



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

# Meeting Papers Town Council 24 November 2025

Report to Budleigh Salterton Town Council, East Budleigh Parish Council, Otterton Parish Council and Colaton Raleigh Parish Council  
November 2025  
Cllr Charlotte FitzGerald, EDDC

### **Loval Government Reorganisation**

On 26 November, East Devon District Council meets to debate and vote on a proposed unitary authority area to the Department for Local Government Housing and Communities. Following months of work evaluating options, in collaboration with other Devon district councils and including a public consultation period attracting 6,000 responses, the following recommendation for the East Devon submission to government will go before Full Council:

Known as the '4-5-1' model, the following authorities would combine to form unitary authorities. This group of three unitary authorities would then share a Mayoral Authority (which would oversee certain services including police and transport). The 4-5-1 would comprise:

4 = West Devon, Teignbridge, South Hams, Torbay

5 = East Devon, Mid Devon, North Devon, Torridge, Exeter

1 = Plymouth (slightly expanded)

It is anticipated that Exeter and DCC will propose different solutions from that proposed by East Devon District Council and the other districts (which, following months of cross-district conversations, are all set to propose either exactly the same or a very similar arrangement).

The deadline for submission of all proposals to DHLGC is 28 November.

A period of consultation will follow in which town and parish councils will be asked for their feedback on the various solutions proposed for their parish (dates tbc).

### **Exmouth Remembrance Day Parade and Service**

I was honoured and humbled to represent East Devon District Council as Vice-Chair at the Exmouth Remembrance Day parade on 9 November. The service, led by Reverend Steve Jones of Holy Trinity Church, brought together veterans, serving personnel, civic representatives, local organisations, and residents from across the town to honour all those who have served and sacrificed for our country. Exmouth's strong tradition of service as a garrison-supporting community was in evidence from the parade, which marched from Imperial Road to The Strand, accompanied by the Exmouth Town Concert Band. Veterans received a great many wreaths presented from members of the armed forces and the town.

To fix the Precept to be demanded for Financial Year 2026/27.

**Recommendation:**

The Town Council is asked to consider and approve the Finance Committee's recommendation [Minute 25.285] to request a precept of £235,611.93, maintaining the same 19% increase applied in 2025/2026.

Supporting papers as reviewed by the Finance Committee on 10.11.25 are provided, plus precept calculator and financial comparison report

# Precept Calculator

Start of year 01/04/25

| Heading                                         |                                       | Last year's<br>net | Actual net         | 25/26              | 26/27              |
|-------------------------------------------------|---------------------------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Community Gardens Committee Income</b>       |                                       |                    |                    |                    |                    |
| 600                                             | Rents                                 | £2,557.68          | £0.00              | £2,600.00          | £2,600.00          |
| 601                                             | Water Recharge                        | £714.73            | £0.00              | £1,250.00          | £1,300.00          |
| 610                                             | Miscellaneous                         | £0.00              | £0.00              | £0.00              | £0.00              |
| 900                                             | Suspense                              | £0.00              | £0.00              | £0.00              | £0.00              |
| <b>Community Gardens Committee Income Total</b> |                                       | <b>£3,272.41</b>   | <b>£0.00</b>       | <b>£3,850.00</b>   | <b>£3,900.00</b>   |
| <b>Council Income</b>                           |                                       |                    |                    |                    |                    |
| 10                                              | Precept                               | £165,900.00        | £198,000.00        | £198,000.00        | £235,611.93        |
| 30                                              | Miscellaneous                         | £0.00              | £2,628.00          | £0.00              | £0.00              |
| 50                                              | Community Infrastructure Levy         | £0.00              | £0.00              | £0.00              | £0.00              |
| <b>Council Income Total</b>                     |                                       | <b>£165,900.00</b> | <b>£200,628.00</b> | <b>£198,000.00</b> | <b>£235,611.93</b> |
| <b>Finance Committee Income</b>                 |                                       |                    |                    |                    |                    |
| 200                                             | Bank Interest - Lloyds                | £2,579.67          | £764.79            | £2,000.00          | £2,000.00          |
| 205                                             | Dividend - Local Auth Prop Fund       | £5,940.53          | £2,681.34          | £4,000.00          | £5,000.00          |
| 206                                             | Interest - Public Sector Deposit Fund | £6,238.46          | £2,719.67          | £4,000.00          | £5,500.00          |
| 220                                             | Miscellaneous                         | £7,480.93          | £5,000.00          | £0.00              | £0.00              |
| 222                                             | Refund from Bank                      | £0.00              | £0.00              | £0.00              | £0.00              |
| <b>Finance Committee Income Total</b>           |                                       | <b>£22,239.59</b>  | <b>£11,165.80</b>  | <b>£10,000.00</b>  | <b>£12,500.00</b>  |
| <b>Norman Centre Income</b>                     |                                       |                    |                    |                    |                    |
| 700                                             | Lettings                              | £3,347.50          | £1,130.00          | £2,250.00          | £3,350.00          |
| 710                                             | Miscellaneous                         | £0.00              | £0.00              | £0.00              | £0.00              |
| <b>Norman Centre Income Total</b>               |                                       | <b>£3,347.50</b>   | <b>£1,130.00</b>   | <b>£2,250.00</b>   | <b>£3,350.00</b>   |
| <b>Public Hall Committee Income</b>             |                                       |                    |                    |                    |                    |
| 400                                             | EDDC Contribution                     | £2,576.00          | £0.00              | £2,500.00          | £2,500.00          |
| 410                                             | Lettings                              | £27,713.64         | £10,509.59         | £27,500.00         | £29,100.00         |
| 411                                             | Heating                               | £2,309.75          | £279.00            | £2,000.00          | £2,200.00          |
| 412                                             | Bar                                   | £570.00            | £180.00            | £400.00            | £650.00            |
| 413                                             | Electricity                           | £293.54            | £132.43            | £250.00            | £252.50            |
| 414                                             | Bunting                               | £15.00             | £0.00              | £0.00              | £0.00              |
| 416                                             | Internet re-charge                    | £100.00            | £20.00             | £100.00            | £100.00            |
| 417                                             | Sound System (Microphone)             | £292.50            | £97.50             | £150.00            | £0.00              |
| 430                                             | Miscellaneous                         | £0.00              | £20.00             | £0.00              | £0.00              |
| <b>Public Hall Committee Income Total</b>       |                                       | <b>£33,870.43</b>  | <b>£11,238.52</b>  | <b>£32,900.00</b>  | <b>£34,802.50</b>  |
| <b>Future Income</b>                            |                                       |                    |                    |                    | <b>£0.00</b>       |
| <b>Total Income</b>                             |                                       | <b>£228,629.93</b> |                    | <b>£247,000.00</b> | <b>£290,164.43</b> |
| <b>Community Gardens Committee Expenditure</b>  |                                       |                    |                    |                    |                    |
| 650                                             | Rent                                  | £668.56            | £668.56            | £700.00            | £700.00            |
| 660                                             | Water                                 | £746.47            | £1,240.06          | £1,250.00          | £1,500.00          |

