

BUDLEIGH SALTERTON TOWN COUNCIL

MEETING PAPERS

Meeting: Full Council

Date: 28.9.26

Councillors

Please find enclosed the papers for the forthcoming meeting of Budleigh Salterton Town Council.

Councillors are asked to read the papers in advance of the meeting and to familiarise themselves with the matters to be considered.

The papers are provided to support informed discussion and decision-making at the meeting. Where an item requires a formal resolution, the proposed action is clearly identified within the relevant agenda paper.

Papers Included

The meeting papers include:

- Agenda
- Reports for consideration
- Supporting documentation
- Quotations and financial information, where applicable
- Recommendations and proposed actions requiring a decision

Councillor Action

Councillors are asked to:

1. Review the agenda and accompanying papers before the meeting;
2. Consider any recommendations and supporting information;
3. Raise any questions or request clarification where required; and
4. Come prepared to discuss and, where necessary, vote on the matters presented.

Where a paper contains a specific proposal, recommendation or action, Councillors should note this carefully, as a formal decision may be required.

Agenda Item 5 To elect a Vice Chair / Deputy Mayor

Election of Vice-Chair – Voting Procedure

1. Nominations

Each nomination for Vice-Chair to be seconded.

2. Confirmation of Candidates

Once all nominations have been received, the Chair will confirm the list of duly nominated and seconded candidates.

If more than one candidate is confirmed the Town Council will vote by ballot, as outlined below.

If one candidate is confirmed a vote will take place by show of hands.

3. Voting

- Each member present and entitled to vote shall have one vote.
- Each member will be provided with one voting slip.
- Members should tick the name of their preferred candidate and place the completed voting slip in the ballot box.
- A voting slip indicating more than one candidate will be treated as invalid.

4. Counting of Votes

The Clerk will collect and count the voting slips and confirm the number of votes cast for each candidate.

5. Result

The candidate receiving the **highest number of valid votes** will be elected Vice-Chair

6. Equality of Votes

If two or more candidates receive an equal number of votes and the result cannot therefore be determined; the Chair will cast a further vote between the candidates concerned. This process will continue until the election is determined, subject to the Council's Standing Orders and applicable legislation. The result of the election will be recorded in the minutes.

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.

Committee Membership 2026/2027

Town Council

All 12 Members

Planning (with Power to Act)

All 12 Members (Chair – Cllr R Doorbar)

Public Hall

Cllr A Chaplin (Chair)	Cllr P Lewis	Cllr S Woodman	Vacant
------------------------	--------------	----------------	--------

Finance

Cllr S P Cook	Cllr R Doorbar	Cllr P Lewis (Chair)	Cllr G Woodcraft
---------------	----------------	----------------------	------------------

Foreshore and Footpaths

Cllr S Cook (Chair)	Cllr A F Chaplin	Cllr P Manfield	Cllr G Woodcraft
---------------------	------------------	-----------------	------------------

Community Gardens

Cllr A Chaplin (Chair)	Cllr C Cunningham	Cllr S Woodman	Vacant
------------------------	-------------------	----------------	--------

Staffing

Cllr C Cunningham(Chair)	Cllr R Doorbar	Cllr P Jones	Vacant
--------------------------	----------------	--------------	--------

Community Infrastructure Levy (CIL)

Cllr S Cook	Cllr R Doorbar (Chair)	Cllr G Woodcraft	Vacant
-------------	------------------------	------------------	--------

Climate and the Environment Committee

Cllr C Cunningham	Cllr P Lewis	Cllr S Woodman (Chair)
-------------------	--------------	------------------------

Budleigh Salterton Traffic and Transport Group

Cllr A F Chaplin	Cllr P Lewis (Chair)	Cllr P Manfield
------------------	----------------------	-----------------

Budleigh Salterton Emergency Group (Chair to be elected)

Cllr R Doorbar	Cllr C Cunningham	Cllr S Woodman	Vacant
----------------	-------------------	----------------	--------

Reserves Policy

Version Control

Version	Approved by	Date	Review Date
---------	-------------	------	-------------

1.0	Full Council	[Date]	Annually during budget setting
-----	--------------	--------	--------------------------------

1. Purpose

This policy establishes the framework for the management of the Council's financial reserves. It ensures reserves are maintained at an appropriate level to safeguard the Council's financial sustainability whilst ensuring public funds are not accumulated unnecessarily.

The policy provides guidance on:

- General Reserves; Earmarked Reserves; Reserve reviews; Creation and release of reserves;
- Governance arrangements; Good financial practice.

2. Legislative Framework

The Council has a statutory duty to consider the level of reserves required when setting its annual budget.

