



BIDEFORD TOWN COUNCIL

Minutes of the Staffing, Finance & General Purposes Committee

held in the Town Hall on

Thursday 13 June 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby (Chairman) Councillor D McGeough
	South Ward:	Councillor S Inch Councillor P J Lawrence
	East Ward:	Councillor J McKenzie Councillor Mrs L Hellyer Councillor J Gubb
	West Ward:	Councillor T Inch
IN ATTENDANCE:		Mr P Swan (Town Clerk)

01 **TO ELECT A CHAIRMAN**

Councillor Bushby was proposed by Councillor McKenzie and seconded by Councillor McGeough.

RESOLVED: That Councillor Bushby is appointed as Chairman of the Committee for the coming year.

(Vote – For: 8, Against: 0)

02 **TO ELECT A DEPUTY CHAIRMAN**

Councillor S Inch was proposed by Councillor T Inch and seconded by Councillor Bushby.

RESOLVED: That Councillor S Inch is appointed as Vice Chairman of the Committee for the coming year.

(Vote – For: 8, Against: 0)

03 **APOLOGIES FOR ABSENCE**

Councillor R Clarke – West Ward (Business)

04 **DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**

Councillor	Agenda Item	Non Pecuniary Pecuniary	Reason
Jude Gubb	8 Acorn	Pecuniary	Seasonal Worker (Husband)
Jude Gubb	8 CMC	Non Pecuniary	Son is business owner

05 **PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION**

One member of the public present.

A representative from Bideford Connex CIC gave a brief overview of item 9.

06 **MINUTES**

Proposed by Councillor McKenzie and seconded by Councillor Lawrence, the minutes of the meeting held on 2 May 2024 were approved and signed as a correct record.

(Vote – For: 8, Against: 0)

07 **CHAIRMAN’S ITEMS**

None.

08 **ACCOUNTS**

Members received the list of payments.

Proposed by Councillor Bushby, seconded by Councillor Inch and

RESOLVED: That the draft list of payments is approved.

(Vote – For: 7, Against: 0)

09 **EMERGENCY GRANT**

Members received the request for the Bideford Connex CIC emergency grant.

The request was discussed by the members.

Proposed by Councillor McGeough, seconded by Councillor McKenzie that the request be accepted without accounts included.

(Vote – For: 2, Against: 6)

Proposed by Councillor Mrs L Hellyer, seconded by Councillor T Inch to defer this request subject to the receipt of suitable financial accounts.

(Vote – For: 6, Against: 2)

RESOLVED: To accept the request subject to the receipt of suitable financial accounts.

10 **MAYORAL CHAINS AND MACES**

PART II (CLOSED SESSION)

Proposed by Councillor Lawrence, seconded Councillor S Inch and

RESOLVED: To exclude members of the public and the press to progress matters of a confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

(Vote – For: 8, Against: 0)

Members received an update from the Town Clerk that the chains and maces are kept as an insurance risk when being held overnight in residential settings and not stored in an insurance rated safe.

The Committee recommended to the Town Council that the Town Mayor and Beadle return the chains and maces to the Town Hall following the event /Function.

RETURN TO STANDING ORDERS

Proposed by Councillor McGeough, seconded Councillor Bushby and

(Vote – For: 8, Against: 0)

11 **MAINTENANCE OPERATIVES**

Members received an update on the tasks undertaken by the Maintenance Operatives.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 19:03.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Committee Meeting - 13 June 2024

