

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Budleigh Salterton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

27/04/2026

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.budleighsaltertontowncouncil.gov.uk

AVAILABLE WEBSITE/WEBPAGE ADDRESS

Decision Required:

To receive and consider the recommendation from the Public Hall (PH) Committee [Min 25.420] and to approve the following amendments to the Public Hall deposit policy:

- That a 50% deposit, payable at the time of booking, be non-refundable;
- That full payment be required no later than six weeks prior to the event;
- That hirers be given the option to pay the full balance at the time of booking.

CURRENT POSITION

Hall bookers currently pay a 50% deposit, which is fully refundable up to six weeks prior to the event. Over the winter we had a very large booking cancel for a 5 day booking in December leaving a large, unforeseen gap in the December booking which are viewed as prime dates.

RECOMMENDATION

In seeking to attract larger bookings, and taking account of current booking levels, it is the view of the Clerk that appropriate controls should be introduced, in line with standard event booking procedures, in order to reduce financial risk and protect the Council's interests.

Following a broad discussion the PH committee reviewed the current position and identified that revisions are required in order to protect the financial stability of the Public Hall.

The Committee considered a range of options, including making the 50% deposit non-refundable, requiring full payment six weeks prior to the event, offering an option for full payment at the time of booking, extending the refund notice period, and introducing differentiated arrangements for longer-duration bookings and commercial hires. The potential introduction of a tiered deposit and payment structure was also explored.

Decision Required:

To receive and consider the details of the following policies and to approve their adoption:

- i. Publication Scheme
- ii. Data Protection Policy
- iii. Information Technology Policy

Details:**Previously Adopted Policies**

- i. **Publication Scheme** – to receive details, review and confirm its continued adoption. This document was previously adopted under the title 'Freedom of Information policy'
- ii. **Data Protection Policy** - to note the Council's existing 'General Privacy Notice' and to approve its retitling as the Data Protection Policy, in order to improve clarity, accessibility, and transparency, with no change to its content or statutory obligations.

New Policies

- iii. **Information Technology (IT) Policy** - To receive the Information Technology (IT) Policy and to approve its adoption, noting that it supports the Council's governance framework and the requirements of the Annual Governance and Accountability Return (AGAR), and sets out expectations for the secure, appropriate, and lawful use of Council IT systems, data, and digital services

Policy Framework Statement

All Council policies are developed in line with statutory obligations and recognised sector best practice. Relevant legislation and guidance are referenced within each individual policy document to ensure compliance and accountability.



Budleigh Salterton Town Council

Publication Scheme

Information available from Budleigh Salterton Town Council under the Freedom of Information model publication scheme

Class 1 – Who we are and what we do

	How the information can be obtained	Cost
Who we are and what we do List of Council Members and Council Committees	Council Offices Website	Copy fee Nil
Contact details for Town Clerk and Council members	Council Offices Website	Copy fee Nil
Location of main Council office and accessibility details	Website Notice board	Nil Nil
Staffing Structure	N/A	

Class 2 – What we spend and how we spend it

	How the information can be obtained	Cost
Annual return form and report by auditor	Website	Nil
Finalised budget	Website	Nil
Precept	Website	Nil
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	Nil
Grants given and received	Website	Nil
List of current contracts awarded and value of contract	None	
Members' allowances and expenses	Contact Clerk	

Class 3 – What our priorities are and how we are doing

	How the information can be obtained	Cost
Neighbourhood Plan	Website Council Offices	Copy Fee
Annual Report	Website Council Offices	Nil Nil

Class 4 – How we make decisions

	How the information can be obtained	Cost
Timetable of meetings	Website	Nil
Agendas of meetings	Website Notice board Hard Copy	Nil Nil Copy fee
Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Nil Copy fee
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Nil Copy fee
Responses to consultation papers	Website EDDC Website	Nil Nil
Bye-laws	EDDC Website	Nil

Class 5 – Our policies and procedures

	How the information can be obtained	Cost
<u>Policies and procedures for the conduct of council business:</u>		
Standing Orders	Website Council Offices	Nil Copy fee
Financial Regulations	Website Council Offices	Nil Copy fee
Code of Conduct	Website Council Offices	Nil Copy fee
Policy Statements	None	
Delegated authority in respect of officers	N/A	
<u>Policies and procedures for the provision of services and about the employment of staff:</u>		
Internal policies relating to the delivery of services	None	
Equality and diversity policy	None	
Health and safety policy	None	
Recruitment policies (including current vacancies)	None	
Policies and procedures for handling requests for information	None	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Council Offices	Nil Copy fee
Information security policy	None	
Records management policies (records retention, destruction and archive)	None	
Data protection policies	None	
Schedule of charges (for the publication of information)	Website Council Offices	Nil Copy fee

Class 6 – Lists and registers

	How the information can be obtained	Cost
Any publicly available register or list	N/A	
Assets Register	Council Offices	Copy fee
Disclosure log	Contact Clerk	
Register of members' interests	Website	Nil
Register of gifts and hospitality	Contact Clerk	

Class 7 – The services we offer

	How the information can be obtained	Cost
Allotments	Contact Clerk	
Public Hall and Norman Centre	Contact Clerk	
Public Toilets	Contact Clerk	
Car Parks	Contact Clerk	
Photocopying of plans	Council Offices EDDC Website	Copy fee Nil

Contact Details

Town Clerk:

Alice Gater-Wildgust
Budleigh Salterton Town Council
Council Offices
Station Road
Budleigh Salterton
Devon
EX9 6RJ
Tel: 01395 442245

Temp. Assistant to the Town Clerk:

Charlotte Fitzgerald
Budleigh Salterton Town Council
Council Offices
Station Road
Budleigh Salterton
Devon
EX9 6RJ
Tel: 01395 442245

Email: office@budleighsaltertontowncouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying (black & white)	Actual cost *
	5p per sheet/side A4 10p per sheet/side A3	
	Photocopying (colour)	Actual cost *
	30p per sheet/side A4 60p per sheet/side A3	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Officer time to research, collect and copy request	£25.00 per hour

* the actual cost incurred by Budleigh Salterton Town Council



Budleigh Salterton Town Council

Data Protection Policy

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

Who are we?

This Privacy Notice is provided to you by Budleigh Salterton Town Council which is the data controller for your data. Other data controllers the council works with:

- Other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The Council will process some, or all, of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest or to complete a public task.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

We primarily process personal data as a public authority in the exercise of our official authority (UK GDPR Article 6(1)(e)).