This policy has been prepared having regard to:

- Local Government Finance Act 1992
- Local Government Act 1972
- Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide (formerly JPAG)
- Accounts and Audit Regulations 2015
- NALC Good Councillor's Guide to Finance and Transparency

The Practitioners' Guide states that:

"Authorities should maintain sufficient general and earmarked reserves to finance both day-to-day operations and future plans. Reserves should be reviewed and justified at least annually."

There is no statutory minimum or maximum level of reserves, however it is advised that a Town Council determine an appropriate level based upon its own financial risks and operational requirements.

3. Objectives

The Council will maintain reserves to:

- protect against financial uncertainty;
- maintain financial stability;
- fund future asset replacement;
- smooth significant fluctuations in expenditure;
- meet known future liabilities;
- provide resilience against emergencies;
- support long-term financial planning.

4. Principles

The Council will ensure that:

- reserves are held only for legitimate purposes;
- reserve levels are evidence based;
- all reserves are reviewed annually;
- reserves are transparent and publicly reported;
- reserves are not used to support unsustainable recurring expenditure;
- reserve movements are approved by Council.

5. Types of Reserves

The Council maintains two categories of reserves.

General Reserves & Earmarked Reserves

5.1 General Reserve

The General Reserve represents the Council's working balance.

Its purposes are to:

- provide working capital;
- manage cash flow;
- respond to unforeseen expenditure;
- meet emergency costs;

- provide resilience against financial risk.

5.2 Earmarked Reserves

Earmarked Reserves are sums set aside for specific approved purposes.

Typical examples include:

- building maintenance; roof replacement; vehicle replacement; play equipment renewal; election costs; IT replacement; climate change projects; cemetery development; public conveniences; grants programme; capital projects.

Each earmarked reserve shall have:

- a clearly defined purpose;
- an approved target balance, where appropriate;
- an anticipated timescale for its use;
- a nominated officer responsible for monitoring the reserve, normally the Responsible Financial Officer (RFO), with oversight by Full Council as appropriate; and
- be subject to review by the Council at least annually as part of the budget-setting process.

6. Determining the General Reserve

The Council recognises that reserve levels should reflect its individual circumstances.

The Practitioners' Guide recommends that General Reserves normally equate to between three and twelve months of net revenue expenditure.

Authorities with annual expenditure exceeding approximately £200,000 would normally be expected to maintain reserves towards the lower end of that range, subject to local risks and circumstances.

7. Earmarked Reserves

Earmarked Reserves may only be established by resolution of Full Council.

Each reserve shall include:

- name of reserve;
- purpose;
- date established;
- target balance;
- current balance;
- annual contribution;
- anticipated expenditure;
- review date.

The Responsible Financial Officer (RFO) shall maintain a Reserve Register.

8. Asset Replacement Reserves

The Council owns significant community assets which require planned replacement.

Where practical, the Council will establish sinking funds for:

- roof replacement;
- heating systems;
- catering equipment;
- furniture;
- public buildings.

9. Use of Reserves

Reserves should normally be used only for:

- one-off expenditure;
- capital projects;
- asset replacement;
- emergency expenditure;

- approved strategic priorities.

They should not routinely be used to balance recurring revenue budgets.

10. Transfers Between Reserves

Transfers (virements) between reserves require approval by Full Council unless delegated within the Financial Regulations.

The Council minutes shall clearly record:

- amount transferred;
- originating reserve;
- receiving reserve;
- purpose;
- financial implications.

11. Monitoring

The RFO shall report reserve balances:

- quarterly;
- at year-end;
- during budget setting;
- whenever significant changes occur.

Reports should identify:

- opening balance;
- additions;
- expenditure;
- transfers;
- closing balance;
- explanation of significant movements.

12. Annual Review

As part of the annual budget process the Council shall review:

- all earmarked reserve;
- the adequacy of General Reserve;
- any new financial risks;
- any planned capital expenditure;
- external inflationary pressures;

Reserves no longer required should be released by Council resolution.

13. Good Practice

The Council will seek to adopt the following good practice:

- maintain a published Reserve Register;
- support reserves with lifecycle costing*;
- avoid creating reserves without defined purposes;
- avoid excessive accumulation of public funds;
- review reserve adequacy annually;
- maintain transparency within budget reports;
- use reserves primarily for one-off expenditure;
- replenish General Reserves where they have been used to address exceptional circumstances;
- regularly review financial risks to ensure reserve levels remain appropriate.

14. Responsibilities

Full Council

Responsible for:

- approving this policy;
- approving reserve levels;
- establishing earmarked reserves;
- approving significant reserve movements;
- annual review.

Responsible Financial Officer

Responsible for:

- maintaining reserve records;
- advising Council on reserve adequacy;
- reporting balances;
- ensuring compliance with proper accounting practice;
- maintaining the Reserve Register.

15. Review

This policy shall be reviewed annually during the budget-setting process or sooner if:

- legislation changes;
- accounting guidance changes;
- significant financial risks arise;
- Council responsibilities materially change.

