



BIDEFORD TOWN COUNCIL

Minutes of the Staffing, Finance & General Purposes Committee

held in the Town Hall on

Thursday 25 July 2024 at 6.30 pm

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

12. **APOLOGIES FOR ABSENCE**

Councillor S Inch (South Ward – personal).

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

Councillor Mrs J Gubb declared a pecuniary interest in item 6. (related to “Seasonal Worker”).

14. **PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION**

There was no public participation.

15. **MINUTES**

Councillor Lawrence highlighted an anomaly in the Minute numbering; the Clerk will address.

Proposed by Councillor Bushby and seconded by Councillor McKenzie, the Minutes of the Meeting held on 13 June 2024 were approved and signed as a correct record.

(Vote – For: 7, Against: 0, Abstention: 1)

16. **CHAIRMAN’S ITEMS**

- a. Correspondence had been received thanking the Bideford Town Council for the planting of new trees on Bideford Quay.

It was noted that Councillor Mrs Hellyer had contributed £600.00, from her Devon County Council (DCC) Locality Fund, towards the overall cost.

The Chairman instructed the Clerk, in acknowledging the praise, to inform the correspondent of the part DCC contribution.

- b. Children’s Hospice South West thanked the Council for the donation of £200.00 in lieu of payment to the local photographer who had recently taken mayoral and civic officer portraits (and effectively made a charitable gift of their fee).

17. **ACCOUNTS**

It was proposed by Councillor Bushby and seconded by Councillor Ms Clarke, and

RESOLVED: That the lists of payments for 25 July 2024 be approved.

(Vote – For: 7, Against: 0)

18. **INTERNAL AUDITOR**

Members had sight of two quotations for the post of Internal Auditor following the retirement of the present incumbent.

It was proposed by Councillor Lawrence and seconded by Councillor Ms Clarke, and

RESOLVED: That Parish and Town Audit Services be offered the opportunity to conduct the Council’s bi-annual internal audit of accounts.

(Vote – For: 6, Against: 0, Abstention: 2)

19. **FINANCIAL UPDATE – QUARTER ONE**

Members had sight previously of the first quarter financial update for the Council including the New Depot status.

The Clerk provided a detailed explanation, in accordance with (iaw) Standing Orders, of the

Council's first financial quarter performance.

He highlighted the financial activity of the Caddsdawn Project facility, the drawing down of the Public Works loan, and the potential to consider the inclusion of a mezzanine, greenhouse and office space in the next financial year.

Councillor Mrs Hellyer confirmed that £10,000.00 was earmarked for two new bus shelters at the top of Manteo Way.

The Clerk and Chairman discussed the expected timeline for occupation of the facility to be before the end of the year but potentially end of October / early November 2024.

Councillor T Inch praised the Clerk for the quality of the document / presentation thereof.

20. **FIRE / INTRUDER ALARM RESPONSE PAYMENT**

The Clerk briefed members on the occurrence of out of hours response by Council officers to Fire / Intruder Alarm.

Discussion included TDC policy, albeit more assets / tenants including housing and the current cascade system that commences with the former Market Officer and followed by the Deputy Town Clerk.

It was proposed by Councillor Mrs Hellyer seconded by Councillor Ms Clarke, and

RESOLVED: That officers who attend Council "call outs," out of hours, are paid a flat call out fee of £50.00.

(Vote – For: 8, Against: 0)

21. **PAPERLESS AGENDA TRIAL**

The Clerk explained the SF&GP "trial," engaging fully with IT. He gave detail on projected savings over four years, including costings attributable to distributing the Council agendas: postage and photocopying / paper resource. He alluded to the reduction on the Environmental (impact).

Discussion followed that included purchase of six tablets exclusive for member access to Council website and individual E mails, prohibitive cost of Modern Gov (exclusive) system, individual competency and experiences of DCC and TDC operations.

It was proposed by Councillor McKenzie seconded by Councillor Ms Clarke, and

RESOLVED: That the trial is supported.

(Vote – For: 8, Against: 0)

22. **SOCIAL MEDIA**

Members had sight of a proposed Bideford Town Council Social Media Policy.

Councillor Lawrence expressed reservations intimating that had he voted against a Council

motion he would not be able to provide an explanation on Social Media as it could be deemed conflicting with: (Town Councillors and Council staff must not:) “Post content that is contrary to the democratic decisions of the Town Council.”

Discussion followed including points on censure, personal standards, safeguards, best practice and opportunity to revisit the document.

It was proposed by Councillor McKenzie seconded by Councillor Lawrence, and

RESOLVED: That the Policy in it’s present form is rejected.

