

BUDLEIGH SALTERTON TOWN COUNCIL

MEETING PAPERS

Meeting: Full Council

Date: 26.10.26

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 10

- (iii) To receive and note the details of income and expenditure for the period 1 April - 30 September 2026

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		26/27	26/27	Reserve	Actual Net	Balance
		26/27	Revised	Movements		
Council						
Income						
10	Precept	£257,764.29	£257,764.00	£0.00	£257,764.00	£0.00
20	VAT	£15,000.00	£15,000.00	£0.00	£8,406.46	-£6,593.54
30	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
40	EDDC Grant - Information Office	£2,628.00	£2,628.00	£0.00	£2,680.00	£52.00
50	Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income		£275,392.29	£275,392.00	£0.00	£268,850.46	-£6,541.54
Expenditure						
101	Car Park Fund	£8,000.00	£8,000.00	£0.00	£0.00	£8,000.00
102	Car Park Repairs	£1,500.00	£1,500.00	£0.00	£313.30	£1,186.70
110	Station Road Toilets - Fees	£0.00	£0.00	£0.00	£45.00	-£45.00
111	Station Road Toilets - Operating Costs					
111/1	Cleaning	£14,400.00	£14,400.00	£0.00	£6,736.44	£7,663.56
111/2	Consumables	£1,432.00	£1,432.00	£0.00	£362.82	£1,069.18
111/3	Maintenance	£13,081.00	£12,160.00	£0.00	£312.93	£11,847.07
111/4	Water / Sewerage	£3,402.00	£4,320.00	£0.00	£2,163.00	£2,157.00
111/5	Electricity	£600.00	£702.00	£0.00	£274.66	£427.34
111	Total	£32,915.00	£33,014.00	£0.00	£9,849.85	£23,164.15
115	Emergency Plan	£5,150.00	£5,150.00	£0.00	£417.12	£4,732.88
120	Grass Cutting, discontinued, now 499	£4,120.00	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

	26/27	26/27 Revised	Reserve Movements	Actual Net	Balance
125 Town Improvement Fund- Discontinued heading in 2026	£25,000.00	£0.00	£0.00	£0.00	£0.00
126 Defibrillators	£550.00	£550.00	£0.00	£125.00	£425.00
130 Town Handyman - Discontinued heading in 2026	£13,000.00	£0.00	£0.00	£0.00	£0.00
140 Jubilee Shelter Maintenance- Discontinued in 2026	£1,802.50	£0.00	£0.00	£0.00	£0.00
150 Community Infrastructure Levy	£0.00	£0.00	£0.00	£0.00	£0.00
160 Professional Services	£26,810.82	£5,000.00	£0.00	£0.00	£5,000.00
170 Drinking Water Fountain	£200.00	£300.00	£0.00	£65.00	£235.00
235 Office Consumables	£150.00	£150.00	£0.00	£80.50	£69.50
250 Annual Parish Meeting	£0.00	£165.00	£0.00	£0.00	£165.00
255 Council Event Expenses	£0.00	£225.00	£0.00	£315.08	-£90.08
499 Town Improvement Budget					
499/1 Grass Cutting	£0.00	£4,120.00	£0.00	£1,575.00	£2,545.00
499/2 Town Handyman	£0.00	£13,000.00	£0.00	£2,780.00	£10,220.00
499/3 Town Improvements	£0.00	£25,000.00	£0.00	£8,640.15	£16,359.85
499/4 Jubilee Shelter Maintenance	£0.00	£1,950.00	£0.00	£2,026.00	-£76.00
499 Total	£0.00	£44,070.00	£0.00	£15,021.15	£29,048.85
551 Grant - Locality	£0.00	£457.03	£0.00	£465.15	-£8.12
850 Electricity - Town Christmas Lights	£500.00	£500.00	£0.00	£0.00	£500.00
Total Expenditure	£119,698.32	£99,081.03	£0.00	£26,697.15	£72,383.88

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

Finance Committee		26/27	26/27 Revised	Reserve Movements	Actual Net	Balance
Income						
200	Bank Interest - Lloyds	£2,000.00	£1,200.00	£0.00	£746.85	-£453.15
205	Dividend - Local Auth Prop Fund	£5,000.00	£5,000.00	£0.00	£2,764.62	-£2,235.38
206	Interest - Public Sector Deposit Fund	£5,500.00	£5,500.00	£0.00	£2,395.63	-£3,104.37
220	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
222	Refund from Bank	£0.00	£0.00	£0.00	£0.00	£0.00
316	Grant and Donation	£0.00	£0.00	£0.00	£1,457.03	£1,457.03
Total Income		£12,500.00	£11,700.00	£0.00	£7,364.13	-£4,335.87
Expenditure						
300	Chairman's Allowance	£1,650.00	£1,650.00	£0.00	£34.33	£1,615.67
301	Civic Fund	£3,000.00	£3,000.00	£0.00	£0.00	£3,000.00
302	Members Expenses and Courses	£1,000.00	£1,000.00	£0.00	£457.00	£543.00
303	Publications and Membership	£1,535.00	£1,635.00	£0.00	£1,331.00	£304.00
304	Members Travel Expenses	£100.00	£100.00	£0.00	£0.00	£100.00
310	Audit Fee	£2,000.00	£2,000.00	£0.00	£840.00	£1,160.00
311	Bank Charges	£150.00	£150.00	£0.00	£29.27	£120.73
315	Grants and Donations	£20,000.00	£20,000.00	£0.00	£5,150.00	£14,850.00
320	Stationery	£300.00	£300.00	£0.00	£60.65	£239.35
321	Postage	£0.00	£0.00	£0.00	£0.00	£0.00
322	Telephone/Internet	£810.00	£810.00	£0.00	£338.67	£471.33
323	Photocopier	£1,500.00	£1,500.00	£0.00	£346.14	£1,153.86

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		26/27	26/27 Revised	Reserve Movements	Actual Net	Balance
324	Office Equipment	£500.00	£1,014.49	£0.00	£1,225.31	-£210.82
325	Equipment Servicing/Repairs	£300.00	£300.00	£0.00	£443.00	-£143.00
326	Office Furniture/Furnishings	£1,500.00	£1,000.00	£0.00	£543.00	£457.00
327	Computer Software	£2,400.00	£2,600.00	£0.00	£414.37	£2,185.63
328	Website	£800.00	£800.00	£0.00	£361.70	£438.30
330	Planters/Plants	£220.00	£220.00	£0.00	£171.40	£48.60
340	Elections	£2,500.00	£2,500.00	£0.00	£0.00	£2,500.00
345	Legal Fees	£1,000.00	£1,000.00	£0.00	£47.00	£953.00
350	Car Park Rates & Rent					
350/1	Rent	£515.00	£515.00	£0.00	£500.00	£15.00
350/2	Rates	£5,150.00	£5,302.00	£0.00	£2,892.34	£2,409.66
350/3	Cleaning	£0.00	£0.00	£0.00	£0.00	£0.00
350	Total	£5,925.00	£5,817.00	£0.00	£3,392.34	£2,424.66
370	Salaries					
370/1	Town Clerk	£37,925.00	£39,062.00	£0.00	£18,781.50	£20,280.50
370/2	Assistant to the Clerk	£12,875.00	£13,261.00	£0.00	£6,069.46	£7,191.54
370/3	NI - Employer's Contribution ALL Staff	£8,335.00	£7,738.00	£0.00	£3,882.29	£3,855.71
370/4	Pension - Employer's Contribution ALL Staff	£0.00	£16,072.00	£0.00	£6,554.50	£9,517.50
370/5	Receptionist	£0.00	£9,639.00	£0.00	£2,717.16	£6,921.84
370	Total	£68,495.00	£85,772.00	£0.00	£38,004.91	£47,767.09
371	Payroll	£500.00	£500.00	£0.00	£200.10	£299.90