References

- Local Government Finance Act 1992
- Local Government Act 1972
- Accounts and Audit Regulations 2015
- Smaller Authorities Proper Practices Panel (SAPPP) Practitioners' Guide (latest edition)
- National Association of Local Councils (NALC) – *The Good Councillor's Guide to Finance and Transparency*

*Life-cycle costing means looking at the total cost of an asset, including its maintenance, repairs and eventual replacement, over the time the Council expects to use it.

RESERVES, cont.

ii: Current reserves balances

As at 31 August 2026, the Council held £487,779.70 in cash at bank. (as noted in the cash statement / bank reconciliation noted at item 11)

Of this amount, £134,983.12 is held in Earmarked Reserves for specific purposes,

The remaining £352,796.58 is the General Reserve, which is available to meet unforeseen expenditure and other general Council requirements, subject to Council approval. The Earmarked Reserves and General Reserve together equal the total cash held at bank.

Current Ear marked reserves:	Car Park	£22500.00
	Public Hall	£50000.00
	Jubilee Shelter	£3500.00
	Town Improvement	£5000.00
	CIL	£53983.12

The Finance Committee noted that the Council's reserves should be reviewed and revised in accordance with the Council's Reserves Policy, taking into account the possible future costs of maintaining and replacing Council assets. Separately, the Council is advised, in accordance with proper practice, to maintain a General Reserve equivalent to 3–12 months of running costs. Any additional amounts required for known future projects or asset replacement should be considered separately and, where appropriate, held as Earmarked Reserves.

iiia. Creation of New Reserves- Community Asset Transfer (CAT), Excerpt from Min 25.351ii

25.350 Precept 2026/27 & Community Asset Transfer (CAT)

- (i) It was noted that the Council Tax base for 2026/27 hds been received. For 2026/27 it is 2998.34 band D equivalent properties and that EDDC require confirmation of BSTC's precept request by 14 Jan 2026. Based on the agreed 19% increase [Min 25.316] this equates to a Precept request of £235953.47, not including any budget to account for any CAT
- (ii) Following a wide ranging discussion it was agreed that provision should be made within the budget to enable appropriate planning and preparation for potential community asset transfers (CAT). It was:
Resolved

95

It was proposed, seconded and RESOLVED that a precept of £258,000 be requested.

Members noted that the additional 11% increase within the precept would be allocated to planning and preparatory work relating to any assets that Budleigh Salterton Town Council (BSTC) may determine it wishes to safeguard for the benefit of the community by taking control of and managing them on its behalf. Members were advised that Town Councils across East Devon are being asked to consider which assets currently under the control of East Devon District Council (EDDC) are of importance to their communities and whether they may wish to take on responsibility for their future management. In order to manage any additional assets, BSTC would be required to budget for what could be a significant ongoing financial commitment.

By way of example, Members noted that the Station Road Public Toilets, which were safeguarded by BSTC when EDDC determined to close them, are currently operated and maintained at a cost of approximately £30,000 per annum, in addition to legal fees of approximately £5,000 incurred in advance of the transfer. These costs are funded through the precept requested by BSTC from EDDC which forms part of the community's financial contribution to maintaining local services.

In order to plan for and provide for the potential management of any future community asset transfers, Members considered what budgetary provision, if any, should be made to support the planning, maintenance, and operation of assets that may be transferred to the Town Council.

Agenda Item 15 Budget Headings

TC 28.9.26

To receive and agree the recommendation of the Finance Committee to adopt a number of changes to budget headings:

Heading	Current	Proposed
325	Equipment Services & Repairs	Office Equipment
329	None (new)	Office Maintenance
255	None (new)	Council Event Expenses
114/6	None (new)	SR Toilets – Fund
372	Statutory Sick Pay	Locum Cover
516/3	none (516 is Cleaning PH)	Cleaning Contactor

We would like to request that Budleigh Salterton Town Council sponsors a celebration of Trees via an event during National Tree Week. If we can secure sponsorship, we intend to invite EDDC to join us to celebrate their THaWS project and to include some of the charities and groups we are working with locally to provide shade and enhance and enrich our environment for the future. BSTC could also have a table promoting their environmental campaigns.

The event will comprise:

- a tree give away;
- information about temperatures and the importance of trees and shade in cooling towns and sequestering carbon.
- if sponsored by BSTC we would also like to request that the Mayor judge 'our treasured tree competition' and if BSTC would like then perhaps some of the favourite tree images could be printed by BSTC and hung in the Norman Centre which might benefit from some local images.
- St Peter's School has been contacted to see if they would like to participate in celebrating National Tree Week and there will be a craft/tree colouring competition for children.

Where will the project take place?

St Peter's Hall, Budleigh Salterton.

