

**Annual Meeting of the Town Council
11 May 2025**

Supporting Papers

Agenda Item 1

Election of Chair

To elect the Chair of the Town Council for the year 2026/27, in accordance with the Council's Standing Orders.

The outgoing Chair will invite nominations for the office of Chair. If more than one nomination is received, a vote will be taken in accordance with Standing Orders. The newly elected Chair will, upon election, sign the Declaration of Acceptance of Office and assume the role immediately.

Agenda Item 4

Election of Vice Chair

To elect the Vice-Chair of the Town Council for the year 2026/27, in accordance with the Council's Standing Orders.

The Chair will invite nominations for the office of Vice-Chair. If more than one nomination is received, a vote will be taken in accordance with Standing Orders. The newly elected Vice-Chair will, upon election, sign the Declaration of Acceptance of Office and assume the role immediately.

To appointment Members to Town Council Committees and Groups

1. Choosing Committee & Group Memberships

Committee membership shall be agreed by formal resolution of the Town Council.

A full review is undertaken annually at the Annual Meeting of the Town Council (11 May 2026).

When selecting committees, Members are asked to consider overall balance across the Council to ensure each committee is appropriately resourced and benefits from a range of skills and perspectives. Committees require a minimum of three Members to be quorate, with an ideal size of four and a maximum of four.

Members are reminded that committee work forms a key part of Council business and requires active participation to support informed decision-making.

All Members are requested to rank their committee preferences from 1–9 in advance of the meeting on 11 May to assist with meeting flow on the day. Every effort will be made to accommodate Members’ preferences, whilst also ensuring that each committee benefits from a balanced and appropriate spread of representation across the Council.

Where Members are unable to attend the meeting on 11 May, committee membership will be considered at a subsequent Town Council meeting through the formal agenda and decision-making process.

Planning (with Power to Act)	All Town Councillors are appointed
Finance Committee	
Staffing Committee	
Public Hall Committee	
Foreshore and Footpaths	
Climate Change and the Environment Group	
Community Infrastructure Levy	
Community Gardens	
Traffic and Transport Group	Partnership Group, 2 BSTC members.
Emergency Group	

2. Role of the Committee Chair – (to be elected on 18 May 2026)

The Chair of a Committee plays an important role in supporting the effective operation of that Committee and in facilitating its meetings. The Chair holds no additional powers beyond those of other Town Councillors and has the same rights and status as all Members. The role is not to act unilaterally, but to help guide discussion and support the Committee in reaching collective decisions in an open and balanced way.

3. Additional Responsibilities – Chair of Finance Committee

The role of Chair of the Finance Committee carries an additional responsibility due to the nature of the Council’s financial governance. This includes undertaking a monthly detailed review of key financial controls, including bank reconciliations, VAT records, and salary

payments, to support effective oversight and assurance of the Council's financial processes. This is a monthly check. The work of the Finance Committee is governed by the Financial Regulations adopted by the Town Council. The Finance Committee acts as a safeguard, ensuring the Town Council operates in a financially responsible, transparent, and accountable way.

4. Final Considerations

Members are encouraged to approach Committee appointments with a view to:

- Contributing positively to the work of the Council
- Supporting effective governance and decision-making
- Ensuring that Committees are well-balanced and functional

If Members have any questions regarding Committee roles or expectations, they are encouraged to speak with the Town Clerk.

Agenda Item 11 Town Council Representative

Briefing Note: Town Council Representation of Local Organisations

Subject: Review of governance arrangements, committee structure, and external representation list (BSTC)

1. Purpose of Note

To provide clarity to Members on the role of Town Council representatives appointed to local organisations, ahead of the annual review of external representation arrangements.

2. Role of Town Council Representatives

Town Council representatives are appointed to maintain structured liaison between BSTC and external community organisations.

The role typically includes:

- Attendance at (occasional / some) meetings of the relevant organisation, where practicable
- Receipt and communication of relevant updates between the organisation and BSTC
- Reporting back to Council on issues, developments, or matters of strategic relevance
- Facilitating two-way communication between the organisation and the Council
- Signposting relevant Council services, funding streams, or policy developments where appropriate

The role is primarily one of liaison and communication and does not constitute operational involvement in the management of external organisations.

