



Buddleigh Salterton Town Council

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23 September 2026

You are hereby summoned to attend a Meeting of the Town Council which will be held in the Council Offices, Station Road, Buddleigh Salterton on Monday 28 September 2026, on the rising of the Planning Committee.

Mrs Alice Gater-Wildgust
Town Clerk

AGENDA

1. Public Speaking Time (15 minutes max)

Members of the public are invited to address the Council.

- Each individual person exercising the right to speak during this public time may speak for up to 3 minutes.
- Any questions put to the Council must be put through the Chair.
- The Chair has the right and discretion to control speaking time to avoid disruption, repetition and to make best use of the meeting time.

2. To receive any Apologies for Absence

3. Declarations of Interests in Items on the Agenda

Members must declare any disclosable pecuniary interest before the relevant item is discussed and must comply with the requirements of the Council's Code of Conduct, including any requirement to withdraw from the meeting.

4. Minutes

To confirm the Minutes of the Meetings of the Town Council held on 27 July 2026.

5. To elect a Vice Chair (see papers)

Two nominations have been received: Cllr R Doorbar
Cllr P Lewis

6. Reports of Committees

To note the Minutes of the meeting of the Finance Committee, 14 September 2026

7. Chair's Report

8. Clerk's Report

9. Reports of Council Representatives on Other Bodies

10. Reports of County and District Councillors

11. Finance Inspection

- To approve the schedules of payments for July and August 2026.
- To note that Cllr P Lewis has carried out the internal finance inspection for July and August 2026

12. Co-option to Committees

To review committee membership and consider the co-option of members to the following committees:

- CIL Committee
- Community Gardens Committee
- And to review other committee arrangements

Action: Members to consider and agree any co-options required to ensure appropriate committee membership.

13. External Audit Recommendation – Westcotts Chartered Accountants – Internal Auditor Independence (2025/26 AGAR)

Members are asked to note that, whilst the Council appointed the Internal Auditor for the 2025/26 financial year, the minutes did not expressly record the Council's consideration of the auditor's independence and competence.

Members are asked to note the external auditor's recommendation to record this retrospectively, and to record, for the purpose of addressing that recommendation, whether the Council was satisfied with the Internal Auditor's independence and competence at the time of appointment for 2025/26. Members are further asked to agree that, in future, the Internal Auditor's independence and competence will be expressly considered and recorded in the minutes at the time of appointment or reappointment.

14. Reserves

i. Policy

Action: Members to receive and consider the recommendation of the Finance Committee [Min 26.195i] and to approve, amend, or reject the proposed Reserve Policy, as appropriate. **(See papers).**

ii: Current Reserves Balances

Action: To note the current reserve titles and balances (see papers), and to further note that work is in progress to assess the likely future costs of maintaining and replacing Town Council assets. A report will be brought to a future meeting to inform consideration of the Council's reserve levels.

iii: Creation of New Reserves

iiia. To note that, as agreed under Minute 25.530(ii), an Earmarked Reserve of £21,810.00 will be created for Community Asset Transfer. **(See papers).**

iiib. To consider and agree the creation of an Earmarked Reserve for the Station Road Toilets, to allow funds to be set aside progressively towards the future maintenance, improvement and sustainability of this community asset.

15. Budget Headings

To receive and consider the recommendation of the Finance Committee [Min 26.194(ii)] to amend the Council's budget headings, as set out in the supporting papers.

Action: Members to consider and agree, amend or reject the proposed changes.

16. Tree Champions

To receive details of the proposed community event in development by Budleigh Salterton's Tree Champions, the 'Tree Musketeers,' and to consider whether the Town Council wishes to provide financial support towards the event. **(See papers)**

Action: Members to consider the request and agree any financial support to be provided.

17. NJC Pay Award

To note that the National Joint Council (NJC) for Local Government Services has agreed a pay award applicable from 1 April 2026 to 31 March 2027, providing for a 3.3% increase in annual pay to be applied to eligible employees in accordance with the applicable NJC terms and conditions.

