

### **BSTC's carbon footprint + Community Footprint**

Please see over for a report following a meeting held with business information point regarding a carbon action Plan. The Clerk is currently working toward assessing the carbon footprint of BSTC.

# Carbon Action Programme Support Plan

The purposes of the Support Plan are to carry out a review of your organisation to help identify key issues and possible solutions and make recommendations to aid the development of your organisation or proposed new organisation.

## CONTACT DETAILS

Contact Name	Alice Cater-Wildgust
Organisation Name	Budleigh Salterton TC
Carbon Co-ordinator	Neil Jory
Date Support Started	19/12/25
Support Step	1

## ABOUT YOUR ORGANISATION

### Organisation Background

Budleigh Salterton Town Council recently restructured its climate approach, simplifying a previously broad and complex Climate Action Plan. Their new focus starts internally—assessing the Council's own operations to build a more realistic and impactful route to net zero. The Council's Climate Action Committee, while enthusiastic, lacks specific technical expertise. Their main priority is to undertake an initial carbon/energy audit to establish a clear emissions baseline.

### Plans For Growing Your Organisation/ Reaching Net Zero

- The Council aims to identify and act on internal emissions through simple, achievable steps.
- There's a strong desire to gain clarity on carbon impact before setting further policy.
- The Council also sees value in acting as a local role model and sharing its sustainability journey with the wider community.

## ORGANISATION REVIEW

### What Are Your Key Objectives, Issues or Challenges to Reach Net Zero

- 1 Complete an internal carbon/energy audit to establish baseline emissions.
- 2 Build councillor and staff understanding around carbon scopes and action planning.
- 3 Avoid overwhelm by using simple, trusted tools—resisting pressure to overcomplicate.
- 4 Consider adopting a public-facing commitment such as the SME Climate Hub pledge.

## SUMMARY OF SUPPORT

Date	Type of Support (F2F, remote, Learning platform etc)	Summary of Support (Key conclusions, advice and next steps)
19/12/25	Remote via Teams	<ul style="list-style-type: none"> <li>Clarified the EDCAP support offer and suggested practical first steps.</li> <li>Introduced concepts of Scope 1, 2 and 3 emissions.</li> <li>Demonstrated the <a href="#">SME Climate Hub</a> and explained both its carbon calculator and UN-backed commitment.</li> <li>Encouraged using the <b>simple carbon calculator</b> as a first step and avoiding immediate deep dives into complex tools.</li> <li>Directed to the <a href="#">Devon Carbon Plan</a> and <a href="#">resources for town/parish councils</a>.</li> </ul>

## AGREED ACTIONS

	Key Actions	By When
1	Use the SME Climate Hub's simple carbon calculator to complete an initial footprint	Early 2026
2	Share findings with the Climate Committee and agree next steps	Early 2026
3	Review the Devon Carbon Plan and consider the Council's role as a community leader	Early 2026
4	Consider the SME Climate Hub pledge for public commitment and visibility	Spring 2026

## FURTHER SUPPORT REQUIRED

Tick all that apply

Self-Learning Platform (training) - Cosmic	
Carbon Footprint Reporting (provide handout information for clients)	
Specialist referral to Carbon Sense	
Specialist Digital Support	

## DIGITAL SUPPORT REQUIRED

*BIP Advisor - Please outline the digital support needs identified*

## ACTIONS COMPLETED

Tick when completed

Self-Learning Platform Training	
Carbon Survey	

Carbon Action Plan	
Pre Grant Application Support	

ADVICE, FUNDING, INFORMATION AND OTHER SUPPORT			Tick all that apply
1	<b>Continued support from Carbon Action Programme</b>		
2	<p><b>If you want to measure your carbon footprint:</b> free, online carbon measuring tools are available at:</p> <p>If you are looking for sector specific resources and toolkits, a comprehensive list is available as part of <a href="#">the Emission Possible WWF Toolkit</a>.</p>	<p><a href="#">SME Climate Hub</a> – links to the <a href="#">Normative Tool</a></p> <p><a href="#">The Carbon Trust</a></p> <p><a href="#">The Climate Hero Calculator</a></p> <p><a href="#">the Emission Possible WWF Toolkit</a></p>	✓
3	<p><b>If you want to learn more about business sustainability:</b></p> <p><a href="#">The SME Climate Hub</a> has a free seven module training course to help you better understand your emissions and how to reduce them</p> <p><a href="#">The UK Business Climate Hub</a> has been launched by government as the new one-stop-shop for businesses looking to decarbonise</p> <p>Step-by-step guide is available in the <a href="#">Emission Possible Toolkit from WWF</a></p> <p><a href="#">The Carbon Trust website</a> links to a comprehensive series of guides and webinars to help you on your journey</p> <p><a href="#">The Energy Savings Trust</a> has a series of guides on energy efficiency advice, including a Greener Heating Guide</p>	<p><a href="#">The SME Climate Hub</a></p> <p><a href="#">The UK Business Climate Hub</a></p> <p><a href="#">Emission Possible Toolkit from WWF</a></p> <p><a href="#">The Carbon Trust website</a></p> <p><a href="#">The Energy Savings Trust</a></p>	
4	<p><b>If you want specialist support:</b></p> <p><a href="#">The University of Exeter's Green Consultants Scheme</a> offers employers the opportunity to work</p>	<p><a href="#">The University of Exeter's Green Consultants Scheme</a></p>	



	<p>with students looking to start careers in the environmental and sustainability sector</p> <p>The government's <a href="#">'Find a Grant' service</a> enables you to search for live opportunities to apply for grant funding</p> <p>Loans are available from several banks to support the purchase of decarbonisation equipment. A list of opportunities is available on the <a href="#">British Business Bank website</a></p> <p>If you have resources to do this, there are different companies you can engage to assist you in measuring your carbon footprint and developing an action plan to reduce your emissions</p>	<p><a href="#">'Find a Grant' service</a></p> <p><a href="#">British Business Bank website</a></p>	
5	<p><b>Advice to help you start, run and grow your organisation</b> can be found at <a href="http://www.gov.uk">www.gov.uk</a>. This is the new home for Government services and information online; making it simpler, clearer and faster to find what you need from Government.</p> <p>For those without internet access, contact the Business Link helpline on <b>0845 6009006</b>.</p>	<p><a href="http://www.Gov.uk">www.Gov.uk</a></p> <p>or</p> <p>T: 0845 6009006</p>	
6	<p><b>Buy with Confidence – Trading Standards</b></p> <p>The scheme promotes businesses that offer good customer service and comply with all Trading Standards legislation.</p> <p><b>Benefits:</b> Recognition for your business, increased customer confidence in your business, regional publicity, listed on the BWC website, support from Devon &amp; Somerset Trading Standards and promotional material</p>	<p><a href="http://www.buywithconfidence.gov.uk">www.buywithconfidence.gov.uk</a></p>	
7	<p><b>Start-Up Loan Scheme</b></p> <p>Available to start-up businesses, and to those businesses that have been trading for up to 36 months</p> <p><b>Business Loan Facts</b></p> <ul style="list-style-type: none"> <li>• Minimum Loan: £500</li> <li>• Typical Loan: £2,500 but you can apply for more, up to a maximum of £25,000.</li> <li>• Maximum repayment term: 60 months</li> <li>• Interest rate: 6.00% p.a. APR 6.2%</li> </ul> <p>Typical example: A loan of £2,500 over 5 years with monthly capital &amp; interest repayments of £48.58 per month</p>	<p>Contact BIP for more information</p> <p>Free phone: <b>0800 592872</b></p> <p>Email: <a href="mailto:team@businessinfopoint.co.uk">team@businessinfopoint.co.uk</a></p> <p>Web: <a href="http://www.businessinfopoint.co.uk">www.businessinfopoint.co.uk</a></p>	

8	<b>South West Manufacturing Advisory Service (SWMAS)</b> works for manufacturers, through experienced advisors. Access the website or give MAS a call for further information, including local contact points.	<a href="http://www.swmas.co.uk">www.swmas.co.uk</a>  T: 01278 767 010	
9	<b>Department for Business &amp; Trade (DBT)</b> works with UK-based businesses to ensure their success in international markets, and encourage the best overseas companies to look to the UK as their global partner of choice.	<a href="http://www.great.gov.uk">www.great.gov.uk</a>	
10	<b>University of Exeter Internships</b> The University of Exeter Internships team help SW employers recruit talented student and graduate interns into challenging paid roles. They can help you find a student through the Student Business Partnership (SBP) scheme. Students can work part-time during term-time, or more hours during the vacation period. This is a completely FREE service. For more SBP information please visit the <a href="#">website</a> If your organisation is an SME, you may be eligible for an employer subsidy of £600-£1500 (no VAT) if you recruit an Exeter intern. Some subsidies are available with the generous support of Santander Universities. For business based in the South West looking to recruit students and graduates.	T: 01392 722617 W: <a href="http://www.exeter.ac.uk/careers/employment-services/">www.exeter.ac.uk/careers/employment-services/</a>	
11	<b>National Apprenticeship Service</b> The National Apprenticeship service can provide you with access to their Apprenticeship Business Support Team (ABST) who will: <ul style="list-style-type: none"> <li>• Offer advice and guidance to employers on the process of taking on an apprentice.</li> <li>• Research funding availability i.e. Age grant or any local arrangements.</li> <li>• Research suitable providers</li> <li>• Research best frameworks or apprenticeship standards that are available and match to the employer's business needs.</li> <li>• Refer employer to suitable training provider(s).</li> <li>• Provide follow up support to ensure the process is going as planned and fix any issues as they arise. At this stage if the employer wants to change their training provider we can facilitate this relationship too</li> </ul> <p>Then, should this all go ahead as planned and the employer advertise for an apprentice we will take their advert, apply quality and validation checks and</p>	T: 0800 015 0400  E: <a href="mailto:nationalhelpdesk@findapprenticeship.service.gov.uk">nationalhelpdesk@findapprenticeship.service.gov.uk</a>  W: <a href="http://www.gov.uk/take-on-an-apprentice/overview">www.gov.uk/take-on-an-apprentice/overview</a>	

