00	
Total deductions	-£9,445.73	£263,231.82
Add: Creditors	£0.00	
Vat Payable	£0.00	
Receipts in advance	£645.00	
Total additions	£645.00	£263,876.82
Box 8: Total cash and short term investments		£263,876.82
This explains the difference between box 7 and box 8		

Consolidated Balance Sheet

Unaudited

31/03/24
£

31/03/25
£

Long Term assets

0.00	Long Term Debts	0.00
125,000.00	LONG TERM Investment Accounts	125,000.00
125,000.00	TOTAL LONG TERM ASSETS	125,000.00

Current assets

125,000.00	Investments	125,000.00
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
1,883.14	VAT Recoverable	8,469.13
1,397.65	Debtors	976.60
0.00	Payment in Advance	0.00
200,867.32	Cash in Hand & at Bank	138,876.82
329,148.11	TOTAL CURRENT ASSETS	273,322.55
454,148.11	TOTAL ASSETS	398,322.55

Current liabilities

0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
1,054.29	Creditors	0.00
0.00	Receipts in Advance	645.00
1,054.29	TOTAL CURRENT LIABILITIES	645.00
453,093.82	TOTAL ASSETS LESS CURRENT LIABILITIES	397,677.55
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
453,093.82	NET ASSETS	397,677.55

Represented by

149,935.34	General Fund	133,934.93
20,000.00	Car Park Fund	22,500.00
50,000.00	Public Hall Fund	50,000.00
3,000.00	Jubilee Shelter Maintenance	3,500.00
5,000.00	Town Improvement Fund	5,000.00
100,158.48	CIL Fund	57,742.62
0.00	LONG TERM Investment Bank Accounts	0.00
125,000.00	CCLA Property Fund	125,000.00
0.00	Investments	0.00
0.00	Liability Reserves e.g. deposits	0.00
453,093.82		397,677.55
178,158.48	Reserves total excluding general fund and liabilities	138,742.62

Reserve Movements

Start of year 01/04/24

General Fund

	£149,935.34	Start of year value	
23/08/24	£10,000.00	From CIL Fund, Cricket Club: Paving	
28/10/24	£10,000.00	From CIL Fund, Football Club: Solar Panels	
29/11/24	£6,000.00	From CIL Fund, Library: Renovation Work	
03/12/24	£7,839.00	From CIL Fund, Christmas Lights	
13/03/25	£8,576.86	From CIL Fund, Public Hall: Acoustic Clouds	
31/03/25	-£2,500.00	To Car Park Fund, To increase fund	
31/03/25	-£500.00	To Jubilee Shelter Maintenance, To increase fund	
	£133,934.93	Value as at 31/03/25	This value is calculated and not just a sum of reserve movements plus starting balance.

Car Park Fund

	£20,000.00	Start of year value	
31/03/25	£2,500.00	From General Fund, To increase fund	
	£22,500.00	Current value	

Public Hall Fund

	£50,000.00	Start of year value	
	£50,000.00	Current value	

Jubilee Shelter Maintenance

	£3,000.00	Start of year value	
31/03/25	£500.00	From General Fund, To increase fund	
	£3,500.00	Current value	

Town Improvement Fund

	£5,000.00	Start of year value	
	£5,000.00	Current value	

CIL Fund

	£100,158.48	Start of year value	
23/08/24	-£10,000.00	To General Fund, Cricket Club: Paving	
28/10/24	-£10,000.00	To General Fund, Football Club: Solar Panels	
29/11/24	-£6,000.00	To General Fund, Library: Renovation Work	
03/12/24	-£7,839.00	To General Fund, Christmas Lights	
13/03/25	-£8,576.86	To General Fund, Public Hall: Acoustic Clouds	
	£57,742.62	Current value	

Budleigh Salterton Town Council (Devon) – DVN0077

Explanation of Variances

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2023/24 £	2024/25	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	158000	165900	7900	5	Please see covering letter
Box 3 <i>Total other receipts</i>	81469	76315	(5154)	6	Please see covering letter
Box 4 <i>Staff costs</i>	65620 (restated from 52518)	104896	39276	60	Please see covering letter
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0	0	
Box 6 <i>All other payments</i>	102990 (restated from 116091)	178505	75515	73	Please see covering letter
Box 9 <i>Total fixed assets & long term investments & assets</i>	2153722	2156554	1519	0.1	Please see covering letter
Box 10 <i>Total borrowings</i>	0	0	0	0	
Explanation for 'high' reserves	Please see covering letter which gives a breakdown of reserves at the year end				