Trusteeship and Declaration of Interests

Being a trustee of an organisation is normally considered a *declarable interest* under local authority Codes of Conduct. This is because trustees have responsibility for the governance and direction of the organisation.

Trusteeships should usually be recorded in the Register of Interests and declared at meetings where matters relating to that organisation are discussed. Where a council decision directly affects the organisation (for example funding, support, or formal partnership arrangements), the trusteeship may give rise to a conflict of interest. In such cases, the Member may be required to withdraw from discussion and not participate in any vote.

In summary, trusteeship is not inappropriate, but it must be declared and managed appropriately to ensure transparency and good governance.

3. Declarations of Interest and Governance Considerations

Members are reminded of their obligations under the Code of Conduct in relation to interests arising from external appointments or memberships.

Where a Member:

- Holds a formal role within an external organisation, or

- Is a member of an organisation under consideration by the Council in relation to advocacy, funding, or decision-making

This may give rise to a registerable and/or declarable interest, depending on the nature of the matter under consideration.

In such circumstances, Members may be required to:

- Declare the interest at the relevant meeting, and/or
- Refrain from participating in debate and/or voting where a conflict of interest is established

4. Separation of Roles

While it is acknowledged that Members may have legitimate and valuable involvement in a range of local organisations, it is important that the Council representative role is exercised independently of any organisational position.

This separation is necessary to:

- Maintain transparency and public confidence
- Ensure compliance with governance and ethical standards
- Preserve the ability of Members to act impartially when representing BSTC interests

Failure to maintain this separation may limit a Member's ability to fully represent the Council's position in certain contexts.

5. Summary

The representative function is a formal liaison role designed to strengthen communication between BSTC and local organisations, while ensuring appropriate governance safeguards are maintained regarding conflicts of interest.

Agenda Item 12

Power to Act

To receive details on the Power to Act and to consider approval for its use by the Proper Officer

When a council delegates its responsibilities to the committee, sub-committee, officer, or another local authority, they are acting for and on behalf of the council. The statutory authority for a delegation is found in section 101(1) of the Local Government Act 1972 ('the 1972 Act').

Required in order to allow the discharge of functions by an officer of the authority, for example, to allow planning reviews to take place outside of the regular meeting schedule

Excerpt from NALC Guidance note

Functions may be delegated to an officer of the council by three bodies: the full council, a committee or a sub-committee.

It is open to the full council or a committee that it has appointed to decide when functions should be further delegated. A committee may delegate some of its responsibilities to a sub-committee or to an officer unless otherwise directed by the full council.

It is prudent to ensure that the delegation of a council's statutory functions and related responsibilities is evidenced by a resolution. This rule does not apply to many of the routine administrative tasks, such as raising invoices sending correspondence, or updating the council's website that staff are expected to undertake on a daily basis.

Councils should also take care to ensure that any statutory functions delegated to officers are not, in fact, performed by individual councillors. This is particularly important if officers and councillors work together closely. As set out above, the performance of a council's statutory responsibilities cannot be delegated to individual councillors. They cannot make decisions in relation to the performance of a council's statutory powers and functions outside meetings.

Ref:

- Local councils' powers to discharge their functions – NALC Guidance Note: [Local councils' powers to discharge their functions](#) (Login required)

Agenda Item 13

Dates and Times of Meetings

- i. To fix the dates and times of Ordinary Meetings of the Council for the forthcoming year (to May 2027)
- ii. To fix the dates and times of Planning Committee meetings for the forthcoming year (to May 2027)
- iii. To agree delegation of Power to Act on Planning Applications during holiday periods including Easter and Christmas/New Year periods .

