



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 11

TC Meeting 8 September 2025

Standing Orders

To receive and Agree to adopt the new Model Standing Orders received from NALC (National Association of Local Councils)

See supporting papers

To note that the standing orders are the written rules of a local council. The new standing orders are substantially the same as the ones received and amended on 25/7/22 (Min 22.134) with main revisions being to the following:

Point 14: Code of Conduct Complaints

Point 24: Communicating with District and County or Unitary Councillors

Please refer to the current Standing orders on the BSTC website, if you wish to compare



Budleigh Salterton Town Council Standing Orders

Adapted from MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

DRAFT

INTRODUCTION	4
1. RULES OF DEBATE AT MEETINGS	6
2. DISORDERLY CONDUCT AT MEETINGS	7
3. MEETINGS GENERALLY	8
4. COMMITTEES AND SUB-COMMITTEES	11
5. ORDINARY COUNCIL MEETINGS	12
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	14
7. PREVIOUS RESOLUTIONS	14
8. VOTING ON APPOINTMENTS	14
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER	15
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	15
11. MANAGEMENT OF INFORMATION	16
12. DRAFT MINUTES	17
13. CODE OF CONDUCT AND DISPENSATIONS	18
14. CODE OF CONDUCT COMPLAINTS	19
15. PROPER OFFICER	20
16. RESPONSIBLE FINANCIAL OFFICER	21
17. ACCOUNTS AND ACCOUNTING STATEMENTS	21
18. FINANCIAL CONTROLS AND PROCUREMENT	22
19. HANDLING STAFF MATTERS	23
20. RESPONSIBILITIES TO PROVIDE INFORMATION	24
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	25
22. RELATIONS WITH THE PRESS/MEDIA	25
23. EXECUTION AND SEALING OF LEGAL DEEDS	26
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS	27
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	27
26. STANDING ORDERS GENERALLY	27

INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils. Standing orders that are adopted by BSTC determine how BSTC proceeds in any given situation.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the

meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings

Committee meetings

Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the

meeting may direct that a written or oral response be given.

- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a**
 - **disclosable pecuniary interest or another interest as set out in the**
 - **Council's code of conduct in a matter being considered at a meeting is**
 - **subject to statutory limitations or restrictions under the code on their**
 - **right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
• and the meeting shall be closed. The business on the agenda for the meeting
• shall be adjourned to another meeting.
- x A meeting shall not exceed a period of two hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer seven days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall**

give a casting vote in the case of an equality of votes.

- j. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. **In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;**
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection

legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;

- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or**

personal data without legal justification.

- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**


12. DRAFT MINUTES

Full Council meetings
Committee meetings
Sub-committee meetings



- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

-  e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a Draft Model Standing orders for consideration by BSTC 8/9/25

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the

Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below 30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council OR the Staffing committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing committee

- c or if they are is not available, the vice-chair (if there is one) of the Staffing committee of absence occasioned by illness or other reason and that person shall report such absence to the Town Council OR the Staffing committee at its next meeting.
- d The chair of the Staffing committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing committee.
- e Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing committee or in their absence, the vice-chair of the Staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back to the Staffing Committee and in turn to the Town Council and progressed by resolution of the Town Council.
- f Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chair or vice-chair of the Staffing, this shall be communicated to another member of the Staffing committee, which shall be reported back to the Staffing Committee and in turn the Town Council and progressed by resolution of the Town Council.
- g Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- h In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *If gross annual income or expenditure (whichever is the higher) exceeds £200,000 The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)*

(England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two thirds councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



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 12

TC Meeting 8 September 2025

CASA Environmental – Asbestos Survey

- i. To receive details of the recent asbestos survey
- ii. To receive and agree details of the statutory annual review required from 2026.



ASBESTOS MANAGEMENT SURVEY REPORT

SITE SURVEYED

N/A
Public Hall
Station Road
Budleigh Salterton
Devon
EX9 6RJ

SURVEYED ON:

4th July 2025

CONTENTS

EXECUTIVE SUMMARY	3
INTRODUCTION	5
SITE INFORMATION	6
DETAILED SITE INFORMATION	7
CONCLUSIONS AND ACTIONS	8
SURVEY METHODOLOGY	9
IMPORTANT POINTS TO NOTE RELATING TO THIS SURVEY AND REPORT	10
IMPORTANT POINTS TO NOTE RELATING TO THIS SURVEY AND REPORT (CONT.)	11
REGISTER OF POSITIVELY SAMPLED, PRESUMED OR 'NO ACCESSED' ITEMS.....	12
REGISTER OF NEGATIVELY SAMPLED OR PRESUMED NEGATIVE ITEMS AND AREAS.....	15
SITE PLANS	36
BULK SAMPLE ANALYSIS CERTIFICATE.....	43

EXECUTIVE SUMMARY

The survey undertaken to Public Hall, Station Road, Budleigh Salterton, Devon, EX9 6RJ consisted of a management survey and was undertaken in accordance with HSE publications HSG264 Asbestos: The Survey Guide.




The survey was carried out by Casa Environmental Services Limited and was commissioned by Budleigh Salterton Town Council.

The purpose of the survey was to locate the presence and extent of any asbestos bearing materials as far as is reasonably practical within the scope of a survey of this type.




This survey report enables the client to manage any ACM's within the building in order to prevent accidental exposure to asbestos during normal use or during maintenance activities.

6 samples of suspected ACMs were taken during the survey.

Upon analysis ACMs were found or presumed in the form of:

-  Asbestos Insulating Board
-  Bitumen Products
-  Cement Flat Sheet


Items containing or presumed to contain ACMs were found in the following locations:

-  Main Building /External Areas/External/E01
-  Main Building /External Areas/External/E01
-  Main Building /Stage/Ground Floor/012

Inaccessible Areas Please note the following areas will require a second phase visit to discover whether any additional ACMs are present. (Areas not accessed during the course of the survey have been discussed and agreed with the client).

-  None

Scope of the Survey

-  Management survey of The Public Hall, Norman Centre, Upstairs Offices and the Public Toilets as described in plans and emails from Alice Gater-Wildgust dated 5th June. CHECK WITHIN LOFT ONLY

Excluded Areas (Areas Outside the Scope of the Survey)

-  None.

Document Revision Table

Please see below details of any revisions & amendments made to this survey report.

Please Note: The latest version of the report supersedes all previous versions.

Report Reference/Version	Date of Amendment	Reason for Amendment	Re-Issue Date	Amendment Made By
J103232REV1	27 Aug 2025	Amendment to survey following further investigation within the loft	27 Aug 2025	Jacqui Ward

INTRODUCTION

Survey Objective

This survey is a Management Survey as defined in the HSE publication HSG264 Asbestos: The Survey Guide.

Its purpose is to identify any asbestos based materials, as far as is reasonably practical and record the location, extent and condition of these materials in order that this report can assist in preventing accidental exposure to asbestos by building occupiers. Occupiers may be people working in the building on a day to day basis, visitors or maintenance and refurbishment staff.

During the survey it is possible that minor intrusive measures are needed to access areas where ACM's may exist.

The survey will usually involve the need to take samples of suspect materials and have them analysed by an Accredited Laboratory to determine the presence or absence of asbestos.

A combination of sampling and presuming of ACM's may be used as detailed in HSG264 guidelines.

This survey report presents the details of all ACM's located within the scope of the management survey, Analysts results and recommendation as to any action required to manage the materials safely.

Plans of Inspected Areas

Plans are provided for guidance as to the location of any identified ACMs and non-ACMs. They are intended to assist along with photographs and written descriptions in giving an appreciation of the location and extent of any ACMs, areas of non-access and the approximate areas of sample points. They are not necessarily entirely accurate or to scale.

Site Description

The site consists of a town hall with office space and toilets.

Liability

No liability is accepted to anyone using the information contained in this report other than to the Casa Environmental Services Limited client who commissioned the survey.

This document is not to be used by a third party without the written permission of Casa Environmental Services Limited.

We accept no responsibility should you choose not to act upon any recommendation contained within this report or for the consequences of not doing so.

This report may not be reproduced except in full and with the approval of Casa Environmental Services Limited and the client.

SITE INFORMATION

DATE OF SURVEY	-	4th July 2025
REFERENCE NUMBER	-	J103232REV1
CLIENT	-	Budleigh Salterton Town Council Budleigh Salterton Town Council Clerk To the Council Station Road Budleigh Salterton Devon EX9 6RJ
CLIENT CONTACT	-	Alice
LEAD SURVEYOR	-	Adam Scott, Tom Sewel
ASSISTANT SURVEYOR	-	N/A
REPORT COMPILED BY	-	Joanna Robinson
REPORT TECHNICALLY AUDITED BY	-	Jacqui Ward
REPORT ISSUED	-	27 August 2025
ADDRESS OF SITE(S) SURVEYED	-	Public Hall Station Road Budleigh Salterton Devon EX9 6RJ
REPORT SIGNED OFF BY	-	Jacqui Ward



DETAILED SITE INFORMATION

Survey Type

Management Survey as defined in HSG264

Survey Methodology

As per HSG264 guidance and Casa Environmental Services Limited surveying procedures

Details of any variation or deviation from HSG264 Guidance Agreed With the Client Prior to or During the Survey

 None

CONCLUSIONS AND ACTIONS

Incident Reference	Location	Material Description	Level of Identification	Asbestos Type	Quantity	Priority	Recommendation
3	Main Building Ground Floor / Stage 012	Insulating board panels above stage curtains and above steps to stage	AD	Chrysotile + Amosite	15 m ²	Low	Label and Monitor Condition
6	Main Building External / External Areas E01	Cement undercloak to gable end	AD	Chrysotile	40 lm	Low	Monitor Condition
8	Main Building External / External Areas E01	Bitumen damp proof membrane	AD	Chrysotile	Throughout	Low	Monitor Condition

SURVEY METHODOLOGY

This survey has been undertaken in accordance with Casa Environmental Services Limited surveying procedures which comply with HSE guidance document HSG264.

During the survey materials suspected of containing asbestos have been bulk sampled as have materials that are very similar in appearance to asbestos.

We have not undertaken negative sampling i.e. undertaken any bulk sampling to materials that are obviously or unlikely to contain asbestos, such as plasterboard, timber, fibreglass or modern vinyl floor coverings.

Collected samples are forwarded to a UKAS accredited laboratory for analysis in accordance with procedures detailed in HSG248 The Analysts Guide for Sampling Analysis and Clearance Procedures published by the HSE.

The subsequent Analysts Test Certificates are included as a part of the survey report.

Following Analysis each incidence of asbestos along with any presumed asbestos and non-accessed areas are detailed in the positive section of the report (Non accessed areas are presumed to contain ACM's until proven otherwise).

Samples analysed that have no asbestos content are listed in the negative section of the report.

Each incidence of asbestos is listed in the report along with the following additional information, general comments, observation and recommendation, a photograph and material risk assessment scores. All as per HSG264 requirements.

The positive and negative sections of the report along with annotated plans of the survey area and analysts certificate form the asbestos register for the property or structure.

The report itself does not constitute a management plan.

As per HSE Guidance document 'HSG248 The Analysts Guide', the sampling of debris is not a recommended exercise except for in specific circumstances where the spread of asbestos from a substantial recent release incident is being investigated. Sampling is also not advised due to the technical difficulties (eg efficiency of collection methods) and surface deposit/settled dust variability (ie representativeness of potential spread). Where dust sampling for asbestos is carried out, results should be interpreted with caution. Occasional random asbestos fibres in settled dust cannot be considered to represent 'widespread or significant' contamination and should not be reported as such. Any positive results should be investigated further within a planned exercise, while negative results relating to minimal samples within a vast space should also be treated with caution & not be taken to 'prove' a space as clear from fine asbestos fibres.

IMPORTANT POINTS TO NOTE RELATING TO THIS SURVEY AND REPORT

This survey was a Management survey.

It may not contain details relating to all asbestos within the building. The duty holder therefore should commission a Refurbishment / Demolition Survey prior to the commencement of any works of this type.

The survey was limited to areas that could be accessed at the time the survey was being undertaken.

We are unable to accept any responsibility for not discovering asbestos that may be present in cavities, under floors, above fixed ceiling or in other voids that could not be accessed within the scope of a management survey. We are unable to report on concealed spaces that may exist within the building where the presence and extent is unknown due to inaccessibility or lack of knowledge of the structure.

It is a possibility that some ACMs may not have been identified due to the wide variety of uses of asbestos in building construction and the complexity of certain buildings. Manufactured materials that contained asbestos was very diverse and responsibility therefore cannot be accepted for loss or damage resulting from non-recognition of materials which are later found to have an asbestos content.

Some decorative coatings contain very small quantities of asbestos which may not be homogeneous. They may have been installed from different batches or may have been repaired at different periods.

Samples taken from such coatings therefore may not necessarily be representative of all of the coating.

Bulk samples are only taken from materials which appear, in the surveyor's opinion, to be likely to contain asbestos.

Enclosed areas such as boilers, flues, ducts etc. which cannot be accessed without the use of specialised equipment have not been included.

We have not inspected areas which would have involved causing damage to decoration, building fabric or fixtures and fittings.

We are unable to accept responsibility for misinterpretation of the contents of this report by third parties.

The extent of any asbestos or suspected asbestos stated within this report is approximate and given for general guidance only.

Where we are unable to gain access to an area within a building following requests to the client for access or if gaining access would involve causing unacceptable levels of damage we state that these areas should be treated as if they contain asbestos until it can be proven otherwise.

IMPORTANT POINTS TO NOTE RELATING TO THIS SURVEY AND REPORT (CONT.)

Limited inspections of insulated pipework and plant have been made. We have not removed all non-asbestos insulation to facilitate inspection. We have only investigated strategic areas of these items.

We have not inspected areas which may exist behind, above or attached to materials which we suspect may contain asbestos.

We recommend therefore that persons subsequently working in these areas are advised of the possibility that asbestos may exist and to exercise caution when breaking through materials that have previously been tested and proven to be negative for asbestos content.

This report can only relate to the situation on the day the survey took place. It does not take into account changes that may have occurred since the survey took place.

Samples have only been taken to materials which are likely to contain asbestos or which may be mistaken as asbestos due to its appearance. The report contains findings based upon both visual inspection and analysis of samples.


The table below gives guidance to the timeframe in which the priority levels should be adhered to.


Priority	Recommended Timeframe
High	Immediate
Medium	1 — 3 Weeks
Low	Within a 6 Month Period

The table below gives further information regarding recommended actions for asbestos products.

Recommendation	Further notes regarding recommended action
Encapsulate	Use suitable encapsulate application to seal surface of material.
Protect/Enclose	Use suitable material to protect/enclose ACM to minimise risk of impact damage
Remove	Work with this material to be carried out in accordance with The Control of Asbestos Regulations (2012). All waste to be disposed of in accordance with the Hazardous Waste Regulations 2005 as amended 2009.
Remove if affected by proposed refurbishment works	Work with this material to be carried out in accordance with The Control of Asbestos Regulations (2012). All waste to be disposed of in accordance with the Hazardous Waste Regulations 2005 as amended 2009.
Restrict Access & Remove	Restrict access to area, communicate with employees, contractors & others. Work with this material to be carried out in accordance with The Control of Asbestos Regulations (2012). All waste to be disposed of in accordance with the Hazardous Waste Regulations 2005 as amended 2009.
Monitor Condition	Regularly monitor condition of ACM.
Label & Monitor Condition	Apply approved asbestos warning labels and regularly monitor condition of ACM.
Exercise Caution	Exercise caution until content can be established.