When will it take place?

Saturday 5th December at 9am.

How much funding is requested:

Budleigh Salterton Tree Musketeers are entirely self-funded atm. £580 will cover the core cost of running the event such as hire, promotional material, printing planting and care guides (with BSTC logo on if sponsored) but all the organisation, tree growing, care, and watering costs are being met as in-kind costs atm. We are also monitoring where the trees are planted to create a map of increased tree coverage in Budleigh Salterton.

Have you applied for or received other funding for this project?

We have applied to the Woodland Trust to join us and to supply us with in kind sponsorship in the form of free native woodland saplings for a tree give away on that date.

We have separately applied to the Lions for wider core sponsorship of The Budleigh Salterton Tree Musketeers (but not for this project) and some of the equipment that we have applied for will be used for this event such as stakes, watering trays, labels etc. Budleigh Salterton Lions has already sponsored the group by providing a banner.

The Tree Musketeers Update - September 2026**Who are we?**

We are a group of residents who share a love of trees and a desire to protect and plant for the future, as well as nurturing and protecting the beautiful trees we already have in our area of Budleigh and beyond.*

We are inspired by EDDC THaW's (Tree, Hedge and Woodland) strategy to increase tree cover in East Devon to 30% by 2035. Within this ambitious feasibility study are details of the different towns and parishes - with Budleigh Salterton having coverage currently at 22.9%.

This strategy aims to contribute to enhancing our environment and to combating climate change by providing shade, increased green spaces, improved wildlife habitats and carbon sequestration.

However, due to the lack of funding available for the above project, the Tree Musketeers are now an established independent community trees group with constitution and appointed officers.

What have we been working on since our launch in May 2026?

Launching at the Gala Week Environment Evening in May, the Tree Musketeers were overwhelmed with interest and enthusiasm from local residents and requests for help.

On that evening we gave away 60+ saplings for planting in local gardens, with supporting information to ensure the new trees thrive once planted.

Specific requests for help came from individuals wishing to plant memorial trees or enhance a corner of their locality to larger requests from community groups across the town (and further afield) wishing to enhance their environments by the planting of trees. These included, among others, SeaChange, Budleigh Salterton Football Club and St Peter's Primary School.

There is currently little shade in the main school playground, beyond a small copse of hazels in the corner. Hence the planting of new hedges along the road, and new trees to provide shade in the future is seen as essential by the Headmaster.

The Football Club is another area where significant tree and hedge planting would improve the wildlife habitat, increase shade and contribute to the overall ambition to increase green coverage in the town. As an already award winning environmentally sustainable club, we are keen to support this organisation with their planting plans.

With the unfortunate current lack of resources from EDDC, we have identified a scheme run by the Woodland Trust which can provide saplings for schools and organisations. We are encouraging the organisations that we are working with to apply for these, for planting in March 2027. In the interim we shall be working on the care of trees on the green with prior approval of Street Scene including the community orchard, some infilling of hedgerows and the identification of possible sites for further planting. This is just a start to the many ideas The Tree Musketeers have to enhance and strengthen our environment for the future.

At some point we shall be seeking funding for items such as watering tubes, tree stakes, IBC water tanks, children's watering cans, and protective fencing for St Peter's School.

- Budleigh and beyond refers to Budleigh/East Budleigh/Otterton/Yettington/Bicton/Colaton Raleigh/Newton Poppleford

Our funding request

The Tree Musketeers are seeking sponsorship for a specific event during National Tree Week, at the beginning of December 2026.

To mark the occasion and to engage with the local community we plan the following:

- National Tree Week event with our second tree give-away of the year
- Speaker from the Woodland Trust
- Market stalls from local environmental organisations e.g Plastic Free, OVA
- Treasured Tree photo competition
- Children's activities

25 AUGUST 2026

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2026/27

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2026 to 31 March 2027. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2026. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2026 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2026.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

These hourly rates do not now differ from those published by NJC for principal authorities as the calculation bases are in agreement. The NJC resolved to delete SCP 1 with effect from 1 April 2023, and the NJC has resolved to delete SCP 2 with effect from 1 April 2026.

