



Buddleigh Salterton Town Council

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21 October 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 26 October 2026 on the rising of the Planning Committee. The Agenda is set out below.

Mrs A 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 is restricted to speaking for a total of 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

To receive declarations of interests in respect of items on the agenda.

Members are reminded to declare any relevant interests before the item is considered, stating the nature of the interest so that it can be properly recorded. Where a disclosable pecuniary interest applies, members must comply with the relevant legal requirements, including withdrawal from the meeting where required.

Members should also declare any relevant gifts or hospitality in accordance with the Council's Code of Conduct and applicable requirements.

4. Minutes

To confirm the Minutes of the Meetings of the Town Council held on:
28 September 2026
12 October 2026

5. Reports of Committees

To note the Minutes of the following Meetings:

- Finance Committee held on 14 September 2026
- CIL Committee held on 12 October 2026

6. Chair's Report

7. Clerk's Report

8. Reports of Council Representatives on Other Bodies

9. Reports of County and District Councillors.

10. Finance

- (i) To approve payments for the month of September 2026, in accordance with Appendix A.
- (ii) To note that Cllr P Lewis has conducted the internal finance inspection for September 2026.
- (iii) To receive and note the details of income and expenditure for the period 1 April to 30 September 2026. (see supporting papers)
- (iv) To consider and resolve whether unforeseen and unbudgeted expenditure arising during the 2026/27 financial year may be funded from the Council's General Reserve. The expenditure requiring approval is listed in the supporting papers.(see supporting papers)

11. External Audit of Accounts: Year Ended 31 March 2026

To receive and note the external auditor's report and limited assurance opinion for the 2025/26 financial year, together with the associated audit documentation.
(See supporting papers)

12. Request for Grant Aid 2026/27: Q3 2026/2027 (See supporting papers)

To note that a total of £9950.00 has been approved to date (but not all paid out) and allocated from the 'Grants' budget heading.

Support for local organisations may also be considered under the Community Infrastructure Levy (CIL) and Town Improvement budgets, where appropriate.

12a Drakes Primary School PTFA, East Budleigh

- (i) To consider whether to award a grant.
- (ii) If approved, to determine the amount and funding source.

12b St Peters Primary School PTA, Budleigh Salterton

- (i) To consider whether to award a grant.
- (ii) If approved, to determine the amount and funding source.

12c Museums South West

- (i) To consider whether to award a grant.
- (ii) If approved, to determine the amount and funding source.

12d Seachange

- (i) To consider whether to award a grant.
- (ii) If approved, to determine the amount and funding source.

12e Lions Club of Budleigh Salterton – Children's Cycle Competition, Gala Week

- (i) To consider whether to award a grant for the Children's Cycle Competition
- (ii) If approved, to determine the amount and funding source.

12f Lions Club of Budleigh Salterton – Gala Week

- (i) To consider offering the above a grant via a rental concessionary rate for the Public Hall.
- (ii) If approved, to determine the amount and funding source.
Recommendation: to offer a concessionary rate. This was previously addressed by offering a reduced hire rate of £100.00, equivalent to a grant of approximately £2,060 for an eight-day hire period, based on 12 hours per day.

13. Royal British Legion – Poppy Appeal 2026

To consider an appropriate donation for the wreath/s. £200.00 was donated in 2025/2026.

14. Norman Centre

Members are asked to consider the potential to secure the long term letting of the Norman Centre and maximise the use of this community asset with the exploration of a partnership with Budleigh Salterton Community Workshop (BSCW).

Members are asked to resolve:

- (i) To agree in principle to exploring options for the long-term sustainability of the Norman Centre, including the potential for a partnership arrangement capable of generating regular income.
- (ii) To authorise preliminary discussions with BSCW to explore the feasibility and potential benefits of such an arrangement.
- (iii) To confirm that this authority is limited to exploratory discussions and does not authorise expenditure, a formal agreement or implementation. Any resulting proposals shall be presented to the Town Council for consideration and approval before any commitment is made. See supporting papers.

15. Office Heating & Cooling Installation

Members are asked to:

- i. **To note:** that the Town Council resolved in June 2026 to replace the heating system in the Council Offices, as recorded in the minute 26.121 at a cost of £2901 + VAT
- ii. **To consider:** Extending the approved installation to incorporate a combined heating and cooling system.
- iii. **Decision required:**
 - a. To resolve whether to approve the inclusion of a combined electrical heating and cooling system within the installation and to use general reserves to fund this, appointing a contractor from the list below
 - Or
 - b. To resolve to proceed with the originally approved gas heating replacement, without incorporating cooling

16. Office Opening Hours: Christmas/New Year

To agree that the office will close at 1.00pm on Wed 23 December 2026 and will re-open at 10.00am on Monday 4 January 2027.

17. Community Asset Transfer (CAT)

To receive an update on the current status of the Community Asset Transfer process and consider the options available to the Council.

Decision required: To agree the next steps, including any further investigation, liaison with relevant parties or preparation of proposals for future consideration by the Council.

18. Hall Planters

To note that the existing planters around the Public Hall remain in bloom and are expected to continue to provide seasonal planting until the first frost.

Members are asked to consider whether any further planting or replenishment will be required during the 2026/27 financial year, noting that no specific budget has been allocated for this purpose.

Decision required: To agree whether any further action is necessary and, if so, whether an appropriate funding source should be identified.

19. Correspondence Received

Devon County Council

Temporary Prohibition of through Traffic and Parking

28 Sept – 2 Nov 2026 – B3178 & Knowle Village. TTRO2671568

2 Nov 2026-15 Jan 2027 – Knowle Village & Dalditch Lane

30 Nov 2026 – 15 Jan 2027 – Bear Lane to East Budleigh Road and Knowle Village

19 June – 31 Dec 2026 – Dark Lane. TTRO2670199

Temporary Prohibition of through Traffic

20 Nov 2026 – Kersbrook. TTRO2672301

Saint Peter's Mini Mag Oct 2026

DCC: Libraries Grant Scheme

20. Dates of Next Meetings

Planning Committee (PC):	9 Nov 2026 at 7.00pm
Finance Committee (FC):	9 Nov 2026 on the rising of the PC
Foreshores and Footpaths (F&FC)	9 Nov 2026 on the rising of the FC
Community Gardens (CG)	9 Nov 2026 on the rising of the F&FC

Planning Committee:	23 Nov 2026 at 7.00pm
Town Council:	23 Nov 2026 on the rising of the PC

Planning Committee:	14 Dec 2026 at 7.00pm
Town Council:	14 Dec 2026 on the rising of the PC

Christmas and New Year break.

Meetings resume 11 Jan 2027

Town Council Meetings – Fourth Monday of the Month*

Planning Committee Meetings – Second and Fourth Monday of the Month*

** with exception of bank holidays

21. Any Other Business at the Chair's Discretion

Any matters raised under this item are for information/discussion only. No substantive decision shall be taken unless the matter has been properly included in the summons/agenda in accordance with the council's Standing Orders and applicable legislation

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:

22. Staffing

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