(Vote – For: 4, Against: 3, Abstention: 1)

23. **TOWN RANGERS TASKS UPDATE.**

Councillor Mrs Gubb thanked the Rangers for the Gammaton Road pavement, “reclamation;” Councillor McKenzie concurred.

The Chairman highlighted concerns over the misappropriation of resource used for protecting the Planters during the Soap Box Derby. He highlighted also that the Organisers had deemed it fit to remove one, without permission, and were unable to provide the location of said item.

Members speculated repositioning planters on the day and factoring a cost element during the grant process.

The business of the meeting having been completed, Members provided positive feedback on the manner in which the Meeting had been conducted leading with the Agenda / Pack availability on screen.

The Chairman thanked the members for their attendance and the meeting concluded at 7.40 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Meeting - 25 July 2024

Number (All)							
Date Entered	PV	Description	Extended Description	Net	VAT	Gross	
28/06/2024	(blank)	BJ's Value House	Maintenance Items	8.32	1.66	9.98	
		Just Office	Stationery	104.27	20.86	125.13	
		Llyds	Charges	60.33		60.33	
		MS Auto Repairs	Hilux - Air Con regas	53.00	10.60	63.60	
		SW Communications	Line / Broadband provision	52.69	10.54	63.23	
7/1/2024	BSTC4	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	
	BSTC9	Market recharge	TC staff	-3,482.36		-3,482.36	
7/3/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96	
		Wessex Trophies	Mayors Daychain Upgrade	179.90	0.00	179.90	
8/7/2024	(blank)	TDC	Ford Rock	-2,500.00		-2,500.00	
7/12/2024	(blank)	T Barlett	Plant Hire and Operation - Ford Rock	998.00		998.00	
09/07/2024	(blank)	Staff salaries inc Pension / HMRC	PAYE/NI/SALARY	28,644.42		28,644.42	
17/07/2024	(blank)	Amazon	Bid Got Talent	150.00		150.00	
			IT Cabling	8.65	1.73	10.38	
		BJ's Value House	Maintenance Items	24.96	4.99	29.95	
		Mow-It	Maintenance Items	94.40	18.88	113.28	
		Jewson	Maintenance Items	26.15	5.23	31.38	
		Offtek	IT Hardware	27.51	5.50	33.01	
		Leather Company	Secure case	223.33	44.67	268.00	
19/07/2024	(blank)	All Star	Fuel	466.00	93.19	559.19	
		EDF (D513)	14A Christmas Lights	46.44	9.29	55.73	
	BSTC13	Bid Got Talent	Prizes	200.00		200.00	
		D S Electrical	Unit 13 + Festoon Quay lighting	727.35	25.47	752.82	
		Lineal Software Ltd	Microsoft 365 License	145.58	29.12	174.70	
		Acorn	Seasonal worker	370.80	74.16	444.96	
		Zonkey Solutions	Annual hosting + maintenance + support	595.00	119.00	714.00	
		Pannier Pantry	D Day Buffet	1,000.00		1,000.00	
	BSTC14	EDF	Decorative Lighting, Bideford Quay	369.48	73.90	443.38	
		Acorn	Seasonal worker	370.80	74.16	444.96	
		EDF (CADCOEDA)	Bridge Floodlighting	165.09	8.25	173.34	
		Pollyfield Community Centre	D-Day - bar services and cooked food it	300.00		300.00	
		Tudor Environmental	Maintenance Items	75.40	15.08	90.48	
		Red Elephant Group	D-Day 3 x security provision	204.00	40.80	244.80	
		Energy Performance Services	Caddsdwn Unit Commercial EPC calc	550.00	110.00	660.00	
		APS Civils Ltd	Construction Management Services	776.25	155.25	931.50	
		C+R Construction SW Ltd	Caddsdwn Unit	21,770.00	4,354.00	26,124.00	
22/07/2024	(blank)	Garlands	Stationery	5.00		5.00	
23/7/2024	(blank)	Andrew Symons Ltd	Repair of maintenance machine	320.50	64.10	384.60	
		Hedges Direct	Flora	209.70	41.94	251.64	
		The Print Space	Mayoral / officer potraits	63.30	12.66	75.96	
	BSTC14	EDF (D513)	14A Christmas Lights	37.17	1.86	39.03	
		Tamar	Maintenance Items	19.17	3.83	23.00	
Grand Total				54,375.54	5,613.70	59,989.24	

Bank Balances at 7/25/2024 - Current Account £ 10,665.37
 Bank Balances at 7/25/2024 - Deposit Account £ 395,000.00