Suggested Meeting Dates 2027. V.1

Suggested Meeting Dates 2026. V.1

January		July	
12 th	Planning	13 th	Planning Climate Change and Environment
26 th	Planning Town Council	27 th	Planning Town Council
February		August	
9 th	Planning CIL Public Hall Climate Change and Environment	10 th	Planning
23 rd	Planning Town Council	24 th	Planning Town Council
March		September	
9 th	Planning Community Gardens Foreshores and Footpaths	14 th	Planning CIL Finance
12 th	Annual Parish Meeting	28 th	Planning Town Council
23 rd	Planning Town Council	October	
April		12 th	Planning Public Hall
13 th	Planning Finance Town Council	26 th	Planning Town Council
27 th	Planning Town Council	November	
May		9 th	Planning Finance Foreshore & Footpaths Community Gardens Staffing
11 th	Annual Meeting of the Town Council Planning	23 rd	Planning Town Council
18 th	Planning Town Council	December	
June		14 th	Planning Town Council
8 th	Planning Public Hall Foreshores and Footpaths		
22 nd	Planning Town Council		

January	
11 th	Planning
25 th	Planning Town Council
February	
8 th	Planning CIL Public Hall Climate Change and Environment
22 nd	Planning Town Council
March	
8 th	Planning Community Gardens Foreshores and Footpaths
18 th	Annual Parish Meeting
22 nd	Planning Town Council
April	
12 th	Planning Finance Town Council
26 th	Planning Town Council
May	
10 th	Annual Meeting of the Town Council. Provisional pending date of Election Planning
24 th	Planning Town Council

Agenda Item 14 Authority to Sign Cheques/Direct Debits/Authorise Payments

- i. To agree names of Members with authority to sign Direct Debits and authorise internet banking payments.

Current Authorised signatories for Lloyds Bank

- Cllr R Doorbar Cllr A Chaplin
- Cllr S Cook Cllr C Cunningham
- Cllr P Lewis Cllr G Woodcraft

- ii. To agree names of Members with authority to manage CCLA Investments. Following the recommendation of the Finance Committee the following members were agreed as signatories for the CCLA Investment – PSDF and LADF

- Cllr G Woodcraft
- Cllr P Lewis
- Cllr P Jones

Alice Gater-Wildgust - Town Clerk will be both correspondent and signatory.

Transactions require three signatories.

Agenda Item 17 Deeds and Documents

To note that the deeds and documents are held with Messrs Gilbert Stephens of 51 High Street, Budleigh Salterton. See over.

Contents of Deeds Packet re Budleigh Salterton Town Council (Archive No. 22290)

Tree Preservation Order re Woodlands, West Hill

Agreements with Devon CC for Seats at Elmside & East Budleigh Road

Correspondence re Licences for Beach Kiosks

Letter to C I Richards re the insignia of the Office of Chairman of Budleigh Salterton Urban District Council

Lease of the Beach, Foreshore and Premises at Budleigh Salterton dated 1959

Letter from HM Queen Elizabeth II on occasion of the Golden Jubilee

Agreement and Licence re Refreshment Kiosks on the Foreshore, Budleigh Salterton

Lease dated 13.4.1989 re The Former Tourist Information Kiosk at Rolle Car Park, Budleigh Salterton

Correspondence between Clinton Devon Estates and Budleigh Salterton Town Council re Hackley/Jubilee Park and Cliffs

2 Leases, Licence and correspondence re BMX rally track at Greenway Lane, Budleigh Salterton

Licence re the construction of a permanent fixing for a Christmas Tree and/or floral arrangement at Fore Street, Budleigh Salterton

Copy Conveyance and Deed of Gift re Recreation Ground and plot of land for erection of Council Office and War Memorial Centre, Station Road, Budleigh Salterton

Contents of Deeds Packet re Budleigh Salterton Town Council (Archive No. 22211)

ORIGINAL UNDERLEASE dated 18th March 2019 – between East Devon District Council (1) Budleigh Salterton Town Council (2) – Re: The viewing platform and public shelters adjacent to the Longboat Café, Coastguard Hill, Budleigh Salterton, Devon.

LICENCE TO UNDERLET dated 18th March 2019 – between The Right Honourable Gerard Nevile Mark Fane Trefusis Baron Clinton (1) East Devon District Council (2) Budleigh Salterton Town Council (3) – Re: Land & Part of the Structure adjoining Longboat Café Budleigh Salterton.

COUNTERPART UNDERLEASE dated 18th March 2019 – between East Devon District Council (1) Budleigh Salterton Town Council (2) – Re: The viewing platform and public shelters adjacent to the Longboat Café, Coastguard Hill, Budleigh Salterton, Devon.