Buddleigh Salterton Town Council

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

E: office@buddleighsaltertontowncouncil.gov.uk

Our Ref: JV/24.041/2A
County Area: Devon DVN 0077
Date: 27 June 2025

SBA Team
PKF Littlejohn LLP
15 Westferry Circus
Canary Wharf
London
E14 4HD

Dear

Year End: 31 March 2025

Explanation of Significant Variances between 2023/24 and 2024/25

Line 3: Other Receipts

2023/24: £81469 2024/25: £76315 Difference: **-£5154**

- In 23/24 £34816.00 was received in from EDDC in Community Infrastructure Levy payments. No such payment was made in 24/25
- Interest on investments has increased **+£3913**
- Income from miscellaneous sources increased **+£7362.49**. This includes the return of a £5000.00 grant previously paid out and also accounting for an incorrect payment of £1980 received and subsequently returned to the payee.

Line 4: Staff Costs

2023/24: £65620* 2024/25: £104896 Difference: **+£39276**

- The salaries for the Town Clerk and Assistant to the Clerk increased in line with recommendations from the National Association of Local Councils and the National Joint Council. All other salaries were increased in line with inflation.
- Plus, journal code 510 £15819.00 was previously allocated to general expenditure. This is now corrected and included in Staff Costs. Additionally, due to the retirement of the Town Clerk there were two Town Clerk Salaries paid simultaneously for both the outgoing and incoming staff member (from 30.9.24 and reducing over time and returning to one salary on 11.4.25 following the retirement of Jo Vanstone)
- * To note that 2023/24 Box 4 and Box 6 figures are restated due to the inclusion of wages in Box 6 and travel expenses included in Box 4 as a result of an error in the setup of the software report. The internal auditor confirmed that bookkeeping and underlying records appear to be correct.

Line 6: Total Payments

2023/24: £116091 2024/25: £200845.90 Difference: **+£845755**

- Training : there was an increase in Member uptake +£147
- Town Clerk: cost of equipment for new staff member +£2616. No such expense occurred in 23/24
- Station Road Toilets: BSTC agreed a purchase of this entity from EDDC. Running cost including cleaning and supplies will be ongoing: **+£1756**. No such expense occurred in 23/24. Legal Fees **+£1434.00**. A one off fee.

- The cost of maintenance around the town increased **£2272**
- The Council made a number of Grants from Community Infrastructure Levy funds and funded a number of projects **£37416**
- Purchase of tablets for Town Councils and the ensuing set up of same, plus a new staff member increased IT support. **£2844** . No such expense occurred in 23/24
- Recruitment and Advertising Fees **£6788**. No such expense occurred in 23/24
- Hall Improvements: expenditure on an upgrade of hall sound, lighting and acoustics. **£18545**. No such expense was incurred in 23/24 (? 17490)
- Cleaning and Wages costs temporarily increased due to the long term sickness of a member of staff and hiring additional staff to cover this area **£3776**
- Grants and Donations to various town organisations increased. **£3767**
- S137: a number of grants / donations were paid using S.137. **£635**
- Petty Cash; reduced to £0.00 and no longer used.

I enclose a reconciliation between Box 7 and Box 8 which explains the difference between these two boxes.

- As at 31 March 2024, the Town Council had the following reserves:
 - Car Park Resurfacing Fund - £22500
 - Public Hall Fund - £50000
 - Jubilee Shelter Maintenance - £3500
 - Town Improvement Fund - £5000
 - Community Infrastructure Levy Fund - £57,743
 - General Reserves - £133934.93 (from Long and Short-Term Investments)

Line 9: Total Fixed Assets

2023/24: £2153722 2024/25: £2156554 Difference: **£2832**

- BSTC purchased additional assets in 24/25 for a new staff member

I hope the information contained in this letter is of assistance.

Yours faithfully

Alice Gater-Wildgust
Town Clerk & Responsible Financial Officer



Buddleigh Salterton Town Council

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

E: office@buddleighsaltertontowncouncil.gov.uk

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 – CO ² alarm installed
Fire	Extinguishers 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 in place – serviced annually.
	Exit – clearly marked
General	List of contact phone numbers affixed to wall by entrance door

Store

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

Main Room

Electrical	Fuse box secured to prevent unauthorised access
	All circuit breakers labelled

Toilets

Electrical	Hand driers regularly tested
------------	------------------------------

Public Hall

Foyer

Fire

Electrical

Extinguishers in place – serviced annually
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