The council is a public authority and has certain powers and obligations. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- 1) *The right to access personal data we hold on you*
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2) *The right to correct and update the personal data we hold on you*
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) *The right to have your personal data erased*
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) *The right to object to processing of your personal data or to restrict it to certain purposes only*
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) *The right to data portability*
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) *The right to lodge a complaint with the Information Commissioner's Office.*
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred outside the United Kingdom will only be processed where appropriate safeguards are in place to ensure a level of protection essentially equivalent to that provided under UK data protection law (including the UK GDPR and the Data Protection Act 2018).

Such safeguards may include an adequacy decision by the UK Government, the use of International Data Transfer Agreements (IDTAs), or other approved transfer mechanisms such as Standard Contractual Clauses as recognised under UK law.

Please note that our website is accessible internationally. As a result, personal data published on the website (for example, in newsletters or public notices where applicable) may be viewed from outside the United Kingdom. This does not constitute an intentional transfer of personal data, but users should be aware that such access may occur.

Cookies

The Council's website uses cookies and similar technologies to support the operation of the site, improve user experience, and understand how the website is used. This may include strictly necessary cookies required for core functionality, analytics tools (such as Google Analytics or equivalent services) to monitor website performance and usage trends, and cookies associated with embedded content such as maps, videos, or social media feeds. Where such technologies are used, data may be collected and processed in line with applicable data protection legislation, including UK GDPR and the Data Protection Act 2018. Users are informed of cookie usage and provided with appropriate controls where required.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review, at least annually.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Budleigh Salterton Town Council (The Data Protection Officer)
Council Offices
Station Road
Budleigh Salterton
EX9 6RJ

Email: office@budleighsaltertontowncouncil.gov.uk



Budleigh Salterton Town Council

Information Technology (IT) Policy

1. Introduction

Budleigh Salterton Town Council henceforth known as “The Authority” recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use IT resources, including computers, networks, software, devices, data, and email accounts. The authority endeavours to provide digital devices but acknowledges that some small authority staff and members may be using their own personal devices. Everyone must adhere to this policy to maintain digital security.

3. Training and awareness

The Authority will source regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. You should engage in regular training on email security and best practices, including but not limited to:

- [the Parish Council Domain Helper Service's virtual cybersecurity workshops for councils](#)
- [The National Cyber Security Centre Cyber Security training for small organisations and free Cyber Action Toolkit.](#)

4. Acceptable use of council provided IT resources and email

When using IT resources for the council's purposes, you must adhere to ethical standards, and respect copyright and intellectual property rights.

Where possible, authorised devices, software, and applications will be provided by the Authority for work-related tasks.

You must not install unauthorised software without checking with the clerk, and you must not use equipment or email to access or forward inappropriate or offensive content.

5. What you must do if you use your own personal devices

The Authority will endeavour to provide individuals with devices to use for council business. If you are using your own device you must make sure you are:

- using strong passwords for all your accounts (preferably using a password manager)

- downloading the latest operating system security updates
- using anti-virus software

6. Network and internet usage

You must be careful about which Wi-Fi networks you join. Public Wi-Fi networks in coffee shops or on trains can be targeted by hackers. Always make sure you are using a trusted internet connection, which is password protected when carrying out official business.

7. Password and account security

You are responsible for maintaining the security of your accounts and passwords. Use the National Cyber Security Centre's [advice for choosing a strong password](#). For business continuity, login details and passwords need to be stored securely so they can be accessed by trusted individuals in an emergency.

8. Email communication

The Authority will endeavour to provide you with an official email account for organisation-related communication only. If you are currently using a personal email account, you should aim to move over to an official email account as soon as practically possible. You must make sure that emails are professional and respectful in tone. You must always check you are sending any confidential or sensitive information to the correct recipients.

Always be cautious when downloading attachments and opening links to avoid phishing and malware. Before opening any attachments or clicking on links, verify the source by looking at the email it has come from carefully. Do not download and open anything if you are unsure who has sent it.

9. Email access

The Authority reserves the right to check email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR. Clerks may need to access emails so that they respond to FOI or subject-access requests. If you are using a personal email account for council business, this is still subject to data protections laws and FOI requests.

10. Data management, data retention and security

All sensitive and confidential data should be stored and transmitted securely. You must regularly backup any important data to prevent data loss and follow your organisation's data retention policies.

You should retain and archive emails in compliance with your data retention policies. Regularly review and delete unnecessary emails to maintain an organised inbox.

11. Reporting security incidents

All suspected security breaches, including email breaches or incidents should be reported immediately to (insert name here).

12. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges.

13. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

14. Contacts

For IT-related enquiries or assistance, users can contact:

Please contact us if you have any questions about this policy to:

Budleigh Salterton Town Council (The Data Protection Officer)

Council Offices

Station Road

Budleigh Salterton

EX9 6RJ

Email: office@budleighsaltertontowncouncil.gov.uk

All staff and councillors are responsible for the safety and security of IT and email systems.

Date of adoption: _____ at a meeting of the authority on
_____ [insert link to minutes of Minute Reference].

Date for next review:



RISK ASSESSMENT AND FIRE RISK ASSESSMENT

Dated: 15.4.26

General

A safety ladder is available to permit access to high points. This is permanently locked up and the key is kept in the offices. This is regularly checked.

The building is regularly inspected, and remedial action taken to correct any defects.
(Daily on an ad hoc basis by caretaker, Monthly with Chair of PH Committee)

The Emergency lighting system in the building is checked monthly and Portable Appliance Testing is carried out annually. Certified and recorded in writing.

All fire exit doors have been replaced. Access method visible.

A fire alarm system is installed covering the Public Hall, Offices/Council Chamber and Norman Centre. The system is monitored 24 hours per day and is checked weekly. All staff and hirers have been made aware of how it operates.

All hirers are shown the hall exits, the location of all extinguishers and fire alarm call points

Norman Centre

Entrance

Door

Auto Door – to be accessed for auto opening in the case of fire
Notice required as to location of key

Kitchen

Electrical

All appliances regularly inspected and serviced annually

Gas

All appliances serviced annually

Boiler

Serviced annually – CO² alarm installed

Fire

Extinguishers and fire blanket in place – serviced annually

Hot Water

Sign by boiler to warn of hot water, in place

Equipment

Instructions provided for usage

Cleaning Chemicals to be relocated to locked store cupboard

Foyer

Chairs

Stacked – Notice to ensure maximum number in a stack

Tables

Notice in place to ensure that tables are stacked vertically

Fire

Extinguishers in place – serviced annually.