# Precept Calculator

Start of year 01/04/25

| Heading                                              |                                        | Last year's<br>net | Actual net        | 25/26             | 26/27             |
|------------------------------------------------------|----------------------------------------|--------------------|-------------------|-------------------|-------------------|
| 670                                                  | Maintenance                            | £1,564.71          | £175.33           | £1,500.00         | £1,700.00         |
| 690                                                  | Miscellaneous                          | £0.00              | £114.33           | £250.00           | £0.00             |
| <b>Community Gardens Committee Expenditure Total</b> |                                        | <b>£2,979.74</b>   | <b>£2,198.28</b>  | <b>£3,700.00</b>  | <b>£3,900.00</b>  |
| <b>Council Expenditure</b>                           |                                        |                    |                   |                   |                   |
| 101                                                  | Car Park Fund                          | £0.00              | £0.00             | £8,000.00         | £8,000.00         |
| 102                                                  | Car Park Repairs                       | £0.00              | £0.00             | £1,500.00         | £1,500.00         |
| 110                                                  | Station Road Toilets - Fees            | £1,434.40          | £0.00             | £20,000.00        | £0.00             |
| 111                                                  | Station Road Toilets - Operating Costs | £321.54            | £9,813.13         | £5,000.00         | £32,915.00        |
| 115                                                  | Emergency Plan                         | £0.00              | £0.00             | £5,000.00         | £5,150.00         |
| 120                                                  | Grass Cutting                          | £3,000.00          | £1,530.00         | £5,000.00         | £4,120.00         |
| 125                                                  | Town Improvement Fund                  | £6,668.63          | £882.81           | £25,000.00        | £25,000.00        |
| 126                                                  | Defibrillators                         | £361.45            | £63.95            | £0.00             | £550.00           |
| 130                                                  | Town Handyman                          | £8,728.83          | £5,333.69         | £10,000.00        | £13,000.00        |
| 140                                                  | Jubilee Shelter Maintenance            | £210.00            | £111.00           | £1,750.00         | £1,802.50         |
| 150                                                  | Community Infrastructure Levy          | £42,415.86         | £0.00             | £8,750.00         | £0.00             |
| 160                                                  | Professional Services                  | £0.00              | £555.00           | £0.00             | £5,000.00         |
| 850                                                  | Electricity - Town Christmas Lights    | £0.00              | £427.86           | £0.00             | £500.00           |
| <b>Council Expenditure Total</b>                     |                                        | <b>£63,140.71</b>  | <b>£18,717.44</b> | <b>£90,000.00</b> | <b>£97,537.50</b> |
| <b>Finance Committee Expenditure</b>                 |                                        |                    |                   |                   |                   |
| 300                                                  | Chairman's Allowance                   | £1,923.95          | £0.00             | £1,650.00         | £1,650.00         |
| 301                                                  | Civic Fund                             | £604.89            | £989.93           | £3,000.00         | £3,000.00         |
| 302                                                  | Members Expenses and Courses           | £326.45            | £131.35           | £600.00           | £1,000.00         |
| 303                                                  | Publications and Membership            | £2,053.00          | £1,232.24         | £2,000.00         | £1,535.00         |
| 304                                                  | Travel Expenses                        | £63.00             | £53.34            | £0.00             | £100.00           |
| 310                                                  | Audit Fee                              | £1,705.00          | £1,430.00         | £2,000.00         | £2,000.00         |
| 311                                                  | Bank Charges                           | £8.10              | £43.89            | £750.00           | £150.00           |
| 315                                                  | Grants and Donations                   | £14,648.00         | £12,330.74        | £15,000.00        | £20,000.00        |
| 320                                                  | Stationery                             | £211.94            | £171.62           | £750.00           | £300.00           |
| 321                                                  | Postage                                | £6.39              | £0.00             | £0.00             | £0.00             |
| 322                                                  | Telephone/Internet                     | £605.67            | £389.40           | £1,250.00         | £810.00           |
| 323                                                  | Photocopier                            | £703.41            | £357.45           | £1,500.00         | £1,500.00         |
| 324                                                  | Office Equipment                       | £2,765.74          | £249.56           | £750.00           | £500.00           |
| 325                                                  | Equipment Servicing/Repairs            | £153.47            | £0.00             | £300.00           | £300.00           |
| 326                                                  | Office Furniture/Furnishings           | £198.00            | £49.99            | £500.00           | £350.00           |
| 327                                                  | Computer Software                      | £6,043.78          | £340.57           | £2,000.00         | £2,000.00         |
| 328                                                  | Website                                | £335.99            | £258.00           | £750.00           | £800.00           |
| 330                                                  | Planters/Plants                        | £179.96            | £95.38            | £200.00           | £220.00           |
| 340                                                  | Elections                              | £0.00              | £0.00             | £2,500.00         | £2,500.00         |
| 345                                                  | Legal Fees                             | £0.00              | £47.00            | £1,000.00         | £1,000.00         |

# Precept Calculator

Start of year 01/04/25

| Heading                                        |                           | Last year's<br>net | Actual net        | 25/26              | 26/27              |
|------------------------------------------------|---------------------------|--------------------|-------------------|--------------------|--------------------|
| 350                                            | Car Park Rates & Rent     | £5,090.80          | £2,336.00         | £5,750.00          | £5,925.00          |
| 370                                            | Salaries                  | £87,477.20         | £40,523.07        | £71,500.00         | £59,135.00         |
| 371                                            | Payroll                   | £387.84            | £233.45           | £500.00            | £500.00            |
| 372                                            | Statutory Sick Pay        | £0.00              | £0.00             | £15,000.00         | £15,000.00         |
| 373                                            | Staff Travel Expenses     | £0.00              | £2.20             | £250.00            | £250.00            |
| 374                                            | Staff Training            | £260.00            | £210.00           | £500.00            | £1,750.00          |
| 375                                            | Recruitment Advertising   | £843.40            | £0.00             | £500.00            | £200.00            |
| 376                                            | Recruitment Fees          | £5,944.32          | £0.00             | £0.00              | £0.00              |
| 377                                            | IT Support                | £0.00              | £546.25           | £0.00              | £750.00            |
| 390                                            | Miscellaneous             | £2,998.36          | £759.14           | £500.00            | £500.00            |
| <b>Finance Committee Expenditure Total</b>     |                           | <b>£135,538.66</b> | <b>£62,780.57</b> | <b>£131,000.00</b> | <b>£123,725.00</b> |
| <b>Norman Centre Expenditure</b>               |                           |                    |                   |                    |                    |
| 750                                            | Rates                     | £459.08            | £357.08           | £600.00            | £600.00            |
| 751                                            | Gas                       | £337.29            | £106.15           | £1,000.00          | £400.00            |
| 752                                            | Electricity               | £507.43            | £282.33           | £2,000.00          | £700.00            |
| 770                                            | Maintenance               | £314.22            | £135.37           | £1,000.00          | £1,500.00          |
| 771                                            | Major Repairs             | £0.00              | £0.00             | £0.00              | £0.00              |
| 790                                            | Miscellaneous             | £0.00              | £0.00             | £250.00            | £0.00              |
| <b>Norman Centre Expenditure Total</b>         |                           | <b>£1,618.02</b>   | <b>£880.93</b>    | <b>£4,850.00</b>   | <b>£3,200.00</b>   |
| <b>Public Hall Committee Expenditure</b>       |                           |                    |                   |                    |                    |
| 500                                            | Rates                     | £3,746.25          | £4,656.61         | £4,000.00          | £5,308.00          |
| 501                                            | Gas                       | £2,634.29          | £1,085.24         | £5,000.00          | £4,000.00          |
| 502                                            | Electricity               | £3,652.10          | £2,113.84         | £10,000.00         | £7,000.00          |
| 503                                            | Water                     | £1,814.39          | £1,460.57         | £2,000.00          | £2,500.00          |
| 505                                            | Insurance                 | £9,187.27          | £9,865.93         | £12,000.00         | £11,000.00         |
| 510                                            | Wages                     | £15,819.00         | £8,560.49         | £20,000.00         | £18,000.00         |
| 515                                            | Cleaning                  | £3,514.47          | £3,497.28         | £4,000.00          | £500.00            |
| 517                                            | Consumables               | £6,451.61          | £2,311.18         | £10,000.00         | £9,300.00          |
| 520                                            | Maintenance               | £11,647.14         | £2,848.73         | £16,500.00         | £12,500.00         |
| 521                                            | Major Repairs/Renovations | £300.00            | £7,854.95         | £7,500.00          | £5,000.00          |
| 522                                            | Hall Improvements         | £18,545.06         | £9,167.76         | £35,000.00         | £20,000.00         |
| 523                                            | Clock Service             | £312.00            | £343.00           | £350.00            | £370.00            |
| 530                                            | Licence                   | £180.00            | £230.71           | £200.00            | £250.00            |
| 535                                            | Performing Rights         | £2,019.71          | £2,247.44         | £2,500.00          | £2,500.00          |
| 540                                            | Marketing                 | £0.00              | £0.00             | £750.00            | £3,000.00          |
| 590                                            | Miscellaneous             | £300.78            | £0.00             | £500.00            | £300.00            |
| <b>Public Hall Committee Expenditure Total</b> |                           | <b>£80,124.07</b>  | <b>£56,243.73</b> | <b>£130,300.00</b> | <b>£101,528.00</b> |
| <b>Future Expenditure</b>                      |                           |                    |                   |                    | <b>£0.00</b>       |
| <b>Total Expenditure</b>                       |                           | <b>£283,401.20</b> |                   | <b>£359,850.00</b> | <b>£329,890.50</b> |