REGISTER OF POSITIVELY SAMPLED, PRESUMED OR 'NO ACCESSED' ITEMS


Incident Reference	Sample Number	Level	Material Location				Quantity	
3	GN000979	Ground Floor	Main Building Stage 012				15 m²	
ID	Material Description		Product Type				Asbestos Type	
AD	Insulating board panels above stage curtains and above steps to stage		Asbestos Insulating Board				Chrysotile + Amosite	
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Total	Priority	Recommendation	Comments
Occasionally likely to be disturbed	2	1	1	2	6	Low	Label and Monitor Condition	

Incident Reference	Sample Number	Level	Material Location				Quantity	
6	GN000980	External	Main Building External Areas E01				40 lm	
ID	Material Description		Product Type				Asbestos Type	
AD	Cement undercloak to gable end		Cement Flat Sheet				Chrysotile	
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Total	Priority	Recommendation	Comments
Usually inaccessible or unlikely to be disturbed	1	1	1	1	4	Low	Monitor Condition	Parts of undercloak visually appear to be natural slate

Date: 4th July 2025

Public Hall, Station Road, Budleigh Salterton, Devon, EX9 6RJ

Survey Reference: J103232REV1

Incident Reference	Sample Number	Level	Material Location				Quantity	
8	GN000982	External	Main Building External Areas E01				Throughout	
ID	Material Description		Product Type				Asbestos Type	
AD	Bitumen damp proof membrane		Bitumen Products				Chrysotile	
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Total	Priority	Recommendation	Comments
Usually inaccessible or unlikely to be disturbed	1	1	0	1	3	Low	Monitor Condition	

Material Assessment Algorithm

Product Type:

1 Asbestos reinforced composites (plastics, resins, mastics, roofing felt, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.)
2 AIB, millboards, other low density insulating boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper etc.
3 Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.
Priority Score (A+B+C+D) = (1-6 Low) (7-9 Medium) (=10 High)

Extent of Damage/Deterioration:

0 Good condition: no visible damage.
1 Low damage: A few scratches or surface marks, broken edges on boards, tiles etc.
2 Medium Damage: Significant breakage of materials or several small areas where material has been damaged
3 High Damage or Delamination of Materials: Sprays and thermal insulation. Visible Asbestos Debris

Surface Treatment:

0 Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles
1 Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.
2 Unsealed AIB or encapsulated lagging and sprays
3 Unsealed lagging and sprays


Asbestos Type:


1 Chrysotile
2 Amphibole asbestos excluding crocidolite
3 Crocidolite


FN080-V6-190719


AD — Asbestos Detected SPICA — Strongly presumed to Contain Asbestos PTCA — Presumed to Contain Asbestos


REGISTER OF NEGATIVELY SAMPLED OR PRESUMED NEGATIVE ITEMS AND AREAS


Incident Reference	Sample Number	Level	Material Location				Quantity	
2	No sample taken	1st Floor	Main Building Stairwell 101				Throughout	
ID	Material Description		Product Type				Asbestos Type	
NAD	All areas inspected with no ACMs being present within scope of the 1st floor		N/A				No Asbestos Detected	
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Total	Priority	Recommendation	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	No Action	


Incident Reference	Sample Number	Level	Material Location				Quantity	
4	No sample taken	Roof Void	Toilet block Roof void A04				Throughout	
ID	Material Description		Product Type				Asbestos Type	
NAD	All areas inspected with no ACMs being present within scope of roof void		N/A				No Asbestos Detected	
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Total	Priority	Recommendation	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	No Action	

Incident Reference	Sample Number	Level	Material Location				Quantity	
5	No sample taken	Ground Floor	Toilet block Toilet 6 T07				Throughout	
ID	Material Description		Product Type				Asbestos Type	
NAD	All areas inspected with no ACMs being present within scope of ground floor		N/A				No Asbestos Detected	
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Total	Priority	Recommendation	Comments
N/A	N/A	N/A	N/A	N/A	N/A	N/A	No Action	

Incident Reference	Sample Number	Level	Material Location				Quantity	
7	GN000981	External	Main Building External Areas E01				<0.5 m²	
ID	Material Description		Product Type				Asbestos Type	
NAD	Cement slate drain cover		N/A				No Asbestos Detected	
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Total	Priority	Recommendation	Comments
N/A	N/A	N/A	N/A	N/A	N/A	N/A	No Action	

Incident Reference	Sample Number	Level	Material Location				Quantity	
9	GN000983	External	Main Building External Areas E01				7 m²	
ID	Material Description		Product Type				Asbestos Type	
NAD	Insulating board to canopy above stairs		N/A				No Asbestos Detected	
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Total	Priority	Recommendation	Comments
N/A	N/A	N/A	N/A	N/A	N/A	N/A	No Action	

Incident Reference	Sample Number	Level	Material Location				Quantity	
10	GN000984	Z-Sub Level 1	Main Building Day room B08				24 m²	
ID	Material Description		Product Type				Asbestos Type	
NAD	Textured coating to plasterboard ceiling		N/A				No Asbestos Detected	
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Total	Priority	Recommendation	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	No Action	Comments

Incident Reference	Sample Number	Level	Material Location				Quantity	
12	No sample taken	1st Floor	Main Building Roof Void A03					
ID	Material Description		Product Type				Asbestos Type	
NAD	No asbestos containing materials identified within roof void (A03)		N/A				No Asbestos Detected	
Accessibility	Product Type	Extent of Damage	Surface Treatment	Asbestos Type	Total	Priority	Recommendation	Comments
N/A	N/A	N/A	N/A	N/A	N/A	N/A	No Action	Previous no access area from CASA Environmental Services Ltd management survey J103232

Assessment Algorithm

Product Type:

1 Asbestos reinforced composites (plastics, resins, mastics, roofing felt, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc.)

2 AIB, millboards, other low density insulating boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper etc.

3 Thermal insulation (e.g. pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.

Priority Score (A+B+C+D) = (1-6 Low) (7-9 Medium) (=10 High)

Extent of Damage/Deterioration:

0 Good condition: no visible damage.

1 Low damage: A few scratches or surface marks, broken edges on boards, tiles etc.

2 Medium Damage: Significant breakage of materials or several small areas where material has been damaged

3 High Damage or Delamination of Materials: Sprays and thermal insulation, Visible Asbestos Debris

Surface Treatment:

0 Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles

1 Enclosed sprays and lagging: AIB (with exposed face painted or encapsulated) asbestos cement sheets etc.

2 Unsealed AIB or encapsulated lagging and sprays

3 Unsealed lagging and sprays

Asbestos Type:

1 Chrysotile

2 Amphibole asbestos excluding crocidolite

3 Crocidolite

NAD —No Asbestos Detected

Page 11 of 43

INTERNAL INSPECTION RECORD(S)

External Inspection Record			
External Areas - E01			
Area	Material	Area	Material
Cladding	Render to block	Rainwater Goods	Metal, plastic
Soil Stacks	Plastic	Flues / Cows	No access
Ducts	x	DPM	Bitumen
Canopy	Plasterboard	Debris	x
Soffits / Fascias	Timber/upvc	Roof	Natural slate
Walls	N/A	Pipes	Metal, plastic
Other	Metal ducting		
Internal Inspection Record			
Entrance/lobby - B01			
Area	Material	Area	Material
Ceiling	Metal	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, metal, upvc	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	Upvc	Plant & equipment	x
Floor	Ceramic tiles	Staircases	x
Other	x		
Internal Inspection Record			
Circulation - B02			
Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	Timber
Walls	Block, plasterboard	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	Timber	Plant & equipment	x
Floor	Non asbestos vinyl flooring to concrete	Staircases	x
Other	x		

Internal Inspection Record

Kitchen - B03

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	Timber, upvc
Walls	Block, upvc	Voids	x
Doors / Headers	Timber	Pipework	Metal, plastic
Windows/Sills	Upvc/upvc	Plant & equipment	Non asbestos boiler, non asbestos sink pad
Floor	Non asbestos vinyl flooring to concrete	Staircases	x
Other	x		

Internal Inspection Record

Circulation - B04

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	x	Plant & equipment	x
Floor	Non asbestos vinyl flooring to concrete	Staircases	x
Other	x		

Internal Inspection Record

Toilet - B05

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	Upvc
Walls	Block, upvc	Voids	x
Doors / Headers	Timber	Pipework	Metal, plastic
Windows/Sills	Upvc/upvc	Plant & equipment	x
Floor	Non asbestos vinyl flooring to concrete	Staircases	x
Other	x		

Internal Inspection Record

Toilet 2 - B06

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	Upvc
Walls	Block, upvc	Voids	x
Doors / Headers	Timber	Pipework	Metal, plastic
Windows/Sills	Upvc/upvc	Plant & equipment	x
Floor	Non asbestos vinyl flooring to concrete	Staircases	x
Other	x		

Internal Inspection Record

Store room - B07

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	Timber	Plant & equipment	x
Floor	Carpet to concrete	Staircases	x
Other	x		

Internal Inspection Record

Day room - B08

Area	Material	Area	Material
Ceiling	Textured coating to plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard	Voids	x
Doors / Headers	Timber	Pipework	Metal
Windows/Sills	Upvc	Plant & equipment	Non asbestos electrical switch gear
Floor	Carpet to concrete	Staircases	x
Other	x		

Internal Inspection Record

Lobby - 001

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	Upvc/ceramic tile	Plant & equipment	x
Floor	Non asbestos vinyl flooring to timber	Staircases	Non asbestos vinly flooring to timber
Other	x		

Internal Inspection Record

Foyer - 002

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard	Voids	x
Doors / Headers	Timber	Pipework	Metal
Windows/Sills	Timber/ceramic tile	Plant & equipment	Non asbestos electrical switch gear
Floor	Carpet, non asbestos vinyl flooring to timber	Staircases	x
Other	x		

Internal Inspection Record

Female toilet - 003

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	Timber
Walls	Block, plasterboard, upvc	Voids	x
Doors / Headers	Timber	Pipework	Metal, plastic. Plastic pipework
Windows/Sills	Upvc/upvc	Plant & equipment	Ceramic cistern
Floor	Non asbestos vinyl flooring to timber	Staircases	x
Other	x		

Internal Inspection Record

Store - 004

Area	Material	Area	Material
Ceiling	Lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block	Voids	x
Doors / Headers	Timber	Pipework	Metal
Windows/Sills	Timber/timber	Plant & equipment	x
Floor	Non asbestos vinyl flooring to timber	Staircases	x
Other	x		

Internal Inspection Record

Kitchen - 005

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, upvc, metal	Voids	x
Doors / Headers	Timber	Pipework	Metal, plastic
Windows/Sills	Upvc/metal	Plant & equipment	x
Floor	Non asbestos vinyl flooring to concrete	Staircases	x
Other	x		

Internal Inspection Record

Store - 006

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block	Voids	x
Doors / Headers	Timber	Pipework	Metal
Windows/Sills	x	Plant & equipment	two non asbestos boilers
Floor	timber	Staircases	x
Other	x		

Internal Inspection Record

Backstage w/c - 007

Area	Material	Area	Material
Ceiling	lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard, ceramic tile	Voids	x
Doors / Headers	Timber	Pipework	Metal with foam insulation
Windows/Sills	Upvc, ceramic tile	Plant & equipment	Ceramic cistern
Floor	Non asbestos vinyl flooring to timber	Staircases	x
Other	x		

Internal Inspection Record

Dressing room - 008

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard	Voids	x
Doors / Headers	Timber, timber hatch to loft	Pipework	Metal
Windows/Sills	Timber/ceramic tile	Plant & equipment	x
Floor	timber	Staircases	x
Other	x		

Internal Inspection Record

Backstage Lobby - 009

Area	Material	Area	Material
Ceiling	lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard	Voids	x
Doors / Headers	Timber double door to stage. Upvc exit door.	Pipework	x
Windows/Sills	x	Plant & equipment	x
Floor	timber	Staircases	Non asbestos vinly flooring to timber
Other	x		

Internal Inspection Record

Dressing room - 010

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard	Voids	x
Doors / Headers	Timber, timber hatch to loft	Pipework	Metal
Windows/Sills	Timber/ceramic tile	Plant & equipment	x
Floor	timber	Staircases	x
Other	x		

Internal Inspection Record

Backstage w/c - 011

Area	Material	Area	Material
Ceiling	lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard, ceramic tile	Voids	x
Doors / Headers	Timber	Pipework	Metal with foam insulation
Windows/Sills	Upvc, ceramic tile	Plant & equipment	Ceramic cistern
Floor	Non asbestos vinyl flooring to timber	Staircases	x
Other	x		

Internal Inspection Record

Stage - 012

Area	Material	Area	Material
Ceiling	lath and plaster, plasterboard ceiling	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard	Voids	x
Doors / Headers	Timber, timber hatch to loft	Pipework	Metal
Windows/Sills	x	Plant & equipment	non asbestos electrical switcgear
Floor	timber	Staircases	x
Other	x		

Internal Inspection Record

Hall - 013

Area	Material	Area	Material
Ceiling	Plasterboard, lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	Timber
Walls	Block, plasterboard	Voids	Boxing below stage - timber ceiling, block wall, timber floor
Doors / Headers	Timber, metal	Pipework	Metal
Windows/Sills	Upvc/ceramic tiles	Plant & equipment	x
Floor	Non asbestos vinyl flooring to timber	Staircases	Non asbestos vinyl flooring to timber
Other	x		

Internal Inspection Record

Bar - 014

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard, ceramic tiles	Voids	x
Doors / Headers	Timber	Pipework	Metal
Windows/Sills	Upvc/ceramic tile	Plant & equipment	Non asbestos boiler
Floor	Non asbestos vinyl flooring to timber	Staircases	x
Other	x		

Internal Inspection Record

Disabled toilet - 015

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	Timber
Walls	Block, upvc	Voids	x
Doors / Headers	Timber	Pipework	Metal, plastic. Plastic pipework
Windows/Sills	Upvc/upvc	Plant & equipment	Ceramic cistern
Floor	Non asbestos vinyl flooring to timber	Staircases	x
Other	x		

Internal Inspection Record

Male toilets - 016

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	Timber
Walls	Block, upvc	Voids	x
Doors / Headers	Timber	Pipework	Metal, plastic. Plastic pipework
Windows/Sills	Upvc/upvc	Plant & equipment	Ceramic cistern
Floor	Non asbestos vinyl flooring to concrete	Staircases	x
Other	x		

Internal Inspection Record

Under stairs cupboard - 017

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block	Voids	x
Doors / Headers	Timber	Pipework	Metal
Windows/Sills	Timber/ceramic tile	Plant & equipment	x
Floor	Timber	Staircases	x
Other	x		

Internal Inspection Record

Stairwell - 101

Area	Material	Area	Material
Ceiling	Lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block	Voids	x
Doors / Headers	Timber	Pipework	Metal
Windows/Sills	Upvc/ceramic tile	Plant & equipment	x
Floor	Non asbestos vinyl flooring to timber	Staircases	Non asbestos vinyl flooring to timber
Other	x		

Internal Inspection Record			
Circulation - 102			
Area	Material	Area	Material
Ceiling	Lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard, timber	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	Timber	Plant & equipment	x
Floor	Non asbestos vinyl flooring to timber	Staircases	x
Other	x		
Internal Inspection Record			
Council chamber - 103			
Area	Material	Area	Material
Ceiling	Wood chip wall paper to lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	Timber
Walls	Wood chip wall paper to block	Voids	x
Doors / Headers	Timber	Pipework	Metal
Windows/Sills	Timber/ceramic tile	Plant & equipment	x
Floor	Carpet to timber	Staircases	x
Other	x		
Internal Inspection Record			
Office - 104			
Area	Material	Area	Material
Ceiling	Lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block	Voids	x
Doors / Headers	Timber	Pipework	Metal
Windows/Sills	Timber	Plant & equipment	x
Floor	Carpet to timber	Staircases	x
Other	x		

Internal Inspection Record

Toilet - 105

Area	Material	Area	Material
Ceiling	Lath and plaster, plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	Timber
Walls	Block	Voids	x
Doors / Headers	Timber	Pipework	Metal, plastic. Plastic pipework
Windows/Sills	Upvc/ceramic tile	Plant & equipment	Ceramic cistern, non asbestos boiler
Floor	Non asbestos vinyl flooring to concrete	Staircases	x
Other	x		