Exit – clearly marked

General

List of contact phone numbers affixed to wall by entrance door

Store

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

Main Room

Electrical

Fuse box secured to prevent unauthorised access

Reviewed 26 March 2025 (Min xxxxxx)

Toilets
Electrical

All circuit breakers labelled

Hand driers regularly inspected

Public Hall

Foyer
Fire
Electrical

Extinguishers in place – serviced annually
Fuse box secured to prevent unauthorised access
All circuit breakers labelled

Bar
Electrical

Water heater – required checks in progress
Electrical appliances regularly tested

Toilets
Electrical
General

Hand driers regularly inspected
Ladies Toilet – mirror cracked – to be remove or corrected

Hall
Fire
Fire

Exits clearly marked
Fire doors to be replaced – door from table stoor (boiler) into hall, door from kitchen into hall.

Fire
Fire

Extinguishers in place – serviced annually
30-minute fire doors to Foyer – intumescent strips fitted – under review.

Stairs to Stage
General

Securely fixed with handrails fitted
List of contact phone numbers affixed to wall by entrance door

Chair Store
Chairs

Stacked – Notice to ensure maximum number in a stack

Table Store
Boiler x 2
Tables

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

Kitchen
Electrical
Gas
Fire
Hot Water
Equipment

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

Stage
Electrical
Fire

All power units labelled and regularly checked
30-minute fire doors to Changing Rooms – intumescent strips fitted- to be investigated in fire report

Fire

Curtains – black set are fire resistant
Curtains – orange set – in progress

Fire
Floor
Tables

Under stage fire-lined to protect against fire from below
Stress tested to legal requirement – currently under review
Stacked vertically – Notice present to ensure they are not stacked on top of one another

Lighting bars

Load Testing annually beginning in late 2026

Film Society Equipment

Evidence of testing is provided annually – **current copies requested**

All hirers are shown the hall exits, site of all extinguishers and fire alarm call points,

Changing Rooms

Fire
General

Extinguishers/blankets in place and serviced annually
Exit/Entry door handle needs replacement

Rear Exit

Fire

Exit clearly marked

Station Road Toilets

Store Room

Electrical

Hot water heater

Fire

Tbc with Chubb

All appliances regularly inspected and serviced annually

Service due

Extinguishers and/or fire blanket to be installed. In progress

Toilet Cubicles

Hand dryers

Regular visual check to ensure no fire hazard (tissue) present

Upper Station Road Car Park

Surface

Regularly cleared of leaves and vegetation ingress to prevent slip hazards and maintain a safe, even surface.

Surface

Monitored in freezing conditions for ice hazard and salted accordingly.

Hedges & Banks

Maintained and regularly cut back to ensure clear visibility for drivers and pedestrians.

Car Park Spaces

Users expected to park within marked bays to maintain clear vehicle routes and safe driving corridors.

Office/Council Chamber

Kitchen

Gas Boiler

Electrical Appliances

Service due – CO² alarm installed.

Regularly tested

Chamber

Fire

Escape via stairs

30-minute fire door at top of stairs – intumescent strips fitted

Extinguishers – serviced annually and staff instructed in operation

Stairs

Fire

Emergency lighting installed

Under stairs fire-lined to protect against fire from below

Handrail securely fixed

Area kept clear of combustibles

The Offices and Council Chamber are protected by an intruder alarm which is on the main entrance to the offices. It is monitored 24 hours a day. It is activated/deactivated via fobs which have been assigned to the Town Clerk, Assistant to the Town Clerk, Town Mayor, Town Mayor and Caretaker and Deputy Caretaker.

In addition to the above checks, the Fire Risk Assessment carried out by James Hallam Risk Management carried out in October 2025 has been reviewed and the following amendments are in progress:

A.1.3

Portable Appliance Testing (PAT)

All PAT testing is up to date. At date of PAT testing Equipment less than 12 months old was not pat tested ie new sound and lighting equipment. All will be included in 2026 PAT testing

- C.1.2 Arson: to note that 65l refuse bin to exterior doors is securely locked
- E.1.2 TR19 oven duct work: cleaned annually, current certificate in place
- G.1.2 Cleaning Items: Combustible items removed to a store away from heat source (boiler).
- H.1.2 Hot Works Policy: is in progress
- H.1.3 Hot Works: in house personnel are not involved in 'hot work'
- I.1.1. Fire Doors
From Kitchen to Hall: to be replaced, in progress
- I.1.4. Electronic Locks on Fire Doors
Main front door has had a quick release button retrofitted
- I.1.6./ J.1.2 Fire Doors
Door from Table Store/ boiler to main hall: in the process of being replaced
- Doors from hall to Lobby provide a safe exit from upstairs offices. Two contractors have assessed these doors as most likely fire doors. Currently awaiting professional assessment.
- Escape routes: related to office upstairs and not to an escape route from Public Hall.
- J.2.1. Escape Routes: relating to offices and not public hall use
- K2.2. Stage Curtains:
Interior black curtains are fire retardant and certified.
Exterior orange curtains: not fire retardant and a contractor is being sought
- L.3.1 Escape Lighting?
- Q.1.3 & 4 Emergency procedures are in place and every client is advised of them. They are also displayed and documented.

.....
Cllr S Woodman, Councillor

.....
Alice Gater-Wildgust, Town Clerk

Risk Assessment undertaken 15.4.26



Budleigh Salterton Town Council

Town Clerk: Mrs Alice Gater-Wildgust
 Council Offices, Station Road
 Budleigh Salterton
 Devon, EX9 6RJ
 T: 01395 442245
 E: office@budleighsaltertontowncouncil.gov.uk

RISK MANAGEMENT

YEAR END 31 .03.2026

RISK	MANAGEMENT
<p>Protection of physical assets owned by the Council – buildings, furniture, equipment etc (loss or damage).</p>	<p>General Insurance Under constant review as purchases are made. Up to date register of assets and investments maintained. Regular maintenance arrangements of physical assets. Reviewed annually. Internal Audit. Risk Assessment carried out annually by the Town Mayor and the Chair of the Finance Committee (copy attached).</p>
<p>Risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public.</p>	<p>Public Liability Insurance £10m Regular maintenance arrangements of physical assets. Reviewed annually. Internal Audit.</p>
<p>Risk of consequential loss of income or the need to provide essential services following critical damage or loss.</p>	<p>Business Interruption Insurance Reviewed annually. Internal Audit.</p>
<p>Loss of cash through theft or dishonesty.</p>	<p>Fidelity Insurance £500000 Reviewed annually. Internal Audit testing: review of internal controls in place and their documentation. Testing of specific internal controls and reporting findings to management. Cyber & Crime Insurance £100000</p>
<p>Legal liability as a consequence of asset ownership.</p>	<p>Public Liability Insurance £10m Reviewed annually. Internal Audit.</p>
<p>Maintenance of buildings, amenities or equipment.</p>	<p>Standing orders and financial regulations dealing with the award of contracts for service or the purchase of capital equipment. Internal Audit testing: Review of minutes, review of adequacy of insurance cover provided by suppliers and contractors.</p>