Fire

Fire

Fire

Fire

Stairs to Stage

General

Exits clearly marked
Fire doors regularly checked
Extinguishers in place – serviced annually
30-minute fire doors to Foyer – intumescent strips fitted
Securely fixed with handrails fitted
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

Tables

Serviced annually – CO² alarm installed
Stacked vertically – Notice to ensure they are not stacked on top of one another

Kitchen

Electrical

Gas

Fire

Hot Water

Equipment

All appliances regularly checked
All appliances serviced annually – CO² alarm installed
Extinguishers and fire blanket in place – serviced annually
Sign by boiler to warn of hot water
Instructions provided for usage

Stage

Electrical

Fire

Fire

Fire

Floor

Tables

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

Film Society Equipment

Evidence of testing is provided annually

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 – CO ² alarm installed.
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 Under stairs fire-lined to protect against fire from below 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 Town Clerk, Assistant to the Town Clerk, Town Mayor, Town Mayor and Caretaker and Deputy 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 3 (1 in the main kitchen, 1 in the Norman Centre 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 |

.....
S J Horn, Councillor

.....
Mrs J E Vanstone, RFO

Risk Assessment undertaken 26 March 2025

Annual Internal Audit Report 2024/25

Budleigh Salterton Town Council

<http://www.budleighsaltertontowncouncil.gov.uk/>

Internal audit
Report
Completed
No action needed

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

23/12/2024 29/05/2025

Name of person who carried out the internal audit

THOMAS JOHN STUCKEY

Signature of person who carried out the internal audit

T. J. Stuckey

Date

29/05/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Budleigh Salterton Town Council

Annual Internal Audit Report 2024-25

Internal Control Objective K

The authority was not exempt and had a limited assurance review of its 2023/24 AGAR.

For Action
23.6.25

Review +
Signature

Section 2 – Accounting Statements 2024/25 for

Budleigh Salterton Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	257,234	328,094	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	158,000	165,900	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	81,469	76,314	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	65,620 (Restated)	104,896	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	102,990 (Restated)	178,505	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	328,094	266,103	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	325,867	263,877	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,153,722	2,156,554	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Alice Gater-Wadgust

Date

16/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Agenda Item 13 :**Statutory Asbestos Survey**

- i. To agree to appoint a contractor to complete an asbestos survey of all BSTC properties in compliance with The Control of Asbestos Regulation 2012

This report seeks approval to allocate funding of £495.00 + VAT for a new asbestos survey of the Public Hall, Norman Centre and Station Roads Toilets.

How does this matter relate to the Neighbourhood Plan or the remit of BSTC:

This is a statutory requirement.

The substance of the matter

During recent works to upgrade the sound and lighting system at the Public Hall, asbestos was discovered above the stage. Testing by Merit Environmental confirmed the material, although it was not disturbed. This incident calls into question the accuracy of the current register. Under the Control of Asbestos Regulations 2012, BSTC is legally required to maintain a complete and up-to-date record of asbestos in all its buildings.

In line with Health and Safety Executive (HSE) guidance, asbestos surveys should be carried out in compliance with HSG264 'The Surveyors Guide' or The Control of Asbestos Regulations. I have been advised that the existing report does not meet this standard

The pros and cons, both short and long term, for the decision

Pros: BSTC will be compliant

Cons: non compliance with regulations could mean risk of staff and members of the public accidentally being exposed to asbestos and prosecution.

Any cost, financial or staff time, to the council

£495.00 + VAT Completed register.

£10.00 + VAT per sample tested.

Pending the completion of the register further action may be required or considered should further asbestos be located.

Any risk to the Council, current or future

The risk is related to not taking this course of action

What is the Council is being asked to decide:

To agree to appoint CASA Environmental Ltd to carry out an asbestos survey in our buildings

Recommendation

To ensure compliance and safety, I recommend commissioning a full asbestos survey from a qualified, UKAS accredited provider. Following advice from Spencer House (structural consultants for the hall), I contacted Jurassic Environmental, who recommended CASA Environmental Ltd. CASA is UKAS-accredited and experienced in surveying public buildings. I have verified their membership of UKAS

CASA				Environmental				Ltd
Cost:	£495.00	+	VAT	plus	£10.00	per	sample	taken.
Lead	time:		Available		from	11	June	2025

UKAS accredited, testimonials available

A quote was also obtained from Merit Environmental (£420.00 + VAT), however, they are not UKAS accredited themselves (although they do use UKAS accredited testing facilities), and therefore not recommended.

