

## BIDEFORD TOWN COUNCIL



Janine Gardner  
Town Clerk and Responsible Financial Officer

The Green House  
Bideford  
Devon  
EX39 2HS

Telephone:  
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Thursday, 30 April 2026

To: Members of Bideford Town Council

You are hereby summoned to attend the following meeting:

**Event:** Annual Meeting of the full Council

**Meeting Date:** Thursday, 7 May 2026

**Meeting Time:** 6.30pm

**Venue:** Greenhouse, Riverbank House, Bideford EX39 2QG

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.

J Gardner  
Clerk to the Council

## AGENDA

### 1. To Elect a Town Mayor

### 2. Declaration of Acceptance of Office

To receive the Town Mayor's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.

### **3. To Elect a Deputy Town Mayor**

### **4. Apologies for Absence**

To receive apologies and reasons for absence.

### **5. Declarations of Interest and Dispensations**

To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting.

### **6. Public Participation**

Public participation session of 15 minutes duration on items on the agenda.

### **7. Minutes of the Previous Meeting**

To approve the minutes of the meeting held on 19 March 2026 as a correct record.

### **8. Communications**

To receive such communications as the Town Mayor /Town Clerk may wish to lay before the Council.

### **9. Code of Conduct**

To adopt the attached Model Councillor Code of Conduct published by the Local Government Association (LGA) as recommended by the National Association of Local Councils (NALC).

### **10. Standing Orders**

To approve the national model Standing Orders as recommended by the Staffing, Finance and General Purposes Committee on 30 April 2026.

### **11. Finance**

#### **a) Financial Regulations**

To note that the Council reviewed and adopted the national model Financial Regulations at its last meeting on 19 March 2026. The Regulations are published on the [Council's website](#).

#### **b) Schedule of Regular Payments**

Financial Regulation 6.6 requires the RFO for each financial year to draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council or a duly delegated committee may authorise in advance for the year.

c) Bank Signatories

To confirm/appoint bank signatories with “View and Submit” level of access (Janine Gardner and Richard Coombes) and “View and Authorise” level of access: Cllrs Doug Bushby, Peter Lawrence, Jamie McKenzie.

d) List of Payments

To approve the payments listed.

e) Verification of Bank Statements and Bank Reconciliations

Financial Regulation 2.6. stipulates that “At least once in each quarter, and at each financial year end, a councillor other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The councillor shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council’s Staffing, Finance and General Purposes Committee.”

To appoint a councillor who verifies and signs the Council’s bank statements and bank reconciliations.

f) Deeds in Custody of the Council

To inspect the deeds in the custody of the Council by prior appointment.

**12. Publication Scheme**

To approve the attached Publication Scheme.

**13. Governance Structure**

To consider the attached report.

**14. Committee Memberships**

To appoint councilors to serve on Committees and Working Groups resolved upon under the previous agenda item, and to appoint the chairmen of the Committees/Working Groups.

**15. Appointments to Outside Bodies**

To appoint representatives to outside bodies.

**16. Terms of Reference and Review of Delegation Arrangements**

To review and agree the terms of reference for

- a) Council Committees
- b) Working Groups

and associated delegation arrangements where applicable.

## **17. Review of Risk Management Arrangements**

To note that the Council reviewed and approved its risk management strategy and risk register at its meeting on 19 March 2026, and that the Staffing, Finance and General Purposes Committee is considering the Council's Health and Safety Policy for approval at its meeting on 30 April 2026.

## **18. Meetings Calendar**

To approve the attached calendar of meetings and functions for the civic year 2026-27.

## **19. Minutes**

To approve and adopt the following minutes:

- a) Planning Committee on 1 April 2026
- b) Planning Committee on 22 April 2026 – *to follow*
- c) Market Management Committee 23 April 2026
- d) Tourism Committee on 28 April 2026 – *to follow*
- e) Staffing, Finance & General Purposes Committee on 30 April 2026 – *to follow*

## **20. Review of the Council's and Staff Subscriptions to Other Bodies**

The Council subscribes to:

Ancient & Honourable Guild of Town Criers  
Devon and National Associations of Local Councils  
Information Commissioner's Office  
National Allotment Society  
National Association of British Markets (NABMA)  
South West Councils

The Clerk is a member of the Society of Local Council Clerks.

## **21. Torridge District Council**

To receive an update on Torridge District Council activities by one of the Councillors.

## **22. Bideford Bridge Trust**

To receive an update on Bridge Trust activities by one of the Trustees.

## **Part II (Closed Session)**

### **23. Exclusion of the Press and Public**

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

### **24. Christmas Lights Switch-On Event**

To consider quotes for the Christmas Lights switch-on event for approval in accordance with the Council's Financial Regulations.

### **25. Staffing Update**

To receive an update regarding a staffing matter.

### **MEMBERS OF THE COUNCIL**

Councillors D Bushby, R A Clarke, J Craigie, J Gubb, J Gordon, C Hawkins, J Hellyer, L Hellyer, K Hind, A Inch, S Inch, D McGeough, P Lawrence, J McKenzie, S Smith, M Taylor

Prayers will be said by Reverend Sean O' Rourke, in the Council Chamber at 6:20pm, prior to the start of the meeting. Councillors and members of the public are invited to participate if they so wish.
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**Date of Next Meeting: To be confirmed**