Internal Inspection Record

Kitchen - 106

Area	Material	Area	Material
Ceiling	Lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	Timber
Walls	Block, ceramic tile	Voids	x
Doors / Headers	Timber	Pipework	Metal, plastic. Metal flue
Windows/Sills	Upvc/ceramic tile	Plant & equipment	Non asbestos boiler, non asbestos sink
Floor	Non asbestos vinyl flooring to concrete	Staircases	x
Other	x		

Internal Inspection Record

Store room - 107

Area	Material	Area	Material
Ceiling	Lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block	Voids	x
Doors / Headers	Timber	Pipework	Metal
Windows/Sills	timber, boarded over	Plant & equipment	x
Floor	concrete	Staircases	x
Other	x		

Internal Inspection Record

Office - 108

Area	Material	Area	Material
Ceiling	Lath and plaster	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, plasterboard	Voids	x
Doors / Headers	Timber	Pipework	Metal
Windows/Sills	Timber, timber hatch	Plant & equipment	x
Floor	Carpet to timber	Staircases	x
Other	x		

Internal Inspection Record

Roof void - A01

Area	Material	Area	Material
Ceiling	timber	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	block walls	Voids	x
Doors / Headers	timber	Pipework	x
Windows/Sills	x	Plant & equipment	x
Floor	timber, lath and plaster and fibreglass insulation	Staircases	x
Other	x		

Internal Inspection Record

Roof void - A02

Area	Material	Area	Material
Ceiling	timber	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	block	Voids	x
Doors / Headers	timber	Pipework	x
Windows/Sills	x	Plant & equipment	x
Floor	timber, lath and plaster, gypsum board fibreglass insulation	Staircases	x
Other	x		

Internal Inspection Record

Rood void - A03

Area	Material	Area	Material
Ceiling	N/A	Under Floor Ducts	N/A
Firebreaks	N/A	Riser/Boxing	N/A
Walls	N/A	Voids	N/A
Doors / Headers	N/A	Pipework	N/A
Windows/Sills	N/A	Plant & equipment	N/A
Floor	N/A	Staircases	N/A
Other	N/A		

External Inspection Record

External Areas - E02

Area	Material	Area	Material
Cladding	Block	Rainwater Goods	Plastic
Soil Stacks	x	Flues / Cows	x
Ducts	x	DPM	Rubber DPM
Canopy	x	Debris	x
Soffits / Fascias	Upvc/upvc	Roof	Quarry tiles
Walls	N/A	Pipes	x
Other	x		

Internal Inspection Record

Store - T01

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block	Voids	x
Doors / Headers	Timber	Pipework	Metal, plastic
Windows/Sills	x	Plant & equipment	Metal ducting, plastic cistern, non asbestos boiler, non asbestos electrical switch gear
Floor	Concrete	Staircases	N/A
Other	N/A		

Internal Inspection Record

Toilet 1 - T02

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, upvc	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	x	Plant & equipment	x
Floor	Ceramic tiles	Staircases	x
Other	x		

Internal Inspection Record

Toilet 2 - T03

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, upvc	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	x	Plant & equipment	x
Floor	Ceramic tiles	Staircases	x
Other	x		

Internal Inspection Record

Toilet 3 - T04

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, upvc	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	x	Plant & equipment	x
Floor	Ceramic tiles	Staircases	x
Other	x		

Internal Inspection Record

Toilet 4 - T05

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, upvc	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	x	Plant & equipment	x
Floor	Ceramic tiles	Staircases	x
Other	x		

Internal Inspection Record

Toilet 5 - T06

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, upvc	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	x	Plant & equipment	x
Floor	Ceramic tiles	Staircases	x
Other	x		

Internal Inspection Record

Toilet 6 - T07

Area	Material	Area	Material
Ceiling	Plasterboard	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	Block, upvc	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	x	Plant & equipment	x
Floor	Ceramic tiles	Staircases	x
Other	x		

Internal Inspection Record

Roof void - A04

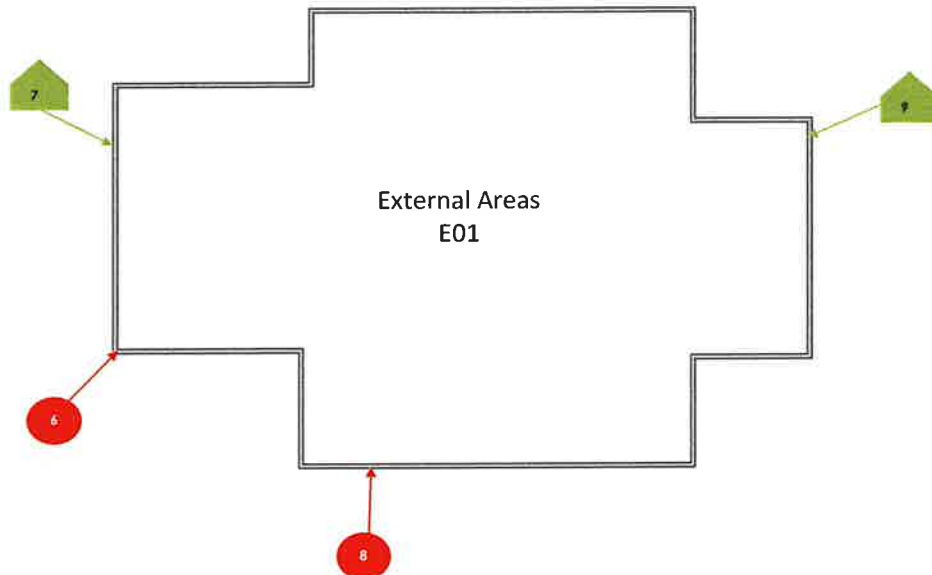
Area	Material	Area	Material
Ceiling	Non asbestos roofing felt, timber joists	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	x	Voids	x
Doors / Headers	Timber	Pipework	x
Windows/Sills	x	Plant & equipment	Metal ducting
Floor	Fibreglass insulation, timber, plasterboard	Staircases	x
Other	x		

Internal Inspection Record

Roof Void - A03

Area	Material	Area	Material
Ceiling	Timber joists, timber boards	Under Floor Ducts	x
Firebreaks	x	Riser/Boxing	x
Walls	brick	Voids	x
Doors / Headers	Timber hatch	Pipework	x
Windows/Sills	x	Plant & equipment	x
Floor	Fiberglass insulation, timber joists to lath and plaster ceiling	Staircases	x
Other	x		

SITE PLANS



Not to Scale. For Guidance Purposes Only



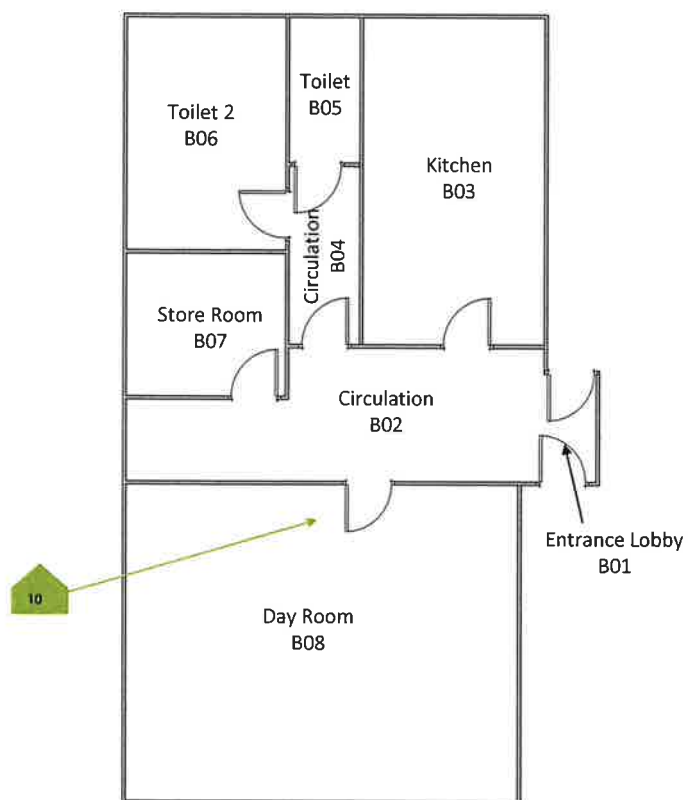
Reference:
J103232

Floor/Area:
External Areas

Plan:
1 of 6

Site Address:
Public Hall,
Station Road,
Budleigh Salterton,
Devon,
EX9 6RJ

Key:	
	Asbestos Detected
	Limited/No Access Gained
	No Asbestos Detected



Not to Scale. For Guidance Purposes Only



Reference:
J103232

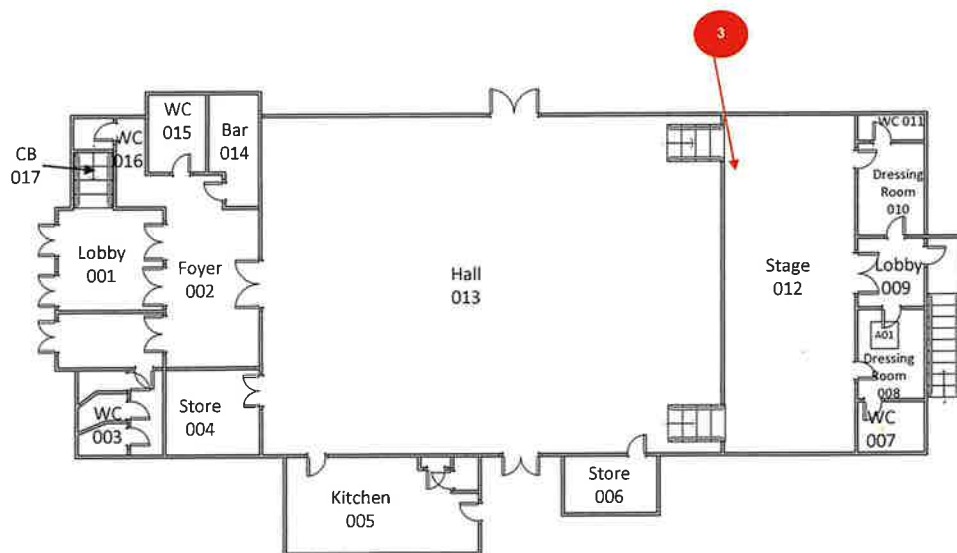
Floor/Area:
Basement

Plan:
2 of 6

Site Address:
Public Hall,
Station Road,
Budleigh Salterton,
Devon,
EX9 6RJ

Key:

	Asbestos Detected
	Limited/No Access Gained
	No Asbestos Detected



Not to Scale. For Guidance Purposes Only





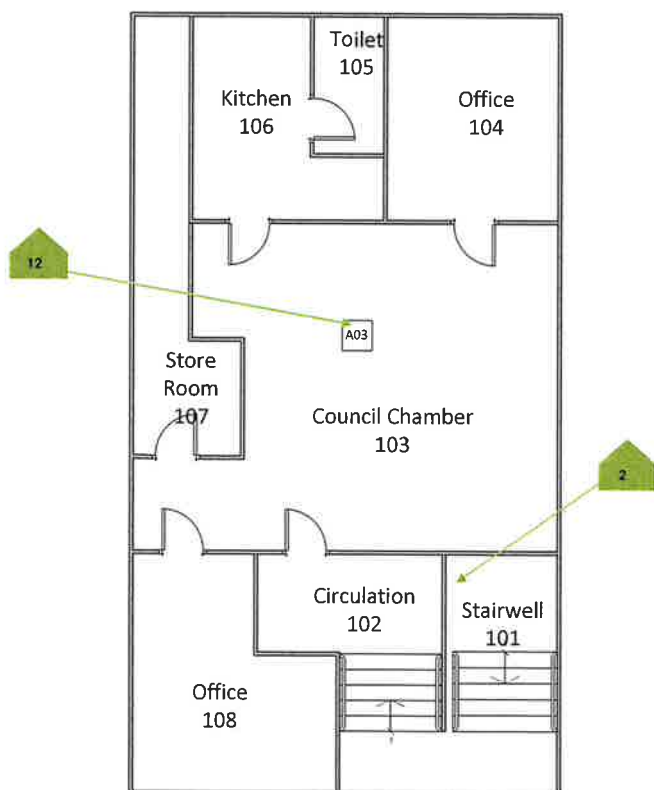
Reference:
J103232

Floor/Area:
Ground Floor

Plan:
3 of 6

Site Address:
Public Hall,
Station Road,
Budleigh Salterton,
Devon,
EX9 6RJ

Key:	
	Asbestos Detected
	Limited/No Access Gained
	No Asbestos Detected



Not to Scale. For Guidance Purposes Only



Reference:
J103232

Floor/Area:
First Floor

Plan:
4 of 6

Site Address:
Public Hall,
Station Road,
Budleigh Salterton,
Devon,
EX9 6RJ

Key:



**Asbestos
Detected**



**Limited/No Acces:
Gained**



**No Asbestos
Detected**

Reference:
J103232

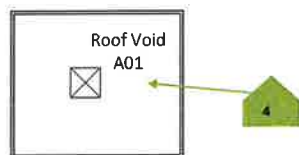
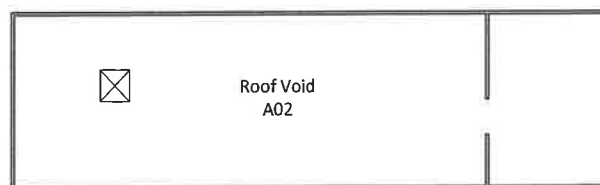
Floor/Area:
Roof Void

Plan:
5 of 6

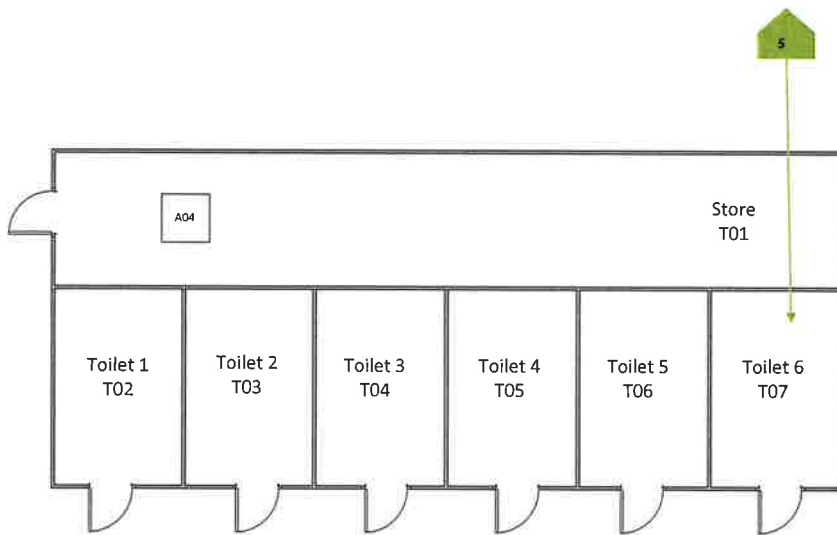
Site Address:

Public Hall,
Station Road,
Budleigh Salterton,
Devon,
EX9 6RJ

Key:	
	Asbestos Detected
	Limited/No Access Gained
	No Asbestos Detected



Not to Scale. For Guidance Purposes Only



Not to Scale. For Guidance Purposes Only



Reference:
J103232

Floor/Area:
Toilet Block

Plan:
6 of 6

Site Address:
Public Hall,
Station Road,
Budleigh Salterton,
Devon,
EX9 6RJ

Key:



**Asbestos
Detected**



**Limited/No Acces:
Gained**


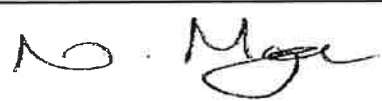


**No Asbestos
Detected**

CERTIFICATE OF IDENTIFICATION OF ASBESTOS FIBRES

CLIENT	Budleigh Salterton Town Council	CERTIFICATE NO.	J103232REV2
ADDRESS	Budleigh Salterton Town Council, Clerk To the Council, Station Road, Budleigh Salterton, Devon, EX9 6RJ	DATE OF ISSUE	27/08/2025
TELEPHONE	01395 442245	DATE SAMPLED	04/07/2025
SITE ADDRESS	Public Hall, Station Road, Budleigh Salterton, Devon, EX9 6RJ	DATE RECEIVED	07/07/2025
SITE REFERENCE		DATE ANALYSED	08/07/2025
		NO. OF SAMPLES	6
		SAMPLED BY	Tom Sewel

