

BIDEFORD TOWN COUNCIL



Janine Gardner
Town Clerk and Responsible Financial Officer

The Green House
Bideford
Devon
EX39 2HS

Telephone:
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Thursday, 23 April 2026

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

You are hereby summoned to attend the following meeting:

Committee: Staffing, Finance and General Purposes

Meeting Date: Thursday 30 April 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

A G E N D A

1. Apologies for Absence

To receive apologies and reasons for absence.

2. 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.

3. Public Participation

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

4. Minutes of the Previous Meeting

To approve the minutes of the meeting held on 26 February 2026 as a correct record.

5. Items Brought Forward by the Chair

6. Standing Orders

To recommend to the full Council to adopt up-to-date Standing Orders as published by the National Association of Local Councils.

7. Privacy Policy

To recommend to the full Council to adopt the attached Privacy Policy.

8. Finance

a) To approve the payments listed.

b) Practitioners' Guide 2026-27 – to note the statutory guidance on governance and accountability for smaller authorities in England.

c) Investment Strategy – to consider the attached report.

d) Banking arrangements

9. Local Authorities (Members' Allowances) (England) Regulations 2013

To make a recommendation to Council for the financial year 2026-27.

10. Health and Safety

a) Health and Safety Policy – to recommend to the full Council to adopt the attached health and safety policy.

b) Fire Safety Policy – to recommend to the full Council to adopt the attached fire safety policy.

c) Health and safety for employees, including lone working procedure – to consider the attached report.

11. Customer Services Policy including Freedom of Information Procedure

To recommend to the full Council to adopt the attached policy.

12. Christmas Lights Tender Documents

To approve the attached invitation to tender document for publication on the government's Find a Tender portal.

13. Town Centre Free Parking Days

To consider the attached report.

14. Appraisal Arrangements for the Town Clerks

To consider the attached report.

15. Purchase of a Gift for the 50th Anniversary of the Twinning Association

To consider the purchase of a gift.

16. Manor Court Presentments

To consider and resolve upon the Manor Court Presentments.

17. Maintenance Operatives

a) To receive an update on the tasks undertaken by the Maintenance Operatives.

b) To approve the employment of the Seasonal Worker between 1 May 2026 and 30 September 2026 to assist with the additional summer workload.

Part II (Closed Session)

18. 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.

19. Citizen's Award

To consider awarding the Citizen's Award.

20. Mayor and Mayoress Day Chain

To consider a report recommending

21. Employment Matters

a) To note the Council's employment handbook.

b) To consider a report regarding night shift remuneration during the Long Bridge lights works.

c) Staffing matter.

**MEMBERS OF THE STAFFING, FINANCE AND GENERAL PURPOSES
COMMITTEE**

Councillors D Bushby, J Gubb, J Hellyer, L Hellyer, K Hind, S Inch. D McGeough,
P Lawrence and J McKenzie.

Date of Next Meeting: 21 May 2026