18. Staddon's t/a Morrisson's, High Street, Budleigh Salterton

To note that EDDC has approved a variation to the premises licence, subject to conditions, and to further note that the Town Clerk has written to the Magistrates Court to notify it of its intention to appeal the decision in relation to the 24 hour sale of alcohol.

- 19. Norman Centre - Electrical Installation Condition Report (EICR)**
Members are asked to note that the EICR identifies a C2 defect, classified as requiring remedial action. **(See papers)**
Action: Members are asked to receive and approve the quotation set out in the papers to undertake the necessary remedial works.
- 20. Christmas Lights on The Green**
Members are asked to consider a proposal to allocate £2,000 from the town enhancement legacy towards the purchase and installation of Christmas lights on the two trees at the entrance to The Green, subject to the necessary permissions being obtained. **(See papers)**
Action: Members to consider and vote on the proposal.
- 21. Alcohol Licence**
Action: To receive and consider the recommendation of the Town Clerk that the Town Council adopt a Challenge 25 Age Verification Policy for Budleigh Salterton Public Hall, requiring anyone who appears to be under 25 to provide acceptable proof of age before alcohol is sold or supplied. (See papers.)
- 22. Community Infrastructure Levy (CIL) – Terms of Reference (ToR)**
To receive and consider the recommendation of the CIL Committee to adopt the CIL Terms of Reference (see papers).
Action: Members to consider and agree, amend or reject the proposed Terms of Reference.
- 23. Notification of a street trading application received**
Budleigh Salterton Carnival
Location: Car park of the Temple Methodist Church, Fore Street, EX9 6NH
Date: Saturday 3 October 2026
Trading hours: 16:00–22:00
Application: Consent for a maximum of 8 food and drink traders as part of the Budleigh Salterton Carnival evening.
Action: Members are asked to note the application . No comment was made by BSTC.
- 24. Correspondence Received**
- **Devon County Council: Devon Highways – Traffic Regulation Proposals**
HATOC consultation on two proposals for High Street and Fore Street, Budleigh Salterton. (Both proposals have previously been considered by BSTC and the Traffic Group and have been requested on several occasions. No further comments were made by the Town Council.)
Details: <https://devon.cc/alwrp>
Refs: ENV6303-706-High Street ,Budleigh Salterton - SY 0681
ENV6303-707-Fore Street ,Budleigh Salterton
 - **East Devon District Council:** Notification of Decision of Licensing Sub-Committee ref Staddon's Garage. Permission granted with conditions.
 - **Launchpad,** Thank you card following recent grant of £1000.00 from BSTC
 - **Royal British Legion:** invitation received to the Remembrance Sunday Services on Sunday 8 November 2026 at 1.45pm for 2.00pm. To take place at Budleigh Salterton War Memorial followed by a service at St Peters Church at 2.45pm.
 - **Shop Budleigh:** Notification of Late Night Shopping 2026 – Friday 27th November
- 25. Any Other Business at the Chair's Discretion**
NB!! No decisions may be made under this agenda item.
- 26. Dates of Next Meetings, all to take place in the Council Chamber**
12.10.26 Planning Committee (PC)
 Public Hall (PHC) (on the rising of the PC)
 Community Infrastructure Levy (on the rising of the PHC)

- 26.10.26 Planning Committee
Town Council (on the rising of the PC)
- 9.11.26 Planning Committee
Finance Committee (FC) (on the rising of the PC)
Foreshores and Footpaths Committee (F&F) (on the rising of the FC)
Community Gardens Committee (on the rising of the F&D Committee)

The Chair to Move that:

Under Section 100(a)(4) of the Local Government Act 1972, the public and press be excluded from the Meeting as exempt information is likely to be discussed.

PART B:

27. Staffing

- i. To receive details of a staffing matters and agree an appropriate course of action.