June 2025

1 Purpose of the Committee

The Non Statutory Public Hall Committee has been established to manage the Building known as the Public Hall, for the benefit of the local community. The Objectives of the Neighbourhood Plan have been identified through engagement with the community and are as follows:

Objective 1 : The special architectural and historical interest of the town's heritage assets will be a primary development consideration including designated and non designated heritage assets. See Chapter 6

Fully in accordance with Policy B3.

2 Membership

The committee shall consist of at least four members of Budleigh Salterton Town Council, as agreed and minuted in a Budleigh Salterton Town Council meeting. The Clerk need not attend meetings if the committee designates a specific member as minute-taker, but should be kept informed of meetings and decisions.

3 Appointment of Members Budleigh Salterton Town Council shall at their annual meeting in May determine the members of the committee.

4 Frequency of Meetings The committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the committee. A quorum at each meeting shall be three members.

5 Record of Meetings The committee shall ensure that an agreed written record of each of their meetings is forwarded to Budleigh Salterton Town Council for the next normal meeting.

6 Attendance It is expected that all members of the committee attend all meetings.

7 Functions of the Committee

To ensure that Preventative Maintenance is carried out on a regular basis

To ensure that there is an adequate reserve fund for future renovation work.

To ensure that the letting of the Main Hall and Norman Centre provide adequate returns and are cost effective.

To ensure the continued use of the Main Hall and Norman Centre by promoting it as 'The Venue of Choice' for Meetings, Parties, Events, Clubs, Fitness Classes and the like.

June 2025**1 Purpose of the Committee**

The Non Statutory Allotments Committee, which is accountable and reports to the Full Council, has been established to manage the land the Parish Council leases from Clinton Devon Estates as allotments for the benefit of the local community. The Objectives of the Neighbourhood Plan have been identified through engagement with the community and are as follows:

Objective 5: Enhance and protect community facilities for the benefit and needs of the community. See Chapter 9

Objective 6 : Promote and support the pastoral needs and wellbeing of the community. See Chapter 9

Objective 7 : To enhance and protect green spaces and recreational facilities of value to the community and visitors. See Chapter 9

Fully in accordance with Policies CLW1, NE2, NE4 and NE8.

2 Membership

The committee shall consist of at least four members of Budleigh Salterton Town Council, as agreed and minuted in a Budleigh Salterton Town Council meeting. The Clerk need not attend meetings if the committee designates a specific member as minute-taker, but should be kept informed of meetings and decisions.

3 Appointment of Members Budleigh Salterton Town Council shall at their annual meeting in May determine the members of the committee.

4 Frequency of Meetings The committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the committee. A quorum at each meeting shall be three members.

5 Record of Meetings The committee shall ensure that an agreed written record of each of their meetings is forwarded to Budleigh Salterton Town Council for the next normal meeting.

6 Attendance It is expected that all members of the committee attend all meetings.

7 Functions of the Committee

To ensure that the signed Tenancy Agreements are adhered to by all the Plot Holders.

To carry out at least 2 site inspections per calendar year to access each plot to see if they are complying with their signed Tenancy Agreement.

To agree for the Clerk to send Letters to plot holders regarding their plots. There is a 3-stage letter process; a) Initial letter asking the plot holder to either improve the maintenance of their

plot or to work a higher percentage of the plot as per the Agreement providing 21 days or advise of reason for plot not being up to standard. b) 2nd letter request providing 14 days for improvement of plot prior to second inspection otherwise the plot will be relinquished. c) Letter to confirm relinquishing of plot.

To maintain and repair the site and assets which are not covered by the tenancy agreements.

To manage the waiting lists.

To ensure that plots are used correctly for their intended purposes.

To consider plot holders requests and deal with complaints in an orderly and professional manner.

18. Budleigh Salterton Community Workshop

- i. To consider a request to erect an awning on BSTC property
- ii. To agree to the above request.

The Town Council is asked to consider granting permission for BSCW to install brackets in the ground to the rear of the Station Road toilet block, to allow for the erection of a temporary awning.

Aim

To create a freestanding Awning that would be attached to a frame (2 legs) bolted to the ground with support props forward of each post. This would prevent the need to bolt to the WC block for support. It would mean that the CW would need to anchor the base of the frame on the strip of land between their front apron and the rear wall of the Station Road Toilets.

Currently the CW erect gazebos each day to facilitate outdoor teaching and shade but these tend to get damaged regularly through overuse. The location is also an excellent place to meet visitors and to brief them on the activities of the Community Workshop, which takes place daily.

Sample photo below

Cost: zero

Agreement: BSCW are happy to sign any agreement that we would like them to formalise any agreement made with BSTC