# Precept Calculator

Start of year 01/04/25

| Heading         |               | Last year's<br>net | Actual net | 25/26       | 26/27       |
|-----------------|---------------|--------------------|------------|-------------|-------------|
| Net Expenditure |               | £54,771.27         |            | £112,850.00 | £39,726.07  |
| Funding         | Reserves      |                    |            |             | £0.00       |
|                 | S106 / CIL    |                    |            |             | £0.00       |
|                 | Loans         |                    |            |             |             |
|                 | New Precept   |                    |            |             | £235,611.93 |
|                 | Other Income  |                    |            |             | £54,552.50  |
|                 | Total Funding |                    |            |             | £290,164.43 |
|                 | Balance       |                    |            |             | -£39,726.07 |

  

|                 |              |   |                  |                 |                                     |
|-----------------|--------------|---|------------------|-----------------|-------------------------------------|
| 01/04/25        | Tax Base     | x | Band D           | =               | Current year precept                |
| Council Tax     | 2994.0000000 |   | 66.13000000      |                 | £197,993.22                         |
| 01/04/26        | New Tax Base |   | %age increase    |                 |                                     |
| Tax Calculation | 2994.00      |   | 19.00000000      |                 |                                     |
| Band D          | + extra cost | = | New band D       |                 |                                     |
| 66.13           | 12.56        |   | 78.69            |                 |                                     |
| New Tax Base    | x New Band D | = | Proposed Precept | Current precept | + New additional = Proposed precept |
| 2994.0000       | 78.69        |   | 235611.9300      | £197,993.22     | + £37,618.71 = £235,611.93          |

# Precept Calculator

Start of year 01/04/25

| Heading                                         |                                       | Last year's<br>net | Actual net         | 25/26<br>Revised   | 26/27              |
|-------------------------------------------------|---------------------------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Community Gardens Committee Income</b>       |                                       |                    |                    |                    |                    |
| 600                                             | Rents                                 | £2,557.68          | £0.00              | £2,600.00          | £2,600.00          |
| 601                                             | Water Recharge                        | £714.73            | £0.00              | £1,250.00          | £1,300.00          |
| 610                                             | Miscellaneous                         | £0.00              | £0.00              | £0.00              | £0.00              |
| 900                                             | Suspense                              | £0.00              | £0.00              | £0.00              | £0.00              |
| <b>Community Gardens Committee Income Total</b> |                                       | <b>£3,272.41</b>   | <b>£0.00</b>       | <b>£3,850.00</b>   | <b>£3,900.00</b>   |
| <b>Council Income</b>                           |                                       |                    |                    |                    |                    |
| 10                                              | Precept                               | £165,900.00        | £198,000.00        | £198,000.00        | £235,611.93        |
| 30                                              | Miscellaneous                         | £0.00              | £2,628.00          | £2,628.00          | £0.00              |
| 50                                              | Community Infrastructure Levy         | £0.00              | £0.00              | £0.00              | £0.00              |
| <b>Council Income Total</b>                     |                                       | <b>£165,900.00</b> | <b>£200,628.00</b> | <b>£200,628.00</b> | <b>£235,611.93</b> |
| <b>Finance Committee Income</b>                 |                                       |                    |                    |                    |                    |
| 200                                             | Bank Interest - Lloyds                | £2,579.67          | £764.79            | £2,000.00          | £2,000.00          |
| 205                                             | Dividend - Local Auth Prop Fund       | £5,940.53          | £2,681.34          | £5,000.00          | £5,000.00          |
| 206                                             | Interest - Public Sector Deposit Fund | £6,238.46          | £2,719.67          | £5,000.00          | £5,500.00          |
| 220                                             | Miscellaneous                         | £7,480.93          | £5,000.00          | £5,000.00          | £0.00              |
| 222                                             | Refund from Bank                      | £0.00              | £0.00              | £0.00              | £0.00              |
| <b>Finance Committee Income Total</b>           |                                       | <b>£22,239.59</b>  | <b>£11,165.80</b>  | <b>£17,000.00</b>  | <b>£12,500.00</b>  |
| <b>Norman Centre Income</b>                     |                                       |                    |                    |                    |                    |
| 700                                             | Lettings                              | £3,347.50          | £1,130.00          | £2,250.00          | £3,350.00          |
| 710                                             | Miscellaneous                         | £0.00              | £0.00              | £0.00              | £0.00              |
| <b>Norman Centre Income Total</b>               |                                       | <b>£3,347.50</b>   | <b>£1,130.00</b>   | <b>£2,250.00</b>   | <b>£3,350.00</b>   |
| <b>Public Hall Committee Income</b>             |                                       |                    |                    |                    |                    |
| 400                                             | EDDC Contribution                     | £2,576.00          | £0.00              | £2,500.00          | £2,500.00          |
| 410                                             | Lettings                              | £27,713.64         | £10,509.59         | £27,500.00         | £29,100.00         |
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| 413                                             | Electricity                           | £293.54            | £132.43            | £250.00            | £252.50            |
| 414                                             | Bunting                               | £15.00             | £0.00              | £0.00              | £0.00              |
| 416                                             | Internet re-charge                    | £100.00            | £20.00             | £100.00            | £100.00            |
| 417                                             | Sound System (Microphone)             | £292.50            | £97.50             | £150.00            | £0.00              |
| 430                                             | Miscellaneous                         | £0.00              | £20.00             | £20.00             | £0.00              |
| <b>Public Hall Committee Income Total</b>       |                                       | <b>£33,870.43</b>  | <b>£11,238.52</b>  | <b>£32,920.00</b>  | <b>£34,802.50</b>  |
| <b>Future Income</b>                            |                                       |                    |                    |                    | <b>£0.00</b>       |
| <b>Total Income</b>                             |                                       | <b>£228,629.93</b> |                    | <b>£256,648.00</b> | <b>£290,164.43</b> |
| <b>Community Gardens Committee Expenditure</b>  |                                       |                    |                    |                    |                    |
| 650                                             | Rent                                  | £668.56            | £668.56            | £700.00            | £700.00            |
| 660                                             | Water                                 | £746.47            | £1,240.06          | £1,250.00          | £1,500.00          |



