

BIDEFORD TOWN COUNCIL



Town Hall
Bideford
Devon
EX39 2HS

Telephone:
Bideford (01237) 428938

Mr Paul Swan
Town Clerk and Responsible Financial Officer

Thursday 29 August 2024

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 Council Chamber, Bideford, on **Thursday 05 September 2024 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.

A handwritten signature in blue ink, appearing to read 'Paul Swan'.

Paul Swan
Clerk to the Council

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 25 July 2024 as a correct record. Dist. with TC agenda
5. Items brought forward by the Chairman.
6. Finance
 - a. To approve the payments listed. To Follow
 - b. To receive the Conclusion of Audit from PK Littlejohns. Encl.
 - c. To receive and approve the Internal Auditor's Report - Records as at 30 June 2023. Encl.

7. To recommend to Town Council on the transition to paperless Agendas and Minutes for all meetings. Encl.
8. To receive an update on Manor Court Presentments Encl.
9. To consider and resolve the provision of a buffet following the Remembrance Sunday Parade and Church Service.
10. To receive an update on the tasks undertaken by the Maintenance Operatives. Encl.

MEMBERS OF THE STAFFING, FINANCE & GENERAL PURPOSES COMMITTEE

Councillors D Bushby, Ms R Clarke (Town Mayor), Mrs J Gubb, Mrs L Hellyer, S Inch, P Lawrence (Deputy Mayor), D McGeough, J McKenzie, T Inch.

Declaration of Interests at meetings

- Where a matter relates to an interest in list A, the member shall not participate in a discussion or vote on the matter. He /she only need declare it if it is not already noted on the register of interests.
- Where the matter is in list A, but is a sensitive interest, the member shall not participate in a discussion or vote; the member shall disclose that there is an interest but not the nature of it.
- Where a matter relates to an interest on list B the member shall not vote and may only speak as a member of the public.
- A member only has to declare an interest in list B if it is not already on the register of interests.
- If the interest is in list B and is sensitive in nature and not already registered then the member shall disclose the interest but not the nature of it.
- Where a matter relates to the financial interest of a friend, relative or close associate (other than in list A) the member shall disclose the interest and not vote. He or she may speak but only as a member of the public.

List A:

- 1 **Employment, office, trade or vocation** – carried on for profit by member or spouse or civil partner.
- 2 **Sponsorship** – any payments for the previous 12 months, other than by the Council, to assist in Council duties
- 3 **Contracts** – any current contracts between the Council and the member or his/ her spouse or civil partner or a company the member is a director or partner of.
4. **Land** – any beneficial interest in land within the area of the Council by member, spouse or civil partner.
- 5 **Licenses** - any license, alone or with others, by spouse, civil partner or member to occupy land in area of Council.
- 6 **Corporate Tenancies** - any tenancy where the Council is the landlord and the member, spouse or civil partner has a beneficial interest in the tenant.
7. **Securities** – a beneficial interest is held in a body that has land or business in the area of the Council by the member, spouse or civil partner that either exceeds £25,000 or the total share capital is in excess of one hundredth of the of the total shares issued.

List B:

Any interests which relate to or is likely to affect:

1. Any body where the member has general control or management and was appointed by the Council.
2. Any body that the member is in a position of control or management and either:
 - (a) exercises functions of a public nature;
 - (b) is for charitable purposes; or
 - (c) has the purpose of influencing public opinion or policy (including political parties and trade unions)
3. Any gifts or hospitality that the member has received by virtue of his or her office in excess of £50.