* Hourly rate

	1 April 2025		1 April 2026		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	Deleted with effect from 1 April 2023				Below LC Scale (for staff other than clerks)
2	£24,413	£12.65	Deleted with effect from 1 April 2026		Below LC Scale (for staff other than clerks)
3	£24,796	£12.85	£25,614	£13.28	Below LC Scale (for staff other than clerks)

4	£25,185	£13.05	£26,016	£13.48	Below LC Scale (for staff other than clerks)
5	£25,583	£13.26	£26,427	£13.70	Below LC Scale (for staff other than clerks)
5	£25,583	£13.26	£26,427	£13.70	LC1 (below substantive range)
6	£25,989	£13.47	£26,847	£13.92	LC1 (below substantive range)
7	£26,403	£13.69	£27,274	£14.14	LC1 (substantive benchmark range)
8	£26,824	£13.90	£27,709	£14.36	LC1 (substantive benchmark range)
9	£27,254	£14.13	£28,153	£14.59	LC1 (substantive benchmark range)
10	£27,694	£14.35	£28,608	£14.83	LC1 (substantive benchmark range)
11	£28,142	£14.59	£29,071	£15.07	LC1 (substantive benchmark range)
12	£28,598	£14.82	£29,542	£15.31	LC1 (substantive benchmark range)
13	£29,064	£15.06	£30,023	£15.56	LC1 (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	LC1 (above substantive range)
15	£30,024	£15.56	£31,015	£16.08	LC1 (above substantive range)

16	£30,518	£15.82	£31,525	£16.34	LC1 (above substantive range)
17	£31,022	£16.08	£32,046	£16.61	LC1 (above substantive range)
18	£31,537	£16.35	£32,578	£16.89	LC2 (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	LC2 (below substantive range)
20	£32,597	£16.90	£33,673	£17.45	LC2 (below substantive range)
21	£33,143	£17.18	£34,237	£17.75	LC2 (below substantive range)
22	£33,699	£17.47	£34,811	£18.04	LC2 (below substantive range)
23	£34,434	£17.85	£35,570	£18.44	LC2 (below substantive range)
24	£35,412	£18.35	£36,581	£18.96	LC2 (substantive benchmark range)
25	£36,363	£18.85	£37,563	£19.47	LC2 (substantive benchmark range)
26	£37,280	£19.32	£38,510	£19.96	LC2 (substantive benchmark range)
27	£38,220	£19.81	£39,481	£20.46	LC2 (substantive benchmark range)
28	£39,152	£20.29	£40,444	£20.96	LC2 (substantive benchmark range)

29	£39,862	£20.66	£41,177	£21.34	LC2 (above substantive benchmark range)
30	£40,777	£21.14	£42,123	£21.83	LC2 (above substantive benchmark range)
31	£41,771	£21.65	£43,149	£22.37	LC2 (above substantive benchmark range)
32	£42,839	£22.20	£44,253	£22.94	LC2 (above substantive benchmark range)
33	£44,075	£22.85	£45,529	£23.60	LC3 (below substantive range)
34	£45,091	£23.37	£46,579	£24.14	LC3 (below substantive range)
35	£46,142	£23.92	£47,665	£24.71	LC3 (below substantive range)
36	£47,181	£24.46	£48,738	£25.26	LC3 (below substantive range)
37	£48,226	£25.00	£49,817	£25.82	LC3 (substantive benchmark range)
38	£49,282	£25.54	£50,908	£26.39	LC3 (substantive benchmark range)
39	£50,269	£26.06	£51,928	£26.92	LC3 (substantive benchmark range)
40	£51,356	£26.62	£53,051	£27.50	LC3 (substantive benchmark range)

41	£52,413	£27.17	£54,143	£28.06	LC3 (substantive benchmark range)
42	£53,460	£27.71	£55,224	£28.62	LC3 (above substantive benchmark range)
43	£54,495	£28.25	£56,293	£29.18	LC3 (above substantive benchmark range)
44	£55,801	£28.92	£57,642	£29.88	LC3 (above substantive benchmark range)
45	£57,139	£29.62	£59,025	£30.59	LC3 (above substantive benchmark range)
46	£58,523	£30.33	£60,454	£31.33	LC4 (below substantive range)
47	£59,922	£31.06	£61,899	£32.08	LC4 (below substantive range)
48	£61,198	£31.72	£63,218	£32.77	LC4 (below substantive range)
49	£62,852	£32.58	£64,926	£33.65	LC4 (below substantive range)
50	£64,373	£33.37	£66,497	£34.47	LC4 (substantive benchmark range)
51	£65,925	£34.17	£68,101	£35.30	LC4 (substantive benchmark range)
52	£68,053	£35.27	£70,299	£36.44	LC4 (substantive benchmark range)

53	£70,176	£36.37	£72,492	£37.57	LC4 (substantive benchmark range)
54	£72,307	£37.48	£74,693	£38.72	LC4 (substantive benchmark range)
55	£74,454	£38.59	£76,911	£39.86	LC4 (above substantive benchmark range)
56	£76,572	£39.69	£79,099	£41.00	LC4 (above substantive benchmark range)
57	£78,718	£40.80	£81,316	£42.15	LC4 (above substantive benchmark range)
58	£80,821	£41.89	£83,488	£43.27	LC4 (above substantive benchmark range)
59	£82,815	£42.93	£85,548	£44.34	LC4 (above substantive benchmark range)
60	£84,852	£43.98	£87,652	£45.43	LC4 (above substantive benchmark range)
61	£86,939	£45.06	£89,808	£46.55	LC4 (above substantive benchmark range)
62	£89,081	£46.17	£92,021	£47.70	LC4 (above substantive benchmark range)

19. **Norman Centre - Electrical Installation Condition Report(EICR)**

Members are asked to note that the EICR identified a C2 defect, classified as potentially dangerous and requiring remedial action. Members are asked to receive and approve the quotation set out in the papers to undertake the necessary remedial works.