# Precept Calculator

Start of year 01/04/25

| Heading                                              |                                        | Last year's<br>net | Actual net        | 25/26<br>Revised  | 26/27             |
|------------------------------------------------------|----------------------------------------|--------------------|-------------------|-------------------|-------------------|
| 670                                                  | Maintenance                            | £1,564.71          | £175.33           | £1,500.00         | £1,700.00         |
| 690                                                  | Miscellaneous                          | £0.00              | £114.33           | £250.00           | £0.00             |
| <b>Community Gardens Committee Expenditure Total</b> |                                        | <b>£2,979.74</b>   | <b>£2,198.28</b>  | <b>£3,700.00</b>  | <b>£3,900.00</b>  |
| <b>Council Expenditure</b>                           |                                        |                    |                   |                   |                   |
| 101                                                  | Car Park Fund                          | £0.00              | £0.00             | £8,000.00         | £8,000.00         |
| 102                                                  | Car Park Repairs                       | £0.00              | £0.00             | £1,500.00         | £1,500.00         |
| 110                                                  | Station Road Toilets - Fees            | £1,434.40          | £0.00             | £0.00             | £0.00             |
| 111                                                  | Station Road Toilets - Operating Costs | £321.54            | £9,813.13         | £30,000.00        | £32,915.00        |
| 115                                                  | Emergency Plan                         | £0.00              | £0.00             | £5,000.00         | £5,150.00         |
| 120                                                  | Grass Cutting                          | £3,000.00          | £1,530.00         | £4,000.00         | £4,120.00         |
| 125                                                  | Town Improvement Fund                  | £6,668.63          | £882.81           | £25,000.00        | £25,000.00        |
| 126                                                  | Defibrillators                         | £361.45            | £63.95            | £500.00           | £550.00           |
| 130                                                  | Town Handyman                          | £8,728.83          | £5,333.69         | £10,000.00        | £13,000.00        |
| 140                                                  | Jubilee Shelter Maintenance            | £210.00            | £111.00           | £1,750.00         | £1,802.50         |
| 150                                                  | Community Infrastructure Levy          | £42,415.86         | £0.00             | £0.00             | £0.00             |
| 160                                                  | Professional Services                  | £0.00              | £555.00           | £555.00           | £5,000.00         |
| 850                                                  | Electricity - Town Christmas Lights    | £0.00              | £427.86           | £1,200.00         | £500.00           |
| <b>Council Expenditure Total</b>                     |                                        | <b>£63,140.71</b>  | <b>£18,717.44</b> | <b>£87,505.00</b> | <b>£97,537.50</b> |
| <b>Finance Committee Expenditure</b>                 |                                        |                    |                   |                   |                   |
| 300                                                  | Chairman's Allowance                   | £1,923.95          | £0.00             | £1,650.00         | £1,650.00         |
| 301                                                  | Civic Fund                             | £604.89            | £989.93           | £3,000.00         | £3,000.00         |
| 302                                                  | Members Expenses and Courses           | £326.45            | £131.35           | £600.00           | £1,000.00         |
| 303                                                  | Publications and Membership            | £2,053.00          | £1,232.24         | £2,000.00         | £1,535.00         |
| 304                                                  | Travel Expenses                        | £63.00             | £53.34            | £63.00            | £100.00           |
| 310                                                  | Audit Fee                              | £1,705.00          | £1,430.00         | £2,000.00         | £2,000.00         |
| 311                                                  | Bank Charges                           | £8.10              | £43.89            | £150.00           | £150.00           |
| 315                                                  | Grants and Donations                   | £14,648.00         | £12,330.74        | £15,000.00        | £20,000.00        |
| 320                                                  | Stationery                             | £211.94            | £171.62           | £500.00           | £300.00           |
| 321                                                  | Postage                                | £6.39              | £0.00             | £0.00             | £0.00             |
| 322                                                  | Telephone/Internet                     | £605.67            | £389.40           | £1,000.00         | £810.00           |
| 323                                                  | Photocopier                            | £703.41            | £357.45           | £1,500.00         | £1,500.00         |
| 324                                                  | Office Equipment                       | £2,765.74          | £249.56           | £750.00           | £500.00           |
| 325                                                  | Equipment Servicing/Repairs            | £153.47            | £0.00             | £300.00           | £300.00           |
| 326                                                  | Office Furniture/Furnishings           | £198.00            | £49.99            | £350.00           | £350.00           |
| 327                                                  | Computer Software                      | £6,043.78          | £340.57           | £2,000.00         | £2,000.00         |
| 328                                                  | Website                                | £335.99            | £258.00           | £750.00           | £800.00           |
| 330                                                  | Planters/Plants                        | £179.96            | £95.38            | £200.00           | £220.00           |
| 340                                                  | Elections                              | £0.00              | £0.00             | £2,500.00         | £2,500.00         |
| 345                                                  | Legal Fees                             | £0.00              | £47.00            | £1,000.00         | £1,000.00         |

# Precept Calculator

Start of year 01/04/25

| Heading                                        |                           | Last year's<br>net | Actual net        | 25/26<br>Revised   | 26/27              |
|------------------------------------------------|---------------------------|--------------------|-------------------|--------------------|--------------------|
| 350                                            | Car Park Rates & Rent     | £5,090.80          | £2,336.00         | £5,750.00          | £5,925.00          |
| 370                                            | Salaries                  | £87,477.20         | £40,523.07        | £75,301.00         | £59,135.00         |
| 371                                            | Payroll                   | £387.84            | £233.45           | £500.00            | £500.00            |
| 372                                            | Statutory Sick Pay        | £0.00              | £0.00             | £15,000.00         | £15,000.00         |
| 373                                            | Staff Travel Expenses     | £0.00              | £2.20             | £250.00            | £250.00            |
| 374                                            | Staff Training            | £260.00            | £210.00           | £1,450.00          | £1,750.00          |
| 375                                            | Recruitment Advertising   | £843.40            | £0.00             | £500.00            | £200.00            |
| 376                                            | Recruitment Fees          | £5,944.32          | £0.00             | £0.00              | £0.00              |
| 377                                            | IT Support                | £0.00              | £546.25           | £750.00            | £750.00            |
| 390                                            | Miscellaneous             | £2,998.36          | £759.14           | £500.00            | £500.00            |
| <b>Finance Committee Expenditure Total</b>     |                           | <b>£135,538.66</b> | <b>£62,780.57</b> | <b>£135,314.00</b> | <b>£123,725.00</b> |
| <b>Norman Centre Expenditure</b>               |                           |                    |                   |                    |                    |
| 750                                            | Rates                     | £459.08            | £357.08           | £600.00            | £600.00            |
| 751                                            | Gas                       | £337.29            | £106.15           | £600.00            | £400.00            |
| 752                                            | Electricity               | £507.43            | £282.33           | £1,000.00          | £700.00            |
| 770                                            | Maintenance               | £314.22            | £135.37           | £1,000.00          | £1,500.00          |
| 771                                            | Major Repairs             | £0.00              | £0.00             | £0.00              | £0.00              |
| 790                                            | Miscellaneous             | £0.00              | £0.00             | £250.00            | £0.00              |
| <b>Norman Centre Expenditure Total</b>         |                           | <b>£1,618.02</b>   | <b>£880.93</b>    | <b>£3,450.00</b>   | <b>£3,200.00</b>   |
| <b>Public Hall Committee Expenditure</b>       |                           |                    |                   |                    |                    |
| 500                                            | Rates                     | £3,746.25          | £4,656.61         | £4,000.00          | £5,308.00          |
| 501                                            | Gas                       | £2,634.29          | £1,085.24         | £4,000.00          | £4,000.00          |
| 502                                            | Electricity               | £3,652.10          | £2,113.84         | £7,000.00          | £7,000.00          |
| 503                                            | Water                     | £1,814.39          | £1,460.57         | £2,500.00          | £2,500.00          |
| 505                                            | Insurance                 | £9,187.27          | £9,865.93         | £9,865.93          | £11,000.00         |
| 510                                            | Wages                     | £15,819.00         | £8,560.49         | £18,000.00         | £18,000.00         |
| 515                                            | Cleaning                  | £3,514.47          | £3,497.28         | £4,000.00          | £500.00            |
| 517                                            | Consumables               | £6,451.61          | £2,311.18         | £9,000.00          | £9,300.00          |
| 520                                            | Maintenance               | £11,647.14         | £2,848.73         | £12,000.00         | £12,500.00         |
| 521                                            | Major Repairs/Renovations | £300.00            | £7,854.95         | £7,500.00          | £5,000.00          |
| 522                                            | Hall Improvements         | £18,545.06         | £9,167.76         | £35,000.00         | £20,000.00         |
| 523                                            | Clock Service             | £312.00            | £343.00           | £350.00            | £370.00            |
| 530                                            | Licence                   | £180.00            | £230.71           | £250.00            | £250.00            |
| 535                                            | Performing Rights         | £2,019.71          | £2,247.44         | £2,500.00          | £2,500.00          |
| 540                                            | Marketing                 | £0.00              | £0.00             | £750.00            | £3,000.00          |
| 590                                            | Miscellaneous             | £300.78            | £0.00             | £500.00            | £300.00            |
| <b>Public Hall Committee Expenditure Total</b> |                           | <b>£80,124.07</b>  | <b>£56,243.73</b> | <b>£117,215.93</b> | <b>£101,528.00</b> |
| <b>Future Expenditure</b>                      |                           |                    |                   |                    | <b>£0.00</b>       |
| <b>Total Expenditure</b>                       |                           | <b>£283,401.20</b> |                   | <b>£347,184.93</b> | <b>£329,890.50</b> |