Number		(All)					
Date Entered	PV	Description	Extended Description	Net	VAT	Gross	
24/05/2024	(blank)	Staff salaries inc Pension / HMRC	PAYE/NI/SALARY	28,100.68		28,100.68	
		Market Salary	PAYE/NI/SALARY	-2,833.19		-2,833.19	
		Allowances	Councillor Allowances	4,494.00		4,494.00	
		Sam Turner and Sons	PPE	137.49	27.50	164.99	
20/05/2024	(blank)	Amazon	Prime Subscription	8.99		8.99	
		BJ's Value House	Maintenance Items	41.58	8.32	49.90	
		Morrisons	Refreshments	83.04	16.01	99.05	
		Kirkham Tyres	Maintenance Items	15.00	3.00	18.00	
23/05/2024	(blank)	Bideford Cobblers	Keys	11.00		11.00	
		BJ's Value House	Maintenance Items	28.31	5.65	33.96	
		SLCC	Membership Fee - Town Clerk - o'pym	-416.00		-416.00	
		Acorn	Seasonal worker	370.80	74.16	444.96	
		Trainline	Travel tickets	141.13		141.13	
		Charella Gardens Ltd	Trees (Quay)	662.33	132.47	794.80	
30/05/2024	(blank)	Llyds	Service Charges	33.27		33.27	
		Tamar Trading	Maintenance Items	243.91	48.80	292.71	
		Bideford Cobblers and Keys	Engraving / Trophies (Bid Fair)	84.99		84.99	
31/05/2024	(blank)	RGB	Maintenance Items	2.54	0.51	3.05	
		SW Communications	Line / Broadband provision	52.69	10.54	63.23	
		Mayor of Bideford Charity Account	Unspent Mayoral Funds	995.97		995.97	
04/06/2024	(blank)	Jewson	Maintenance Items	13.99	2.80	16.79	
	BSTC9	D S Electrical	Unit 13 Daddon Court	600.00		600.00	
		Merry Harriers	Supply, deliver, hang, repair fit bsks	14,089.89	2,817.97	16,907.86	
		Lineal Software Ltd	Microsoft 365 License	145.58	29.12	174.70	
		Acorn	Seasonal worker	370.80	74.16	444.96	
		Gingerweb	Software renewal	250.00		250.00	
05/06/2024	BSTC9	TDC - 128	T Hall Offices rent	313.72	62.74	376.46	
		TDC - 127	T Hall Offices Service Charge	230.42	46.08	276.50	
		Market recharge	TC staff	-3,482.36		-3,482.36	
		In Stitches	PPE	91.42	18.28	109.70	
		JAG Signs	Flower Bed Board - Port Memorial	368.46	73.69	442.15	
06/06/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96	
		The Royal Hotel	Mayor Introduction - refreshments	1,714.58	342.92	2,057.50	
07/06/2024	(blank)	Motor Parts Direct	Maintenance Items	57.25	11.45	68.70	
		City Plumbing	Maintenance Items	2.15	0.43	2.58	
10/06/2024	(blank)	EDF	Decorative Lighting, Bideford Quay	369.88	73.98	443.86	
		Liberty Sisters	D-Day Evening / Beacon - Pollyfield	600.00		600.00	
		Andrew Symons	Maintenance Items	32.76	6.56	39.32	
11/06/2024	(blank)	Staff salaries inc Pension / HMRC	PAYE/NI/SALARY	28,150.68		28,150.68	
		CMC Productions	D-Day PA / sound technician / Vic Pa	400.00		400.00	
		Nick Sampson Mech Eng Servs Ltd	Transport Planters to the Quay	450.00	90.00	540.00	
		Flowers by Bella	Myr Intro - Pedestal Flowers	175.00		175.00	
12/06/2024	(blank)	Carry On Choir	Choir Performance - Bideford Fair	100.00		100.00	
		Medicare South West	Medical Event Team - Bideford Fair	275.00		275.00	
13/06/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96	
		Teignbridge District Council	Building Control	287.50	57.50	345.00	
		MS Auto Repairs Ltd	Replace rear brake discs and pads	336.04	67.21	403.25	
		Merchant Navy Assoc	Wreath	29.00		29.00	
Grand Total				78,971.89	4,250.17	83,222.06	
Bank Balances at	6/13/2024	- Current Account		£	48,006.74		
Bank Balances at	6/13/2024	- Deposit Account		£	523,646.39		