***Electrical Installation Condition Report (EICR)**

The principal legislation is the Electricity at Work Regulations 1989, particularly Regulation 4, which requires electrical systems to be maintained, so far as is reasonably practicable, to prevent danger. This applies to electrical systems in premises where work activities are undertaken. For a Town Council such as BSTC, the main reason for having an EICR is to provide evidence that the Council is actively checking that its electrical installations are safe and that any defects are identified and dealt with.



Outlook

upgrading Norman DB + certification

From Sean Place <sean@bagwells.co.uk>

Date Mon 2026-09-07 10:36 AM

To Alice Gater-Wildgust <alice.gater-wildgust@budleighsaltertontowncouncil.gov.uk>

Cc Peter Bagwell <peter@bagwells.co.uk>

Hi allice , the cost to upgrade the Norman centre DB to a new metal board with surge protection and rcbo's provided for all circuits , to re issue a satisfactory EICR certificate and an installation cert for the board replacement would be:

£ 550 + vat including all materials & labour

If you want us to get this done let me know and I will order the parts and book a date with yourselves ,

Kind regards

Sean Place

Bagwells ltd
Station Yard
Station Road
Sidmouth
EX10 9DN

01395 577194

Agenda Item 20 Use of Legacy / Christmas Lights on the Green

Proposal for Members

Proposer: Cllr A Chaplin

Proposed: That BSTC approve the allocation of £2,000 from the legacy received for the enhancement

Purpose

To consider the use of a £2,000 legacy received by BSTC towards extending the Town's Christmas lighting scheme to The Green. This legacy was given to the Town Council, without condition.

Background

At the Annual Parish Meeting in March, residents were invited to suggest how CIL funds and this legacy could be used for the benefit of the town. Christmas lighting was one of the suggestions put forward.

The Christmas Lights volunteers have reviewed pledged donations and are currently extending the 2026 scheme from the traffic lights towards The Green.

Funding has already been secured for additional lights and Christmas trees at:

- Brook Kitchen;
- Across the road towards Milena's;
- A tree in the grounds of the Old Council Chambers; and
- Trees on the Church walls either side of the entrance.

This will create a continuous Christmas lighting scheme linking the Brook/traffic light area through to the Town's central area.

Proposal

The Christmas Lights volunteers propose installing lights on the two grey trees at the entrance to The Green, as shown in the accompanying photograph.

The lights would provide a welcoming entrance to The Green and create a continuous link with the wider Christmas lighting scheme.

Subject to agreement with the relevant landowner, consideration is also being given to leaving the lights permanently installed at a high level. This could allow other community organisations to use the lighting for events such as the Literary Festival and Carnival, providing an ongoing benefit beyond Christmas.

Cost

The estimated cost is £2,000, including the purchase and initial installation of the lights.

If the lights can remain permanently installed, future costs may be limited to installation and maintenance.

This is currently being investigated.

The proposed lighting would be a distinctive, stand-alone installation rather than the funding being absorbed into the general High Street Christmas lighting scheme.

Benefits

- Responds directly to suggestions made by residents at the Annual Parish Meeting.
- Enhances the entrance to The Green.
- Creates a continuous visual link with the wider Christmas lighting scheme.
- Provides a potential community asset that could be used for other events.
- Makes specific use of the £2,000 legacy for a visible and lasting enhancement to the town.
- Requires no ongoing staff involvement beyond the initial payment and any future agreed maintenance.

Risks

At the time of preparing this report, no significant financial or operational risks have been identified.

Potential issues include vandalism and electricity costs. The proposed installation would be positioned at a height intended to minimise the risk of interference. Electricity costs are expected to be minimal.

Installation would also be subject to obtaining any necessary permission from the relevant landowner.