CASA SAMPLE NUMBER	CLIENT SAMPLE NUMBER	SAMPLE LOCATION	FIBRE TYPE DETECTED
GN000979	N/A	Insulating board panels above stage curtains and above steps to stage -	Chrysotile + Amosite
GN000980	N/A	Cement undercloak to gable end -	Chrysotile
GN000981	N/A	Cement slate drain cover -	N.A.D.I.S
GN000982	N/A	Bitumen damp proof membrane	Chrysotile
GN000983	N/A	Insulating board to canopy above stairs -	N.A.D.I.S
GN000984	N/A	Textured coating to plasterboard ceiling -	N.A.D.I.S

COMMENTS			
<p>KEY: NADIS - NO ASBESTOS DETECTED IN SAMPLE. NAD - NO ASBESTOS DETECTED WITHIN LAYER. CHRYSTOTILE - WHITE ASBESTOS. AMOSITE - BROWN ASBESTOS. CROCIDOLITE - BLUE ASBESTOS. TREMOLITE/ANTHOPHYLLITE & ACTINOLITE - LESS COMMON ASBESTOS FIBRE TYPES.</p> <p><small>Note: All comments are the opinion of the analyst only and do not form part of Casa Environmental Services Ltd's UKAS accreditation. Note: Samples will be kept for a minimum of 6 months. Note: Records are kept for a period consistent with any legislation or customer needs and for a minimum of six years. Note: This Certificate of Identification of Asbestos Fibres can only be reproduced with the written permission of Casa Environmental Services Limited.</small></p>			
ANALYSED BY	George House	AUTHORISED BY	Natalie Morgan
SIGNATURE		SIGNATURE	
<p><small>Authorisation by another member of staff is to confirm that the analysis was undertaken in accordance with in-house quality/technical procedures, current HSG248 guidance and by a suitably qualified analyst.</small></p> <p><small>Samples have been analysed to determine the presence of asbestos fibres using Casa Environmental Services Ltd's "in house" method of polarised light microscopy and central spot dispersion staining based on HSG248. Where the site address and sample locations have been provided by the client, Casa Environmental Services Ltd is not responsible for the accuracy or competence of these details or of the sampling techniques that have been used, and that results apply to the samples as they are received. Any sampling undertaken by Casa Environmental Services Ltd operatives has been undertaken using "in house" documented procedures which are based on guidance set out within HSG Guidance books HSG264 & HSG248.</small></p>			

RE: Budleigh Salterton

From Kelly Stephen <kellystephen@casaenvironmental.co.uk>

Date Wed 2025-09-03 11:36 AM

To Town Clerk | Budleigh Salterton Town Council <clerk@budleighsaltertontowncouncil.gov.uk>

Good morning Alice

The price of the reinspection will be £250.00+Vat

Many thanks



KELLY STEPHEN

HEAD OF REPORT PRODUCTION

01752 987 824

BRISTOL

HAMPSHIRE

DEVON

CORNWALL

MIDLANDS

01179 322 323

02380 775 798

01752 987 824

01872 300 458

01785 331 410

Company Reg: 07649903 | VAT: 123 065452 | [Accreditations & Insurance](#) |
www.casaenvironmental.co.uk | [Social Media](#)

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Casa Environmental Services Ltd. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone. Casa Environmental Services Ltd does not accept legal responsibility for the contents of this message. The recipient is responsible for verifying its authenticity before acting on the contents

Notice of upcoming annual leave:

From: Town Clerk | Budleigh Salterton Town Council <clerk@budleighsaltertontowncouncil.gov.uk>

Sent: 03 September 2025 11:33

To: Kelly Stephen <kellystephen@casaenvironmental.co.uk>; Town Clerk | Budleigh Salterton Town Council <clerk@budleighsaltertontowncouncil.gov.uk>

Subject: Re: Budleigh Salterton

Hi Kelly

Just a reminder to come back to me with a price re the query below.

Kr

Alice

From: Kelly Stephen <kellystephen@casaenvironmental.co.uk>
Sent: 02 September 2025 4:48 PM
To: Town Clerk | Budleigh Salterton Town Council <clerk@budleighsaltertontowncouncil.gov.uk>
Subject: RE: Budleigh Salterton

Good afternoon Alice

Unfortunately the branch manager has left for the day.

However I have made a note and will get a cost over to you tomorrow morning if that is ok.

Many thanks

 **KELLY STEPHEN**
HEAD OF REPORT PRODUCTION
01752 987 824
Asbestos Consultancy & Water Management Services

<u>BRISTOL</u>	<u>HAMPSHIRE</u>	<u>DEVON</u>	<u>CORNWALL</u>	<u>MIDLANDS</u>
01179 322 323	02380 775 798	01752 987 824	01872 300 458	01785 331 410

Company Reg: 07649903 | VAT: 123 065452 | [Accreditations & Insurance](#) |
www.casaenvironmental.co.uk | [Social Media](#)

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Casa Environmental Services Ltd. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone. Casa Environmental Services Ltd does not accept legal responsibility for the contents of this message. The recipient is responsible for verifying its authenticity before acting on the contents

Notice of upcoming annual leave:

From: Town Clerk | Budleigh Salterton Town Council <clerk@budleighsaltertontowncouncil.gov.uk>
Sent: 02 September 2025 16:48
To: Kelly Stephen <kellystephen@casaenvironmental.co.uk>
Subject: Re: Budleigh Salterton

Dear Kelly

Thank you. Please can you confirm the cost of an annual inspection?

Kr

Alice

From: Kelly Stephen <kellystephen@casaenvironmental.co.uk>

Sent: 02 September 2025 4:46 PM

To: Town Clerk | Budleigh Salterton Town Council <clerk@budleighsaltertontowncouncil.gov.uk>

Subject: Budleigh Salterton

Good afternoon

Following on from our telephone conversation this afternoon.

I can confirm the asbestos found within your asbestos survey is fine to stay in situ, we do recommend you have a reinspection annually this is to check the condition of the asbestos update the register for you.

Please do not hesitate to contact us if you have any further queries.

Many thanks

 **CASA**
Environmental Services Ltd
Asbestos Consultancy & Water Management Services

KELLY STEPHEN
HEAD OF REPORT PRODUCTION
01752 987 824

BRISTOL

01179 322 323

HAMPSHIRE

02380 775 798

DEVON

01752 987 824

CORNWALL

01872 300 458

MIDLANDS

01785 331 410

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Casa Environmental Services Ltd. If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone. Casa Environmental Services Ltd does not accept legal responsibility for the contents of this message. The recipient is responsible for verifying its authenticity before acting on the contents

Notice of upcoming annual leave:



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 13

TC Meeting 8 September 2025

BSTC Public Hall Christmas Lights

To receive and accept pricing from Mike Harding Lights Ltd for:

- i. The installation of fixing and bolts including pull testing and certification
- ii. The installation and removal of the Public Hall Christmas Lights

Agenda Proposal – Installation of Eyelets and Support Wires on Council Building

Installation of Public Hall Christmas Lights

Relationship to Neighbourhood Plan / BSTC Remit

The Council has a duty to maintain its assets in a safe and presentable condition. The installation of certified eyelets and support wires supports the safe display of Christmas lights on the edge of the roof of the public hall which contributes to the vitality of the town centre. This falls within BSTC's remit for building maintenance and supporting community engagement.

Substance of the Matter

Following discussions with Mike Harding Lighting, a quotation has been received to fit 16 chemical-fixed eyelets and support wires to the front and side of the Council building (10 on the front, 6 above the main entrance). All fittings will be pull-tested and certified.

The supplier's costs are:

- £50.00 per bolt x 16 = £800.00 + VAT (including labour and materials).
- £400.00 (to install and later remove the actual Christmas lights).

Pros and Cons

Pros:

- Ensures safe, certified fittings for the lights.
- Provides a professional, long-term solution.

Cons:

- Upfront cost to the Council.
- Requires ongoing annual cost to install the lights.

Cost – Financial and Staff Time

- **Financial:** £800.00 + VAT for fittings – one off, plus £400.00 for installation/removal of lights (annual)
- **Staff time:** Limited to arranging works and managing bookings for use.

Risk to the Council

- **Risk if approved:** Low, as installation is certified and reduces liability.
- **Risk if not approved:** Christmas lights will not be installed for 2025.

Proposed Motion

That Budleigh Salterton Town Council accepts the quotation of £800.00 + VAT for the installation of 16 eyelets and £400.00 for installation and removal of support wires to the front and side of the Council building, and authorises officers to instruct the contractor accordingly.

Date: 1.9.25

Proposed by: Alice Gater-Wildgust

PROPOSAL FOR 2025 XMAS LIGHTS

Prepared by: Christmas Lights Working Party

Using ToR agreed 14 July 2025 [Min 24.143]

Shop Budleigh is seeking a grant of £6,000 from Budleigh Salterton Town Council to support the professional installation of Christmas lights in Budleigh Salterton town centre for the 2025 festive season.

The Christmas lights are an integral part of the town's seasonal identity, enhancing the community atmosphere and contributing to a vibrant, welcoming environment for both residents and visitors.

The lights provide a visually uplifting and festive experience that supports the town's economy and community spirit.

The Xmas lights will comprise the following;

- a) 6 No Cross Street Designs
- b) 2 No New Brackets (Sampson/Emporium)
- c) 1 No Icicle Lights along the Brook
- d) 2 Sets of XMAS Tree Lights

At an initial meeting, between Jen Mills, Stephen Horn, Richard Doorbar and Alan Chaplin on the 20th August 2025 discussion took place regarding keeping the costs to a minimum, as Shop Budleigh funds would not stretch to anywhere near the amount required to pay for the Xmas lights installation etc. Therefore in order for the Town to have its Xmas lights for 2025 funding would need to be provided by BSTC.

The minimum costs for the above would be:

£4625.00 (items a, c & d)

£300.00 (insurance guide price of £300)

£400.00 (PAT testing guide price of £300 - £500)

Present to BSTC for consideration on 8 September 2025

£5325.00 Sub Total

£ 190.00 (items b)

£5515.00 Grand Total

(excl any contingencies which could take costs to £6000.00)

Shop Budleigh has circa £1200.00 in the “pot” and will pay for the insurance, PAT testing and contingency costs.

Traders will be asked to contribute a minimum of £75.00 each but we have no idea of what that might bring in.

To note: BSTC has historically met the energy cost of the Budleigh Salterton lights. There is no specific agreement regarding this. For 2024 this cost was £400.00

PROPOSAL 1

For BSTC to donate/fund a **maximum** of £5000.00. towards the installation costs of the 2025 Xmas lights.

BSTC would pay the Contractor directly and reclaim the VAT.

PROPOSAL 2

For BSTC to agree to install additional BOER lights in Chapel Street for Xmas 2025 or not.

Costs for an additional 10mtrs of BOER lights between The Salterton Arms and the Fish & Chip Shop is circa £700.00 funded from the Traders contributions if adequate.

Christmas Lights Working Party Members:

Cllrs A Chaplin, R Doorbar & S Horn.



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 15

TC Meeting 8 September 2025

Request for Grant Aid 2025/26: Shop Buddleigh

- (i) To agree whether to make a donation
- (ii) To agree the amount of any donation.

See supporting papers

FUNDING APPLICATION TO BUDLEIGH SALTERTON TOWN COUNCIL

Submitted by: Jen Mills

On behalf of: Shop Budleigh

Date: 14th June 2025

Amount Requested: £6,000

Purpose: Contribution towards the installation of Budleigh Salterton's Christmas Lights – Winter 2025

1. Project Overview

Shop Budleigh is seeking a grant of £6,000 from Budleigh Salterton Town Council to support the professional installation of Christmas lights in Budleigh Salterton town centre for the 2025 festive season.

The Christmas lights are an integral part of the town's seasonal identity, enhancing the community atmosphere and contributing to a vibrant, welcoming environment for both residents and visitors.

The lights provide a visually uplifting and festive experience that supports the town's economy and community spirit.

2. Objectives

- To enhance the festive appeal of Budleigh Salterton's town centre
- To support local businesses by encouraging footfall during the Christmas period
- To foster a sense of seasonal celebration and community pride
- To ensure the lighting is installed safely, professionally, and in an environmentally responsible way

3. Use of Funds

The requested funding of £6,000 will be used to help cover:

- Professional installation and removal of the lights across the town
- Maintenance and repairs to ensure all lighting is operational and safe
- Electrical safety testing and certification
- Insurance and risk management
- Investment in energy-efficient lighting solutions to reduce environmental impact and running costs

4. Community Benefit

The Christmas lighting initiative benefits the entire community by:

- Creating a festive environment that uplifts morale and civic pride
- Supporting local retailers and hospitality businesses through increased town centre activity
- Offering a seasonal attraction that enhances the town's character, particularly on occasions such as Late Night Shopping, which was fantastically well attended last year.
- Reinforcing Budleigh Salterton's image as a welcoming and well-presented town

5. Additional Funding and Support

Shop Budleigh continues to seek support from local traders and partners to contribute to the overall cost of the project and currently has an additional £1500 to add to the total, and are awaiting the results of other funding applications. However, Town Council support remains a vital part of the funding strategy. This grant will help ensure that the lights can be delivered to a professional standard without compromising safety or quality.

6. Visual Example

The image below shows the Christmas lights installed on the High Street last year including the beautiful “Star of Hope” motif. We have already purchased an extra cross street design to add to the display this year, and are also aiming to purchase a new display for Chapel St.



7. Conclusion

Shop Budleigh respectfully requests that Budleigh Salterton Town Council consider this application for a £6,000 contribution towards the 2025 Christmas light installation. This support will ensure the continuation of a cherished local tradition and provide a seasonal boost to the local economy and community spirit.

We are happy to provide further details or attend a Council meeting to present the proposal in person, if required.

Contact:
Jen Mills
On behalf of Shop Budleigh
07989 582096
shopbudleigh@gmail.com



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 16

TC Meeting 8 September 2025

Request for Grant Aid 2025/26: Citizens Advice East Devon

- (i) To agree whether to make a donation
 - (ii) To agree the amount of any donation.
- See supporting papers

TOWN COUNCIL GRANT APPLICATION – COVER SHEET

- 1. Name of Organisation:** Citizens Advice East Devon
- 2. Contact Person:** Dean Stewart
- 3. Organisation Address:** 37 Exeter Rd, Exmouth, EX8 1QD

4. What is the purpose of your organisation?

Citizens Advice East Devon is the local independent branch of a very well known and respected national charity. We offer advice and advocacy. We offer advice on any subject and we are regulated by the FCA, Companies House, The Charity Commission, The Information Commissioner and others. We specialise in maximising income and helping people deal with debt. We will also help people with employment issues and can act as an advocate in tribunal cases. Our information will always be free to whoever needs it. Our aim is to give people the information, advice and support to make their own decisions and affect their own outcomes.

We offer free advice and information to anyone who needs it, ensuring that people have everything they need to make progress with any problem they may be experiencing. We use face to face meetings, telephone, email and chat programmes to help. We see over 4,000 people each year and assist in more than 10,000 issues. We are a local charity that belongs to the national Citizens Advice family, and we are recognised as experts in benefits, debt, employment issues, energy advice, family relationships and much more. We excel in income maximisation and have generated more than £2m for local residents in each of the last 5 years. We help prevent mental health crises, homelessness, unemployment and bankruptcy. We have offices in Honiton and Exmouth and outreach centres across the region. We have more than 30 volunteer advisers actively assisting the community

5. Grant Request Summary:

We are applying for **£2,000** to engage more closely with the residents of Budleigh Salterton and neighbouring villages.

In 2024 we saw nearly 5,000 clients across all of East Devon, but we only met with 200 Budleigh residents. This is about half the number that we would have expected to meet with. We want to take steps to change that over the next year by setting up a regular outreach in Budleigh Salterton. We know that Seachange are very keen to have us in their wonderful facility, and we would like to make this happen.