RISK	MANAGEMENT
<p>Proper, timely and accurate reporting of council business in the Minutes.</p> <p>Responding to electors wishing to exercise their rights of inspection.</p> <p>Meeting the laid down timetables when responding to consultation invitation.</p> <p>Proper document control.</p> <p>Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.</p>	<p>Minutes properly numbered and paginated with a master copy kept in a safe place.</p> <p>Procedures to deal with enquiries from the public.</p> <p>Procedures to deal with responses to consultation requests</p> <p>Procedures for document receipt, circulation, response, handling and filing.</p> <p>Procedures in place for recording and monitoring members' interests and gifts and hospitality received. Adoption of codes of conduct for members.</p> <p>Internal Audit: review of internal controls. Review of minutes. Testing of income and expenditure from minutes to accounts, from bank statements to accounts, including petty cash transactions. Review and testing of arrangements to prevent and detect fraud and corruption. Testing of disclosures. Testing of specific internal controls and reporting findings to management.</p>
<p>Banking Arrangements</p> <p>Keeping proper financial records in accordance with statutory requirements. Ensuring all business activities are within legal powers applicable to local councils. Complying with restrictions on borrowing.</p> <p>Ensuring that all requirements are met under employment law and Inland Revenue regulations.</p> <p>Ensuring all requirements are met under Customs and Excise regulations (VAT).</p> <p>Ensuring the adequacy of the annual precept within sound budgeting arrangements.</p>	<p>Regular scrutiny of financial records and proper arrangements for the approval of expenditure.</p> <p>Regular returns to the Inland Revenue, system for updating records of any changes in relevant legislation.</p> <p>Regular returns of VAT.</p> <p>Regular budget monitoring statements.</p>

Decision required

Fire Doors:

- (i) To consider quotations and approve the appointment of a contractor to replace two fire doors, as identified in the fire risk assessment.
- (ii) To consider quotations and approve the appointment of a contractor to conduct a fire door survey of the double doors between the toilets vestibule and the Public Hall.

Stage Curtains:

- (iii) To consider quotations and approve the appointment of a contractor to apply fire-retardant treatment to the Public Hall stage curtains.

Fire Doors

Quotes sought from a number of contractors, two were received, please see over.

Town Clerk's Recommendation:

Having reviewed the quotations and requirements arising from the Fire Risk Assessment, the Town Clerk recommends that Members approve the appointment of LEC to undertake the fire door works, as they are appropriately certified and demonstrate compliance with the required statutory standards.

This contractor is considered best suited to meet the Council's specification and regulatory requirements for this specialist work, ensuring appropriate standards of fire safety and compliance are maintained.

Stage Curtains

To receive details of quotations and approve the appointment of a contractor to undertake the fire-retardant treatment of the Public Hall stage curtains.



**Fao Alice Gater-Wildgust
Budleigh Salterton Town Council
Council Offices
Station Road
Budleigh Salterton
EX9 6RJ**

91 The Marles, Exmouth, Devon, EX8 4NU
01395 267778 or 07787 341500
lukemearscarpentry@hotmail.com
Wardrobes • Doors • Kitchens • Floors • And much more

06/03/26

Quote

Carry out the following work highlighted in the recent fire risk assessment.

Kitchen door, remove the plastic in the existing lining then supply and fit the following, flush ply fd30 fire door, Silver fd30 overhead door closer, Intumescent strips including cold smoke seal (white), 3x100mm stainless steel fd30 hinges, sign, silver handle, latch. **£1240.00+vat**

Boiler cupboard (off main hall), supply and fit the following, flush ply fd30 fire door, Silver fd30 overhead door closer, Intumescent strips including cold smoke seal (white), 3x100mm stainless steel fd30 hinges, sign, silver handle, lock including a thumb turn on the inside. **£1302.00+vat**

We are NAPFIS registered and will provide a certificate for the work.

**All rubbish disposal included
No decorating included**

**Subtotal £2542.00
Vat £508.40
Total including vat £3050.40**

Kind regards

Luke Mears



Phil Jones

32 Woodfield Close, Exmouth, EX8 4HA

07970 068824

01395 273688

Quote 2013/2024

Alice

Budleigh Village Hall

Budleigh Salterton

Please find enclosed quote
for works to be carried out
at the above address

Consisting of

- ① further 2 New door fire linings
with Intermittant strips
- ② two fire doors
- ③ Door closures.
- ④ Push Plates.
- ⑤ Gettin rid of Rubbish.
- ⑥ Labour.

Total £ 1435.13.

(No vat)

andrew mills surveyors

chartered building surveyors
architectural design consultants

Ref: AMS1977
13 April 2026

Alice Gater-Wildgust
Town Clerk & Responsible Financial Officer
Budleigh Salterton Town Council
Council Offices
Station Road
Budleigh Salterton
Devon
EX9 6RJ

PUBLIC HALL, STATION ROAD, BUDLEIGH SALTERTON, DEVON EX9 6RJ INSPECTION OF STRUCTURE/FABRIC

Dear Alice;

Further to your instructions, I confirm my inspections of the Public Hall on 20th January 2026 and 6th February 2026; the main issues with the structure and fabric of the Public Hall are set out in this letter format report; as requested, I have also provided comment on specific issues/defects that you've raised.

A: GENERAL DESCRIPTION

A selection of photographs of the inside and outside of the Public Hall are attached to this letter format report (Appendices 2 & 3).

The Public Hall was built during the mid-1920s and is therefore almost exactly 100 years old. The site on which the Public Hall is built slopes down from north to south.



East Elevation



North Elevation

Andrew Mills FRICS
47 Foxholes Hill • Exmouth • Devon EX8 2DQ
m : 07831 255711
amills@andrewmillssurveyors.co.uk



Sean Mills BSc (Hons) MRICS
11 Westbourne Terrace • Budleigh Salterton • Devon EX9 6BR
t : 01395 443499 m : 07867 501415
smills@andrewmillssurveyors.co.uk

andrew mills surveyors

chartered building surveyors
architectural design consultants

The Public Hall provides the following accommodation:

- **Main Hall:** The main hall (with barrel-vaulted ceiling) is located centrally. *NOTE: Kitchen and Store Extensions added to west side.*
- **Front (north) end:** Accommodation arranged over two levels; main entrance lobby, toilets, bar and store on ground floor, council offices located above; access via staircase in front NE corner.
- **Rear (south) end:** Accommodation arranged over two levels; "The Norman Centre" is located on ground floor; the stage and changing rooms are located above. *NOTE: There was originally a small basement (accommodating a boiler room) located under rear parts of main hall which is now closed off*

A copy of the original architect's drawing (prepared by J Hatchard & Sons Ltd) is attached to this letter format report; see Appendix 4. The construction of the Public Hall includes the following main elements.