# Precept Calculator

Start of year 01/04/25

| Heading         |               | Last year's<br>net | Actual net       | 25/26<br>Revised | 26/27                               |
|-----------------|---------------|--------------------|------------------|------------------|-------------------------------------|
| Net Expenditure |               | £54,771.27         |                  | £90,536.93       | £39,726.07                          |
| Funding         | Reserves      |                    |                  |                  | £0.00                               |
|                 | S106 / CIL    |                    |                  |                  | £0.00                               |
|                 | Loans         |                    |                  |                  |                                     |
|                 | New Precept   |                    |                  | £235,611.93      |                                     |
|                 | Other Income  |                    |                  | £54,552.50       |                                     |
|                 | Total Funding |                    |                  | £290,164.43      |                                     |
|                 | Balance       |                    |                  | -£39,726.07      |                                     |
| 01/04/25        | Tax Base      | x                  | Band D           | =                | Current year precept                |
| Council Tax     | 2994.0000000  |                    | 66.13000000      |                  | £197,993.22                         |
| 01/04/26        | New Tax Base  |                    | %age increase    |                  |                                     |
| Tax Calculation | 2994.00       |                    | 19.00000000      |                  |                                     |
| Band D          | + extra cost  | =                  | New band D       |                  |                                     |
| 66.13           | 12.56         |                    | 78.69            |                  |                                     |
| New Tax Base    | x New Band D  | =                  | Proposed Precept | Current precept  | + New additional = Proposed precept |
| 2994.0000       | 78.69         |                    | 235611.9300      | £197,993.22      | + £37,618.71 = £235,611.93          |

## Precept Planning 2026 / 2027

- iii. **Proposal:** To agree a minimum 15% increase in the precept for the 2026/27 financial year resulting in a minimum precept request of £227,692.
- Prepared by:** Alice Gater-Wildgust – Responsible Financial Officer

### 1. Purpose of the Report

The purpose of this report is to recommend that the Finance Committee accept this report and agree on a recommend increase to the precept for presentation to and agreement of the Full Town Council on 24 Nov 2025

It is requested to approve a minimum 15% increase to the precept for the financial year 2026/27. This increase is necessary to ensure the continued financial sustainability of the Council in order to safeguard the future of its key community assets.

#### **What is a precept?**

The precept is the portion of Council Tax that is collected on behalf of the Town or Parish Councils by EDDC. It provides the main source of income that allows the Council to deliver local services, maintain community facilities, and represent residents' interests.

Each year, the Town Council sets its annual budget and decides how much funding it needs to cover the cost of running local services — such as public toilets, community halls, and allotments. This amount is then requested from the District Council, which includes it as part of residents' overall Council Tax bill.

In simple terms, the precept is residents' local contribution that enables the Town Council to look after the day-to-day needs of the community and invest in its future

#### **What is 'Band D equivalent'?**

The Band D equivalent is a standard unit used to calculate and compare the Council Tax base across different types of properties. It allows councils to express the total number of taxable properties in their area as if they were all in Council Tax Band D (the middle band).

Every residential property in the parish is placed in a Council Tax band (A to H) based on its value. Since properties in higher or lower bands pay more or less Council Tax than a Band D property, each band is converted to a Band D equivalent using nationally set ratios. For example:

### 2. Background

A detailed analysis of BSTC's income, expenditure, and reserve levels has been undertaken by the RFO, Finance Committee and Finance Chair. Detailed figures are attached: 'Financial Budget Comparison report,' and considered the ongoing cost pressures associated with inflation, maintenance of community facilities, contracts, staffing, and service delivery.

The Council is the custodian of Budleigh Salterton Public Hall and the free car park at Upper Station Road, both valued and much-used community asset which provides significant social, cultural, and economic benefits to local residents.

East Devon District Council (EDDC) is actively encouraging Town and Parish Councils to consider raising precepts to prepare for potential future responsibilities arising from local government reorganisation. In 2024/25, the Town Council assumed responsibility for the Station Road Public Toilets after EDDC passed a motion that would lead to their closure. An increase of 19% was incorporated into the 2025/26 precept when BSTC agreed to buy this building and to safeguard the facility for the community. (Feedback received to date has been very positive with residents happy to have this facility free at point of use and importantly, kept in good order.)

Supporting these assets places a considerable strain on the Town Council's resources. Income is generated from the following areas: interest on investments; precept, and hiring revenue from Public Hall and Norman Centre bookings. Work is underway to investigate how BSTC can increase revenue while safeguarding the Public Hall as an affordable and accessible space for the community. Although a rate increase is planned for 2026, additional financial pressures remain that cannot be fully addressed by this increase alone.

### 3. Reserve Sustainability:

In 2024/25 reserves to the value of £35000 were used to meet the shortfall between the income and expenditure. Further use of reserves is expected in 2025/26.

Guidance from the National Association of Local Councils (NALC) and Practitioners' Guide (2024) recommends that councils maintain general reserves equivalent to 3–12 months of operating expenditure to safeguard against unforeseen costs and income shortfalls (NALC, 2024, *Governance and Accountability for Local Councils in England*)

The use of any Town Council reserves immediately reduces the Council's financial capacity to maintain services for a 12-month period. It should be noted that, at the current rate of drawdown (projected to be £45k in 26/27), the Council's reserves would be fully depleted within four years, leaving the Council without sufficient contingency to cover routine expenditure or emergencies. Maintaining adequate reserves is therefore critical for sustainable financial management.

An example of how BSTC may use its reserves:

*The roof at the Norman Centre end of the building require maintenance. Given the age of the roof, it may actually need replacing in the medium term (to be formally accessed shortly).*

*Estimated costs that the TC is facing will be estimated cost of £6600 (repair) - £19000 (full replacing of this portion of the roof)\**

*\*to note that this will be further explored in detail and is simply presented here as an example to aid discussion and understanding.*

### 4. Precept rates from 2020 - 2025

| YEAR      | % increase        | Value of Precept | Cost per Band D equivalent (per annum) |
|-----------|-------------------|------------------|----------------------------------------|
| 2026-2027 | 15% Proposal only | 227,692          | £76.05                                 |
| 2025-2026 | 19%               | 198,000          | £66.13                                 |
| 2024-2025 | 5%                | 165,900          | £57.80                                 |
| 2023-2024 | 0%                | 158,000          | £56.07                                 |
| 2022-2023 | 0%                | 158,000          | £56.07                                 |
| 2021-2022 | 35%               | 158,000          | £56.43                                 |
| 2020-2021 |                   | 116,750          | £41.33                                 |

### 5. Precept 2026 / 2027

- **Proposed Precept (2026/27):** £227,692.20
- **Increase:** 15%  
or £9.92 per annum per Band D equivalent
- **Current Precept (2025/26):** £198,000
- **Band D Equivalent Charge:** Current: £66.13  
Proposed: £76.05

## **6. What other East Devon Town and Parishes do:**

According to the [report received](#) by EDDC Cabinet in Feb 2025 regarding Town & Parish Councils the average figure for a band D equivalent across all of East Devon was £95.48 for 2025/26 and £91.57 for 2024/25. BSTC remains in the mid to lower end of the precept scale for Band D equivalents

## **7. Asset Protection:**

The Council's community building and associated facilities are vital local assets. Proper maintenance, investment, and contingency planning are essential to safeguard them for future generations. At present BSTC operates and maintains the following:

- Public Hall
- Norman Centre
- Station Road Toilet
- Upper Station Road Car Park
- Additionally, the Town Council fund the following:
  - Town Council Offices
  - Town Handyman
  - Grants of over £15000.00 to the Budleigh Information Centre, Shop Budleigh and others.
  - Custodian of over £100000 of CIL and S106 development funding that requires management

## **8. Financial Responsibility:**

Implementing a measured increase in the precept—such as a 15% rise—can help maintain the Council's financial sustainability and reduce the likelihood of requiring a larger, unplanned increase in future years. According to the National Association of Local Councils (NALC, 2024), councils are encouraged to take a forward-looking approach to precept setting, using medium-term financial planning to smooth funding requirements and avoid sudden shocks to residents or services.