Even though we would place a volunteer adviser there, we would still need to support that volunteer with supervision, equipment, expenses and other costs.

We know that an Outreach operating for 2-2.5 hours once a week throughout a year costs us about £88 per session, or around £4,229 per year. We are currently putting a restructure into place and trying to reduce costs wherever possible, so cannot at the moment commit this money in full. With a grant from Budleigh Salterton Town Council we would be prepared to commit the remaining funds to make this outreach possible.

We know there is a need for this, as Budleigh has around 6% of the households of East Devon, but only provides around 3% of our clients. The towns with the highest engagement (Exmouth, Honiton, Sidmouth and Axminster) are those with well established outreach partnerships. Only 42% of Budleigh clients were met face to face, compared to over 60% as an average. This meant that we were not able to generate as much extra income per resident as we have in other towns. We do this by checking that clients receive all the benefits that they are entitled to, in full, and financial help with debt, repayments and other employment, relationship, housing and utility issues.

Income last year fell for us (like everyone in the charity sector) to unprecedented low levels, and we were left with a shortfall of around £100,000. In Q1 this year we undertook a restructuring exercise which saw us reduce salary costs by 40% and property and other expenses by a similar amount. All staff took an hours cut and we had to make some staff redundant. We have reduced our overall costs for this year from over £300,000 to below £200,000.

What is the name/title of the project or activity?

To allow Citizens Advise ED to engage more closely with the citizens of Budleigh Salterton

What are you requesting funding for?

2024 /25 was a very difficult year for the Charity from a financial perspective. Our reserves at the end of the previous year were unusually high at £203 thousand and they were also distorted by certain “one-off” items. We had thus always expected our reserves to fall and had planned that they would decrease to £119 thousand. In the event they fell to £56 thousand, and the difference of £63 thousand is explained by a fall in income against our planned figures. Income from our major donors, East Devon District and Devon County Council was more or less as expected, but we had budgeted an ambitious - though realistic in the light of previous experience - £131 thousand for income from other sources – chiefly by bidding for 3rd sector funding donors and for specific projects and contracts. These sources virtually dried up, which was reported not just by other Citizens Advice trusts, but by many other charities across the country: the funds were simply not there to bid for, and we achieved only £34 thousand from these sources. More positively, due to tight financial reporting and the work of the finance committee, the problem was noticed by the summer and work began on stabilizing our position by reducing costs. These were held down in the current year, but

we also had to take the difficult decision, following consultation with staff and volunteers, to reduce staff hours of work, including making one person redundant. Because of this, while we are not clear of financial difficulties, and have some testing targets to come, we face the coming year in a more secure position. The work of the finance committee; keeping careful focus on cashflow; the involvement of key staff; and a focus on other opportunities for fund raising will continue to be vital in ensuring our financial stability, in 2025 / 26 and the years following."

Where will the project take place?

Budleigh Salterton

When will it take place?

ongoing

How much funding are you requesting?

£2000.00

Have you applied for or received other funding for this project?

as outlined above

Citizens Advice East Devon Budleigh Salterton Town Council Grant Application

Background

Citizens Advice East Devon is the local independent branch of a very well known and respected national charity. We offer advice and advocacy. We offer advice on any subject and we are regulated by the FCA, Companies House, The Charity Commission, The Information Commissioner and others. We specialise in maximising income and helping people deal with debt. We will also help people with employment issues and can act as an advocate in tribunal cases. Our information will always be free to whoever needs it. Our aim is to give people the information, advice and support to make their own decisions and affect their own outcomes.

We offer free advice and information to anyone who needs it, ensuring that people have everything they need to make progress with any problem they may be experiencing. We use face to face meetings, telephone, email and chat programmes to help. We see over 4,000 people each year and assist in more than 10,000 issues. We are a local charity that belongs to the national Citizens Advice family, and we are recognised as experts in benefits, debt, employment issues, energy advice, family relationships and much more. We excel in income maximisation and have generated more than £2m for local residents in each of the last 5 years. We help prevent mental health crises, homelessness, unemployment and bankruptcy. We have offices in Honiton and Exmouth and outreach centres across the region. We have more than 30 volunteer advisers actively assisting the community.

Administration

Name of your organisation:

Citizens Advice East Devon

Address where the project or activity is, or will be based:

Address

67 Exeter Road, Exmouth,

Post Code: EX8 1QD

Website: <https://citizensadviceeastdevon.org>

Main contact for this application – this is someone in a management position who knows the organisation's activities and can ideally be contacted during normal office hours.

Dean Stewart: CEO	
Telephone: 07834 343667	Email: deans@citizensadviceeastdevon.org
Mandy Lane, Operations Manager, mandyl@citizensadviceeastdevon.org 01395 265070	

Charitable company limited by guarantee	<input checked="" type="checkbox"/>
---	-------------------------------------

Charity Registration no:	1115963	Company no:	05820956
--------------------------	---------	-------------	----------

Name of Bank or Building Society: CAF Bank	
Account/s Name/s: East Devon Citizens Advice Bureau	
Account/s Number/s: 00014800	
Sort Code/s: 40-52-40	
Address/s: 25 Kings Hill Avenue, West Malling, Kent	
Post Code: ME19 4JQ	Post Code: ME19 4JQ

Purpose of the Grant Q

We are applying for **£2,000** to engage more closely with the residents of Budleigh Salterton and neighbouring villages.

In 2024 we saw nearly 5,000 clients across all of East Devon, but we only met with 200 Budleigh residents. This is about half the number that we would have expected to meet with. We want to take steps to change that over the next year by setting up a regular outreach in Budleigh Salterton. We know that Seachange are very keen to have us in their wonderful facility, and we would like to make this happen.

Even though we would place a volunteer adviser there, we would still need to support that volunteer with supervision, equipment, expenses and other costs.

We know that an Outreach operating for 2-2.5 hours once a week throughout a year costs us about £88 per session, or around £4,229 per year. We are currently putting a restructure into place and trying to reduce costs wherever possible, so cannot at the moment commit this money in full. With a grant from Budleigh

Salterton Town Council we would be prepared to commit the remaining funds to make this outreach possible.

We know there is a need for this, as Budleigh has around 6% of the households of East Devon, but only provides around 3% of our clients. The towns with the highest engagement (Exmouth, Honiton, Sidmouth and Axminster) are those with well established outreach partnerships. Only 42% of Budleigh clients were met face to face, compared to over 60% as an average. This meant that we were not able to generate as much extra income per resident as we have in other towns. We do this by checking that clients receive all the benefits that they are entitled to, in full, and financial help with debt, repayments and other employment, relationship, housing and utility issues.

Jan 01 2024 to Dec 31 2023	Households	61533	3634
	% of Households	100%	6%
	% of Clients	100	3
		2024	Budleigh Salterton
Clients	Clients (Full Cases)	3950	149
	Quick Clients (Simple Answers	933	49
	Issues	15753	416
	Telephone Appointments	5167	177
	Face to Face Appointments	2530	63
	Percentage Face to Face	64%	42%
	Issues per Client	3.99	2.79
Financial Gains	Income Gain	£3,560,459	£70,851
	Re-Imbursements	£17,858	£1,750
	Debt Written Off	£254,014	£0
	Repayments Rescheduled	£27,106	£0
	Other	£204,119	£400
	Total	£4,063,556	£73,001
	£ Per Client	£1,029	£490
	Total Debt of Debt Clients	£2,805,628	
Cost of Living Issues	Benefits	7592	161
	Debt	1377	19
	Food Banks	618	17
	Utilities	1231	61
	PIP Forms	1373	36
	Housing	1029	44
	TOTAL	13220	338

National Citizens Advice has carried out research that shows there are multiple layers of value in investing in a very localised Citizens Advice service. We have

attached an abbreviated version of our Annual Report for 2024 which shows some important statistics:

- Every £1 invested in CAED generates £27.09 extra income for our clients. A grant of £2,000 should mean an extra £54,000 for the residents of Budleigh Salterton.
- Volunteering is good for people's mental and physical health. We currently have 8 volunteers who live in Budleigh.
- By keeping people in work and in housing we contribute to savings to the DWP, NHS and other statutory services.
- Last year we were fortunate to receive a £14,000 grant from DCC which we had to share with community groups across the region, and we gave Seachange £1,000 of supermarket vouchers.

We thank you for considering our request, and if you would like any more information or if you would like us to visit you please let me know.

All the very best

A handwritten signature in black ink, appearing to read 'Dean Stewart'.

Dean Stewart

CEO

Citizens Advice East Devon

Mobile: 07834 343667

Office: 01395 265070



www.citizensadvicееastdevon.org



STATEMENT

East Devon Citizens Advice Bureau
Mrs Edwina Bradshaw
67 Exeter Road
Exmouth
Devon
EX8 1QD

Account Name: East Devon Citizens Advice Bur
Account Number: 00014800
Sort Code: 405240
IBAN: GB09CAFB40524000014800

CAF Cash Account

07/03/2025 - 30/06/2025

Money In 30,047.40
Money Out -18,922.01

Opening Balance as of 07/03/2025 0.00
Closing Balance as of 30/06/2025 11,125.39
Interest Rate as of 30/06/2025 0.2%

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
07/03/2025	Opening Balance				0.00
06/06/2025	PRINCIPAL ADJUSTMENT	Prin Adjustment	4,616.70	0.00	4,616.70
09/06/2025	POST OFFICE COUNTER WH SMITH,HONITON,GB Card Used: 0034	CardTransaction	0.00	-7.40	4,609.30
09/06/2025	DD PENNON WATER SRVCS 5016359101	DD	0.00	-38.00	4,571.30
10/06/2025	DD INTUIT LIMITED WU23BT3KR06GCF9914	DD	0.00	-45.60	4,525.70
12/06/2025	Tfr from 00091544	Internal Trf	2,000.00	0.00	6,525.70
12/06/2025	Online transfer to Karen Devaraj 0013	Online trf to	0.00	-150.00	6,375.70
12/06/2025	Online transfer to Lawson Computer Repair 11715	Online trf to	0.00	-1,698.24	4,677.46
16/06/2025	Monthly Account Fee	Charge Cap.	0.00	-5.00	4,672.46
16/06/2025	MICROSOFT PAYMENTS MICROSOFT CAMPUS,READING,GB Card Used: 0034	CardTransaction	0.00	-18.48	4,653.98
17/06/2025	DD EDF ENERGY A- FBD58547-001	DD	0.00	-71.38	4,582.60
17/06/2025		DD	0.00	-191.90	4,390.70

Telephone calls may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English bank holidays).
CAF Bank Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 204451).
CAF Bank Limited Registered office is 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ.
Registered in England and Wales under number 1837656.



Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
	DD BT GROUP PLC GP01039092-000033				
17/06/2025	Tfr from 00091544	Internal Trf	18,000.00	0.00	22,390.70
18/06/2025	DD THIRSTY WORK LIMIT CIT012SH	DD	0.00	-29.94	22,360.76
19/06/2025	Online transfer to Mr N Gibson June 25 Salary	Online trf to	0.00	-166.79	22,193.97
19/06/2025	Online transfer to Mrs Zoe Brasier June 25 Salary	Online trf to	0.00	-275.18	21,918.79
19/06/2025	Online transfer to Miss Marion L Davies June 25 Salary	Online trf to	0.00	-1,086.70	20,832.09
19/06/2025	Online transfer to Mrs Venetia Park June 25 Salary	Online trf to	0.00	-416.98	20,415.11
19/06/2025	Online transfer to Mr D Stewart June 25 Salary	Online trf to	0.00	-2,054.44	18,360.67
19/06/2025	Online transfer to Mrs Abigail M L Backhouse June 25 Salary	Online trf to	0.00	-1,220.83	17,139.84
19/06/2025	Online transfer to Mrs E A Jones June 25 Salary	Online trf to	0.00	-489.36	16,650.48
19/06/2025	Online transfer to Philip Gaffney June 25 Salary	Online trf to	0.00	-630.57	16,019.91
19/06/2025	Online transfer to Janet Davie June 25 Salary	Online trf to	0.00	-194.59	15,825.32
19/06/2025	Online transfer to Mrs M M Lane June 25 Salary	Online trf to	0.00	-1,931.23	13,894.09
19/06/2025	Online transfer to Miss Catherine Finney June 25 Salary	Online trf to	0.00	-871.74	13,022.35
20/06/2025	Tfr to 00017315 1844 Supervision	Internal Trf	0.00	-1,683.00	11,339.35
20/06/2025	Tfr to 00017315 1845 Supervision	Internal Trf	0.00	-3,366.00	7,973.35
20/06/2025	ICS BACS 000424	ICS BACS	250.00	0.00	8,223.35
23/06/2025	Online transfer to HMRC Cumbernauld 001014711709/26/3	Online trf to	0.00	-963.18	7,260.17
23/06/2025	DD E.ON NEXT LTD A- 1856500B-002	DD	0.00	-199.89	7,060.28
26/06/2025	Tfr from 00091544	Internal Trf	5,000.00	0.00	12,060.28
26/06/2025	Online transfer to Devon County Council - Main Job advert	Online trf to	0.00	-120.00	11,940.28
26/06/2025	Tfr from 00022549	Internal Trf	175.00	0.00	12,115.28
26/06/2025	Interest to Date	Interest Cap.	5.70	0.00	12,120.98
30/06/2025		DD	0.00	-995.59	11,125.39

Telephone calls may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English bank holidays).
CAF Bank Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 204451).
CAF Bank Limited Registered office is 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ.
Registered in England and Wales under number 1837656.

INVESTORS IN PEOPLE
We invest in people Gold





Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
	DD SOUTH WEST COMMUNI A04431				
30/06/2025	Closing Balance				11,125.39

Information about the Financial Services Compensation Scheme

Important information about how your account(s) is protected

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS). An Information Sheet and Exclusion List which provides information about the FSCS and the protection that it provides can be found at www.cafonline.org/home/caf-bank/about-us/regulatory-information#fscs.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Protect your account from fraud

Sometimes we will send you a text message containing a Passcode so you can complete a card or online banking payment.

Please remember you should never share this code with anyone else and CAF Bank will never ask you to share this code.

If you receive an unexpected text message from CAF Bank containing a code, please contact us as soon as possible on 03000 123 456.

Telephone calls may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English bank holidays).

CAF Bank Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 204451).

CAF Bank Limited Registered office is 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ. Registered in England and Wales under number 1837656.

INVESTORS IN PEOPLE
We invest in people Gold



■ USEFUL INFORMATION

Interest and charges

Interest is calculated daily on the cleared credit balance. This is paid quarterly on the CAF Cash Account, CAF Gold Account and CAF Platinum Account.

The fees applicable to the CAF Cash Account, CAF Gold Account and CAF Platinum Account are set out in the CAF Bank Tariff, which can be found at:

www.cafonline.org/cafbank-tariff-terms

Using your card

If you are planning to travel abroad and use your CAF Bank card, please let us know.

When you use your card outside of the UK, your CAF Cash Account statement will show where the transaction took place, the transaction amount in foreign currency and the amount converted into sterling.

Receiving money from outside the UK

To receive money from abroad, you will need to provide the sender with your IBAN, sort code and account number, which are detailed on the front page of your statements. You will also need to provide CAF Bank's SWIFT code which is CAFGBB21XXX.

CAF Vouchers

To pay CAF Vouchers into your account, please send them to: Charities Aid Foundation, Charity Payments, PO Box 206, West Malling, Kent, ME19 4PY.

Keeping your account safe

From time to time, CAF Bank may contact you regarding your account. If you are in any doubt that a telephone call you receive is from CAF Bank, do not disclose any information and phone the CAF Bank Customer Service Team on 03000 123 456. You can take some simple steps to help protect your account from fraud:

- Advise us of any changes of address or personal details
- Check statements regularly and carefully and notify us immediately if you do not recognise any transactions, including cheque and card transactions
- Advise us of any internal fraud immediately
- Inform us of any suspicious emails you receive, by forwarding them to: scamreporting@cafonline.org
- Complete cheques using ballpoint pen, preferably in black ink
- Never sign a blank cheque
- Keep your account signatories up to date at all times and tell us of any changes straight away
- Never share your PIN or other security details with anyone
- Check the details of online transactions before you authorise them

Security centre

Visit our security centre, www.cafonline.org/security-centre, for practical tips on how to reduce the risk of your organisation becoming a victim of fraud.