	promote it on the Find an Apprenticeship (FAA) website.		
12	<p><b>Exeter Library – Business &amp; IP Centre</b></p> <p>Exeter Library is part of the Business and Intellectual Property Centre network. As a Business and Intellectual Property Centre they follow a programme and ethos developed by Business and Intellectual Property Centre at the British Library, London, providing support to business owners, entrepreneurs and inventors.</p> <p>At the Centre you can access a comprehensive collection of online databases and publications, and attend practical workshops, one-to-one advice sessions and inspiring talks.</p> <p>They have a trained business champion team that work alongside industry experts, to provide guidance and information on a range of business issues. They have a comprehensive collection of databases and publications which can be used to research trademarks, patents, registered designs, copyright and other intellectual property (IP) issues. You can find Exeter Business &amp; IP Centre in the Business Hub on the ground floor of Exeter Library.</p> <p>For more information on one to one clinics run at the library follow the link <a href="https://new.devon.gov.uk/business-info-hub/one2one-clinics">new.devon.gov.uk/business-info-hub/one2one-clinics</a>. For new and established businesses.</p>	<p>E: <a href="mailto:exeter.library@devon.gov.uk">exeter.library@devon.gov.uk</a></p> <p>W:  <a href="https://new.devon.gov.uk/business-info-hub/">https://new.devon.gov.uk/business-info-hub/</a></p>	
13	<p><b>UnLtd - Support for social entrepreneurs</b></p> <ul style="list-style-type: none"> <li>• UnLtd provides support and small grants for people who are starting up or developing a social enterprise. There are various packages of support depending on what stage the business has reached and what it will do. These include:</li> <li>• <u>Try it awards</u> support social entrepreneurs to test their hunches and ideas</li> <li>• <u>Do it awards</u> provide funding and support to help you get started and create a clear social impact</li> <li>• <u>Grow it awards</u> help social entrepreneurs already thriving to grow their impact and build a sustainable financial model</li> </ul>	<p><a href="https://www.unltd.org.uk/awards/">https://www.unltd.org.uk/awards/</a></p>	



14	<b>Devon Metrology Laboratory</b> A UKAS accredited mass calibration lab that can test weights to tolerances ranging from OIML Class M1/M2 up to Class E2, covering industries such as food/feed production, aerospace and pharmaceuticals. We also offer a non-UKAS accredited service for length and capacity. Our weight calibration service is based in Exeter and Wellington. We can receive weights from anywhere in the UK, but mainly Devon and Somerset currently	<a href="https://www.devonsomersettradingstandards.gov.uk/business/weights-and-measures/weight-testing-service/">https://www.devonsomersettradingstandards.gov.uk/business/weights-and-measures/weight-testing-service/</a> <a href="mailto:calibration@devon.gov.uk">calibration@devon.gov.uk</a>	
15	<b>Primary Authority Partnership</b> We can provide your business with tailored regulatory advice through a legally recognised partnership called Primary Authority. Receive advice tailored to your business needs, which will make it easier for your business to comply with the law and reduce compliance costs.	<a href="https://www.devonsomersettradingstandards.gov.uk/businessplus@devon.gov.uk">https://www.devonsomersettradingstandards.gov.uk/businessplus@devon.gov.uk</a>	

#### Disclaimer

The advice given is of a general nature and is provided for general guidance and assistance. It is not intended to advise or instruct you on the specific requirements of your particular organisation. Accordingly, we will not accept liability for loss or damage suffered by or another party as a result of reliance being placed on the information supplied. For the purposes of this disclaimer, the word 'liability' included (but is not limited to) liability in tort (including negligence), liability in contract, liability for breach of statutory duty and liability for consequential loss.

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