## **9. Impact on Residents**

Through astute management of BSTC's budgets and careful financial forecasting, residents can be assured of the Council's continued ability to represent their interests — advocating for the interests of Budleigh Salterton with District and County Councillors, scrutinising planning and other decisions, and ensuring that Budleigh's voice is heard.

This approach also safeguards vital community facilities, maintaining continued access to the Public Hall, Norman Centre, public toilets, the free-at-point-of-use car park, and the Greenway Lane allotments.

Should the proposed 15% increase be approved, residents will contribute £76.05 per Band D equivalent property towards the BSTC precept. This represents an additional £9.92 per year for a Band D household — less than £1 per month. This modest adjustment will strengthen the Council's financial resilience, helping to ensure that local services and community facilities remain

If the Town Council were to support a larger increase in the precept, this would provide greater financial stability by further reducing the rate at which reserves are being depleted. A higher precept would enable the Council to meet rising operational costs without relying as heavily on reserves, ensuring compliance with recommended reserve levels (3–12 months of expenditure as advised by NALC, 2024).

## 10. Conclusion and Recommendation

The Council has a duty to act prudently and responsibly in managing its finances. After comprehensive analysis, it is recommended that the Finance Committee:

**Approves** a minimum 15% increase in the precept for 2026/27 setting the total at £227,692.20.

**Notes** that this level of increase still requires the use of £45,174.80 from reserves.

**Recognises** the importance of maintaining sufficient reserves to protect the long-term future of the Council's assets and services.

This increase represents a fair and proportionate response to current financial challenges, ensuring that the Town Council can continue to deliver high-quality, sustainable services to its community.

## References:

National Association of Local Councils (2024). *Governance and Accountability for Local Councils in England – Practitioners' Guide*. NALC. Accessed 1526hr 23.10.25

[www.eddc.gov.uk](http://www.eddc.gov.uk): [Council 26 Feb 25 Council Tax Resolution 2025 26.pdf](#) Accessed 1420hrs 23.10.25

**To receive and agree to proceed with repairs to the Norman Centre roof.**

**Cost:** £990.00  
**Proposed Contractor:** R&S Scaffolding  
**Recommendation:** The Town Council is asked to agree to use of the above contractor for repair

**Background:**

The Norman Centre roof has been assessed and identified as requiring urgent remedial work to prevent further deterioration and to ensure the continued safe use of the facility. In recent weeks it has become evident that a number of slates are slipped and one fell to the ground in the last week.

Quotations have been reviewed, and R&S Scaffolding has been identified as the most suitable contractor to undertake the required works, based on cost, availability, and compliance with safety

The Council is asked to consider the report presented and to agree to proceed with the roof repairs using R&S Scaffolding. Approval will allow the works to commence promptly, thereby reducing the risk of additional damage and future cost escalation.

R&S Scaffolding are verified members of the National Federation of Roofing Contractors, are *Which?* approved, and are members of the Scaffolding Association. They undertake work for Exeter City Council via Mears Contracting and have received a very positive reference from them.

They have assessed the roof and advise that, while more extensive works will be required in the future, the structure remains acceptable for a further three or more years. They therefore recommend proceeding with a repair at this stage, at an estimated cost of:  
£990.00 plus VAT to inc scaffolding and repairs in 2 identified places

It is noted that while in situ the roofer may be able to access additional areas that may benefit from immediate action

**Quotes have been sought from:**

Minerva Roofing – site visit, no quote received  
Bagwells - site visit and quote: £6624.00  
R&S Scaffolding : £990.00



**Decision:** The Town Council is asked to receive and agree the recommendation from the Public Hall Committee [Min 25.261] regarding the commissioning of building survey and solar suitability assessment at a proposed fee of £1,875 excl. VAT and to Andrew Mills Surveyors to complete this survey. See supporting papers.

**The following is the proposal assessed by the PHC.**

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**Building Survey – including roof assessment**

To consider commissioning a building survey and solar suitability assessment at a proposed fee of £1,875 excl. VAT and appointing Andrew Mills Surveyors to complete this survey.

**Author:** Town Clerk

**1. Purpose of the Report**

To inform the PHC of a proposal to commission a general appraisal report on the Public Hall, to assess the current condition of the roof and buildings and identify maintenance and repair requirements.

**2. Background**

The Town Clerk has received a proposal to undertake a general appraisal of the Public Hall. The purpose of the appraisal is to provide an overview of the building's condition, both externally and internally with particular attention to the roof. This will be used to assist the PHC in planning future maintenance works and budget allocations and to further inform decisions regarding any installation of solar panels when preparing a proposal for consideration by the Full TC

**3. Proposal**

Received from Andrew Mills Surveyors

The appraisal would involve:

**Inspection:** One day spent at the Public Hall inspecting the external and internal fabric of the building.

**Report Preparation:** A further day preparing a written report which will: Briefly describe the construction and condition of the various building elements including an assessment of the roof's ability to support solar panels and a bullet-pointed schedule of maintenance and repair requirements, categorised as short, medium, **and** long term.

**4. Financial Implications**

£1,875.00 (exclusive of VAT)

**5. Recommendation**

The Town Clerk recommends that the PHC consider the proposal and, if satisfied, submit this proposal for agreement at Full TC

**Recommendation: the Town Council is asked to receive and agree to the recommendation from the Public Hall Committee (Min 25.262)**

**Background**

At its recent meeting, the Public Hall Committee considered the current hire charges for the Public Hall. The Committee noted that the existing rates, last revised for the 2020–2025 period, no longer reflect the operational costs associated with providing the facility, including heating, sound system use, and staffing requirements for set up and take down.

The Committee also reviewed the naming conventions used for hire rates and agreed that these should be updated in order to provide greater clarity.

**PH Committee Resolution**

The Committee resolved to prepare a recommendation to the Town Council supporting an increase in hire rates and an amendment to the rate names [Min 25.262].

The proposed rates are as follows:

| Rate Category                             | Proposed<br>(from Jan 2026) | Rate<br>Current<br>(2020–2025) | Rate<br>Notes                                                                 |
|-------------------------------------------|-----------------------------|--------------------------------|-------------------------------------------------------------------------------|
| Charity Rate (formerly<br>'regular' rate) | £18.00                      | £11.75                         | + Inclusive of heating, sound<br>heating / sound system, set up and take down |
| Commercial Rate                           | £30.00                      | £21.00                         | + Inclusive of heating, sound<br>heating / sound system, set up and take down |

The new rates would represent a simplified and fully inclusive charging structure.

**Recommendation**

That the Town Council approves the revised hire charges for the Public Hall, as proposed by the Public Hall Committee, to take effect from January 2026.

## **Public Hall Hire Rates**

**Recommendation:** The Town Council is asked to receive and agree the Public Hall Committee's recommendation regarding proposed changes to the Public Hall hire rates [Min 25.262].

**The following is the proposal assessed by the PHC.**

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### **PUBLIC HALL 2026 HIRE RATES**

**Prepared by Alan Chaplin**

**The current hire rates have been frozen since April 2022 and are to be increased for 2026.**

**What does the Council increase the rates to and what is the evidence for such an increase ?**

**We need to be fair and realistic in our assessment.**

**So let's start with the current position dealing with weekday hirings**

**Non commercial (NC) is £11.75/hr**

**Commercial (CO) is £21.00/hr**

**Inflation from April 2022 to September 2025 is calculated at 21.4% (using Hargreaves Lansdon inflation calculator).**

**We would need to add an estimate for October 2025 to December 2026, let's say .6% ( October to December 2025) & 3% ( January to December 2026).**

**So  $21.4 + 0.6 + 3.0 = 25\%$ .**

**Adding this to the rates would result in**

**NC  $£11.75 + 25\% = £14.69/hr$**

**CO  $£21.00 + 25\% = £26.25/hr$**

**We have in the past (and still are) setting up for our users at no additional costs.**

**So if we increased our rates to**

**NC £20.00/hr**

**CO £30.00/hr**

**This would include the user setting up for themselves.**

**If the user required us to set up/take down then this would be an additional cost ( see later under extras ).**

In order to reduce the “ pain” for our existing regular users of these increases we could offer a loyalty discount and these could be

NC less 25% which would reduce their rate back to £15.00, just slightly above the £14.69 incl inflation rate.