- **External Walls:** These are generally 225mm thick solid brick and supported on concrete foundations. Externally the walls are covered in painted render. Internally, the external walls are covered in painted plaster.
- **Steel Frame:** The main hall (and vaulted roof) is built around 5no. steel trusses that span the width of the building; the steel trusses are supported (at each end) on solid brick columns that are built into the external walls.
- **Ground Floors:** These are of suspended timber construction except for in the Norman Centre where floors are solid. There is a void below the suspended timber floors; due to the sloping nature of the site, the sub-floor voids are relatively shallow under the main entrance/toilet areas (north end) but relatively deep at the south end of the main hall.
- **First Floors:** These are of suspended timber construction.
- **Roofs:** All the roofs are of timber framed pitched design and covered with natural slates. The roofs (and clock tower) above the public hall are supported on the steel trusses whereas the roofs at the north and south ends are supported on loadbearing external and internal walls.

Andrew Mills FRICS
47 Foxholes Hill • Exmouth • Devon EX8 2DQ
m : 07831 255711
amills@andrewmillssurveyors.co.uk



Sean Mills BSc (Hons) MRICS
11 Westbourne Terrace • Budleigh Salterton • Devon EX9 6BR
t : 01395 443499 m : 07867 501415
smills@andrewmillssurveyors.co.uk

andrew mills surveyors

chartered building surveyors
architectural design consultants

B: ALTERATIONS TO PUBLIC HALL SINCE CONSTRUCTION

The Public Hall doesn't appear to have changed very much in its 100 year history; alterations appear to have included the following:

- ❖ Alterations were carried out so that the public hall could function as a cinema; possibly a projector room added to the first floor accommodation at the north end.
- ❖ The kitchen and store "side extensions" have been added to the west side of the building.
- ❖ The south elevation external staircase has been replaced/reconfigured.
- ❖ The basement boiler room has been blocked up; the chimney located to the south west corner of the public hall is redundant.
- ❖ All the windows have been replaced with powder coated aluminium framed/double glazed fittings; since then some of the windows in the BSTC offices have been further replaced with PVCu framed/double glazed fittings.
- ❖ In 2002, all of the slate coverings to the roofs (except at the north end) were lifted and re-laid (using slate hooks) over new underfelt.
- ❖ In the past 10 years, the ground floor accommodation at the south end has been refurbished and is used by the local community (known as The Norman Centre).
- ❖ In the past 5-10 years, damp proofing works have been carried out to accommodation at both the north and south ends; works have involved replacing parts of the suspended timber floors.

C: MAIN ISSUES WITH THE STRUCTURE/FABRIC

The main issues with the structure/external fabric that BSTC should be aware of are:

EXTERNAL WALLS: These are of solid brick construction and do not incorporate any thermal insulation; from a structural point of view the walls are in good condition, however they are prone to damp penetration (in exposed locations) but also prone to condensation (where internal environment is relatively humid/unventilated).

ROOF COVERINGS: I inspected the roof coverings in 2020; an email report was issued to BSTC on 19/05/2020; this has been attached to this letter format report (see Appendix 1). The observations/recommendations in my report are still relevant as it does not appear that any works to the roof coverings have been carried out since then.

Andrew Mills FRICS
47 Foxholes Hill • Exmouth • Devon EX8 2DQ
m : 07831 255711
amills@andrewmillssurveyors.co.uk



Sean Mills BSc (Hons) MRICS
11 Westbourne Terrace • Budleigh Salterton • Devon EX9 6BR
t : 01395 443499 m : 07867 501415
smills@andrewmillssurveyors.co.uk

andrew mills surveyors

chartered building surveyors
architectural design consultants

FLOORS: I also inspected the floors in 2020; an email report was issued to BSTC on 19/05/2020; this has been attached to this letter format report (see Appendix 1). Since this report was issued, much of the suspended timber floors have been completely replaced due to a long term damp and rot issue. The relatively shallow sub-floor voids at the north end of the building combined with poor ventilation/damp walls below DPC were the cause; although much of the floors have been replaced (and subject to guarantee) the suspended timber floors at this end of the building remain susceptible to damp/rot. Additional air bricks/vents also added to the voids below the main hall suspended timber floor to minimise risk of damp/rot related issues.

DAMP: The public hall is prone to the following damp issues:

- **RISING DAMP:** With particular reference to the ground floor accommodation at the front (north) and rear (south) ends of the public hall, the external walls (and solid floors) are susceptible to rising damp.
- **DAMP FLOOR VOIDS/ROT:** As previous noted in this summary, the sub-floor voids under the ground floor suspended timber floors are poorly ventilated/damp environments and prone to rot.
- **PENETRATING DAMP:** As previous noted in this summary, the external walls are of solid brick construction (not cavity construction); exposed parts of the walls (at the south end of the public hall) will be prone to penetrating damp during heavy storms or prolonged periods of wet weather.
- **CONDENSATION:** As previous noted in this summary, the external walls are of solid brick construction and do not incorporate any thermal insulation. When the public hall is being used for events, the temperature/relative humidity levels inside the building are high; where the moisture laden air comes into contact with cold external walls, it rapidly cools and releases the moisture in the form of condensation.

POOR THERMAL EFFICIENCY OF FLOORS/WALLS/ROOF: See "specific comments"

ASBESTOS: Due to the age of the public hall, asbestos containing materials (ACMs) will be incorporated into the internal and external fabric; CASA Environmental Services survey/report (dated July 2025) lists out where ACMs are present and associated risks.