Ford Rock Restoration

Cost Estimate

Item	Rate	Qty	Total £
Labour Plant Operative - Hours	18	40	720.00
Plant Hire - Per Day	77	5	385.00
Top Soil - Tonne	17	60	1,020.00
Shredder Hire - Day	32	1	32.00
BTC Labour - Hours	15	60	900.00
Grass Seed - 25kg	70	2	140.00
Fencing - Metres		72	449.54
			-
Contingency - 30%	30%		1,093.96
Grand Total			4,740.50

Cost Actual

Item	Rate	Qty	Total £
Plant and Driver Hire	18.00	55.5	998.00
Laurel Hedging	5.59	45.0	251.64
Post Fix	5.55	23.0	127.65
Labour-22/07/2024	15.00	22.5	337.50
Labour-23/07/2024	15.00	20.5	307.50
Labour-24/07/2025	15.00	22.5	337.50
Labour-25/07/2025	15.00	8.0	120.00
Labour-26/07/2025	15.00	17.5	262.50
Fencing - Posts	14.91	15.0	223.65
Grass Seed - 20kg	67.99	1.0	67.99
Tanalised Board	1.28	36.0	46.08
Timber Carcasing	14.40	0.9	13.10
Screws	1.00	2.3	2.30
Timber Carcasing	1.81	26.4	47.78
Washer	3.26	4.0	13.04
Angle Bracket	5.47	13.0	71.11
Eight Seater Becnh	255.00	4.0	1,020.00
Deep Water Signs	31.46	2.0	62.92
Rowan Trees	37.50	4.0	150.00
Edging	3.37	12.0	40.44
Bracket	1.35	12.0	16.20
Screws	4.11	1.0	4.11
Plugs	8.31	1.0	8.31
Ballast	2.75	5.0	13.75
Cement 25kg	6.13	1.0	6.13
Preserver	18.71	1.0	18.71
Post Fix	5.55	4.0	22.20
Tanalised Board	0.96	9.6	9.22
Tanalised Board	0.93	48.0	44.64
Compost	4.46	2.0	8.92
Screws	6.42	1.0	6.42
Gate Spring	4.61	1.0	4.61
Hinges	3.91	2.0	7.82
Screws	5.60	1.0	5.60
Grand Total			4,677.34
TDC Grant			- 2,500.00
Net Cost BTC			2,177.34

Bideford Town Ranger Depot Financial Analysis

	Budget	Actual	Forecast		Forecast Actual Variance Fav/(Unfav)	Forecast Variance Fav/(Unfav)
Funding						
PWLB Income	(500,000)	(499,825)	(499,825)		(175)	(175)
Reserves	0	(103,876)	(103,876)		103,876	103,876
24/25 Budget	0	0	0		0	0
Interest	0	(1,525)	(1,500)		1,525	1,500
TOTAL Funding	(500,000)	(605,227)	(605,201)		105,227	105,201
Expenditure						
Land Purchase	120,000	120,000	120,000		0	0
Land - Legal Fees	10,000	2,826	2,378		7,174	7,622
Design Fees	12,500	8,301	12,200		4,199	300
Building Control	1,000	288	345		713	655
Building	393,500	69,781	423,500		323,719	(30,000)
M&E	35,000	0	35,000		35,000	0
Contingency	31,876	0	11,778		31,876	20,098
Other	0	0	0		0	0
TOTAL Expenditure	603,876	201,195	605,201		402,681	(1,325)
TOTAL Bideford Town Ranger Depot	103,876	(404,031)	(0)		507,907	103,876
CHECK		-				
CHECK TO BANK		-	127.20			

CHECK TO BUDGET SHEET

Paul Swan:

Overspend-Estimated overspend on project due to slab design work as follows:

	£k
ReBar	11
Trench Concrete	7
Pocket Concrete	4
Cordec	8
Excavation works	4
Stone	(4)
TOTAL	20



BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Meeting - 5 September 2024

Number		(All)					
Date Entered	PV	Description	Extended Description	Net	VAT	Gross	
9/8/2024	(blank)	EDF (CADCOEDA)	Bridge Floodlighting	65.04	3.25	68.29	
15/8/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96	
		Tamar	Maintenance Items	258.61	38.63	297.24	
		Dymarke Precision Engineering Ltd	Maintenance Items	150.00	30.00	180.00	
		PKF	Annual Governance & Accountability Ret	1,680.00	336.00	2,016.00	
		Apple.com.uk	2 x IPAD	1,993.32	398.68	2,392.00	
		DVLA Vehicl Tax	Toyota	335.00		335.00	
14/8/2024	(blank)	Mr P Heath	Pollyfield - Deposit return	25.00		25.00	
16/8/2024	(blank)	Llyds	Charges	64.00		64.00	
			re-credit	-5.93		-5.93	
		Evans Transport Ltd	Maintenance Items	148.40	29.68	178.08	
		Safety Signs 4 Less	Maintenance Items	62.92	12.58	75.50	
		Garlands	Stationery	7.99		7.99	
		SQ BTC	Transaction	0.01		0.01	
		John Taylor Fastener	Maintenance Items	6.83	1.37	8.20	
19/8/2024	(blank)	Mimick Signs	Banners x 2	106.00	21.20	127.20	
			Oval graphics x 50	25.00	5.00	30.00	
		RGB	Maintenance Items	138.87	27.78	166.65	
		SW Communications	Line / Broadband provision	57.68	11.54	69.22	
		Crafty Needles	Mayoral case maintenance	50.64		50.64	
22/8/2024	(blank)	Amazon	Refreshments - Local Clerks Meeting	12.99		12.99	
		Acorn	Seasonal worker	370.80	74.16	444.96	
		Futurform	Picnic tbles x 3 (Vic Park (H&S) replacer	820.00	164.00	984.00	
			Picnic tbles x 3 (Ford Rock)	613.00	122.60	735.60	
		BSTC17	14A Christmas Lights	8.56	1.71	10.27	
23/8/2024	(blank)	CTA Centre	3 x streetwrks trning / assmnt + Crtfiction	1,269.00	225.00	1,494.00	
		Robeda	Iroko timber - Chanters Road Bench slat:	165.57	33.11	198.68	
28/8/2024	(blank)	North Devon Hog Roast	Chudliegh Fort Picnic 50% remaining bal	825.00		825.00	
		A Touch of Class	Picture frame	163.00		163.00	
		R Clarke	Refund mayoral costs	436.35	34.35	470.70	
		DCC Locality Fund	Ford Rock trees	-800.00		-800.00	
29/8/2024	(blank)	Mow-It	Maintenance Items	32.08	6.42	38.50	
		TDC	Chudleight For Picnic - Land Licence	45.83	9.17	55.00	
		Minxy's Sweets	Sweet Cones x 100 for Chudleigh Picnic	100.00		100.00	
30/8/2024	(blank)	Llyds	Service Charge	34.26		34.26	
		Cobblers and Keys	Keys	18.00		18.00	
		R Walker	Pollyfield - Deposit return	25.00		25.00	
		RBL Poppy Appeal	Wreaths x 4	91.67	18.33	110.00	
2/9/2024	(blank)	Allstar	Fuel	454.74	90.94	545.68	
		BSTC9	Unit 13 Daddon Court	600.00		600.00	
		Lineal Software Ltd	Microsoft 365 License	145.58	29.12	174.70	
		BSTC16	Seasonal worker	370.80	74.16	444.96	
		BSTC19	T Hall Offices rent	313.72		313.72	
		TDC - 128	T Hall Offices Service Charge	230.42	46.08	276.50	
		TDC - 127	TC staff	-3,482.36		-3,482.36	
		Market recharge	Broadband services / closure 1-21 Mar 2	134.10	26.82	160.92	
		BT Business	Disposable wooden knives	6.66	1.33	7.99	
3/9/2024	(blank)	Amazon	Meter Copy Charge	80.34	16.07	96.41	
		Clarity Copiers	Charges	32.00		32.00	
		Llyds	re-credit	-3.39		-3.39	
4/9/2024	(blank)	Acorn	Seasonal worker	370.80	74.16	444.96	
Grand Total				9,024.70	2,100.14	11,124.84	

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Bideford Town Council – DV0033**

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 2024; 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 2023/24

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.