Dispute resolution

If you think we have made a mistake, please contact us in the first instance so that we can try to resolve the issue. If you are not happy with how we handled the issue or with the outcome, you may be able to complain to the Financial Ombudsman Service. If you do not contact us first, you will not be entitled to escalate your complaint to the Ombudsman. More details of the Financial Ombudsman Service can be found at www.financial-ombudsman.org.uk

■ GET IN TOUCH

Telephone password

When speaking with us on the telephone, you will need to have your organisation's registered telephone password to hand or we will not be able to discuss your organisation's accounts with you.

For lost and stolen cards
03000 123 606
(available 24 hours a day)

Telephone us
03000 123 456

Email us
cafbank@cafonline.org

Visit us online
www.cafonline.org/caf-bank

Telephone calls may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English public holidays).



STATEMENT

East Devon Citizens Advice Bureau
Mr Dean Stewart
67 Exeter Road
Exmouth
EX8 1QD

Account Name: East Devon Citizens Advice Bur
Account Number: 00014800
Sort Code: 405240
IBAN: GB09CAFB40524000014800

CAF Cash Account

30/06/2025 - 31/07/2025

Money In 17,585.62
Money Out -19,019.51

Opening Balance as of 30/06/2025 11,125.39
Closing Balance as of 31/07/2025 9,691.50
Interest Rate as of 31/07/2025 0.2%

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
30/06/2025	Opening Balance				11,125.39
01/07/2025	SO Mrs Bridget Raymon SOMrsBRaymond-Rent	SO	0.00	-833.33	10,292.06
01/07/2025	SO Celtbrook Limited SOCeltbrook-Rent	SO	0.00	-1,200.00	9,092.06
01/07/2025	SO Celtbrook Limited SOCeltbrookServiceCh	SO	0.00	-232.00	8,860.06
01/07/2025	DD NOW PENSIONS TRUST U876P002	DD	0.00	-931.72	7,928.34
01/07/2025	DD EDF ENERGY A- 7C85132B-001	DD	0.00	-63.50	7,864.84
02/07/2025	Online transfer to Mrs E A Jones Expenses June 25	Online trf to	0.00	-53.47	7,811.37
02/07/2025	Tfr to 00027397 Training	Internal Trf	0.00	-150.00	7,661.37
03/07/2025	BACS Credit BTPYMTZ2ANTLPARTID ANTIBTRR0000463336	BACS Credit	243.05	0.00	7,904.42
03/07/2025	DD GRENKELEASING LIM 1130023769	DD	0.00	-78.00	7,826.42
03/07/2025	Tfr from 00091544	Internal Trf	1,292.57	0.00	9,118.99
03/07/2025	Online transfer to Lawson Computer Repair 11819	Online trf to	0.00	-228.16	8,890.83
03/07/2025		Online trf to	0.00	-1,580.00	7,310.83

Telephone calls may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English bank holidays).
CAF Bank Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 204451).
CAF Bank Limited Registered office is 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ.
Registered in England and Wales under number 1837656.





Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
	Online transfer to Lawson Computer Repair 11740 and 11741				
03/07/2025	Online transfer to Clarity Copiers Ltd 319553	Online trf to	0.00	-14.19	7,296.64
04/07/2025	SumUp *Mulberry Tree 17 St Davids Hill,Exeter,GB Card Used: 0034	CardTransaction	0.00	-7.00	7,289.64
07/07/2025	FP DAUNCEY CJ CAB	FP	50.00	0.00	7,339.64
08/07/2025	DD INTUIT LIMITED WU23BT3KR06GCF9914	DD	0.00	-45.60	7,294.04
08/07/2025	DD PENNON WATER SRVCS 5016359101	DD	0.00	-36.00	7,258.04
10/07/2025	Online transfer to M J Smith and Co Ltd 13424	Online trf to	0.00	-116.64	7,141.40
10/07/2025	Online transfer to Mr D Stewart CAED Expenses	Online trf to	0.00	-734.15	6,407.25
11/07/2025	WWW.AMAZON.* RC3T862Q4 1 Principal Place,LONDON,GB Card Used: 0034	CardTransaction	0.00	-41.82	6,365.43
11/07/2025	WWW.AMAZON.* RC5FN7774 1 Principal Place,LONDON,GB Card Used: 0034	CardTransaction	0.00	-6.99	6,358.44
14/07/2025	Vistaprint Hudsonweg 8 8,Venlo,NL Card Used: 0034	CardTransaction	0.00	-54.49	6,303.95
15/07/2025	MSFT+*+E0400WMVZV Microsoft Campus, Tha,Reading,GB Card Used: 0034	CardTransaction	0.00	-18.48	6,285.47
15/07/2025	Monthly Account Fee	Charge Cap.	0.00	-5.00	6,280.47
16/07/2025	Online transfer to Express Fire Citizens Advice	Online trf to	0.00	-366.00	5,914.47
16/07/2025	Tfr to 00030731 Northcott Dvn Fdn	Internal Trf	0.00	-250.00	5,664.47
17/07/2025	DD BT GROUP PLC GP01039092-000034	DD	0.00	-191.90	5,472.57
17/07/2025	DD EDF ENERGY A- FBD58547-001	DD	0.00	-59.68	5,412.89
18/07/2025	DD E.ON NEXT LTD A- 1856500B-002	DD	0.00	-209.28	5,203.61
18/07/2025	DD THIRSTY WORK LIMIT CIT012SH	DD	0.00	-29.94	5,173.67

Telephone calls may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English bank holidays).
CAF Bank Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 204451).
CAF Bank Limited Registered office is 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ.
Registered in England and Wales under number 1837656.





Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
22/07/2025	Tfr from 00091544	Internal Trf	14,000.00	0.00	19,173.67
24/07/2025	Online transfer to Mrs Venetia Park July 25 Salary	Online trf to	0.00	-416.98	18,756.69
24/07/2025	Online transfer to Miss Catherine Finney July 25 Salary	Online trf to	0.00	-871.74	17,884.95
24/07/2025	Online transfer to Mrs Abigail M L Backhouse July 25 Salary	Online trf to	0.00	-1,221.03	16,663.92
24/07/2025	Online transfer to Neil Gibson July 25 Salary	Online trf to	0.00	-166.79	16,497.13
24/07/2025	Online transfer to Mr D Stewart July 25 Salary	Online trf to	0.00	-2,048.04	14,449.09
24/07/2025	Online transfer to Philip Gaffney July 25 Salary	Online trf to	0.00	-630.57	13,818.52
24/07/2025	Online transfer to Miss Marion L Davies July 25 Salary	Online trf to	0.00	-1,086.50	12,732.02
24/07/2025	Online transfer to Janet Davie July 25 Salary	Online trf to	0.00	-194.59	12,537.43
24/07/2025	Online transfer to Mrs M M Lane July 25 Salary	Online trf to	0.00	-1,931.03	10,606.40
24/07/2025	Online transfer to Mrs Zoe Brasier July 25 Salary	Online trf to	0.00	-275.18	10,331.22
24/07/2025	Online transfer to Mrs E A Jones July 25 Salary	Online trf to	0.00	-489.16	9,842.06
28/07/2025	Online transfer to HMRC Cumbernauld 001014711709/26/4	Online trf to	0.00	-969.98	8,872.08
30/07/2025	DD SOUTH WEST COMMUNI A04431	DD	0.00	-993.68	7,878.40
30/07/2025	Online transfer to Karen Devaraj 0014	Online trf to	0.00	-162.50	7,715.90
30/07/2025	Online transfer to Janet Davie Expenses	Online trf to	0.00	-24.40	7,691.50
31/07/2025	Tfr from 00091544	Internal Trf	2,000.00	0.00	9,691.50
31/07/2025	Closing Balance				9,691.50

Information about the Financial Services Compensation Scheme

Important information about how your account(s) is protected

The deposits in this account are eligible for protection under the Financial Services Compensation Scheme (FSCS). An Information Sheet and Exclusion List which provides information about the FSCS and the protection that it provides can be found at www.cafonline.org/home/caf-bank/about-us/regulatory-information#fscs.

For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Protect your account from fraud

Sometimes we will send you a text message containing a Passcode so you can complete a card or online banking payment.

Please remember you should never share this code with anyone else and CAF Bank will never ask you to share this code.

If you receive an unexpected text message from CAF Bank containing a code, please contact us as soon as possible on 03000 123 456.

Telephone calls may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English bank holidays). CAF Bank Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 204451). CAF Bank Limited Registered office is 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ. Registered in England and Wales under number 1837656.



USEFUL INFORMATION

Interest and charges

Interest is calculated daily on the cleared credit balance. This is paid quarterly on the CAF Cash Account, CAF Gold Account and CAF Platinum Account.

The fees applicable to the CAF Cash Account, CAF Gold Account and CAF Platinum Account are set out in the CAF Bank Tariff, which can be found at:

www.cafonline.org/cafbank-tariff-terms

Using your card

If you are planning to travel abroad and use your CAF Bank card, please let us know.

When you use your card outside of the UK, your CAF Cash Account statement will show where the transaction took place, the transaction amount in foreign currency and the amount converted into sterling.

Receiving money from outside the UK

To receive money from abroad, you will need to provide the sender with your IBAN, sort code and account number, which are detailed on the front page of your statements. You will also need to provide CAF Bank's SWIFT code which is CAFGBB21XXX.

CAF Vouchers

To pay CAF Vouchers into your account, please send them to: Charities Aid Foundation, Charity Payments, PO Box 206, West Malling, Kent, ME19 4PY.

Keeping your account safe

From time to time, CAF Bank may contact you regarding your account. If you are in any doubt that a telephone call you receive is from CAF Bank, do not disclose any information and phone the CAF Bank Customer Service Team on 03000 123 456. You can take some simple steps to help protect your account from fraud:

- Advise us of any changes of address or personal details
- Check statements regularly and carefully and notify us immediately if you do not recognise any transactions, including cheque and card transactions
- Advise us of any internal fraud immediately
- Inform us of any suspicious emails you receive, by forwarding them to: scamreporting@cafonline.org
- Complete cheques using ballpoint pen, preferably in black ink
- Never sign a blank cheque
- Keep your account signatories up to date at all times and tell us of any changes straight away
- Never share your PIN or other security details with anyone
- Check the details of online transactions before you authorise them

Security centre

Visit our security centre, www.cafonline.org/security-centre, for practical tips on how to reduce the risk of your organisation becoming a victim of fraud.

Dispute resolution

If you think we have made a mistake, please contact us in the first instance so that we can try to resolve the issue. If you are not happy with how we handled the issue or with the outcome, you may be able to complain to the Financial Ombudsman Service. If you do not contact us first, you will not be entitled to escalate your complaint to the Ombudsman. More details of the Financial Ombudsman Service can be found at www.financial-ombudsman.org.uk

GET IN TOUCH

Telephone password

When speaking with us on the telephone, you will need to have your organisation's registered telephone password to hand or we will not be able to discuss your organisation's accounts with you.

For lost and stolen cards
03000 123 606
(available 24 hours a day)

Telephone us
03000 123 456

Email us
cafbank@cafonline.org

Visit us online
www.cafonline.org/caf-bank

Telephone calls may be monitored or recorded for security/training purposes. Lines are open Monday to Friday 9am – 5pm (excluding English public holidays).

EAST DEVON CITIZENS ADVICE BUREAU
(A company limited by
guarantee)
Operating as
CITIZENS ADVICE EAST DEVON
DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

Charity No: 1115963
Company No: 05820956
(England and Wales)

***DIRECTORS' REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025***

CONTENTS

	Page
Report of the directors	3 - 8
Independent examiner's report to the members	9
Statement of financial activities	10
Balance sheet	11
Notes forming part of the financial statements	12 - 17

DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

LEGAL AND ADMINISTRATIVE DETAILS

Registered charity number: 1115963

Registered company number: 05820956

Legal status: East Devon Citizens Advice Bureau was originally registered as a charity on 13 March 1978. It was incorporated under the Companies Act 1985 as a private Company limited by guarantee on 18 May 2006. As a result, the charity was re-registered from 30 August 2006 to reflect its new legal status, the assets and liabilities of the old charity being transferred to the new charity from 1 December 2006. On 1 April 2008 East Devon CAB merged with Exmouth CAB maintaining the EDCAB Charity and Company registration numbers but changing its name to Citizens Advice Service East Devon. On 18 September 2010 the name reverted to East Devon Citizens Advice Bureau.

Directors/Trustees

Directors and Trustees: Directors of the company are also members of the company. Where a director was in post for part of the year this is shown in parenthesis. Where there is no parenthesis, the director was in post for the whole year.

Mary Punton (Chair)
Alexander Alder-Westlake
Edwina Bradshaw
Andrew Duffy
Terence Forman (to 20th March 2024)
John Holme
Dr. Bettina Klueggens
Felicity Liggins (to 1st August 2023)
Mark Spicer (to 19th July 2023)
Christopher Ward (from 20th March 2024)
Sheila Whelan

Company Secretary: Dean Stewart

DIRECTORS' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

LEGAL AND ADMINISTRATIVE DETAILS

Registered address: 67 Exeter Road
Exmouth
Devon
EX8 1QD

Bankers: CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Independent Examiner: On Target Accounting Ltd
105, Chineway Gardens
Ottery St Mary
Devon
EX11 1JJ

DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

Report of the Trustee Directors

The Trustees who are directors for Company Law purposes, have pleasure in presenting their report along with financial statements for the year ended **31 March 2025**. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland published on 16 July 2014.

Status

The company is limited by guarantee and has no shareholding. The Charity's objects and regulations are set out in the company's memorandum and Articles **approved on 19 January 2022** and agreed by National Citizens Advice with the Charity Commission. The company is the successor to the earlier non-incorporated charity which ceased to operate on 30 November 2006 and its assets and funds transferred to the present charity.

Structure, governance and management

Citizens Advice East Devon is a member of the National Association of Citizens Advice ('Citizens Advice') and is regulated and inspected by the association. In addition, the charity is authorised and regulated by the Financial Conduct Authority (FRN: 617590) and registered with the Information Commissioner's Office.

The charity is governed by a board of directors/trustees who appoint a manager to execute policies and to be responsible for day to day management of the charity's activities. The charity's main office is located in Exmouth.

Objectives and activities

The charity is established for the purpose of benefitting the community in East Devon (the area of benefit)

- a. By advancing the education of the public in matters relating to mental, physical and social welfare
- b. By relieving poverty

The main activities in relation to these objectives are

- a. We aim to provide the advice people need for the problems they face, and to improve the policies and practices that affect people's lives
- b. We also take part in campaigns for changes to policy and practice that benefit millions of people each year nationally by conducting effective, influential, and award-winning evidence-based social policy work

Public Benefit

In planning our activities for the year, we kept in mind Charity Commission guidance on public benefit at our trustees' meetings.

The focus of our activities remains to provide free, independent, confidential and impartial advice to everyone on their rights and responsibilities. We value diversity, promote equality and challenge discrimination. Our aims are to provide the advice people need for the problems they face, and to improve the policies and practices that affect people's lives. This benefits thousands of people each year, in East Devon. Clients often report improved health and increased confidence after receiving advice, both which reduce the demand for health services and contribute to happier, more integrated communities. In fact, the service saves time and money for society and stakeholders in many ways, for example, by preventing homelessness, avoiding legal action and helping people to fill in official forms.

Our activities remain open to all members of the community regardless of race, gender, disability, sexual orientation, age or nationality. We provide our services free to all, they are confidential, impartial and independent.

Report of the Chair of Trustees

2024 and the start of 2025 have been very challenging and difficult times for Citizens Advice East Devon. In October our chair, Mary Punton was suddenly taken ill and passed away a few days later. Mary was a passionate and committed supporter of Citizens Advice and led the organization with diligence, compassion and a determination to "do things right". Her contribution was immense and she is very sadly missed. We were unable to recruit a new chair before the end of the financial year, and we are grateful to Sheila Whelan and John Holme who stepped in to ensure that all trustees were able to oversee the organization.

In May 2025 we were able to secure David Incoll as our new chair.

Firstly, I would like to give my thanks to all of you who put so much effort into Citizens Advice East Devon. I know that I am very fortunate to have a loyal group of experienced and dedicated volunteers, a committed and conscientious staff team and an insightful and constructively challenging Board of Trustees who bring a wide range of experience to their role.

I would like to take this opportunity to thank all our funders who continue to provide financial support despite having to deal with their own financial challenges. Our main funders, Devon County Council and East Devon District Council, actively promote CAED as the primary provider of independent advice that is free at the point of delivery. I am also grateful for the funding that comes from some Town and Parish Councils who recognise the importance of our service to their residents.

However, in late summer 2024 it became apparent that funding for the charity sector was becoming harder to secure, and we realised that we would not hit our funding targets for 2024/25. The Finance Committee made recommendations to the board that changes would have to be made to the organization to ensure its survival.

The CEO together with the Treasurer created a restructure plan which took into account a forecast shortfall in income of around £100,000 – a third of our operating budget. This would lead to a large deficit at the end of the year and the current expenditure levels would not be sustainable. The plan will reduce salary expenditure by a third, necessitate a new office location in Honiton and give other savings. This plan was approved by the board and delivered by the CEO in the last quarter of 2024/25.

Therefore, although we continue to face hard times, we are now in a far better place to meet the challenges ahead.

We have completed our Year 3 Leadership Self Assessment (LSA), which is a process led by national Citizens Advice that gives us a further 3 years of accreditation with the Advice Quality Standard. We are also overseen by the FCA and the ICO and remain the only organisation in East Devon who are regulated and monitored and assessed on the quality of advice that is offered.

Our parent support project continues to help hundreds of families across East Devon and we recently helped our 1,000th child. We work with the statutory bodies in the Team Around the Family and make sure that any debt, benefit, housing, employment or family issues that may exist are helped with.

Discussions continue across Devon where there are currently 6 separate offices to ensure that the advice offer is standardized across the region and that clients continue to get the very best service while back-office functions and processes are aligned to ensure the best value and most efficient delivery mechanisms are in place.

Looking ahead, challenges are fast approaching from all directions but with the continued and much appreciated financial support from Devon County Council, and East Devon District Council our staff and volunteers will continue to deliver the best possible outcomes to our residents who need our help and advice.

Once again, thank you for your support in 2024/25.

DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

Investment policy

The charity has the power to make any investment that the directors see fit.

Reserves policy

The trustees intend that there should be set aside in the medium term an amount equivalent to four months operating expenditure. Unrestricted funds are designated for equipment replacement, contractual commitments e.g. Staff salaries and premises to provide for the possibility of relocating, and, on a temporary basis, unrestricted funds have in addition been designated to establish pro-active debt advice and to alleviate poverty.

Risk management

The Directors have assessed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the charity and are satisfied that systems are in place to mitigate exposure to major risks.

Review of transactions and financial position

2024 /25 was a very difficult year for the Charity from a financial perspective. Our reserves at the end of the previous year were unusually high at £203 thousand and they were also distorted by certain "one-off" items. We had thus always expected our reserves to fall and had planned that they would decrease to £119 thousand. In the event they fell to £56 thousand, and the difference of £63 thousand is explained by a fall in income against our planned figures. Income from our major donors, East Devon District and Devon County Council was more or less as expected, but we had budgeted an ambitious - though realistic in the light of previous experience - £131 thousand for income from other sources – chiefly by bidding for 3rd sector funding donors and for specific projects and contracts. These sources virtually dried up, which was reported not just by other Citizens Advice trusts, but by many other charities across the country: the funds were simply not there to bid for, and we achieved only £34 thousand from these sources. More positively, due to tight financial reporting and the work of the finance committee, the problem was noticed by the summer and work began on stabilizing our position by reducing costs. These were held down in the current year, but we also had to take the difficult decision, following consultation with staff and volunteers, to reduce staff hours of work, including making one person redundant. Because of this, while we are not clear of financial difficulties, and have some testing targets to come, we face the coming year in a more secure position. The work of the finance committee; keeping careful focus on cashflow; the involvement of key staff; and a focus on other opportunities for fund raising will continue to be vital in ensuring our financial stability, in 2025 / 26 and the years following.

Trustees' responsibilities in relation to the financial statements

The trustees (who are also directors for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Statement of Recommended Practice;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

DIRECTORS' ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

Statement as to disclosure to our Independent Examiners

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the examiner in connection with preparing their report, of which the charitable company's examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the examiner is aware of that information.

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and Statement of Recommended Practice - Accounting and Reporting by Charities and was approved by the Directors and signed on their behalf by:

Signed:

Signed

Date:

Date:

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF EAST DEVON
CITIZENS ADVICE BUREAU FOR THE YEAR ENDED 31 MARCH 2025**

To follow

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025**

		Unrestricted 2024/25 £	Restricted 2024/25 £	Total 2024/25 £	Total 2023/24 £
	Notes				
Incoming from:					
Grants and contracts		168,264	-	168,264	256,528
Donations		1,759	-	1,759	31,879
Other income		4,847	-	4,847	3,584
		<hr/>	<hr/>	<hr/>	<hr/>
Total	3,4	174,870	-	174,870	291,991
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on:					
Charitable activities	5,6,7	322,441	-	322,441	244,266
		<hr/>	<hr/>	<hr/>	<hr/>
Total		322,441	-	322,441	244,266
		<hr/>	<hr/>	<hr/>	<hr/>
Net gains/(losses) on investments	10	-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net Income/(expenditure)		(147,571)	-	(147,571)	47,725
Transfers between funds	14	-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net movement in funds		(147,571)	-	(147,571)	47,725
		<hr/>	<hr/>	<hr/>	<hr/>
Reconciliation of funds					
Total funds brought forward	13,14	203,437	-	203,437	155,712
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward	13,14	55,866	-	55,866	203,437
		<hr/>	<hr/>	<hr/>	<hr/>

BALANCE SHEET
AS AT 31 MARCH 2025

	Notes	2024/25 £	2023/24 £
Tangible Fixed Assets			
Fixtures Fittings and Equipment			
At Cost		7,863	4,363
Depreciation		(4,363)	(4,363)
		<u>3,500</u>	<u>-</u>
Current assets			
Investments	10	-	-
Prepayments and accrued income	11	-	-
Cash at bank and in hand		57,661	204,978
		<u>57,661</u>	<u>204,978</u>
Creditors: Amount falling due within one year	12	(5,295)	(1,541)
		<u>52,366</u>	<u>203,437</u>
Net current assets			
		<u>55,866</u>	<u>203,437</u>
Net assets			
		<u>55,866</u>	<u>203,437</u>
Represented by:			
Unrestricted fund	13	55,866	203,437
Restricted funds	13,14	-	-
		<u>55,866</u>	<u>203,437</u>

For the financial year ended 31 March 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The directors and trustees have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Board for issue on:

Director

Director

Company Registration No: 05820956

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025

1. Company status

The charity is a company limited by guarantee. The directors of the company are named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

2. Accounting policies

a. Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) effective 1 January 2015 – Charities SORP (FRS 102) Second Edition and the Companies Act 2006.

The East Devon Citizens Advice Bureau meets the definition of a public benefit entity under FRS 102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b. Reconciliation with previous Generally Accepted Accounting Practice and transition to FRS 102

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatement was considered necessary.

c. Income

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.
- When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

Interest receivable

Interest is included when receivable by the charity.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

2. Accounting policies (continued)

d. Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with use of resources. Expenses include VAT which cannot be recovered.

e. Assets and liabilities

These are included in the balance sheet at the following amounts:

- Other investments are included at fair value based on market value;
- Current assets at the lower of cost and net realisable value;
- Liabilities at their settlement value.

Items costing in excess of £1,000 and with an expected useful life of at least 5 years are recognised as Fixed Assets.

f. Unrestricted funds

Both income and capital may be used for the general purposes of the charity. Funds which are unrestricted are classified in line with the Charity's reserve policy.

These funds pay for administration of the affairs of the charity and for the various activities with which the charity is involved.

g. Restricted Funds

The charity's restricted funds represent those funds received for specific purposes, in line with note 2c above.

h. Basic financial instruments

The charity only has financial instruments and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)

3. Income 2024/25

	Unrestricted	Restricted	Total	Total
	2024/25	2024/25	2024/25	2023/24
	£	£	£	£
Donations				
Donations	1,759	-	1,759	31,879
	<u>1,759</u>	<u>-</u>	<u>1,759</u>	<u>31,879</u>
Grants and contracts				
East Devon District Council	75,438	-	75,438	73,765
Devon County Council	66,058	-	66,058	69,849
Town and Parish Councils	15,580	-	15,580	9,500
Parent Support	4,000	-	4,000	5,000
Healthwatch	700	-	700	-
Household Support Fund	4,063	-	4,063	-
Children's Centre	-	-	-	13,000
Salvation Army	2,505	-	2,505	-
Food and Fuel Fund	-	-	-	14,112
Other Grants for Services	600	-	600	63,518
Ukraine Project	-	-	-	7,784
	<u>168,944</u>	<u>-</u>	<u>168,944</u>	<u>256,528</u>
Other income				
Bank Interest received	4,047	-	4,047	3,514
Other income	120	-	120	70
	<u>4,167</u>	<u>-</u>	<u>4,167</u>	<u>3,584</u>
Investment Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL INCOME	<u>174,870</u>	<u>-</u>	<u>174,870</u>	<u>291,991</u>
	=====	=====	=====	=====

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)**

4. Expenditure 2024/25

	Unrestricted	Restricted	Total	Total
	2024/25	2024/25	2024/25	2023/24
	£	£	£	£
Fundraising expenses	0	0	0	0
Charitable Activities				
Salaries (including NI & Pension)	216,100	0	216,100	163,168
Travel, Expenses and Subsistence	1,435	0	1,435	2,284
Other Staff & Volunteer costs	4,577	0	4,577	1,123
IT equipment and support	8,986	0	8,986	11,596
Insurance	3,503	0	3,503	2,026
Payroll / Accounting / Consultancy fees	1,392	0	1,392	10,401
Reference materials, subscriptions	1,719	0	1,719	2,224
Telephone & Communications	13,822	0	13,822	12,929
Other Office Costs	3,359	0	3,359	3,397
Rent	27,182	0	27,182	24,864
Heat & light	6,289	0	6,289	1,222
Cleaning, repairs and maintenance	6,593	0	6,593	1,226
Other Premises Costs	2,573	0	2,573	4,736
Independent Examiner	250	0	250	-500
Bank charges	120	0	120	120
Other Miscellaneous expenses	24,541	0	24,541	3,450
	106,341	0	106,341	81,098
TOTAL EXPENDITURE	322,441	0	322,441	244,266
	=====	=====	=====	=====

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)**

5. Analysis of Staff Costs and Remuneration of Key Management Personnel

	2024/25	2023/24
	£	£
Net Salaries and Wages	200,601	156,801
Employer's National Insurance Contributions	8,189	3,699
Employer's Pension Contributions	<u>7,310</u>	<u>2,668</u>
Total Salaries and Wages	216,100	163,168

The average number of employees was 13.0 (2022/23:12.5) with all employee time involved in providing either support to the governance of the charity or support services to charitable activities.

The Bureau considers that its key management personnel comprise the trustees and The Chief Executive Officer. The trustees receive no payment and the total employment benefits including employer pension and employer's National Insurance contributions were £43,482 (2023/24: £41,292).

No employee had employee benefits exceeding £60,000 (2023/24: none)

In March 2025, we took the difficult decision to make our Advice Services Manager redundant. In line with our redundancy policy, she received before the end of the financial year, £6,721.58, and in addition a payment in lieu of notice of £4,481.05. These amounts are included in salary costs for the year.

6. Taxation

The company is a registered charity and as such is not liable for corporation tax.

7. Independent Examination

Fees of £250 for independent examination of these accounts have been provided and are included in expenditure for the year.

8. Investments

The organisation released its investments into the general reserves in the financial year 2016/17.

9. Debtors

	2024/25	2023/24
	£	£
Prepayments and accrued income	<u>-</u>	<u>-</u>

10. Creditors: amounts falling due within one year

	2024/25	2023/24
	£	£
Accruals and Deferred Income	3,835	896
Other Creditors	1,460	645
	<u>5,295</u>	<u>1,541</u>

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025 (CONTINUED)**

11. Funds of the charity

The funds of the charity are composed of the following: -

	Unrestricted £	Restricted £	Total £
Current assets	57,661	-	57,661
Current liabilities	(5,295)	-	(5,295)
	<u>52,366</u>	<u>-</u>	<u>52,366</u>

12. Restricted Funds

There was no income to nor expenditure from restricted funds in 2024/25, and no such funds at the start or end of the year.

13. Designated Funds

These funds are not legally restricted, but are those which the Board of Trustees has decided to dedicate to specific ends.

	At 1 April 2025 £	Income £	Expenditure £	Transfers £	At 31 March 2025 £
Transformation Delivery Fund	10,000	-	-	(10,000)	-
Debt Advice Fund	30,000	-	(18,800)	-	11,200
Food and Fuel Fund	14,112	-	(13,833)	-	279

14. Trustees' remuneration and expenses

No Trustee received remuneration or expenses during the year.

15. Related Party Transactions

There were no transactions with related parties during the year.



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

Agenda Item 17

TC Meeting 8 September 2025

Request for Grant Aid 2025/26: Museum South West – Fairlynch Museum

- (i) To agree whether to make a donation
- (ii) To agree the amount of any donation.

TOWN COUNCIL GRANT APPLICATION – COVER SHEET

Name of Organisation: Museum Development South West

Contact Person: Victoria Harding, Programme Manager

Organisation Address: Bristol Museum & Art Gallery, Queens Road, Bristol, BS8 1RL

What is the purpose of your organisation?

Museum Development South works with and for the museum and heritage sector in the south west of England to effect positive, lasting change and deliver public value. Supported by Arts Council England and 20 contributing Local Authorities and support partners, we create opportunities which build confidence and skills, encourage innovation, and celebrate our heritage and culture for approx. 300 museums within the Arts Council England's Museum Accreditation Scheme. An established programme with a track record of delivering museum development services since 2006, the current programme is funded until 2026.

Grant Request Summary

Your investment of £800 per annum directly targets Accredited museums and those Working Towards Accreditation in Devon to access our full range of support services and opportunities such as those described within this report.

Your investment forms part of a local network of investment from other Local Authorities in the Devon area from East Devon, North Devon, Plymouth, Sidmouth, South Hams and Torridge which amplifies the core services provided by Museum Development South West funded by Arts Council England. Each year we secure additional development opportunities for museums through grants and contract income to improve services for audiences and local communities. This Local Authority investment is essential in delivering effective, tailored services that meet the needs of museums in Devon and the wider region.

What is the name/title of the project or activity?

Museum Development South West

What are you requesting funding for?

To support the Fairlynch Museum and museums across the Sth West

Where will the project take place?

To fund the programme after 2026

When will it take place?

Advance planning for the programme to follow the current 2024/2026 programme

How much funding are you requesting?

£800.00

Have you applied for or received other funding for this project?

Yes, see main application



About Museum Development South West

Museum Development South works with and for the museum and heritage sector in the south west of England to effect positive, lasting change and deliver public value. Supported by Arts Council England and 20 contributing Local Authorities and support partners, we create opportunities which build confidence and skills, encourage innovation, and celebrate our heritage and culture for approx. 300 museums within the Arts Council England's Museum Accreditation Scheme. An established programme with a track record of delivering museum development services since 2006, the current programme is funded until 2026.