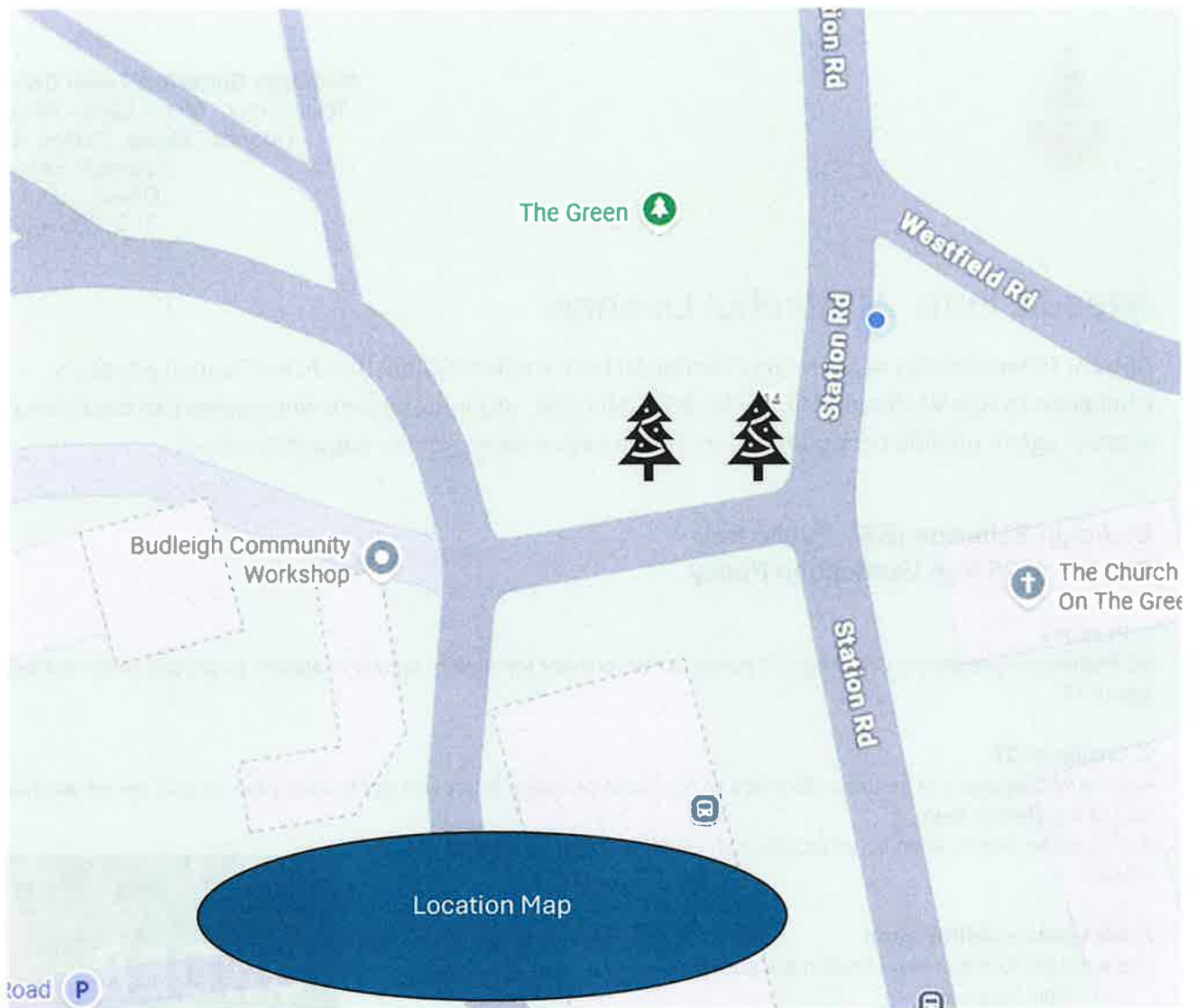
of the town towards the purchase and installation of Christmas lights on the two trees at the entrance to The Green, subject to all necessary permissions being obtained.

Members are asked to consider and vote on the proposal.

If approved, the Clerk is authorised to arrange payment of the £2,000 upon receipt of the appropriate invoice and confirmation that the necessary permissions for installation have been obtained.

Members may also wish to consider whether a small plaque acknowledging the legacy should be installed, subject to the necessary permission, as a lasting tribute to the generosity of the donor.







Budleigh Salterton Town Council
Town Clerk: Mrs A Gater-Wildgust
Council Offices, Station Road
Budleigh Salterton
Devon, EX9 6RJ
T: 01395 442245

Agenda Item 21 Alcohol Licence

Action: To receive and agree recommendation from the Town Clerk that Town Council adopts a Challenge 25 Age Verification Policy for BS Public Hall, requiring anyone who appears to be under 25 years of age to provide acceptable proof of age before being sold or supplied alcohol.

Budleigh Salterton (BS) Public Hall Challenge 25 Age Verification Policy

1. Purpose

BS Public Hall operates a Challenge 25 policy to help prevent the sale or supply of alcohol to anyone under the legal age of 18.

2. Challenge 25

Anyone who appears to be under 25 years of age must be asked to provide acceptable proof of age before alcohol is sold or supplied to them.

If acceptable identification is not provided, the sale or supply of alcohol must be refused.