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

	26/27	26/27 Revised	Reserve Movements	Actual Net	Balance
372 SSP	£15,000.00	£0.00	£0.00	£0.00	£0.00
373 Staff Travel Expenses	£250.00	£250.00	£0.00	£135.15	£114.85
374 Staff Training	£1,750.00	£1,000.00	£0.00	£40.30	£959.70
375 Locum Cover	£0.00	£0.00	£0.00	£0.00	£0.00
377 IT Support	£1,500.00	£2,100.00	£0.00	£926.25	£1,173.75
390 Miscellaneous	£500.00	£500.00	£0.00	£129.30	£370.70
Total Expenditure	£135,185.00	£137,518.49	£0.00	£54,621.19	£82,897.30

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

	26/27	26/27 Revised	Reserve Movements	Actual Net	Balance
Public Hall Committee					
Income					
410 Lettings	£29,100.00	£29,100.00	£0.00	£13,183.37	-£15,916.63
413 Electricity	£0.00	£0.00	£0.00	£0.00	£0.00
416 Internet re-charge	£100.00	£100.00	£0.00	£20.00	-£80.00
430 Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income	£29,200.00	£29,200.00	£0.00	£13,203.37	-£15,996.63
Expenditure					
500 Rates	£5,308.00	£5,308.00	£0.00	£2,704.00	£2,604.00
501 Gas	£4,000.00	£4,000.00	£0.00	£832.92	£3,167.08
502 Electricity	£7,000.00	£7,000.00	£0.00	£1,468.55	£5,531.45
503 Water	£2,500.00	£2,500.00	£0.00	£0.00	£2,500.00
505 Insurance	£11,000.00	£11,000.00	£0.00	£10,362.99	£637.01
510 Wages	£18,000.00	£18,000.00	£0.00	£8,627.62	£9,372.38
515 Cleaning-Discontinued in 2026	£5,000.00	£0.00	£0.00	£0.00	£0.00
516 Cleaning Activities					
516/1 Waste Services	£0.00	£3,700.00	£0.00	£1,835.26	£1,864.74
516/2 Consumables	£0.00	£2,300.00	£0.00	£637.72	£1,662.28
516/3 Cleaning Contractor	£0.00	£0.00	£0.00	£0.00	£0.00
516 Total	£0.00	£6,000.00	£0.00	£2,472.98	£3,527.02
517 Consumables - Discontinued in 2026	£9,300.00	£0.00	£0.00	£0.00	£0.00
520 Maintenance	£12,500.00	£12,500.00	£0.00	£5,772.71	£6,727.29

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

		26/27	26/27 Revised	Reserve Movements	Actual Net	Balance
521	Major Repairs/Renovations	£5,000.00	£5,000.00	£0.00	£496.80	£4,503.20
522	Hall Improvements	£20,000.00	£20,000.00	£0.00	£3,671.50	£16,328.50
523	Clock Service	£370.00	£370.00	£0.00	£0.00	£370.00
530	Licence	£250.00	£250.00	£0.00	£180.00	£70.00
535	Performing Rights	£2,500.00	£2,200.00	£0.00	£1,954.16	£245.84
540	Marketing	£3,000.00	£3,000.00	£0.00	£249.28	£2,750.72
590	Miscellaneous	£300.00	£300.00	£0.00	£0.00	£300.00
Total Expenditure		£106,028.00	£97,428.00	£0.00	£38,793.51	£58,634.49

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

Community Gardens Committee		26/27	26/27 Revised	Reserve Movements	Actual Net	Balance
Income						
600	Rents	£2,600.00	£2,600.00	£0.00	£0.00	-£2,600.00
601	Water Recharge	£1,300.00	£1,300.00	£0.00	£0.00	-£1,300.00
610	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
900	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income		£3,900.00	£3,900.00	£0.00	£0.00	-£3,900.00
Expenditure						
650	Rent	£700.00	£700.00	£0.00	£668.56	£31.44
660	Water	£1,500.00	£1,500.00	£0.00	£48.53	£1,451.47
670	Maintenance	£1,700.00	£1,700.00	£0.00	£334.21	£1,365.79
690	Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
Total Expenditure		£3,900.00	£3,900.00	£0.00	£1,051.30	£2,848.70

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

Norman Centre	26/27	26/27 Revised	Reserve Movements	Actual Net	Balance
Income					
700 Lettings	£3,350.00	£1,500.00	£0.00	£430.00	-£1,070.00
710 Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income	£3,350.00	£1,500.00	£0.00	£430.00	-£1,070.00
Expenditure					
750 Rates	£600.00	£600.00	£0.00	£315.40	£284.60
751 Gas	£400.00	£400.00	£0.00	£110.01	£289.99
752 Electricity	£700.00	£700.00	£0.00	£245.57	£454.43
770 Maintenance(NC)	£1,500.00	£500.00	£0.00	£0.00	£500.00
771 Major Repairs(NC)	£0.00	£1,000.00	£0.00	£0.00	£1,000.00
790 Miscellaneous	£0.00	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£3,200.00	£3,200.00	£0.00	£670.98	£2,529.02

Financial Budget Comparison

Comparison between 01/04/26 and 30/09/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/26

	26/27	26/27 Revised	Reserve Movements	Actual Net	Balance
Total Income	£324,342.29	£321,692.00	£0.00	£289,847.96	
Total Expenditure	£368,011.32	£341,127.52	£0.00	£121,834.13	
Total Net Balance	-£43,669.03	-£19,435.52		£168,013.83	

Agenda Item 10

(iv) Reserves

To consider and agree that unforeseen expenditure arising during the 2026/27 financial year may be met from the Council's General Reserve, where appropriate. (See papers)

Use of General Reserves

The use of General Reserves to meet unforeseen and unbudgeted expenditure is an accepted practice, provided that the expenditure is necessary and appropriately authorised.

Where expenditure could not reasonably have been anticipated during the budget setting process, the use of General Reserves may provide an appropriate means of funding the requirement without necessitating an immediate increase in the Council's precept.

The financial implications should be assessed carefully to ensure that sufficient reserves remain available to maintain the Council's financial resilience and meet future unforeseen commitments.

Total cash at bank 30.9.26 £586061.86

Earmarked reserves £156793.12 (noting that it was agreed to increase this [Min 26.217]

Available reserve: £429268.74 .

Unforeseen expenditure: £12593.00 (staffing) .
£2901 / 6000 – Office Heating and Cooling

The following expenditure has been incurred, or is anticipated to be incurred, during the 2026/27 financial year:

- **Staffing Restructure:** Costs associated with the staffing restructure, including salary costs, equipment and office furniture - £12593.00
- **Office Boiler Replacement:** Expenditure relating to the replacement of the office boiler. [Min 26.121]

TOWN COUNCIL

AGENDA PAPER – AGAR 2025/26

Meeting: Full Council

Date of Meeting: 26 October 2026

Agenda Item Number: 11

1. Report Details

Audit of Accounts: Year Ended 31 March 2026

External Audit – Limited Assurance Opinion

To note that the external audit has been completed. The external auditor's Limited Assurance Opinion identifies a number of inaccuracies in Section 1 of the Annual Governance Statement, which have since been rectified.

The external audit findings should be noted alongside the auditor's opinion and any recommendations arising from the review.

Recommendation: That the Council notes the completion of the external audit, the findings set out in the external auditor's Limited Assurance Opinion, and the corrective action taken in respect of the identified inaccuracies [Min 26.216]

Budleigh Salterton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Budleigh Salterton Town Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Budleigh Salterton Town Council on application to: (a) <u>ALICE GATER - WILLOUST</u> <u>Responsible Financial Officer / Town Clerk</u> <u>COUNCIL OFFICES / clerk@budleighsalterton</u> <u>TOWN COUNCIL GOV.UK</u> (b) <u>Mon - Wed - Fri</u> <u>10 - 1pm</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £ <u>0</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Alice Gater - Willoust</u> <u>Town Clerk / Responsible Financial Officer</u> Date of announcement: (e) <u>28.9.26</u>	(d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Budleigh Salterton Town Council – DV0077

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.

- The responses given in Section 1, Box 9 and Section 2, Box 11 are not consistent. The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should have been answered 'Yes' as it is not a sole managing trustee.
- Section 1, Box 7 of the AGAR has not been completed.

Section 1, Assertion 6 has been incorrectly completed. Information received from the smaller authority confirms that it did not consider and minute the appointment of the internal auditor in the year.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

21/09/2026

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
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
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:

25 571 ii

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

Chair

Clerk

www.budleighsaltertontowncouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

Budeleigh Salterton Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	328,094	272,676	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	165,900	198,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	62,085	63,110	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	104,896	89,126	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	178,505	139,933	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	272,676	304,727	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	263,877	309,001	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,156,554	2,154,554	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		✓	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Alice Gettin

Date

08/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

22/06/2026

as recorded in minute reference:

21/06/2026

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

G. Woodcraft

TOWN COUNCIL

AGENDA PAPER – Grants Q3, 202/2024

Meeting: Full Council

Date of Meeting: 26 October 2026

Agenda Item Number: 12

Agenda Item 12 – Request for Grant Aid

YTD Commitments

2026/2027 Grant Expenditure					
Organisation	Paid from:			Minute no.	Paid
	Grant Budget	TI Budget	\$106 funds		
Budleigh Music Festival	1,700.00				yes
Shop Budleigh, Christmas Lights	6,000.00				Jan-27
Tree Champions		580.00		26.219	No
Community Larder	1,000.00			26.163	Yes
Carnival	1,250.00			26.163	YEs
BIB		1,000.00		26.163	Yes
Peter Hall		500.00		263.163	No
BSCC			5,000.00	26.163	via EDDC
OVA		750.00		26.163	Yes
Budleigh Lions	Grant via reduced room hire				
Expenditure:	Grant Budget	9,950.00			
	Town Improvement Bud	2,830.00			
	\$106	5,000.00			



TOWN COUNCIL GRANT APPLICATION – COVER SHEET

Name of Organisation:

Drake's Primary School PTFA (Registered Charity No. 1093173)

Contact Person:

Rosie Robertson

Organisation Address:

Drake's C of E Primary School, Middle Street, East Budleigh, Budleigh Salterton, Devon, EX9 7DQ

What is the purpose of your organisation?

Drake's Primary School PTFA is a volunteer-led registered charity raising funds to support the education, wellbeing and enrichment of pupils at Drake's Primary School. Although situated in East Budleigh, the school serves families from across the local area and over 40% of current pupils live in Budleigh Salterton. Drake's is a very small rural school offering a close-knit, nurturing environment; a significant number of Budleigh families actively choose this smaller setting because they feel it is particularly well suited to their child. The PTFA helps provide opportunities and resources that can be disproportionately difficult for a school of this size to fund, so pupils can continue to benefit from a broad and inclusive education.

Grant Request Summary**What is the name/title of the project or activity?**

Swimming & Water Safety Programme

What are you requesting funding for?

We are requesting £600 towards a six-week block of curriculum swimming and water-safety provision for our older class at LED Exmouth Leisure Centre. Swimming and water safety are essential life skills and are especially relevant for children growing up in a coastal community, where the sea, beaches, estuary and other open water are a familiar part of local life.

Swimming and water safety are also a statutory part of the primary curriculum: pupils should be able to swim at least 25 metres and perform safe self-rescue in different water-based situations. Yet recent national data shows that almost 3 in 10 Year 6 children in England cannot confidently swim 25 metres or perform safe self-rescue, underlining the importance of protecting access to school swimming.

Drake's has no on-site swimming pool, so pupils must travel to Exmouth to access this curriculum provision. Swimming costs £120 per session (£720 for six weeks). To keep costs as low as possible, transport is shared with another local school, reducing Drake's share to £75 per visit (£450 for six weeks). The total six-week cost is therefore £1,170. For a school of only 38 pupils, fixed costs for off-site provision remain significant even after sharing transport.

Changes to school sport funding from January 2027 mean sustaining this provision from already limited budgets is becoming increasingly difficult. As a PTFA, we do not want to make assumptions about future school decisions; instead, we are proactively seeking support so that financial pressure does not reduce children's access to this crucial curriculum skill.

The local benefit is particularly strong: 10 of the 17 pupils in the participating class live in Budleigh Salterton - almost 60% of the direct beneficiaries. The whole class takes part, including pupils with disabilities and children who may have limited access to private swimming lessons. This ensures access is inclusive and not dependent on a family's ability to pay for lessons outside school.

A £600 Town Council grant would unlock a £1,170 programme, with the remaining £570 met through school/PTFA funding and fundraising. It would make a direct, practical investment in the swimming ability,

water confidence, safety and wellbeing of young Budleigh residents, while helping a very small local school overcome the higher per-pupil cost of accessing facilities it cannot provide on site.

Where will the project take place?

Swimming and water-safety sessions will take place at LED Exmouth Leisure Centre, with pupils travelling from Drake's Primary School. Of the 17 participating pupils, 10 are Budleigh Salterton residents.

When will it take place?

A six-week block during the 2026/27 academic year, with dates agreed by the school and swimming provider.

How much funding are you requesting?

£600 towards a total project cost of £1,170.

Swimming provision (6 sessions): £720 | Drake's share of transport (6 visits): £450 | Total: £1,170 | BSTC request: £600 | Remaining contribution: £570

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

No other grant funding has been received or applied for specifically for this project. The remaining £570 will be met through school/PTFA funding and fundraising. The PTFA continues to fundraise for pupil enrichment and wellbeing, and the school already shares transport with another local school to halve Drake's transport cost and maximise value for money.



Buddleigh Salterton Town Council

TOWN COUNCIL GRANT APPLICATION – COVER SHEET

Name of Organisation: St Peter's PTA, Buddleigh Salterton

Contact Person: Jessica Linacre

Organisation Address:

St Peter's Church of England Primary School
Moor Lane, Buddleigh Salterton
EX9 6QF

What is the purpose of your organisation?

St Peter's PTA raises funds to support St Peter's Church of England Primary School, helping to enhance the educational experiences, opportunities and wellbeing of all pupils.

Grant Request Summary

St Peter's PTA would like to thank Buddleigh Salterton Town Council for its generous support in previous years towards our much-loved Christmas Santa's Grotto.

We are hoping to run this popular event again in 2026 as part of the St Peter's Christmas Fayre. A key part of the event is ensuring that every child at the school receives a Christmas gift. We traditionally purchase a book or similar for each pupil, with younger children receiving their gift during their visit to Santa's Grotto. The remaining gifts are distributed at school to older pupils and children who are unable to attend the event.

This initiative helps ensure that every child receives a gift at Christmas, regardless of their age or ability to attend the fayre.

We would be very grateful if Buddleigh Salterton Town Council could consider contributing towards the cost of purchasing these gifts and supporting the event once again. Any surplus funds would be used to support other Christmas treats and activities for the children at St Peter's School.

The Town Council's continued support would make a real difference in helping us create a special and inclusive Christmas experience for all our pupils.

What is the name/title of the project or activity?

St Peter's Christmas Fayre – Santa's Grotto and Christmas Gifts

What are you requesting funding for?

We are requesting a grant of £500 towards the cost of purchasing a Christmas gifts for every child at St Peter's Church of England Primary School as part of our annual Christmas Fayre and Santa's Grotto.

The gifts will be given to younger children during their visit to Santa's Grotto, with the remaining gifts distributed at school to older pupils and those unable to attend the event. This ensures that every child receives a Christmas gift and can share in the festive celebrations.

Any surplus funding would be used to provide additional Christmas treats and activities for the children.

We sincerely hope the Town Council will be able to support this community event again this year. Its contribution would help us continue this much-valued tradition and bring Christmas cheer to all the children at our school.

Where will the project take place?

Budleigh Salterton Town Hall

When will it take place?

29 November 2026

How much funding are you requesting?

£500

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

No. We have not applied for or received funding from any other sources for this project.

Please return to: Alice Gater-Wildgust, Town Clerk.

clerk@budleighsaltertontowncouncil.gov.uk



Buddleigh Salterton Town Council

TOWN COUNCIL GRANT APPLICATION – COVER SHEET

Name of Organisation:

Museum Development South West (Bristol City Council) on behalf of Fairlynch Museum.

Contact Person:

Jenni Orme, Senior Programme Officer, Museum Development South West.

Organisation Address:

Museum Development South West
Bristol Museum and Art Gallery
Queens Road
Bristol BS8 1RL

What is the purpose of your organisation?

Museum Development South West is a business-to-business sector support service supporting approximately 300 museums within Arts Council England's Accreditation scheme in the south west of England. In 2025/26, 322 museum and heritage sites including Fairlynch Museum directly benefitted from support services provided by Museum Development South West which are provided without charge due to public funding investment.

Grant Request Summary

£800 to support the ongoing work of Museum Development South West, supporting a free programme of training, specialist support in volunteering and collections care, access to a dedicated place-based Museum Development Officer for Devon as well as the opportunity to apply for development funding to support specific projects and activity. These will all continue to be made available to Fairlynch Museum with the support of this grant.

What is the name/title of the project or activity?

Museum Development South West support services for Fairlynch Museum

What are you requesting funding for?

This funding is focused on building the resilience and ambition of non-national museums across England within the Accreditation Scheme and those not already in receipt of funding as one of the Arts Council's National Portfolio Organisations.

Fairlynch Museum is the only Accredited museum in Buddleigh Salterton, it has been a part of Buddleigh Salterton's cultural life for nearly 60 years. It tells the story of Buddleigh Salterton and the people that have shaped it. Its collections are important with items of local and national significance.

Fairlynch Museum is entirely volunteer run supported by approximately 50 volunteers. Museum Development South West provides specialist volunteering support services including advice, tailored support and training for volunteers whenever required at Fairlynch Museum to continue to strengthen its volunteer workforce and provide a range of volunteering opportunities for the local community. Our Museum Development Officer is

currently the Accreditation Mentor for the museum, supporting them in maintaining their Accredited status.

The volunteer workforce can access a range of development support services including skills development through our SW Museum Skills Programme to provide them with the skills and tools to care for, and share, their collections with the local community and audiences further afield. This year they also received support from our specialist Collections Development Officer who provides free support and advice on all aspects of museum collections care. They can also access training to contribute to environmental sustainability, learning how to reduce their carbon footprint and create conversations with audiences and local communities of the impact of the climate emergency.

The volunteer workforce can also draw upon Museum Development South West project opportunities such as our current project, National Lottery funded 'Connected for Change', and further resources developed through museum practice to support inclusive practices to reach a wider range of people. One such resource is our Equality, Diversity and Inclusion Roadmap E-Learning course available through our website to museum volunteers.

Alongside volunteer support, each year Museum Development South West operates the Annual Museum Survey collecting information on Accredited museums on their workforce, finance and audiences, in order to demonstrate the social and economic impact of museums. Museum and heritage organisations are all weather attractions and heritage plays a vital part in Budleigh Salterton's tourism economy. Using the AIM Economic Impact Toolkit 2024, the economic impact of Fairlynch Museum is estimated at £26,679. This demonstrates the vital contribution Fairlynch Museum makes to Budleigh Salterton. This grant would help Museum Development South West in continuing to offer support services to the museum and its dedicated volunteers and trustees, helping ensure they can continue to run a successful museum for the community of Budleigh Salterton.

Where will the project take place?

Museum Development South West activity takes place across Devon and the South West, with access to a range of free support services delivered both online and in person. Through the support of Local Authority contributions such as this grant, this offer is open to Fairlynch Museum as an Accredited museum within the Arts Council south west area.

When will it take place?

Museum Development South West offers support to Fairlynch Museum all year round. This grant funding will support our activities in 2026/27.

How much funding are you requesting?

£800

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

Museum Development South West receives core Arts Council England funding alongside contributions and grants from Local Authorities across the south west. This grant funding allows us to ensure our place-based Devon Museum Development Officer has capacity to support Fairlynch, providing access to training, grants and specialist support where required.

Please return to: Alice Gater-Wildgust, Town Clerk.

clerk@budleighsaltertontowncouncil.gov.uk



Budleigh Salterton Town Council

TOWN COUNCIL GRANT APPLICATION – COVER SHEET

Name of Organisation: Seachange Devon

Contact Person: Marc Jobson / marc.jobson@seachangedevon.org

Organisation Address: East Budleigh Road, Budleigh Salterton, Devon EX9 6HF

What is the purpose of your organisation?

Seachange is a community health and wellbeing charity at the heart of Budleigh Salterton, providing a wide range of services, facilities and activities for people of all ages across the local community.

Our aim is to help people live healthier, happier and more independent lives, while providing a welcoming community space where people can access services, take part in activities, meet others and stay connected. Seachange brings together health, wellbeing and community support in one place, including NHS clinics and health services, Community Transport, exercise and activity programmes, social and support groups, volunteering opportunities, a nursery and community café.

Our services are open to the whole community, and are a lifeline to many older people, people living with long-term health conditions or disabilities, unpaid carers and people experiencing loneliness or isolation. Through practical support, opportunities to stay active and connected, and access to health and community services, we help local people maintain their wellbeing and independence and remain involved in community life.

Grant Request Summary

What is the name/title of the project or activity? Accessible Community Transport Vehicle

What are you requesting funding for?

Seachange is seeking £5,000 towards the purchase of a second-hand accessible vehicle for our Community Transport service, which has become a lifeline for many local people who would otherwise struggle to access appointments, services and activities within and outside Budleigh Salterton.

We are seeing increasing demand for Community Transport. People are living longer and remaining independent in their own homes for longer, which is hugely positive, but many are also living with health conditions, reduced mobility and an increasing number of medical and hospital appointments. For people who no longer drive or do not have family or friends

available to take them, reliable local transport can make the difference between being able to attend an appointment and simply not being able to get there.

We work closely with other local organisations providing community transport and, wherever appropriate, signpost people to other services, including Exmouth and District Community Transport. However, their service has changed its focus towards social and shopping group trips and they no longer provide individual transport to medical appointments. This has significantly increased demand for our service, as Seachange is now the main community transport provider in the area able to support people with individual journeys to medical appointments.

Just as importantly, our transport isn't only about medical appointments. It enables people to come to Seachange, attend local groups and activities, meet friends, access services and remain part of the community they have lived in for many years. For someone living alone or with limited mobility, these journeys can be incredibly important in preventing loneliness and isolation and helping them maintain their independence and quality of life.

At the heart of the service are our volunteer drivers. Traditionally, many volunteers have used their own cars, but this is becoming increasingly difficult. The cost of owning and running a car has risen considerably and more households now have only one vehicle, which may not be available for volunteering. As a result, more of our volunteer drivers need to use Seachange vehicles. We have people willing to give their time to help others in their community, but increasingly we simply don't have enough vehicles available for them to use.

An additional accessible vehicle would allow us to make better use of our wonderful local volunteers and provide more journeys for people who need them. It would support people to attend essential appointments, but equally importantly, reduce isolation and loneliness and help people remain active, connected and involved in Budleigh community life.

This is a very practical investment in our community: one additional vehicle, driven by local volunteers, helping hundreds more local people maintain their independence and continue to access the services, activities and connections that matter to them.

Where will the project take place? Budleigh Salterton

When will it take place? As soon as funding is secured during 2026 hopefully

How much funding are you requesting? £5,000

Have you applied for or received other funding for this project? We have also applied to Budleigh Salterton Lions for £5,000 towards the cost of the vehicle.

Please return to: Alice Gater-Wildgust, Town Clerk.

clerk@budleighsaltertontowncouncil.gov.uk



The Lions Club
Budleigh Salterton
(Lions International – District 105SW)



Grant
Gala week
Cycle Competition

Gavin March
14 Armytage Rd
Budleigh Salterton
EX9 6SD
Tel: 07721051701
Email: gavinmarch@aol.com

20th October 2026

Dear Alice

Ref: our 43rd Gala Week – Saturday 29th May – Sunday 6th June 2027

Gala Week 2026 is in progress with all participants having to confirm their events to us by the middle of January to enable us to finalise the programme.

I now write to ask, on behalf of the Budleigh Salterton Lions Club, if you would be kind enough to continue your sponsorship towards the cost of us putting on the “Gala Week Children’s/Adults Cycle” Competition in the sum of £200 this will enable us to run the event as before.

We are not seeking payment now (unless you wish to) but just confirmation that you are agreeable to continue your support so that we can include sponsors names in the “Programme of Events” when hopefully it goes to print in early February next year with the hope of having them on sale in local shops by Easter.

If you are in favour of supporting us again, I will prepare an invoice and let you have together with our Bank details.

Thank you for considering this request.

Yours sincerely,

Gavin March – Service Chair and Gala Week Orgainsier



The Lions Club of Budleigh Salterton

*Lions International
District 105 SW*



Gala week
Concessionary Rate

Gavin March
14 Armytage Rd
Budleigh Salterton
EX9 6SD
Email: gavinmarch@aol.com
Tel: 07721051701

Reference - Budleigh Salterton Gala Week Saturday 29th May until Sunday 6th June 2027

Dear Alice,

On behalf of the Lions Club Budleigh Salterton, please request members of the council to consider a concessionary hire charge for use of the public hall during Gala week.

The club seeks consent for events to be held on the green on Saturday 29th, Sunday 30th and Monday 31st of May

Also that the town council is happy for bunting to be erected in the High Street in Mid – May until the end of Sept after the Literacy festival

We thank you in anticipation of an early reply

Kind Regards

Gavin March
Gala week planning
Budleigh Salterton Lions

Action for Members

Proposed Resolution: Securing the Long-Term Future of the Norman Centre

Members are asked to resolve:

1. To agree in principle to exploring an opportunity to partner with the Budleigh Salterton Community Workshop and secure the long-term future of the Norman Centre by maximising the use of this community asset and establishing a regular and guaranteed income stream.
2. To agree that preliminary discussions take place with Budleigh Salterton Community Workshop (BSCW) to explore potential opportunities for collaboration that could increase the use of the Norman Centre and provide a reliable, ongoing source of income.
3. To note that no commitment to expenditure, formal agreement or implementation is authorised at this stage, and that any proposals arising from these discussions will be brought back to the Town Council for consideration and approval before any commitment is made.

An Opportunity for a Sustainable, Long term Community Partnership

Current Assessment / Economic Considerations

The Norman Centre has seen a reduction in bookings over the past year, partly because smaller groups have access to a wider choice of meeting rooms around the town.