Andrew Mills FRICS
47 Foxholes Hill • Exmouth • Devon EX8 2DQ
m : 07831 255711
amills@andrewmillssurveyors.co.uk



Sean Mills BSc (Hons) MRICS
11 Westbourne Terrace • Budleigh Salterton • Devon EX9 6BR
t : 01395 443499 m : 07867 501415
smills@andrewmillssurveyors.co.uk

andrew mills surveyors

chartered building surveyors
architectural design consultants

D: SPECIFIC ISSUES/DEFECTS

With regards to the specific issues/queries that you've requested that I provide comment on, I note the following:

1. **MAIN ROOF:** As previously noted in this letter format report, the observations/recommendations in my 19/05/2020 email report are still relevant; it is recommended that the preventative repairs listed are carried out now. As the roof coverings at the north end of the roof were not included in the 2002 recovering works, consideration should be given to lifting and relaying the slates (and replacing the lead flashings) to this part of the building in the short term. *NOTE: The slates that need lifting/relaying at the north end of the roof are identified as those that are not fixed with slate hooks.*
2. **DAMP TO CHANGING ROOM:** There is an on-going damp issue to the external wall in the east changing room; BSTC consider that this is caused by damp penetration through the wall. As the external wall is of solid brick construction (as opposed to cavity construction) it is possible that damp has penetrated the wall during a heavy storm or following a prolonged period of wet weather. It is also possible (due to the unheated nature of the changing rooms, no thermal insulation to external walls and lack of natural ventilation (as windows generally kept shut) that condensation is the cause OR it is possible that salt impregnated plaster (where there has been water penetration in the past) is being rehydrated by moisture within internal environment (due to the a lack of natural ventilation). Further investigations required.
3. **THERMAL EFFICIENCY OF EXTERNAL FABRIC:** When the Public Hall was built 100 years ago, no thermal insulation would have been incorporated into the external fabric of the building (ie the floors, walls and roof). Based on my inspection of the accommodation, the only areas where thermal insulation has been added to the building is above the ceilings to the council offices. When the windows were replaced (with double glazed fittings), this will have improved the thermal efficiency of this element of the fabric only. The external fabric of public hall is very poor from a thermal efficiency point of view and is considered to be a relatively expensive building to heat and keep warm. Improving the thermal efficiency of the external fabric is recommended but (due to the form of construction) will be complicated/costly/disruptive to carry out properly. Improving the energy efficiency of the building can probably be improved by use of renewable/sustainable systems to provide power/heating/hot water but BSTC will need specialist advice on this. Moving forward with both thermal efficiency and energy efficiency improvements will need to be coordinated and may also be dictated by BSTC's proposed uses for the various parts of the Public Hall.

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4. **SOLAR PANELS ON THE ROOF:** The timber framed roof structures (and steel truss construction of the roof above the main hall) are robust and it is expected that they would be able to support solar panels. Before moving ahead with the installation of solar panels, BSTC will need to consider the following:
- Are the solar panels needed to just heat water (solar thermal collectors)?
 - Are the solar panels needed to generate electricity (photovoltaic panels)?
 - If the latter, how much electricity is required to be generated?
 - The Public Hall accommodation is split into separate areas that have different uses; would the installation of solar panels be suited to providing all the power requirements for one or more of these areas?
 - The external fabric of the Public Hall is thermally inefficient; the installation of solar panels should therefore be coordinated with any proposed thermal efficiency and energy efficiency improvements.

There are a variety of specifications of solar panel on the market provided by a variety of "green energy" companies; BSTC will therefore need to take specialist advice on what sort of panels are required, how many are required and what parts of the roof they are to be fitted to before requesting a structural engineer (ie Spencer House – Structural Engineering) to confirm that the imposed loads can be supported on the roof.

If you have any queries with regards to the above or attached, please call/email.

Yours sincerely

**SEAN MILLS BSc (Hons) MRICS
ANDREW MILLS SURVEYORS**

Encls:

Appendix 1: Email Report dated 19/05/2020

Appendix 2: Photographs (External)

Appendix 3: Photographs (Internal)

Appendix 4: Original Architect's Drawing

Andrew Mills FRICS
47 Foxholes Hill • Exmouth • Devon EX8 2DQ
m : 07831 255711
amills@andrewmillssurveyors.co.uk



Sean Mills BSc (Hons) MRICS
11 Westbourne Terrace • Budleigh Salterton • Devon EX9 6BR
t : 01395 443499 m : 07867 501415
smills@andrewmillssurveyors.co.uk

Ref: AMS1977
April 2026

APPENDIX 1: Email Report dated 19/05/2020

Budleigh Salterton Public Hall: ROOF & FLOOR INSPECTION (12th May 2020)

Jo/Kate;

I confirm my site inspection last week (Tuesday 12th May) and set out below my observations.

For the purposes of description, the main entrance to the Public Hall is considered to be at the north end of the building.

ROOF COVERINGS

The slate roof coverings date back to when the Public Hall was built almost 100 years ago; the following is noted:

OBSERVATIONS

1. The slate roof coverings are of good quality and would have been hand cut/shaped shortly before the Public Hall was built almost 100 years ago; it is likely that they have been sourced from a relatively local quarry (situated somewhere in the South West) and they may have a life expectancy of up to between 150/200 years.
2. At the north end of the building only, the slate roof coverings are traditionally fixed (with nails) and do not appear to have been altered since originally being laid.
3. To the remainder of the roof (situated above the main hall and stage) the slate roof coverings have been lifted and then relaid over a breathable type underfelt; the slates have been fixed to new timber battens using "hook" type fixings. It is understood that these works were carried out in 2002 and also included replacing lead flashings/valley gutters etc.
4. At the north end of the roof, there is water staining to the underside of a valley and it is understood that when it rains heavily, water leaks into the building in this location. The leak has been caused by a slipped slate which has fallen into and obstructed the valley and over time debris has built up and effectively blocking it; during heavy rain, the valley quickly fills up with rainwater which then overflows and results in water entering into the building.

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5. There are number of slipped/missing slates to various parts of the roof; there are also various areas where missing/slipped slates have been replaced/refixed using lead tingles and in some instances simply glued. The slates to the north end of the roof are likely to have slipped because the nail fixings have corroded/snapped; where slates to the recovered areas of the roof have slipped it would appear that the hook fixings have either snapped or the leading edges of slates have become “unhooked”.

RECOMMENDATIONS

Taking the above observations into consideration, it is my opinion that the roof coverings are generally in good condition for their age; although there are a number of missing/slipped slates, they are generally isolated and do not appear to be a caused by a general defect to the slates or their fixings. As it would appear that little or no preventative maintenance has been carried out to the roof coverings for almost 20 years, it is recommended that the following preventative repairs be carried out in the short term:

- i. The “leaking” valley gutter at the north end of the building should be cleared of debris.
- ii. All missing, slipped, cracked or otherwise defective slates should be replaced/refixed.
- iii. All ridge/hip tiles should be lifted and re-bedded in sand/cement mortar; consideration should be given to mechanically fixing the hip tiles into position to minimise the risk of them becoming detached and falling to the ground.
- iv. All sand/cement verges should be raked out and repointed. *NOTE: Some of the undercloaks may have been formed using an asbestos cement type board; if this is the case, appropriate care must be taken not to disturb the undercloaks.*
- v. Whilst access is obtained to the main roof coverings, the gutters should be overhauled/cleared of all obstructions.
- vi. Whilst access is obtained to the main roof coverings, consideration should be given to affixing anti-bird spikes/wires or netting to areas frequented by nesting birds.

NOTE: As the roof coverings/flashings at the north end of the roof were not included in the 2002 recovering works, consideration should perhaps be given to lifting and relaying the slates to this part of the building (as well as replacing all lead flashings) in the relative short term

FLOORS

It is understood that (with particular reference to the building having been used as a cinema in the past) some parts of the floors within the Public Hall may have been replaced/alterd during its lifetime. The floor was opened up in three areas (in the main hall next to table store; in the chair store and immediately inside the main entrance doors) and the following is noted:

OBSERVATIONS

1. The floors throughout the Public Hall are of suspended timber construction; these generally consist of floor joists (supported on "sleeper" walls) with tongue & groove floorboards laid over the top. There is a void situated beneath the floor, the depth of which varies.
2. Main Hall (outside table store): Based on an inspection to this part of the floor, the floor joists are 100mm x 50mm and spaced at approx 400mm centres; the subfloor void is approx 560mm deep below the underside of the joists. The sleeper walls are of single skin (approx 100mm thick) brick construction laid in a "honeycomb" type stretcher bond to aid ventilation and incorporate a damp proof course (DPC); a timber "floorplate" (approx 100mm x 75mm) is provided at the top of the sleeper walls over which the floor joists are laid perpendicularly. The floorboards are 25mm thick and 160mm wide and directly onto (and perpendicular to) the floor joists. **CONDITION:** The sub-floor void is dry and there is no evidence of any timber decay; the floor boards are relatively thin compared with other parts of the building because it has been sanded down on a number of occasions in the past. The damp staining to nail fixings and to the tongue and groove joints may be related to long-term effects of water (from cleaning) ponding/soaking into these indents in the floor; it is noted that localised repairs (using filler) have been carried out to the timber floorboards where the edges have rotted/decayed.
3. Chair Store: The floor construction is the same as the main hall except that the subfloor void is approx 410mm deep below the underside of the joists and the floorboards are 27mm to 28mm thick. **CONDITION:** The sub-floor void is relatively damp however there is no evidence of any timber decay; there is some evidence in the form of "bore dust" that there is active wood worm (common furniture beetle) within the subfloor void.
4. Main Entrance: The floor construction is the same as the main hall and chair store except that the subfloor void is approx 520mm deep below the underside of the joists; the floorboards are 27mm to 28mm thick and covered over with a layer of hardboard and vinyl sheet. **CONDITION:** The sub-floor void is very damp and the underside of the floorboards are suffering from decay; there is evidence of wood rotting fungus but it is not clear if this is a type of wet rot or dry rot.

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5. Gas Meter Cupboard: This is accessed via a cupboard door in the men's WC; it is situated under the staircase that leads to the first floor accommodation. **CONDITION:** The cupboard is unventilated and there is evidence of wood rotting fungus (it is not clear if this is a type of wet rot or dry rot) and evidence in the form of "bore dust" to timbers forming the staircase that there is active wood worm (common furniture beetle).

RECOMMENDATIONS

Taking the above observations into consideration, it is my opinion that the structure/boards of the suspended timber floors are generally in sound condition but that with particular reference to the accommodation situated at the north end of the building, the sub-floor voids are poorly ventilated and that this is providing ideal conditions for wood rotting fungus (ie wet rot and/or dry rot) and wood worm to occur. The following course of action is recommended in the short term:

- A. **FURTHER INVESTIGATIONS:** It is recommended that more areas of the floor are opened up to establish overall condition of timbers within the floor void and to clarify the full extent of wood rotting fungus and wood worm. As it is understood that Damp Proof & Timber Preservation Ltd have previously identified and treated wood rotting fungus found beneath the ladies WC in recent years, it is recommended that they be instructed to return to site to clarify the type of wet or dry rot and propose a remedial treatment
- B. **REMEDIAL ACTION:** In addition to any "specialist" remedial treatment required to eradicate the wood rotting fungus/wood worm (and possibly replace a significant portion of the floor construction), it is recommended that the following preventative repairs be carried out in the short term:
 - i. At the north end of the building, additional external vents are required in order to provide cross-ventilation to the sub-floor voids beneath the toilet areas, main entrance and bar. *NOTE: It is understood that additional vents have recently been incorporated into the north west corner external walls at low level in conjunction with replacing the ladies WC floor.*
 - ii. With regards to the main hall area/stage, (where the majority of original air vents on the west side of the building have been obstructed by "extensions" and where many of the original air vents on the east side of the building are blocked with signage/noticeboards), it is recommended (in order to provide cross-ventilation to the sub-floor void under the main hall area/stage) that additional vents be incorporated into the west side of the building and the existing signage/noticeboards be moved to an alternative location.

Andrew Mills FRICS
47 Foxholes Hill • Exmouth • Devon EX8 2DQ
m : 07831 255711
amills@andrewmillssurveyors.co.uk



Sean Mills BSc (Hons) MRICS
11 Westbourne Terrace • Budleigh Salterton • Devon EX9 6BR
t : 01395 443499 m : 07867 501415
smills@andrewmillssurveyors.co.uk

andrew mills surveyors

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- iii. In the main hall, where the floorboard nail fixings/joints have had to be repaired/filled it may be necessary to renew a number of the worst affected timber boards or in the event that a relatively large number of floor boards require replacing, consideration may need to be given to replacing all floorboards. *NOTE: To help determine whether the floorboards can be repaired or require complete replacement, it is recommended that a local floor restoration specialist visit site to advise further on this matter.*

Any queries with regards to the above or you would like me to meet you at the Public Hall to run you through my observations/recommendations in person, please call/email.