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


None

3 External auditor certificate 2023/24

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 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature 

Date **09/08/2024**



INTERNAL AUDIT

1 April 2024 – 30 June 2024

I, Councillor Mr J Craigie, the duly appointed Internal Finance Inspector of Bideford Town Council, confirm that the attached bank reconciliation and records pertaining to the income and expenditure are a correct record of the financial transactions made during this period.

During this audit, I have confirmed a random selection of the following items:

- Income and Receipts.
- Invoices made by this Council.
- Invoices received by this Council.
- Cheques written and signed.
- ~~Petty Cash.~~
- Bookkeeping.
- Bank Reconciliation.

I also confirm that the petty cash records are correct and up to date.

Whilst carrying out these checks I also checked the following with a view to the Council's responsibilities regarding the effectiveness of the internal audit and have the following to report:

Signed: J Craigie Date: 13/8/24
(Internal Finance Inspector)



<u>Presentment</u>		<u>Progress</u>
1.	For this Council to install 2 benches – one in the Pollyfield Park, below the Football Pitch slope, overlooking Bideford West. There is a great view from there. The second one to be installed in the Alverdiscott Park area facing the arena.	Surveyed with Town ranger team lead, identified sites and applying for TDC Licence. Awaiting licences from TDC 4/7/24. Received Licences 30/07 order Benches 31/07 Benches Installed August 24 – Discharged.
2.	For this Council to write to Torridge District Council to request the Charles Kingsley Statue is cleaned. It is a lovely monument which is looking sadly very dirty.	Already completed. - Discharged
3.	For this Council to liaise with relevant stakeholders to leverage the newly granted Heritage Harbour status to maximise the advantage for the town – to work together to produce an information panel and a brown sign.	Emailed BARTH. Met with BARTH who are formulating a sign design and logo, this may take some time as Heritage Harbour are developing a national logo so we need to wait for this. Still Awaiting response from Mike Teare – 01/08/24.
4.	For this Council, as owner of the Ancient Woodland, to install display boards at both entrances to Ford Woods, showcasing the history of the old Zoo that used to be near it and acknowledging the Ancient Woodland status. The boards to include way marks giving information on trail locations/accessibility/distance.	WIP-Delayed due to work on new website.
5.	For this Council to write to Torridge District Council to assess the Secrets of Bideford in the Quay Wall with a view to adding QR codes which would bring their awareness to visitors and those new to the area.	Emailed - TDC Head of Communities and place. - Discharged
6.	For this council to gain permission from Devon County Council to install a bench on the wide paved verges at the top of the High Street	Declined by DCC Highways:- Hi Paul, I can see the obvious attraction of large empty spaces on the Highway and the perception to fill them with other items often of an amenity value. However, the reason these spaces are often void of other objects is for road safety purposes, most commonly for visibility. The top of the High St is no exception and the large tarmac verge area there is for the purposes of road safety and visibility, for that reason I would have to decline your request and while I appreciate that the bench in itself may be possible, its use would be the issue for visibility especially of the gradient approach from the High St already putting motorists at a disadvantage. I trust you understand. - Discharged

BIDEFORD MANOR COURT 2024 – PRESENTMENT PROGRESS UPDATE

7.	For this Council to liaise with the Discover Bideford Team at Torridge District Council to encourage market organisers to bring some stalls more centrally into the Town.	Emailed Discover Bideford Team. - Discharged
8.	For the Devon County Councillor for the area to take forward the reinstating of the “old lamp top” outside the Joiners Arms to match the other lamps in the Market Place area.	Emailed Councillor L Hellyer 01/05/24 to advise and request progress. Hi Paul, Our lighting engineer has requested that the lamp top be replaced, but as yet don't have a date. The contractors are in the area in mid May, doing things in Tower street and Church walk, so if its arrived, they may do that at the same time. - Discharged
9.	For this Council to set up an annual clearance programme outside of the nesting season, to ensure that the boundary between Tricks Allotments and Backaborough Lane is clear and that the shrubbery is cut back hard.	Surveyed with Town ranger team lead, added to annual schedule starting August 2024. - Discharged



