

BIDEFORD TOWN COUNCIL



Town Hall
Bideford
Devon
EX39 2HS

Telephone:
Bideford (01237) 428817/8

Heather Blackburn
Town Clerk and Responsible Financial Officer

20 October 2022

To: Members of the Staffing, Finance & General Purposes Committee

You are hereby summoned to attend a meeting of the **Staffing, Finance & General Purposes Committee** of the above-named Council to be held in the Town Hall on **27 October 2022 at 6.30 pm** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. There is a legal right to film/record/photograph/report public meetings.

Heather Blackburn
Town Clerk

AGENDA

1. To receive apologies and reasons for absence
2. To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting. Encl.
3. Public participation session of 15 minutes duration on items on the agenda.
4. To approve the minutes of the meeting held on Thursday 8 September 2022 as a correct record. Encl.
5. Items brought forward by the Chairman.
6. Accounts –
 - a. To approve the payments listed. To follow
 - b. To receive the Conclusion of Audit from PK Littlejohns. Encl.
7. To consider the quotation for the Hanging Basket refills for 2023 and whether a contribution should be requested from the traders Encl.

8. To consider the quotations received for the plants for the Town planters for 2023 and to select a supplier. Encl.
9. To receive an update on the repair to the underbridge lights.
10. To consider whether any changes are required to the grant application form and criteria for 2023-24, and to consider the introduction of a post-grant evaluation form. Encl.
11. To consider the request from the Barnstaple Town Clerk, for Bideford Town Council to write to neighbouring Parishes to urge them to consider making an annual budget commitment to the North Devon Record Office. Encl.
12. Maintenance Operatives – To receive an update on the tasks undertaken by the Maintenance Operatives. Encl.

PART II (Closed Session)

13. Staffing Matters
 - a. Staff Appraisal Encl.
 - b. To receive advance notice of the retirement of the Town Clerk in May 2023.

The next meeting of the Staffing, Finance & General Purposes Committee will be held on 1 December 2022.

MEMBERS OF THE STAFFING, FINANCE & GENERAL PURPOSES COMMITTEE

Councillors D Bushby, P Christie, Mrs J Gubb, C Hawkins, Mrs L Hellyer, S Inch, P Lawrence, D McGeough, J McKenzie.