Regards;

SEAN MILLS BSc (Hons) MRICS

ANDREW MILLS SURVEYORS

2 Copp Hill Lane, Budleigh Salterton, Devon EX9 6DT

Tel: 01395 443499

Mob:07867 501415

smills@andrewmillssurveyors.co.uk

www.andrewmillssurveyors.co.uk

Andrew Mills FRICS
47 Foxholes Hill • Exmouth • Devon EX8 2DQ
m : 07831 255711
amills@andrewmillssurveyors.co.uk



Sean Mills BSc (Hons) MRICS
11 Westbourne Terrace • Budleigh Salterton • Devon EX9 6BR
t : 01395 443499 m : 07867 501415
smills@andrewmillssurveyors.co.uk

andrew mills surveyors

chartered building surveyors
architectural design consultants

Ref: AMS1977
April 2026

APPENDIX 2: Photographs (External)



North facing Elevation (main entrance)



South facing Elevation



East facing Elevation (south end)



East facing Elevation (north end)



West facing Elevation (north end)



West facing Elevation (south end)

Andrew Mills FRICS
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amills@andrewmillssurveyors.co.uk



Sean Mills BSc (Hons) MRICS
11 Westbourne Terrace • Budleigh Salterton • Devon EX9 6BR
t : 01395 443499 m : 07867 501415
smills@andrewmillssurveyors.co.uk

andrew mills surveyors

chartered building surveyors
architectural design consultants

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APPENDIX 3: Photographs (Internal)



Main Hall (Stage)



Main Hall (Entrance)



Stage



Dressing Room (SE Corner)



BSTC Offices



The Norman Centre

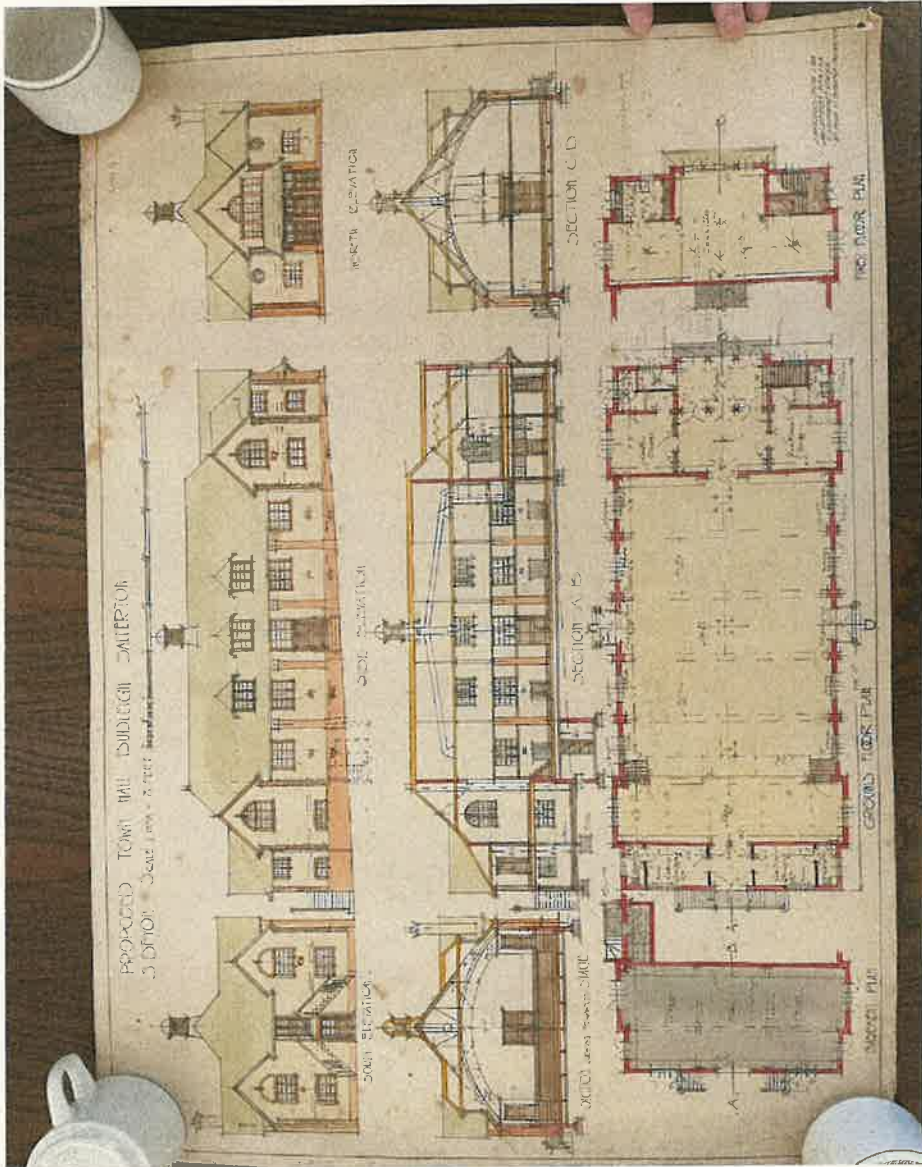
Andrew Mills FRICS
47 Foxholes Hill • Exmouth • Devon EX8 2DQ
m : 07831 255711
amills@andrewmillssurveyors.co.uk



Sean Mills BSc (Hons) MRICS
11 Westbourne Terrace • Budleigh Salterton • Devon EX9 6BR
t : 01395 443499 m : 07867 501415
smills@andrewmillssurveyors.co.uk

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APPENDIX 4: Original Architect's Drawing



Andrew Mills FRICS
47 Foxholes Hill • Exmouth • Devon EX8 2DQ
m : 07831 255711
smills@andrewmillssurveyors.co.uk



Sean Mills BSc (Hons) MRICS
11 Westbourne Terrace • Budleigh Salterton • Devon EX9 6BR
t : 01395 443499 m : 07867 501415
smills@andrewmillssurveyors.co.uk

Decision required:

- i. Town Improvement Budget / Town Improvement Fund
To consider and approve the recommendation from the Finance Committee [Min 25.547] to amend relevant budget headings (see supporting papers).

The Town Improvement Budget would incorporate existing budget areas, including the Town Handyman and Grass Cutting services.
- ii. To note 2025 reserves

i.

CURRENT

120	Grass Cutting	£5,000.00	£0.00	£2,565.00	£2,435.00
125	Town Improvement Fund	£25,000.00	£0.00	£669.66	£24,330.34
126	Defibrillators	£0.00	£0.00	£583.95	-£583.95
130	Town Handyman	£10,000.00	£0.00	£9,514.66	£485.34

FUTURE

499	Town Improvement Budget				
499/1	Grass Cutting	£0.00	£0.00	£0.00	£0.00
499/2	Town Handyman	£0.00	£0.00	£0.00	£0.00
499/3	Town Improvements	£0.00	£0.00	£0.00	£0.00

ii.

Reserve Status

	01.04'25	21.04'26	26/27
Car Park Fund	£22,500.00	£22,500.00	23175.00
Public Hall Fund	£50,000.00	£50,000.00	51500.00
Jubilee Shelter Maintenance	£3,500.00	£3,500.00	4550.00
Town Improvement Fund	£5,000.00	£5,000.00	6500.00
GL Fund	£57,742.62	£53,983.12	53983.12
	£138,742.62	£134,983.12	
	£138,742.62	£134,983.12	