The Centre incurs fixed costs, including insurance, business rates and utility standing charges, regardless of its level of bookings or turnover. Reduced income therefore places greater pressure on the Town Council to meet these unavoidable costs.

Exploring a potential arrangement with Budleigh Salterton Community Workshop (BSCW) offers an opportunity to maximise use of the Centre, generate a regular and reliable income stream and help offset these ongoing expenses, whilst safeguarding the Centre's long term future as a community asset.

Any arrangement would be subject to financial assessment and further consideration by the Town Council before a formal commitment is made.

Purpose

The Norman Centre is an important community asset and remains a facility that the Town Council should seek to protect and make available to as many members of the community as possible.

The space received a significant investment in 2017/2018 following Age Concerns move to The Hub (now Seachange). This was in the region of £18k plus.

In recent years there has been a reduction in general use of the Centre. At the same time, Budleigh Salterton Community Workshop (BSCW) is reporting that its existing accommodation is full for much of the time and that it is actively seeking additional space.

This presents the Town Council with an opportunity.

Rather than seeing reduced use of the Norman Centre simply as a challenge, we could use this opportunity to establish a stronger and more sustainable community use of the building, while retaining Council ownership and ensuring that the facility remains available to the wider community. I believe a partnership with BSCW could achieve precisely that.

The Proposal

The Town Council explores entering into a five year lease with BSCW for the main available space within the Norman Centre, subject to appropriate terms being agreed and final Council approval.

Following a preliminary conversation with Bill McDermott, BSCW has indicated that this is an arrangement they believe they could work with.

Importantly, they have indicated that they would be prepared to offer:

- £3,000 per annum rent over a five year lease
- Responsibility for the utility costs associated with the building
- Responsibility for the legal costs incurred by the Council in establishing the arrangement
- A commitment to return the space at the end of the agreement in the same condition in which it was received
- A willingness to undertake a formal review at the end of five years, with the possibility of agreeing a further five year arrangement and reviewing the rent and other terms at that time.

This would give the Council both an immediate financial return and, perhaps more importantly, a committed long term community user.

Some Members will be aware that BSCW has made extensive efforts to find additional space and is currently putting plans in place to install a container on its front hardstanding. This is not its preferred option, but it is being considered because other avenues for additional space have been explored and exhausted.

The proposed use of the Norman Centre therefore offers a practical alternative which could support the continued growth of BSCW while making better use of a Council owned community asset.

Protecting Wider Community Use of the Norman Centre

This proposal is not about handing the Norman Centre over to one organisation.

The intention is to create a shared community asset, with BSCW providing regular and sustainable use of the space while the Council continues to ensure that the wider community can benefit from its facilities.

The existing caretaker's storage will remain under the control of the Town Council and fully accessible to the Council as required.

There will also remain opportunities to accommodate smaller meetings and community activities. These could potentially be held in the Council Chamber or, where appropriate, in the private meeting space known as 'The Loft' above the Community Workshop.

This approach therefore gives the Council an opportunity to maximise the use of its community facilities as a whole, rather than having spaces sitting unused.

Noise Considerations

Noise transfer is understandably an important consideration.

A preliminary test has already been undertaken, including testing with a range of power tools, and this indicated that noise transfer between the spaces is minimal.

This is encouraging and suggests that the different uses of the building can operate alongside one another successfully.

Any final agreement could include appropriate conditions regarding the use of amplified sound and consideration of other activities taking place within the building.

Financial and Practical Benefits

Commercial Value Considerations

The primary objective is to secure the long term future of the Norman Centre as a sustainable, Council owned community asset, rather than simply maximise commercial rental income. The proposed partnership with Budleigh Salterton Community Workshop offers the potential for guaranteed income, reduced running costs and increased use of the building for community benefit. However, the Council must ensure that the proposed rent and lease terms represent appropriate value, relative to the income that would otherwise be received.

A five year arrangement could provide the Town Council with:

- £3,000 annual rental income / £15,000 guaranteed rental income over five years
- Utility costs associated with BSCW's use met by BSCW
- Legal costs associated with establishing the arrangement met by BSCW.

The Norman Centre currently has an annual income budget of £3,350. Year to date actual income is significantly lower, indicating that income is significantly below the budgeted level. Previous years have seen the budget realised (£2500/3000 per annum income)

Norman Centre I&E comparisons		
	Income	Expenditure
2026/2027 YTD (half year figures only)	£410.00	£670.98
2025/2026	£2,950.00	£1,374.00
2024/2025	£3,347.00	£1,618.00
2023-2024	£2,522.00	£2,180.00

Even if the existing annual income budget were fully achieved, the proposed arrangement would provide the Council with a guaranteed £15,000 of rental income over the five year period, alongside the additional benefit of BSCW taking responsibility for its utility costs and the legal costs associated with establishing the lease. Rates over the period would be in the region of £3300.00, based on a 4% year on year increase. Payment arrangements to be discussed.

The proposal therefore provides the Council with a secure and predictable income stream over the five year period, while also offering greater certainty around the future use and sustainability of the Norman Centre.

In addition:

- BSCW would meet the utility costs associated with its use.
- BSCW would meet the Council's reasonable legal costs associated with establishing the agreement.
- The Council would have a committed community organisation using the facility on a regular basis.
- The Centre would have greater levels of activity and occupancy.
- The Council would retain ownership and oversight of the building.
- There would be no expectation of significant capital works or alterations.
- The building would remain a valuable community resource for the future.

This represents a considerable opportunity to turn underutilised space into a productive, active and sustainable community asset.

Continuing Access to Smaller Meeting Space

The proposal would not mean that affordable meeting space is lost to the community.

The smaller meeting space in The Loft, above the Community Workshop, is reportedly already busy for much of the time with community groups. It is available at £10 per hour, which is the same rate currently charged for community groups using the Norman Centre.

This provides a practical alternative for smaller meetings and community activities, while the larger space at the Norman Centre can be used more consistently through the proposed BSCW arrangement.

Taken together, these arrangements provide an opportunity to make better use of the Council's community facilities as a whole: securing regular use and income at the Norman Centre, while continuing to provide affordable meeting space for smaller community groups through The Loft.

The proposal therefore has the potential to deliver greater financial sustainability, increased utilisation and continued community access, while retaining the Norman Centre as a Council owned community asset.

A Partnership Rather Than Simply a Lease

I believe it is important that this is viewed as more than a conventional landlord and tenant arrangement.

BSCW is itself a community organisation, and its need for additional space reflects the fact that its existing facilities are being well used.

Providing BSCW with a home within the Norman Centre could allow its activities to grow while bringing additional life and activity to a Council owned community building.

There may also be opportunities over time for the Council and BSCW to work together to encourage new activities, support other local groups and make better use of the facilities available within the building, including opportunities for the Public Hall.

The Council would therefore be using its asset to support community capacity and participation, rather than simply seeking to generate rental income.

The Five Year Review

A five year term provides an appropriate period of certainty for BSCW while allowing the Council to review the arrangement at a sensible point.

At the end of the five years, the Council and BSCW could jointly review:

- The success of the arrangement
- The level of community use
- The condition of the building
- The rental value
- Utility and other costs
- The needs of the wider community
- Whether a further five year lease would be appropriate

This would provide an opportunity to agree a further five year term, with the rent and other arrangements reviewed to reflect circumstances at that time.

Why Now?

The Council has an opportunity to take a proactive approach to the future of the Norman Centre.

Doing nothing risks allowing the Centre to become increasingly underused, while the costs of maintaining a community building continue.

Conclusion

Members are invited to consider the proposal and provide their views on whether it offers a positive and sustainable way forward for the future of the Norman Centre.

At this stage, the purpose is to seek Members' thoughts and comments and, if there is sufficient support, to enable further discussions to take place with BSCW and the relevant professional advisers. Any proposed lease or other formal arrangement would, of course, be subject to appropriate terms being agreed and brought back to the Town Council for formal consideration and approval.

Author:AGW

Agenda Item 15 Office Heating & Cooling Installation

Purpose of the Report

To consider the quotations received for the removal of the obsolete boiler and installation of replacement heating and hot water equipment, and to appoint a contractor.

- 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

Background

In June 2026, the Town Council resolved to replace the existing heating system in the Council Offices, as recorded in the minutes [Min 26.121]. The opportunity has now arisen to consider extending the installation to

incorporate both heating and cooling. This would provide a more comprehensive solution, helping to maintain a comfortable working environment during colder winter months and increasingly hot summer periods. Rather than installing a replacement heating system alone and having to consider a separate cooling installation in the future, Members are asked to consider whether a combined system would represent a more practical and sustainable long-term investment

Additionally, the Council has responsibilities as an employer to provide a suitable working environment for its staff, including maintaining reasonable workplace temperatures.

The [Health and Safety Executive Approved Code of Practice](#) outlines that a temperature should be reasonable in indoor workplaces to be reasonable during working hours. It indicates that workplace temperatures should normally be at least 16°C, or 13°C where work involves rigorous physical effort.

There is no statutory maximum workplace temperature. However, employers must assess and manage risks arising from excessive heat and cold, taking account of the workplace, the activities undertaken and the circumstances of individual workers.

A combined heating and cooling system could help the Council meet its responsibilities by providing greater control over internal temperatures throughout the year. It could also improve staff comfort, wellbeing and concentration, particularly during periods of extreme seasonal temperatures.

Reference: Health and Safety Executive, *Temperature in the workplace – What the law says:* <https://www.hse.gov.uk/temperature/employer/the-law.htm>

In addition, moving towards an electric heating and cooling system could offer environmental benefits compared with conventional fossil-fuel heating including increased use of a sustainable renewable fuel source and support BSTC in meeting some of the objectives in the adopted [BSTC Climate Action Plan](#) and will assist in the reduction of carbon emissions through the use of a renewable energy source

Quotations were requested for the following works (from 3 providers):

- Removal and disposal of the obsolete boiler.
- Supply and installation of two air-conditioning units to provide heating and cooling in Office 1 and Office 2.

Town Council Meeting 26 October 2026

- Supply and installation of a small water heater in the kitchen, as the proposed air-to-air units will not provide hot water.

Quotations were received from two providers as follows:

Simon Turner Heating - £

Fords Southwest Ltd £5680.00

Financial and Maintenance Implications

The estimated annual maintenance cost is approximately £200. The anticipated lifespan of the equipment is approximately 10–15 years, subject to usage and appropriate maintenance.

Options for Members

Members may wish to consider the following options:

Option 1 – Heating replacement only (Gas).

Proceed with the originally approved heating replacement, without incorporating cooling.

Option 2 – Combined heating and cooling

Extend the installation to incorporate a combined electric heating and cooling system

Recommendation

Members are asked to:

1. Consider the quotations received.
2. Agree which contractor should be appointed to undertake the works.
3. Authorise the Town Clerk to confirm the appointment and arrange for the works to proceed, subject to the agreed quotation and the Council's financial regulations.

Supporting papers: See accompanying quotations and financial information.

Agenda Item 15 Office Heating & Cooling Installation

Purpose of the Report

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- 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

Background

In June 2026, the Town Council resolved to replace the existing heating system in the Council Offices, as recorded in the minutes [Min 26.121]. The opportunity has now arisen to consider extending the installation to

incorporate both heating and cooling. This would provide a more comprehensive solution, helping to maintain a comfortable working environment during colder winter months and increasingly hot summer periods. Rather than installing a replacement heating system alone and having to consider a separate cooling installation in the future, Members are asked to consider whether a combined system would represent a more practical and sustainable long-term investment

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Quotations were requested for the following works (from 3 providers):

- Removal and disposal of the obsolete boiler.
- Supply and installation of two air-conditioning units to provide heating and cooling in Office 1 and Office 2.

Town Council Meeting 26 October 2026

- Supply and installation of a small water heater in the kitchen, as the proposed air-to-air units will not provide hot water.

Quotations were received from two providers as follows:

Simon Turner Heating - £8560.00

Fords Southwest Ltd £5909.00

Financial and Maintenance Implications

The estimated annual maintenance cost is approximately £200. The anticipated lifespan of the equipment is approximately 10–15 years, subject to usage and appropriate maintenance.

Options for Members

Members may wish to consider the following options:

Option 1 – Heating replacement only (Gas).

Proceed with the originally approved heating replacement, without incorporating cooling.

Option 2 – Combined heating and cooling

Extend the installation to incorporate a combined electric heating and cooling system

Recommendation

Members are asked to:

1. Consider the quotations received.
2. Agree which contractor should be appointed to undertake the works.
3. Authorise the Town Clerk to confirm the appointment and arrange for the works to proceed, subject to the agreed quotation and the Council's financial regulations.

Supporting papers: See accompanying quotations and financial information.