BIDEFORD TOWN COUNCIL - TOWN RANGER TASK LISTS 24/25

Staffing, Finance & General Purpose Committee Report

Week Number	Work	LOCATION	
28	Summer plants watering	Bideford Area	
	weekly checks	Bideford quay	
	deliver Ferris grass cutter for repair	Bideford Area	
	Dismantle temporary protection from planters, Deliver to Pannier Market	Holsworthy	
	Remove rubble from Plot 6A polyfield Allotment deliver to new site	Bideford Area	
	Finish hedge trimming Gammalton road	Bideford Area	
	Hedge trimming outside Haewthorn Park on Clovelly road	E T W.	
	Plant 2 new roses in Coronation rose bed	Clovelly road	
	Started strimming pathway around ford woods	Kingsley road	
	Open/Close Pannier Market including cleaning toilets, Maintenance work	Ford Woods	
	Finish off strimming pathway	Pannier Market complex	
	Clean Graffiti off B T C bus stops	Ford Woods	
	Weed /tidy flower bed design	Bideford Area	
	cleaning paviments around town hall	Port memorial	
	Deliver 6 green bins for B T F C	Bideford Bridge building	
	Started weeding/cleaning cobbles	Sports ground	
	29	Summer plants watering	Union street
weekly checks		Bideford Area	
Replace water heater 26 Market Place		Bideford Area	
collect 6 green bins from sports ground		Bideford quay	
Finish off Union street		Bideford Area	
Collect B T C ties from Institches		Pannier Market complex	
Weed spraying Hill crest rd, Tennencott Hights, Chope rd, Golman rd, Chubb rd, Gammaton rd, Fulford close		ports ground	
Set up Pannier Market Hall ready for B G T		Union street	
Transport Deputy town clerk out to Institches		Littleham	
Collect Ferris from Holsworthy		Littleham	
Cement new copping on Polyfield Allotment wall entrance		Holsworthy	
Weed spraying Honestone street, Sliver street, Pannier market mews, Buttgarden Street, Tower street, Churr		E T W.	
open/Close Pannier Market including cleaning toilets, Maintenance work/setting up for B T C.		E T W.	
Remove fly tipping from Ford woods		Bideford Area	
Weed spraying Bibeford Quay, Kings street, Queen street, Bridgeland street, Mill street, Hart street, Willott st		Pannier Market hall	
Collect stage from Abbotsham School deliver to Pannier Market & assemble		Littleham	
30		Summer plants watering	Holsworthy
	started grass cutting Clovelly road	E T W.	
	weekly checks	Bideford Area	
	Redevelopment of Ford Rock area	Bideford Area	
	Transport soil from B T C new sit to Ford Rock	New road	
	Open/Close Pannier Market including cleaning toilets,	Bideford Area	
	Dismantle stage/ return to Abbotsham School	Pannier Market complex	
	Open & close / Dismantle B G T walkway	Bideford Area	
	Building new fence around ford rock area	Pannier Market hall	
	Cleaning Pannier Market complex/collect pictures & hang on wall	New road	
	Rack over Ford Rock topsoil	Pannier Market complex	
	31	Summer plants watering	New road
		weekly checks	Bideford Area
		Open/Close Pannier Market including cleaning toilets,	Bideford Area
		Meeting to catch up on 3 weeks work task	Bideford quay
		Finish off Ford Rock fence	Bideford Area
		Grass cutting Clovelly road, Morton park, ceder way, oaklands, Morton ave.	Bideford Area
grass cutting Morton Ave, Laura Ave, Acica close, Abbotsham road, Londonderry est including Orchard, Nortl		Bideford Area	
Grass cutting Outside Victoria Park, Charles Kingsley, Port Memorial, Chanters Ave, Top of Meddon street, Al		Bideford area/ E T W	
Weed/Trim/tidy Port Memorial design		Port memorial	
Finish trimming Port Memorial		Port memorial	
Gass cutting Top of Fulford Close, Hill Crest road, Chubb Road, Barton Torrs, Ayres close, Eastridge View, He		E T W.	
Repair to toilet/cistern		25, Market Place	
Weed commemortive rose bed.		Kingsley road	
jet wash /clean Toyota pickup, Renault van.		compound	
Open/Close Pannier Market.		Pannier Market complex	
Transport Town Clerk, councillor Gorden, around the Bideford area		Bideford Area	
Emergency clear up after flood damage to 25 Market Place.		Market place	
Deliver council agenda to councillors	Bideford Area		
32	Summer plants watering	Bideford Area	
	Weekly Monthly checks, weed /repair hanging baskets	Bideford Area	
	Started repairs to 25 Market Place	Bideford quay	
	Clean Ford tipper truck	Bideford Area	
	Grass seed & rack new recreational area	Market place	
	Open/Close Pannier Market, flood repair to ceiling 25 Market place including skimming effective area	compound	
	Trim over hanging branches trees along Kingsley road.	Ford rock	
	Removal of Graffiti then put stain blocker over the effective wall B T C bus stop	Market place	
	Open/Close Pannier Market removal of old pipe work & replace, Also renew inners of toilet cistern	Kingsley road	
	Repaint Bus stop	E T W.	
	Jet wash /clean glass roof of coach/bus stop.	E T W.	
	Open/Close Pannier Market including cleaning toilets, Finish off toilet plumbing 25 Market place	25 Market place	
	Pick up new council ties	E T W.	
	Errect new Discover Bideford sign, Cycle center Nuttaberry	E T W.	
	Started preparing new concrete pad for bench Pollyfield below football pitch	E T W.	
	Make up shutter boards for concrete pad then concrete	Riverbank carpark	
	Collect 4 trees & all New battery operated cutting equipment	Pannier Market complex	
33	Summer plants watering	Littleham	
		E T W.	