CO less 10% which would reduce their rate back to £27.00, just slightly above the £26.25 incl inflation rate.

New users would qualify for the loyalty discount after regular use of 6 months.

The question of minimum hours is still open for discussion as I believe its not implemented at the moment but we do need to regularize this and I believe a minimum of 2 hours is to be implemented with the new rates in January 2026.

Moving onto “extras”

#### SETTING UP AND TAKING DOWN.

In June 2025 for example, we charged users £94.00 for the use of the PH and Steve ( caretaker) has cost us approx £70.00 to set up/take down. On another occasion we charged users £76.00 for the use of the PH and Steve has cost us approx £70.00. So £26.00 plus £6.00 towards the costs of running the PH for a total of 14 hrs thats £2.28/hour for lighting, rates, water, admin, toilets, wear and tear, etc, etc.

So in 2026 all setting up and taking down will be by the user unless they request and pay for Steve to carry out these tasks at a fixed rate of NC £ 40.00 ( 2 hrs of Steve's costs) and CO £60.00.

We must be aware of the risk of damage to chairs, tables etc. How do allow for this ? Ask for a deposit to be returned once Steve has inspected ?

HEATING is currently charged at £7.75/hr.

Using the price cap as our benchmark from Ofgem

Up to April 2022 the cap was £1277.00 the price cap until December 2025 will be £1755.00 an increase of 37%. Let's assume that 2026 movement is uoP and down but overall a small 3% increase ( pure guess) that would be a overall increase of 40 %.

So  $£7.75 + 40\% = £10.85/\text{hr}$ .

SOUND SYSTEM incl microphones would be included in the rates at no extra charge.

BAR is currently charged at £15.00 to avoid the user having to apply for a Temporary Event Notice which currently costs £21.00. This saves the user £6.00 plus the hassle of the time to complete the forms etc, and we are not charging for any cleaning etc of the bar area even if the users clean it themselves.

I believe the “license” required costs us £ 200.00/yr ( line 530 of the finances).

How many events in the last 12 months have we charged for ?? Did we recoup our the costs ?? Is it worth paying for the license ?? Do the Council use it ??

If we are to keep it then the charge should be at least £20/25.00.

Based on the current income for lettings in the PH and Norman Centre up to and including 20-08-25.

PH £7454.03

NC £ 785.00

So £8239.03 divided by say 20 weeks multiply by 52 weeks equates £21421.48.

So increasing the rates by 25% will generate in the order of £5000 additional income in 2026 using the current letting levels. If lettings increased then the extra income would increase.

The additional income figure does not take into account any of the “extras” contributing to the income as they are unknown quantity.

We may need to change the NC and CO names to something more suitable ?

Alice has raised the point regarding Premium Nights eg New Years Eve where we charge the standard rate.

### **SUMMARY**

#### **NEW RATES ( minimum 2hrs rental)**

Non Commercial £20.00/hr

Commercial        £30.00/hr

#### **DISCOUNTED RATES ( minimum 2hrs rental)**

Non Commercial £15.00/hr

Commercial        £27.00/hr

#### **SETTING UP/TAKING DOWN**

**Non Commercial £40.00**

**Commercial        £60.00**

**HEATING**

**Non Commercial £11.00/hr**

**Commercial        £11.00/hr**

**SOUND SYSTEM**

**Non Commercial included**

**Commercial        included**

**BAR LICENSE**

**Non Commercial £20/25.00 per event**

**Commercial        £20/25.00 per event**

## Agenda Item 15 Station Road Toilets – Doors TC 24.11.25

To receive and agree the recommendation from the Public Hall Committee regarding the reconditioning of the doors. See supporting papers.

**Cost:** £670.00

**Recommendation:** The Town Council is asked to accept the recommendation of the PHC [Min 25.264]

**The following is the proposal assessed by the PHC.**

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### **Station Road Toilets – Reconditioning of Cubicle and Store Doors, 7 doors**

**Purpose:**

To discuss and agree on the proposed reconditioning of the cubicle doors and store door at the Station Road public toilets.

**Details:**

The works will include:

- Removal of rust and surface preparation
- Application of anti-rust treatment
- Use of exterior metal primer
- Two coats of top-quality topcoat paint

**Estimated Costs:**

- Paint and materials (rust converter, metal undercoat, and two coats of topcoat): £170.00
- Labour: Approximately 24–30 hours caretaker overtime c. £500.00

**Recommendation:**

It is recommended to use quality materials and products to achieve a long-lasting finish and prolong the period before any rework becomes necessary.

**Decision**

That the PHC considers and agrees to proceed with the proposed reconditioning works as outlined above and develops a proposal for review and agreement by the full TC

**Required:**

Agenda Item 16 Request for Grant Aid 2025/26 TC 24.11.25  
St Peters School PTFA

- (i) To agree whether to sponsor Christmas Gifts.
- (ii) To agree the amount of sponsorship.

Note: £500.00 has been granted in previous years

From: Gabrielle Wooller <[gzwoller@gmail.com](mailto:gzwoller@gmail.com)>  
Sent: 17 October 2025 3:25 PM  
To: Alice Gater-Wildgust <[alice.gater-wildgust@budleighsaltertontowncouncil.gov.uk](mailto:alice.gater-wildgust@budleighsaltertontowncouncil.gov.uk)>  
Subject: Grant for Christmas gifts

Good afternoon,

Budleigh Salterton Town Council has in previous years very kindly donated money towards a Santa's Grotto run by St Peter's PTA.

This year we are hoping to run this very popular event again. We would usually buy 1 book for every child. The younger children are given theirs as their Santa's Grotto present, the remainder given out at school to the older children and those who missed out. This way, every child has at least one gift at Christmas.

The Committee were hoping to ask if the Town Council had sufficient funds to contribute again this year. Any surplus would be used Cy Pres for other Christmas treats/events provided to the school.

If the Town Council is able to assist this year, it would be greatly appreciated.

Kind regards,

Gabrielle Wooller  
Treasurer  
St Peter's PTA



Item 17      Request for Grant Aid 2026/2027      TC 24.11.25  
Lions Club of Budleigh Salterton – Gala Week  
Children's Cycle Competition

- (i)      To agree whether to sponsor the Competition.
- (ii)     To agree the amount of sponsorship for the Competition.

See letter attached.

Clerks Note: £200.00 has been granted previously



***The Lions Club***  
***Budleigh Salterton***  
*(Lions International – District 105SW)*



Gavin March  
14 Armytage Rd  
Budleigh Salterton  
EX9 6SD  
Tel: 07721051701  
Email: gavinmarch@aol.com

17<sup>th</sup> November 2025

Dear Alice

Ref: our 42nd Gala Week – Saturday 23rd May – Sunday 31<sup>st</sup> May 2026

Gala Week 2026 is in progress with all participants having to confirm their events to us by the middle of January to enable us to finalise the programme.

I now write to ask, on behalf of the Budleigh Salterton Lions Club, if you would be kind enough to continue your sponsorship towards the cost of us putting on the “Gala Week Children’s/Adults Cycle” Competition in the sum of £200 this will enable us to run the event as before.

We are not seeking payment now (unless you wish to) but just confirmation that you are agreeable to continue your support so that we can include sponsors names in the “Programme of Events” when hopefully it goes to print in early February next year with the hope of having them on sale in local shops by Easter.

If you are in favour of supporting us again, I will prepare an invoice and let you have together with our Bank details.

Thank you for considering this request.