What we do

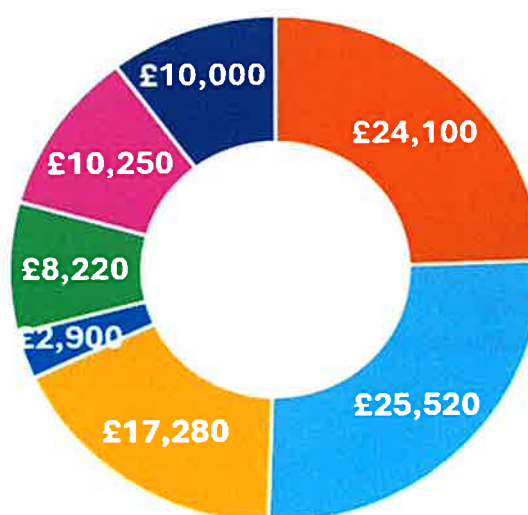
We provide trusted, local and relevant development services to support museum and heritage organisations to improve, innovate, collaborate and celebrate.

Our **2024-26 Programme prospectus** provides an overview of the services and activities are delivering over these two years, **read it here:** [2024-26 Programme Prospectus](#).

2024/25 Investment in Devon

Total: £98,270

- LA Investment
- MDO Investment
- Specialist Support
- Technical Accreditation
- SW Museum Skills
- Grants
- Growing Together



Our work in Budleigh Salterton in 2024/25

In 2024/25 Museum Development South West support for Fairlynch Museum included the following:

- Advice from our local Devon Museum Development Officer (MDO) on development and funding opportunities.
- The Devon MDO working with East Devon District Council to ensure museums are equipped to answer the East Devon Cultural Strategy aims, including 'enabling displays of natural science and biodiversity collections'. With this in mind and with funding from East Devon District Council, they organised a training session at Fairlynch Museum to deliver expert training on the acquisition, care and display of Natural Science Collections to the museum volunteers.
- Our Devon MDO also provided expert advice to Fairlynch Museum on using QR codes within displays and has notified them of grants available to support their work.
- The MDO also organises regular East Devon Museum Group Meetings, which representatives from Fairlynch Museum attend. The next meeting is on the 10th of September at Axminster Heritage Museum. These meetings offer attendees ongoing advice, support and information on grants, training and other opportunities.

Your investment

Your investment of **£800** per annum directly targets Accredited museums and those Working Towards Accreditation in Devon to access our full range of support services and opportunities such as those described within this report.

Your investment forms part of a local network of investment from other Local Authorities in the Devon area from **East Devon, North Devon, Plymouth, Sidmouth, South Hams and Torridge** which amplifies the core services provided by Museum Development South West funded by Arts Council England. Each year we secure additional development opportunities for museums through grants and contract income to improve services for audiences and local communities. This Local Authority investment is essential in delivering effective, tailored services that meet the needs of museums in **Devon** and the wider region.

Contact

Jo Cairns

MDO for Devon

joanna.cairns@bristol.gov.uk

Victoria Harding

Programme Manager, Museum Development South West

victoria.harding@bristol.gov.uk or 07827 979 725



Email: museum.development@bristol.gov.uk

Website: www.southwestmuseums.org.uk



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

Agenda Item 18

TC Meeting 8 September 2025

BIC – Winter Warmer

- (i) To receive details of the forthcoming BIC Winter Treat
 - (ii) To discuss what, if any hall hire will be charged
- See supporting papers

await reply to charging fees

Lynne Ward

From: Budleigh Info <info@visitbudleigh.com>
Sent: 25 July 2025 10:53
To: Lynne Ward
Subject: Re: BIC Winter Treat

Dear Lynne

Thank you for getting back to us about the hall's availability for the Winter Treat.

Monday 10th November is the best date for us, so please let us know if it is possible for us to have the hall until 4 pm on this date.

The council have previously been kind enough to provide the hall free of charge so that we can keep our ticket price as low as possible, thereby making the event more inclusive for the community. We are very thankful to the council for the support we have already received this year, so if the council can again provide the hall for free to support this community event, we would like to offer to pay towards the heating and set up costs.

We look forward to hearing from you.

Kind regards

Sarah, Karen & the Love Budleigh Team

Budleigh Salterton Information Centre



www.lovebudleigh.co.uk

+44(0)1395 445275 | info@visitbudleigh.com
14 Fore Street, Budleigh Salterton, Devon EX9 6NG

Budleigh Information Centre is a self funding, non-profit CIC which exists to serve and promote Budleigh Salterton, its residents, visitors, businesses and community.

On Fri, 18 Jul 2025 at 12:57, Lynne Ward <lynne.ward@budleighsaltertontowncouncil.gov.uk> wrote:

Dear Sarah, Karen & the Love Budleigh Team,

The following dates would be available for the Winter Treat from 9.30am to 4.30pm as requested:-

Friday, 10th October, Sunday, 19th October, Saturday, 1st November, Sunday 2nd November, Friday, 7th November, Sunday, 23rd November and Sunday, November 30th.

The following dates are available, however probably not until as late as 4.30pm:-

Monday, 13th October, Monday, 20th October, Monday 27th October, Monday, 3rd November, Monday 10th November as we have a regular Zumba class in to prepare the Hall for.

(It may be possible for us to find a solution to that if one of these dates is preferred.)

I hope this helps.

Kind regards,

Lynne Ward

Mrs L R Ward | Assistant to the Town Clerk

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

Tel | 01395 442245

Website | www.budleighsaltertontowncouncil.gov.uk

Agenda Item 19 – Drinking Fountain Project

1. Purpose

To update Members on the drinking fountain project, outline current status and decision points, and seek approval for the next steps

2. Background

The Council has resolved to support the provision of a public drinking fountain to promote health, sustainability, and wellbeing. A grant application has been submitted to reduce direct Council costs. The project is currently in the planning phase and requires Member decisions to proceed.

3. Project Status

- **Grant Funding:** Application submitted, and grant of £1800.00 has been awarded. This is contingent on the refill station being installed before the end of 2025.

4. Location Options (Decision Required)

Two potential installation sites have been shortlisted:

- **SRT (Station Road TopiletsTerrace):** Central, high visibility, easily accessible, but limited surrounding space.
- **PH (Public Hall – on the corner of the Station Raod / Norman Centre end**

5. Regulatory & Compliance Requirements

- Building Regulation approval is required.
- Water safety/hygiene standards to be observed.

Proposal: BSTC (as project owner) to take responsibility for securing all required approvals.

7. Next Steps (Subject to Council Decision)

1. Confirm final site selection.
2. BSTC officers to submit Building Regulation application and any other permissions required.
3. Progress to procurement/installation phase.



A fair distribution of grants from Buddleigh Salterton Town Council

This discussion paper is designed to promote a conversation between councillors at Buddleigh Salterton Town Council. From this discussion paper a clear policy can be created to address how and why grants are to be distributed in an equitable fashion.

- 1) I think it is fair to say that many Grant applications come before the council in a fairly random, ad hoc manner. Also, it is clear that some groups and organisations are aware that grants are available from the council and others are not even aware that the council is in a position to award grants. I consider that it is incumbent on the council to ensure that organisations are encouraged to make grant applications and that decisions about where grants should be allocated should be carried out in a fair and systematic manner.
- 2) Therefore, there needs to be publicity that reaches all organisations in Buddleigh. Advertising for this can be quite low-tech and can involve poster publication in key sites e.g. the library, council notice boards etc. In addition to this an e-mail letter can be sent to organisations who might be interested in applying for grants. Grant applications do not need to be for large sums of money. There needs to be a date by which all grant applications are accepted. However, I would suggest a contingency for later grants that could not have been foreseen by the usual grant deadline.
- 3) Grant applications should be a whole council exercise and should be a substantial item on the agenda at a full council meeting. All councillors should be privy to all application forms and usual rules about 'declared interests' should be followed. What we need to do is to distribute funds in a fair manner and suspend our biases wherever possible.
- 4) Applications should be judged on the extent to which the applications support the Neighbourhood plan and all applications should refer to elements of the plan that the grant application supports. This must not be a long-winded bureaucratic exercise but simply highlights which objectives in the Neighbourhood Plan are supported by the Grant application. It is essential that the application procedure is not unnecessarily bureaucratic. However, we do need enough, clear information in order to prioritise our distribution of grants.
- 5) I consider it important wherever possible that the organisation asking for a grant should indicate how they will aim to match what the council grant provides. Now, this may not always be possible since the organisation may not have the capacity to fund raise. However, it is likely that many organisations will be able to contribute towards the full funds that are being requested. I provide a totally theoretical example below to help our deliberations. Let us imagine that the tennis club wishes to set-up extensive facilities for wheelchair tennis to be played. This may require for example more ramps around the tennis courts so that wheelchair users can have easy access to the courts. It may also require the widening of gates around the club so that wheelchair users can get ready access.

Let us assume that the changes and renovations will cost in the order of £8000. We could expect that the tennis club should provide £4000 to be raised voluntarily and to seek out support from the LTA. Anyhow, the upshot could be that £4000 comes from the council grant and £4000 comes from the council. I should emphasise that this example is for illustrative purposes and is totally theoretical! This does raise the idea, however, that the council should be proactive and seek out areas of the community which would benefit from council grants. As mentioned, some organisations may not have the capacity or resources to make any contribution themselves. In these cases, the council should be circumspect and be willing to provide full financial support.

- 6) In my view, a committee should be set-up to collate all the grant applications and make some initial recommendations to the full council, but it should be the council that takes the final decisions on the distribution of grants.
- 7) Decisions need to be made about a timeline including specific dates. These key points can include the following:
 - a) Date for advertising to be distributed
 - b) Date by which applications to be received
 - c) Date of committee evaluation of grant requests
 - d) Date of full council meeting to assess grant applications and create a priority list distributing grants in a fair manner and in line with a supporting the Neighbourhood Plan
 - e) Town Clerk requested to distribute letters to organisations/groups receiving grants and highlighting the terms of the grant i.e. that the organisation receiving the grant should also contribute to the project request etc

These are the initial ideas that I have, and I am happy to create a policy for Council consideration once the parameters which I have outlined in this paper are agreed to, along with other suggestions from councillors added.

Once a policy has been finalised this should mitigate against organisations randomly making requests of the council. The policy should present a fair, transparent process so that grants are not decided and distributed on who can 'shout loudest' but enables grants to be distributed in a systematic manner after full and careful deliberation by the council.

I look forward to a policy being created swiftly so that an approach to grant distribution can be swiftly implemented.

Councillor Richard Doorbar
1st September 2025

Item 21 - Upper Station Road Car Park

Proposal: To receive and agree the request to reserve two spaces for BSTC at the entrance to the Upper Station Road Car Park.

Relation to the Neighbourhood Plan / Remit of BSTC:

Ensuring staff safety is a core responsibility of BSTC. Reserving parking close to council facilities aligns with BSTC's remit to provide a safe working environment for staff .

Substance of the Matter:

The proposal is to designate two parking spaces at the entrance of the Upper Station Road Car Park exclusively for BSTC use. This ensures staff and can park safely close to the building, particularly during early or late meetings and in low-light conditions.

Pros and Cons:

Pros (Short and Long Term):

- **Staff safety:** Minimises risks associated with walking from distant or poorly lit areas.
- **Operational efficiency:** Staff can access the building quickly and safely, reducing stress and potential delays.
- **Public perception:** Demonstrates BSTC's commitment to safeguarding staff and councillors.

Cons (Short and Long Term):

- **Slight reduction in public parking:** Only two spaces are affected; impact on general parking availability is minimal.
- **Precedent:** Could set an expectation for reserved spaces for others, manageable through clear policy.

Cost / Financial or Staff Time Implications:

Minimal costs for signage and marking the reserved spaces. Staff time required to monitor or maintain the spaces is negligible. Signage: c. £45.00 per space

Risks to the Council:

- **Current risk:** Low; primary concern is ensuring reserved spaces are used appropriately.
- **Future risk:** Low; clear guidelines mitigate potential misuse or public complaints.

Clarity about the Decision / Proposed Motion:

Motion: "That BSTC agrees to reserve two parking spaces at the entrance to the Upper Station Road Car Park to support staff safety and access for official council business."



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 22

TC Meeting 8 September 2025

Benches: Foreshores and Footpaths Committee

- To consider the proposal from the above committee
- To agree the amount of any expenditure

BSTC Town Council Meeting 08/09/25 - Agenda Proposal

Following approval by EDDC, the Foreshore and Footpaths Committee propose that BSTC fund the repainting / repairing of up to 80 seafront benches at a cost of c£10,000 + VAT

How the matter relates to the Neighbourhood Plan or the remit of BSTC

- Clause 7.1 - The NP survey refers to the seafront as being one of the most important aspects of Budleigh Salterton.
- Clause 9.6 - The seafront and beach area at Budleigh Salterton are its greatest asset.

The substance of the matter

- Audit of 111 seafront benches found:-
 - 70 need repainting
 - 4 need repairing and repainting
 - NB: 5 benches on The Green need attention
- Survey of Bench Users; 60 users - 42 visitors 18 residents
 - 83% said the benches were very important ('I value them or use the regularly')
 - 67% said the current state of the benches gave a negative impression.
 - 92% say repairing the benches would enhance their experience of the seafront
- EDDC are responsible for the maintenance of the benches but only have 1 employee for the whole district! In addition, EDDC Streetscene reported they are " 36% down on BAU staffing levels. This, despite all efforts, is impacting on Street Cleaning, Ground Maintenance, Beach and Public realm work "

Pros

- The survey confirms that smart, well-maintained benches enhance the seafront and give a positive impression of the town as a whole.
- The economy of Budleigh Salterton relies heavily on the est. 250,000 visitors per year. *Source; Richard Easthope, EDDC Parking Services Manager confirmed 79,000 transactions at the Lime Kiln car park alone for the year ended 31/03/25.*
- Funds are available from the BSTC Town Improvement Fund thereby not impacting the 25/26 budget.
- The hardwood benches are generally in very good condition. Painting and repairing them, will extend their life by at least 3 probably 5 years (*see quotation from Montgomery-Coates Ltd.*). Going forward, if benches can't be repaired, they should be replaced by environmentally friendly composite benches with a 25yr guarantee.

Cons

BSTC take over the maintenance responsibility of the benches from EDDC BUT for the benefit of the town.

Costs

- Staff time required to manage the contract through Montgomery-Coates Ltd.
- Montgomery-Coates Ltd. quotation of £95 per bench to repaint with minor repairs or composite benches at £350 each in the event of the bench not being repairable.

Risk

None

Clarity about what the council is being asked to decide - proposed motion

See title of this Agenda Proposal above



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 23

TC Meeting 8 September 2025

Press Release : OVA/ORCA

To retrospectively agree and accept the press release that was released on 21 July 2025. See supporting papers.



Buddleigh Salterton Town Council

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

E: office@buddleighsaltertontowncouncil.gov.uk

Press Release

For Immediate Release

21 July 2025

Press Release

Buddleigh Salterton Town Council remains deeply concerned about the continued decline in the quality of water in the locality. The Council has been working closely with the Environment Agency, East Devon District Council, South West Water, and the Otter Valley Association (OVA) in an effort to address this issue.

As a result of these collaborative efforts, the Environment Agency has confirmed that it will double its water testing along Buddleigh Salterton's Blue Flag-awarded beach throughout 2025. Buddleigh Salterton is the only town situated within the East Devon National Landscape, and it forms part of the Jurassic Coast, a UNESCO World Heritage Site.

The town's natural environment – including its coastline, the River Otter and its resident beaver population, and the award-winning Lower Otter Estuary – is a significant attraction for visitors and a vital part of the local economy. Maintaining the ecological health of these areas is therefore of paramount importance.

Regular water testing, carried out both by the ORCA arm of the OVA and by the Environment Agency, plays a crucial role in providing transparent and independent data. This evidence is essential in maintaining pressure on South West Water to review and revise its current practices, and to prioritise the restoration of the River Otter's water quality.

Buddleigh Salterton Town Council will continue to advocate for the protection and enhancement of the town's unique natural assets on behalf of its residents and future generations.

For further information, please contact:

Alice Gater-Wildgust – Town Clerk

Email: clerk@buddleighsaltertontowncouncil.gov.uk