Schedule of Deeds and Documents relating to

The Public Hall, Station Road, Budleigh Salterton, Devon

Date	Document	Parties
27.7.1926	LEASE	The Rt Hon Lord Clinton (1) Budleigh Salterton Public Hall Co Ltd (2)
11.8.1926	MORTGAGE	Budleigh Salterton Public Hall Co Ltd (1) Midland Bank Ltd (2)
24.10.1958	COPY CONVEYANCE	J D Floyd & N A Campbell (1) The Clinton Devon Estates Company (2) Urban District Council of Budleigh Salterton (3)
31.12.1962	LOCAL SEARCH	No. 03210
1963	ABSTRACT OF TITLE	
21.1.1963	EXTRACT FROM COMPANIES REGISTER	Re: Mortgages and Charges
18.1.1963	LICENCE TO ASSIGN	N A Campbell J Haldane & R A H Rivers-Bulkeley (1) Budleigh Salterton Public Hall Company (2)
24.1.1963	OFFICIAL SEARCH	No. B 904862
25.1.1963	ASSIGNMENT	Budleigh Salterton Public Hall Co Ltd (1) Budleigh Salterton Urban District Council (2)
1979	ABSTRACT OF TITLE	
9.5.1979	AGREEMENT FOR SALE	N A Campbell & Another (1) Budleigh Salterton Town Council (2)
6.8.1979	STATUTORY DECLARATION	K J Payne
6.8.1979	COPY MEMORANDUM	
6.8.1979	RIGHT TO PRODUCTION	East Devon District Council
8.8.1979	CONVEYANCE	N A Campbell & Another (1) Budleigh Salterton Town Council (2)
1979	ABSTRACT OF TITLE	

Contents of Deeds Packet re Budleigh Salterton Town Council (Archive No.22291)

LEASE dated 5th March 1987 – between W D Sykes & S J Mosley (1) The Budleigh Salterton Town Council (2) – Re: approximately 45 plots of allotment land at Greenway Lane Budleigh Salterton Devon

AGREEMENT dated 19th July 1927 – between Right Honourable Lord Clinton (1) Budleigh Salterton Urban District Council (2) – Re: Land to be used as Allotments

INSURANCE POLICY (copies) – dated 13th May 2004 - Budleigh Salterton Town Council

LEASES for Upper Station Road Car Park Budleigh Salterton – dated 19th June 1978 – 21st October 1985 – 28th September 1992 (plus copy) – 5th June 2000 – Draft lease and letter from East Devon District Council regarding hedge bank at boundary of the Green Budleigh Salterton

AGREEMENTS – dated 2nd December 1993 – 14th February 1997 – 22nd February 2000. Re: Approximate 45 Plots of Allotment Land at Greenway Lane Budleigh – between Clinton Devon Estates (1) The Budleigh Salterton Town Council

CORRESPONDENCE and LIST of OCCUPIERS– Re: Allotments at Stoneborough Lane Budleigh Salterton

LEASE – dated 28th December 1979 – between N A Campbell & Another (1) The Budleigh Salterton Town Council (2) – Re: approximately 45 plots of allotment land at Greenway Lane Budleigh Salterton Devon

Agenda Item 20 Work Experience

Recommendation: Work Experience Opportunities

It is recommended that the Town Council agrees to offer structured work experience placements where capacity allows. This is typically one week, in late July.

Providing work experience is a positive and practical way for the Council to support local young people by giving them insight into how local government operates and the range of services it delivers. It helps build skills, confidence, and an understanding of civic responsibility, while also strengthening links between the Council and the community it serves.

In addition, offering work experience can benefit the Council by providing fresh perspectives, supporting small project-based tasks, and helping to promote the Council as an accessible and engaged local employer. It also demonstrates a clear commitment to education, skills development, and investment in the future workforce of the area.

Furthermore, with the Council moving to a three-member team, a number of suitable activities have already been identified within existing "to-do" lists and routine administrative tasks. These would provide structured, meaningful, and appropriately supervised work for a work experience student, ensuring they can make a genuine contribution while gaining valuable insight into Council operations.

Decision required: it is recommended that Members agree to the provision of work experience placements, subject to appropriate safeguarding, supervision, and capacity considerations by the Proper Officer.