Yours sincerely,

Gavin March – Club President and Gala Week Orgainsier

## Suggested Meeting Dates 2026. V.1

Noting: meeting dates will be subject to some changes to taken account of annual leave

### January

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

### February

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

### March

9<sup>th</sup> Planning  
Community Gardens  
Foreshores and Footpaths  
12<sup>th</sup> Annual Parish Meeting  
23<sup>rd</sup> Planning  
Town Council

### April

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

### May

11<sup>th</sup> Annual Meeting of the Town  
Council  
Planning  
18<sup>th</sup> Planning  
Town Council

### June

8<sup>th</sup> Planning  
Public Hall  
22<sup>nd</sup> Planning  
Town Council

### July

13<sup>th</sup> Planning  
Foreshores and Footpaths  
27<sup>th</sup> Planning  
Town Council

### August

10<sup>th</sup> Planning  
24<sup>th</sup> Planning  
Town Council

### September

14<sup>th</sup> Planning  
CIL  
Finance  
28<sup>th</sup> Planning  
Town Council

### October

12<sup>th</sup> Planning  
Public Hall  
26<sup>th</sup> Planning  
Town Council

### November

9<sup>th</sup> Planning  
Finance  
Foreshore & Footpaths  
Community Gardens  
Staffing  
23<sup>rd</sup> Planning  
Town Council

### December

14<sup>th</sup> Planning  
Town Council

Easter 3-6 April 2026

**Process to determine****Community Assets Transferred from East Devon District Council**

This paper is draft and for consultation amongst BSTC members. The aim is to identify and agree a **feasible process** for informing the decisions about which assets will transfer to BSTC, with the ensuing gains, responsibilities and risks.

BSTC received EDDC asset register of community assets held by East Devon that relate to the town on 20/10/25 and was discussed with EDDC officer on 29/10/25. At this preliminary stage BSTC is asked to identify which assets it **might** have an interest in taking on.

Any that BSTC does not take on, will transfer to the successor organisation to EDDC, to either be run, or disposed of, by that organisation. As yet, there has been no decision on what the successor organisation would be except that it would be a Unitary Authority which would replace both District and County Councils and their statutory responsibilities.

**Stage 1**

A preliminary agreement by BSTC members on which assets to identify as **potentially** to be transferred. The list from EDDC can be usefully grouped for consideration:

|                                              |                  |                                                                                                                                       |
|----------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Parks and Open Spaces                        | Land             | The Green, Jubilee Field, Victoria Place, Granary Lane, east of Lime Kiln car park, north of West Hill, Railway walk, Norman Crescent |
| Sports Activities, Play areas and skateparks | Land & asset     | Football Club, Greenway Lane, Skatepark Lime Kiln, Railway Walk, Playground Lime Kiln, Norman Crescent                                |
| Beaches and Foreshores                       | Land & buildings | Budleigh beach, Public Shelters (Marine Parade, east end, west end) Beach Huts and Chalets,                                           |
| Café & Kiosks                                | Land & buildings | East end, Marine Parade, West end, Longboat                                                                                           |
| Coastal & Marine Lettings                    | Land & buildings | Old Bunkhouse Rolle Road                                                                                                              |
| Industrial Sites                             | Buildings        | Station Road workshops x 10                                                                                                           |
| Car Parks                                    | Land             | Brook Road, The Green, Lower Station Road, Lime Kiln, Rolle Mews                                                                      |
| Public Toilets                               | Land & buildings | Rolle Road, Brook Road, Station Road, East end Salting Hill                                                                           |
| Infrastructure                               | Infrastructure   | Bridge at Leas Road, Footbridge Greenway Lane, Road Bridge Bridge Road, Bridge & steps Mansfield Terrace, Budleigh Beach outflow      |

At this preliminary stage, members need to **decide and agree which of the list to identify as potentially to be transferred to BSTC**, and which can simply be left to the successor organisation with potential consequences.

In reaching this preliminary decision, it will be important to consider the needs and desires of the community, now and in the future.

It will also be necessary to refer to the Powers and Duties under which a Town Council can operate. [Powers and duties of parish councils](#)

In doing so, once further details are sought and considered, there is no obligation to progress further with a transfer.

**Therefore it is suggested that a meeting of BSTC is arranged to agree the list of those assets that require more information and consideration.**

Further guidance will be needed if any of the list chosen fall outside the current statutory duties of BSTC. At present BSTC does not fulfil the two criteria for eligibility (LA 2011 s8) necessary to operate under “[General Power of Competence](#)” but may do so at the time of transfer, depending on the date.

## Stage 2

- 1) A list of assets of interest to be sent to EDDC
- 2) Establishing a **feasible** BSTC workplan to initially gather more information and details on the specific assets.
  - a) One possibility could be for two councillors to be given delegated authority to **request and establish the outline details** from EDDC on each group of assets, reporting directly to the Town Clerk as the Responsible Officer and presenting the outline details for the consideration of full council.
    - Benefits to the community
    - Type of tenure and outline details - Freehold, Leasehold
    - Restrictions and covenants
    - Rates
    - Maintenance costs / responsibilities, annual and capital
    - Insurance
    - Income generation
    - Administration requirements to operate the asset
    - Potential actions of successor organisation
- 3) Meeting of BSTC to decide further on which assets to pursue to the next stage.

### Stage 3

Having established which assets BSTC wishes to consider in much greater depth, a period of negotiation and much greater detailed clarification would need to take place.

This will require detailed negotiation of terms and conditions and therefore adequate and appropriate resourcing.

Further guidance will be needed if any of the desired assets, and therefore responsibilities, fall outside the Powers and Duties of a Council.

Whilst there may be economies to be gained by having common legal contracts for the Deeds of Transfer across various parishes, the exact details negotiated might not fit that model. One aspect of the decision making will need to take into account the legal costs to BSTC of individualised contracts and the administration on costs of achieving them.

- Legal and administrative costs of work in acquiring the asset
- Community Engagement and Communication. Where an asset is not being taken on by BSTC, the community will need to be involved, and may well have strong views, equally taking on any assets inevitably will be at cost to residents.
  - Benefits to the community
- Details of tenure Freehold, Leasehold
- Legal restrictions and covenants
- Rates – detailed budget for precept
- Maintenance costs / responsibilities, both annual and capital - detailed budget for precept
- Insurance – detailed budget for precept
- Administration requirements to operate the asset – detailed budget for precept
- Income generation – budgeted business plan

**The Precept for 2027, must be agreed and set by January 2027**

Decisions:

This proposal addresses the **initial stages** of clarifying which community assets Budleigh Salterton Town Council wish to consider as possibilities as acquiring from East Devon District Council

Stage 1: Are there any on the groups of assets that the Town Council agreed it does not want to consider, even in the initial stages.

Stage 2: Is the workplan above accepted as a feasible way of achieving the initial stage 2

If so, Councillors need to agree to take on the various aspects of work within the scope laid out.

Suggested allocation for Stage 2 work on the groups of assets:

|                                              |                  |                                                                                                                                       |                                 |
|----------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Parks and Open Spaces                        | Land             | The Green, Jubilee Field, Victoria Place, Granary Lane, east of Lime Kiln car park, north of West Hill, Railway walk, Norman Crescent | Cllr Billington & Cllr Manfield |
| Sports Activities, Play areas and skateparks | Land & asset     | Football Club, Greenway Lane, Skatepark Lime Kiln, Railway Walk, Playground Lime Kiln, Norman Crescent                                | Cllr Chaplin & Cllr Miszewska   |
| Beaches and Foreshores                       | Land & buildings | Budleigh beach, Public Shelters (Marine Parade, east end, west end) Beach Huts and Chalets,                                           | Cllr Cook                       |
| Café & Kiosks                                | Land & buildings | East end, Marine Parade, West end, Longboat                                                                                           | Cllr Cunningham & Cllr Horne    |
| Coastal & Marine Lettings                    | Land & buildings | Old Bunkhouse Rolle Road                                                                                                              | Cllr Woodcraft                  |
| Industrial Sites                             | Buildings        | Station Road workshops x 10                                                                                                           | Cllr Jones & Cllr Lewis         |
| Car Parks                                    | Land             | Brook Road, The Green, Lower Station Road, Lime Kiln, Rolle Mews                                                                      | Town Clerk Gater-Wildgust       |
| Public Toilets                               | Land & buildings | Rolle Road, Brook Road, Station Road, East end Salting Hill                                                                           | Cllr Chaplin & Cllr Manfield    |
| Infrastructure                               | Infrastructure   | Bridge at Leas Road, Footbridge Greenway Lane, Road Bridge Bridge Road, Bridge & steps Mansfield Terrace, Budleigh Beach outflow      |                                 |