<p>33</p>	<p>Weekly checks including hanging baskets outside pizza shop Plant 4 trees Paint ceiling/walls(first coat) 25 Market place Repair to Kango lead Started digging out 2nd concrete pad Remove surplus soil from polyfield play area Training on new battery operated equipment Finish off digging area /shutter board. Collect new benches from Evans transport deliver to compound & started assembling Finish painting 25 Market place remove tower scaffolding/clean floor started D heading summer plants in planters oil/grease gym equipment afer complaint by member of the public from park lane Remove old benches & install 2 new benches Concrete area Alverdiscott park Emergency call out to Fishing tackle shop/prepare shutter boards to secure premises emergancy call !!Fire alarm sounding Pannier market complex. Collect new picnic tables from Evans transport & assemble Collect new waste bin from T D C compound Open/Close Pannier Market /cleaning toilets, Collect new barrow lock from Tamar Trading Install new picnic benches,put up new warning signs, water 4 tree + all laura plants Collect S/S bolts from Taylor fastenings</p>	<p>Bideford Area Ford rock Market place compound Alverdiscott park Polyfield play area. E T W compound Alverdiscott park Evans/compound Market place Bideford quay Victoria park Victoria park E T W. Pannier Market complex Pannier Market complex compound Bideford Area Pannier Market complex Torrington Ford rock Barnstaple (blank)</p>
<p>34</p>	<p>(blank) Weekly checks including hanging baskets. Collect keys off Mike Avis & inspect Market hall after Sunday Leaise with RD scaffolding, Regarding Finger post Grass cut manteo way including hedge trimming right hand side below new housing est. Finish off grass cutting Capern rd, High view, Pynes lane. Chapter 8 course Open/Close Pannier Market /cleaning toilets, Vacuuming Market hall floor, Also meeting Braddicks carpets</p>	<p>Bideford Area Pannier Market hall Gammaton cross E T W. Bideford Area Yarnscombe Torrington Market hall complex</p>

STANDARD WORK

WEEKLY:

Clean dog mess as first job on a Monday
Litter picking and bin emptying (twice, three times summer)
Litter picking and bin emptying (twice)
Check Gym Equipment
Check stream and culvert
4 x Defibs
Games tables

MONTHLY:

Check Quay benches
Check commemorative benches
Water checks