QUOTE

Pinn, 20 Honeypark Road
Attention: Mr and Mrs Pinn
20 Honey Park Road
Budleigh Salterton EX9 6EG
07478640202

Date
21 Oct 2026

Expiry
20 Nov 2026

Quote Number
1755

Reference
Boiler Installation

VAT Number
462038605

Simon Turner Showrooms
Unit 30
Dinan Way Trading Estate
Concorde Road
Exmouth
Devon
EX8 4RS
UNITED KINGDOM
01395267805
sales@simonturnergas.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Removal of existing gas fuel boiler Worcester. Installation of Ariston Water Heater. Make good old boiler location. Electrician to instal supply.	1.00	1,810.00	20%	1,810.00
			Subtotal	1,810.00
			TOTAL VAT 20%	362.00
			TOTAL GBP	2,172.00

Terms

WINNER 2024 and 2025 Regional Boiler & Heating Installer of the Year - Energy Efficiency Awards - WINNER SW England Prestige Awards 24/25 and 25/26 -FINALIST Exeter Living Awards 2024 - WINNER Best Medium/Large Business - Exmouth Chamber Awards 2023 and 2025

Payments - Turner Enterprises (East Devon) Ltd Account: 73206327 Sort Code: 20-18-15
BOILER FINANCE OPTIONS AVAILABLE
Payments can be made via: BACS Transfer, Credit Card or Debit Card All items remain the property of Turner Enterprises (East Devon) Ltd until paid for in full. NOTE Although we take every care not to disrupt customer's homes we suggest either covering, or where possible, removing furniture/furnishings altogether from the room where the work is to be carried out to prevent any potential damage. In the unlikely event that you should you have any reason for complaint please contact the office in the first instance. ASBESTOS NOTIFICATION You must advise us if you are aware of any asbestos in your home.

QUOTE

Pinn, 20 Honeypark Road
Attention: Mr and Mrs Pinn
20 Honey Park Road
Budleigh Salterton EX9 6EG
07478640202

Date	21 Oct 2026	Simon Turner Showrooms
Expiry	20 Nov 2026	Unit 30
Quote Number	1724	Dinan Way Trading Estate
Reference	Air Conditioning Quote	Concorde Road
VAT Number	462038605	Exmouth
		Devon
		EX8 4RS
		UNITED KINGDOM
		01395267805
		sales@simonturnergas.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Installation of Bosch Climate 500M multi-split air conditioning unit 8.2 kW. Replace smaller consumer unit to allow expansion. Run circuit for AC unit in ducting. Supply and fit 2 Aspen Mini condensate pumps. Supply and fit 3200i 2.6 KW unit to be installed in the back office. Supply and fit 3200i 3.5 KW unit to be installed in the front office. Total Commission of system.	1.00	6,750.00	20%	6,750.00
Subtotal				6,750.00
TOTAL VAT 20%				1,350.00
TOTAL GBP				8,100.00

Terms

WINNER 2024 and 2025 Regional Boiler & Heating Installer of the Year - Energy Efficiency Awards - WINNER SW England Prestige Awards 24/25 and 25/26 -FINALIST Exeter Living Awards 2024 - WINNER Best Medium/Large Business - Exmouth Chamber Awards 2023 and 2025

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Payments can be made via: BACS Transfer, Credit Card or Debit Card All items remain the property of Turner Enterprises (East Devon) Ltd until paid for in full. NOTE Although we take every care not to disrupt customer's homes we suggest either covering, or where possible, removing furniture/furnishings altogether from the room where the work is to be carried out to prevent any potential damage. In the unlikely event that you should you have any reason for complaint please contact the office in the first instance. ASBESTOS NOTIFICATION You must advise us if you are aware of any asbestos in your home.

FORDS SOUTHWEST LTD

Reference: QUO/3195

Revision:

16/10/2026

Budleigh Salterton Town Council

Station Road, Budleigh Salterton EX9 6RJ



Project Quotation

Total plus VAT £4,595.00

Total including VAT £5,514.00

Initial Deposit £2000.00

Remaining Balance £3514.00

Quotations are valid until 30/10/2026 13:51

Project Overview

Thank you for asking Fords South West to provide a quotation for your boiler installation and I am pleased to provide an overall evaluation for the works as detailed below.

Description of works

The following works will be carried out:

- Cover all work areas with clean dust sheets and/or protective floor covering.
- Supply & install air-conditioning units to office 1 & 2.
- Equipment for Office 1 & 2:
- Worcester bosch 5000i 5.3kw wall mounted air conditioning unit.
- X2 Indoor wall-mounted units
- X1 outdoor floor standing unit
- X2 Wireless remote controllers
- White trunking to hide pipe work and cables

Mark Wakely

Plumbing and Heating Contracts Manager



- Installation includes:
 - Installation of x2 indoor and x1 outdoor units
 - Pipework & control cabling
 - Condensate drain connection
 - Wall bracket & Anti vibration feet
 - Electrical interconnections between indoor & outdoor units
 - Vacuum testing, pressure testing and commissioning
 - System demonstration.
-
- The Worcester 5000i range comes with a 5 year parts and labour guarantee.
 - Fully commission and register the air conditioning units with the relevant bodies and explain operation.

About your quotation

At Fords South West we aim to provide as accurate an quotation as possible to give you the best possible indication of final price, we have endeavored to choose the very best products for you within your budget.

We have carried out a thorough survey to ensure our quotation is a true reflection of the works required to ensure that our final costs are as realistic as feasible. Please be aware of this when comparing with other quotes.

Your air conditioning unit is guaranteed for 5 years.

Terms and conditions

Attached to this quote is a copy of our terms and conditions, please take some time to read through this thoroughly so that you are aware of our policies.

Finally, if you need any further information or advice, please do not hesitate to contact me personally on 01395571028

Please see our bank details below for payment.

Account No: 56109016
Sort Code: 55-50-06
NatWest Bank Plc

Mark Wakely

Plumbing and Heating Contracts Manager

FORDS SOUTHWEST LTD

Reference: QUO/3196

Revision:

16/10/2026

Budleigh Salterton Town Council

Station Road, Budleigh Salterton EX9 6RJ



Project Quotation

Total exclusive of VAT **£1,085.85**

Total inclusive of VAT at 20 % **£1,303.02**

Quotations are valid until 30/10/2026 14:29

Project Overview

The following works will be carried out:

- Cover all work areas with clean dust sheets and/or protective floor covering.
- To drain the office heating system; remove the existing boiler with flue and dispose.
- Supply & install artisan 15ltr under sink water heater.
- The ariston range comes with a 3 year parts and labour guarantee.
- To connect the water heater to the existing hot & cold pipes using copper tube, altering and adapting to suit.
- To wire the ariston water heater to existing system controls.
- Fully commission and explain operation.

About your quotation

At Fords South West we aim to provide as accurate a quotation as possible to give you the best possible indication of the final price, we have endeavored to choose the very best products for you within your budget.

FORDS – Our promise to you

Mark Wakely
Plumbing and Heating Contracts Manager

Fords SW Ltd includes a project manager for your project, experienced, multi-skilled fitters, and engineers. From protecting your floors to removal, disposal, and recycling of waste, Fords offers a premium service, which is backed up with a 12-month guarantee on our workmanship.

What's next?

Contact your project manager in order to chat through any questions you might have, your quotation has been assembled for you utilizing our team's experience and understanding of what you're trying to achieve.

Terms and conditions

Attached to this estimate is a copy of our terms and conditions, please take some time to read through this thoroughly so that you are aware of our policies.

Finally, if you need any further information or advice, please do not hesitate to contact me personally on 01395571028

Please see our bank details below for payment.

Account No: 56109016
Sort Code: 55-50-06
NatWest Bank Plc

Mark Wakely
Plumbing and Heating Contracts Manager