3. Acceptable Identification

The following forms of identification are acceptable:

- Valid passport
- Valid photocard driving licence
- Valid PASS-accredited proof-of-age card

The identification must be genuine, valid and show the person's photograph and date of birth.

4. Hirer and Staff Responsibilities

The hirer and anyone involved in selling or supplying alcohol must:

- Follow this Challenge 25 policy.
- Check identification where required.
- Refuse the sale or supply of alcohol where acceptable identification is not provided.
- Never sell or supply alcohol to anyone under 18.
- Seek assistance from the designated responsible person if they are unsure about a sale.

5. Important Legal Point

The legal minimum age for purchasing alcohol is 18. Challenge 25 is a Hall policy designed to help ensure compliance with the law; it does not mean that a person must be 25 to purchase alcohol.

This policy supports compliance with the Licensing Act 2003, including the provisions relating to the sale and supply of alcohol to children and provides guidance to staff and volunteers involved in the sale of alcohol in the Public Hall.



Agenda Item 22

To receive and agree a recommendation from the CIL Committee to adopt the CIL ToR



Budleigh Salterton Town Council

Community Infrastructure Levy (CIL) Committee

Draft Terms of Reference

1. Name

The Committee shall be known as the **Community Infrastructure Levy (CIL) Committee** of Budleigh Salterton Town Council.

2. Status

The Committee is established by resolution of Budleigh Salterton Town Council, in accordance with the Council's powers and responsibilities under the Local Government Act 1972, as amended.

The Committee shall operate as an **advisory committee**, making recommendations to Full Council. All decisions regarding the allocation and expenditure of CIL funds shall remain the responsibility of the Full Council

3. Purpose

The purpose of the Committee is to:

- Assist the Council in the effective management of Community Infrastructure Levy receipts.
- Identify infrastructure needs arising from development within Budleigh Salterton.
- Develop and maintain a list of potential CIL-funded projects.
- Consider and evaluate proposals for expenditure of CIL funds.
- Promote transparency, accountability and community engagement in the use of CIL monies.
- Make recommendations to Full Council regarding priorities for expenditure.
- Seek support and guidance from the Town Clerk as appropriate
- Actively engage with community organisations, to identify infrastructure priorities and maximise community benefit from CIL expenditure.

4. Objectives

The Committee shall seek to ensure that CIL funds are used to:

- To address the demands of development on the local area
- Mitigate the impact of housing and commercial development
- Deliver demonstrable benefits to residents and visitors

5. Membership

The Committee shall comprise:

- At least three Town Councillors.

- The Town Clerk will provide administrative support to the Committee, including arranging meetings, preparing and circulating agendas and papers, recording minutes and decisions, and providing such other administrative support as is reasonably required for the effective operation of the Committee. The Town Clerk will not be responsible for undertaking substantive work on behalf of the Committee / providing specialist or professional advice.

6. Chair

- The Committee shall elect a Chair

7. Quorum

The quorum shall be three or one third of the total number of members of the CIL committee

8. Meetings

- Meetings will be held as required with a minimum of 2 meetings a year
- Additional meetings may be called by the Chair in consultation with the Town Clerk.
- Meetings shall be conducted in accordance with the Council's Standing Orders.

9. Duties and Responsibilities

Strategic Planning

The Committee shall:

- Maintain awareness of anticipated CIL income.
- Review local infrastructure requirements.
- Consider priorities identified through:
 - Neighbourhood Plan policies;
 - Public consultation.

Project Development

The Committee shall:

- Develop project proposals where appropriate.
- Assess projects against agreed criteria.

Project Assessment

When considering projects, the Committee shall evaluate:

- Community benefit.
- Alignment with CIL regulations.
- Relationship to development impacts.
- Cost and value for money.
- Deliverability.
- Long-term maintenance implications.
- Environmental sustainability.

Financial Monitoring

The Committee shall:

- Review available CIL balances.
- Monitor approved expenditure.
- Receive progress reports on funded projects.

Community Engagement

The Committee shall:

- Consider representations from residents and community organisations. –
- Promote awareness of how CIL funds are being used.

10. Assessment Criteria

Projects should demonstrate mitigation of impacts arising from development.

Priority may be given to projects that:

- Benefit a large proportion of residents.
- Attract matched funding.
- Deliver long-term benefits.
- Support adopted Council objectives.

These criteria are intended to assist in prioritising eligible projects and do not replace the requirement for proposed expenditure to comply with the statutory requirements governing the use of CIL.

11. Reporting

The Committee shall:

- Report recommendations to Full Council.
- Submit an annual review of CIL activity.

12. Conflicts of Interest

Members shall:

- Declare interests in accordance with the Council's Code of Conduct.
- Withdraw from discussion and voting where required.

13. Review of Terms of Reference

These Terms of Reference shall be reviewed annually

Adopted:

Min: