

## BIDEFORD TOWN COUNCIL



Town Hall  
Bideford  
Devon  
EX39 2HS

Telephone:  
Bideford (01237)  
428938

Mr Richard Coombes  
Acting / Town Clerk and Responsible Financial Officer

Friday 9 January 2026

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 15 January 2026 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.

R Coombes  
Acting 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. Enc.
3. Public participation session of 15 minutes duration on items on the agenda.
4. To approve the minutes of the meeting held on Thursday 4 December 2025 as a correct record (approved and adopted at Meeting of Town Council – 18 December 2025). Enc
5. Items brought forward by the Chairman.
6. Accounts – To approve the payments listed. Enc
7. To consider and make a recommendation to Council on the Draft Budget and Annual Precept request for the Financial Year 2026/2027. To follow
8. To receive an update on the tasks undertaken by the Maintenance Operatives. Enc

9. **PART II (Closed Session)**

10. 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.
11. To receive an update on the Market Project Management and resolve accordingly.
12. Staffing Matters.

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

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

**Date of Next Meeting: 26 February 2026**



## **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.



## BIDEFORD TOWN COUNCIL

### Minutes of the Staffing, Finance & General Purposes Committee

held in the Council Chamber of the Town Hall on,

Thursday 4 December 2025 at 6.30 pm

- PRESENT:**
- |             |  |
|-------------|--|
| North Ward: | Councillor D Bushby (Chairman)<br>Councillor K Hind                    |
| East Ward:  | Councillor Mrs J Gubb<br>Councillor J McKenzie<br>Councillor J Hellyer |
| West Ward:  | Councillor C Hawkins (substitute for Councillor Mrs L Hellyer)         |
| South Ward  | Councillor S Inch<br>Councillor P Lawrence (Mayor)                     |
- IN ATTENDANCE:** Mr R Coombes (Deputy Town Clerk)  
Councillor Mrs S Smith

#### 67. APOLOGIES FOR ABSENCE

Members noted the Apologies received and reasons for absence from:

Councillor	Mrs L	Hellyer
Councillor	D	McGeough

#### 68. DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA

Councillor Mrs Gubb declared a pecuniary interest in agenda item 7.a. (Accounts – payments to family members).

#### 69. PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION

There was no public participation.

#### 70. MINUTES

Proposed by Councillor Lawrence and seconded by Councillor McKenzie, the Minutes of

the Meeting held on 23 October 2025 were approved and signed as a correct record.

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

71. **ITEMS BROUGHT FORWARD BY THE CHAIRMAN**

- a. Members noted the intention to appoint a subcommittee following the Town Council Meeting Notice of Motion / Resolution to drive the acquisition of former Bideford Borough Assets in the light of the Local Government Re-organisation.
- b. Councillor Lawrence, following a meeting with the Chief Executive of Torridge District Council, had viewed the various opportunities to accommodate the “Town Clerk’s Office,” at Caddsdon and the “compact” facility in the grounds of Riverbank House, more central / accessible to the Town. The latter he indicated was the “best” option but for the size.

The Chairman volunteered to view the facilities on offer with the Clerk.

Members were unanimous in the agreement that once viewed, the Chairman would impart the preferred choice.

72. **ACCOUNTS**

- a. It was proposed by Councillor S Inch and seconded by Councillor McKenzie, and

**RESOLVED: That the lists of payments for 4 December 2025 be approved.**

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

- b. Members deferred the Internal Auditor’s report (1 July 2025 – 30 September 2025).

73. **TOWN CLERK AND RESPONSIBLE INANCIAL OFFCIER APPOINTMENT**

The Chairman confirmed that the recruitment and interview process had provided for some excellent candidates for the Town Clerk role and also the Administrative Officer position.

He confirmed that Ms Janine Gardner had accepted the position that provided for flexible working arrangements ensuring the Council’s business needs are met.

Members discussed the implications of flexible working reflecting on the agreed opportunity to work from home.

They welcomed the appointment, noting the CiLCA qualification and the ten years’ Town Clerk experience that she brought to the role.

The Chairman looked forward to confirming the appointment of the identified Administrative Officer candidate again reflecting on their impressive interview and work experience.

74. **PORT MEMORIAL PLANTING FOR 2026**

Members considered the 2026 quotation for the Port Memorial Planting.

Proposed by Councillor Bushby, seconded by Councillor McKenzie, and

**RESOLVED: That the quotation for the Port Memorial Planting for 2026 from Merry Harriers is accepted.**

(Vote For: 8, Against: 0)

75. **RANGERS' WALK BEHIND MACHINE**

Members had sight of detail of initial cost to repair a gearbox, potential for the need to replace a second and further quotation to renew the nine years' old machine.

The Chairman deferred the decision to allow for him to liaise with the Rangers and gain a greater understanding.

Councillor S Inch indicated that monies should be apportioned to meet the cost of valued items that would in time depreciate.

76. **FORD HOUSE WOODLAND TREE REPORT QUOTATION**

Members considered the quotation received.

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

**RESOLVED: That Glendale are invited to undertake an Inspection of the trees at Ford House Woodland and provide a report, in accordance with their quotation (based on the original Council survey request).**

(Vote: For: 8, Against: 0)

77. **NOTICE OF MOTION**

Submission by Councillor Mrs S Smith, proposed by Councillor McKenzie.

Throughout the year local people regularly volunteer by preparing food and hosting St Mary's Church Friday Dinner.

Enabling the provision of a three course meal, that is free of charge to local residents who are considered as less fortunate or vulnerable. At the same time providing an opportunity to socialise in a safe space regardless of religious beliefs.

This application for funds from Bideford Town Council would go towards the improving the annual Christmas dinner. This act of kindness will provide Festive goodie bags containing: toiletries, socks and chocolate. Cost per bag £5.00 x 40. Required grant £200.

Seconded by Councillor Hawkins.

During discussion Councillor Mrs Gubb made reference to the annual grant application process.

Proposed by Councillor McKenzie, seconded by Councillor Hawkins and

**RESOLVED: That the Motion is accepted.**

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

78. **REMEMBRANCE SUNDAY – WAR MEMORIAL**

Councillor Lawrence explained that he had received correspondence from a resident of Northam, backed by much social media traffic from local residents on the siting of the Memorial in Victoria Park and its limitations.

The Chairman led discussion indicating that TDC owned the Park, the potential for Services to be conducted in front of the flagpole, albeit, entirely grassed and past public consultation leading to the status quo.

The Clerk indicated that the Parade stakeholders: Town Marshal, and leaders / representative of the Veterans, Service Cadet organisations, St John, Scouts and Guides could be invited to engage in any consultation.

The Chairman indicated that the item would be deferred pending his enquiries within TDC.

79. **TOWN RANGERS - TASKS UPDATE**

Members led by the Chairman fulsomely expressed thanks to the Rangers for their extensive and impressive work.

80. **PART II (CLOSED SESSION)**

Proposed by Councillor Bushby, seconded 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)

81. **MARKET PROJECT MANAGEMENT**

Councillor Hind appraised members on meetings, engagement of officers, liaison with the Architects and TDC, surveys and completion date timelines.

82. **STAFFING MATTERS**

There is a confidential minute associated with this item.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 8.00 pm.

Signature of Town Mayor: ..... Date: .....

Signature of Chairman: ..... Date: .....

Row	Date Entered	Description	Extended Description	Net	VAT	Gross
1	13/11/2025	Amazon	Amazon Prime	8.99	0.00	8.99
2		Berrys	Payroll / services / support	320.00	64.00	384.00
3		BJ's Value House	Polyanthus Bedding	44.75	8.95	53.70
4		Mimick Signs	Warning signs	25.00	5.00	30.00
5		Motor Parts Direct	Vehicle item	13.06	2.61	15.67
6		SLCC	Advertisement	136.00	27.20	163.20
7		Torbay Media Ltd	Remembrance Parade Public Notice	180.00	36.00	216.00
8		Torridge District Council	Town Ranger Depot Rates	1,338.33	267.67	1,606.00
9		Bideford Con Club	Remembrance Sunday Buffet	600.00	0.00	600.00
10		Asda	Card	9.98	2.00	11.98
11		B&M Limited	Sequin snow flake silver	2.50	0.00	2.50
12		Peninsula Business Services Limited	HR/H&S/EAP	344.97	65.15	410.12
13		Wollen Michelmore LLP Clients Account	Legal Fees	507.50	101.50	609.00
14		The Greenhouse People Ltd	Robinsons Greenhouse	5,194.98	1,039.00	6,233.98
15		Bideford Cobblers & Keys	Key cutting	18.00	0.00	18.00
16		Indeed Ireland Operations Limited	Job Advertising	252.00	0.00	252.00
17		Express Matting Services Ltd	Rubber Sheet	45.83	9.17	55.00
18		John Taylor Fasteners	Screws nuts washers	6.41	1.28	7.69
19		Horwood Christmas Tree Farm	Christmas Tree	160.00	0.00	160.00
20		TK Play Ltd	Collect refurbish reinstall gym equipment	410.00	82.00	492.00
21		Oak Valley Tree Consultancy	Tree inspection report	384.00	0.00	384.00
22	17/11/2025	Staff salaries inc Pension	SALARY	30,032.82		30,032.82
23		Blanchards Home Hardware	Fly killer	4.16	0.83	4.99
24		Amazon	TC Interview buffet	25.60	5.12	30.72
25		Asda	Cloths / Toilet roll	12.51	2.50	15.01
26		B&M Limited	Adaptor	10.00	2.00	12.00
27	25/11/2025	Evans Transport Ltd	Hardcore	91.80	18.36	110.16
28		Garlands	Stationery	2.99	0.00	2.99
29		Merry Harriers	Garden Sundries	6.67	1.33	8.00
30		Motor Parts Direct	Ratchet Tie Down	50.00	10.00	60.00
31			Number plate	37.35	7.47	44.82
32		Adobe Systems Software Ireland Ltd	Service Licence	198.96	39.79	238.75
33		Waitrose.com	TC Interview buffet	164.62	4.73	169.35
34	27/11/2025	Andrew Symons Ltd	Replace 3 x cutter deck blades + test	145.26	29.05	174.31
35		Clarity Copiers	Copier Charges	15.24	3.05	18.29
36		CMC Productions	PA Victoria Park - Remembrance Sunday	190.00	0.00	190.00
37		EDF	Bridge Lights	22.23	1.11	23.34
38			Xmas Lights - 74a	18.61	0.93	19.54
39			Xmas Lights - 14a	27.34	1.37	28.71
40		West of England Fire Protection Service Limited	Inspection Rangers' Deport	38.50	7.70	46.20
41		E-On Next Energy Limited	Town Ranger Depot Elec.	77.44	3.87	81.31
42		Lineal Software Solutions Ltd	Microsoft Licences	171.06	34.21	205.27
43		Source For Business	Water charges Town Rangers Depot	36.34	0.00	36.34
44		Wollen Michelmore LLP Clients Account	Legal Fees	2,332.00	466.40	2,798.40
45		SWAS NHS Foundation Trust	Loan Defibrillator Spt Pckge - 4 year	2,000.00	400.00	2,400.00
46		M S Gubb	Support Rangers' Road Closure - 9 Nov 25	100.00	0.00	100.00

28/11/2025	Focus Group	TR Depot / Townhall Broadband	102.72	20.54	123.26
<b>Grand Total</b>			<b>45,916.52</b>	<b>2,771.89</b>	<b>48,688.41</b>

Bank Balances at	28/11/2025	- Current Account	£ 5,546.78
Bank Balances at	28/11/2025	- Deposit Account	£ 220,000.00
Bank Balances at	28/11/2025	- 95 Day Account	£ 332,384.04

BIDEFORD TOWN COUNCIL - SF&GP Committee Meeting - 15 January 2026

Row	Date Entered	Description	Extended Description	Net	VAT	Gross
1	17/12/2025	EDF	Bridge Lights	22.78	1.14	23.92
2		ICO	Data Protection Fee	47.00	0.00	47.00
3		E-On Next Energy Limited	Town Ranger Depot Elec.	189.93	9.50	199.43
4	18/12/2025	Amazon EU SarL	Mayoral Reception (Myr's Allce)	71.81	14.37	86.18
5		Madar Corporation Ltd	Mayoral Reception (Myr's Allce)	50.75	10.15	60.90
6		Canva	Design software	83.32	16.67	99.99
7	19/12/2025	Andrew Symons Ltd	Investigate oil leak to handbrake shaft	155.00	31.00	186.00
8		Mimick Signs	3 x signs 3 x panels	139.40	27.88	167.28
9		Richard Coombes	Mayoral Reception (Myr's Allce)	317.25		317.25
10	23/12/2025	EDF	Xmas Lights - 14a	27.40	1.37	28.77
11	31/12/2025	Allstar	Fuel	145.82	29.16	174.98
12		Jewson	Maintenance Items	22.05	4.41	26.46
13		RGB	Maintenance Items	425.55	85.11	510.66
14		Tamar Trading	Maintenance Items	290.70	58.14	348.84
15		Bowdens Cleaning Services Limited	Cleaning	69.33	13.87	83.20
16	05/01/2026	Clarity Copiers	Copier Charges	34.98	7.00	41.98
17		Torridge District Council	Town Ranger Depot Rates	1,338.33	267.67	1,606.00
18		Lloyds	Service Charges	8.50	0.00	8.50
19		Focus Group	TR Depot / Townhall Broadband	102.72	20.54	123.26
20		PWLB	Loan Repayment	12,863.49	0.00	12,863.49
21	06/01/2026	Amazon	Amazon Prime	8.99	0.00	8.99
22	07/01/2026	EDF	Electricity Quay Lights (Sep - Dec)	885.86	44.30	930.16
23		Torridge District Council	T Hall Offices rent	315.31	63.06	378.37
24			T Hall Offices Service Charge	223.48	44.69	268.17
25		West of England Fire Protection Service Limited	Service Charges / Equipment Caddsdwn	768.00	153.60	921.60
26		Guild of Mace-Bearers	P Stone - Ann sub	10.00	0.00	10.00
27		Devon County Council	Allotment Rent	500.00	0.00	500.00
28		Northam Town Council	Northam Mayor's Charity x 2 (BTC Myr's Allce)	80.00	0.00	80.00
29		C K Occupational Health Ltd	Fit for employment certificates	40.00	0.00	40.00
30	08/01/2026	BJ's Value House	Maintenance Items	6.67	1.33	8.00
31		Staff Salaries inc Pension Cllrs Allce inc HMRC	Salary / Allces	28,862.11		28,862.11
<b>Grand Total</b>				<b>48,106.53</b>	<b>904.96</b>	<b>49,011.49</b>

Bank Balances at	09/01/2026	- Current Account	£ 7,134.03
Bank Balances at	09/01/2026	- Deposit Account	£ 150,000.00
Bank Balances at	09/01/2026	- 95 Day Account	£ 332,568.90

Bideford Town Council  
 Draft Budget  
 For The Financial Year 2026/2027

Function	Budget 2025/26	Budget 2025/26 ProRata	Expend as at 31/12/2025	Year End Projection	Variance	Variance ProRata	Budget 2026/27
<b>Administration</b>							
Bank Charges	700.00	525.00	77.45	103.27	596.73	447.55	200.00
Employees Salaries, NI, Pension	373639.75	280229.81	257014.54	342686.05	30953.70	23215.27	386740.00
Contracted Services (Payroll)	1500.00	1125.00	5310.97	7081.29	-5581.29	-4185.97	5000.00
Honorariur All	3400.00	2550.00	2813.00	3750.67	-350.67	-263.00	3000.00
Allowances Mayor's/Councillors	14490.00	10867.50	737.91	983.88	13506.12	10129.59	15214.50
Advertising Grants / Parish Mtgs	700.00	525.00	2789.00	3718.67	-3018.67	-2264.00	1000.00
Audit Fees	2650.00	1987.50	2425.00	3233.33	-583.33	-437.50	3000.00
By Elections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Newsletter	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	6630.00	4972.50	7441.79	9922.39	-3292.39	-2469.29	8000.00
Insignia	1020.00	765.00	3323.14	4430.85	-3410.85	-2558.14	1000.00
Hospitality	500.00	375.00	909.09	1212.12	-712.12	-534.09	1500.00
Postages, Stationery, Sundries	1000.00	750.00	2075.51	2767.35	-1767.35	-1325.51	3000.00
Subsistenc Officers / Members	408.00	306.00	304.25	405.67	2.33	1.75	600.00
Training Courses / Days	2040.00	1530.00	624.35	832.47	1207.53	905.65	2000.00
Subscriptions	2244.00	1683.00	9134.42	12179.23	-9935.23	-7451.42	5000.00
IT / website	2595.00	1946.25	3845.22	5126.96	-2531.96	-1898.97	10000.00
Office rental	7836.00	5877.00	10378.30	13837.73	-6001.73	-4501.30	2000.00
	421352.75	316014.56	309203.94	412271.92	9080.83	6810.62	447254.50
<b>Ceremonies</b>							
Civic Functions	5475.50	4106.63	3062.38	4083.17	1392.33	1044.25	6000.00
Celebratory Events	533.00	399.75	9957.81	13277.08	-12744.08	-9558.06	2500.00
Remembrance Sunday		0.00	906.00	1208.00	-1208.00	-906.00	1000.00

	Twining Reception	320.00	240.00	369.14	492.19	-172.19	-129.14	1500.00
		6328.50	4746.38	14295.33	19060.44	-12731.94	-9548.96	11000.00
Environmental								
	Allotments	9159.25	6869.44	1978.40	2637.87	6521.38	4891.04	10000.00
	Environmental projects	15280.00	11460.00	0.00	0.00	15280.00	11460.00	16500.00
	Dog/Litter Bins	1046.00	784.50	0.00	0.00	1046.00	784.50	500.00
		25485.25	19113.94	1978.40	2637.87	22847.38	17135.54	27000.00
Grants								
	Local Organisations	55000.00	41250.00	45200.00	60266.67	-5266.67	-3950.00	50000.00
	North Devon Record Library	4000.00	3000.00	4000.00	5333.33	-1333.33	-1000.00	5000.00
		59000.00	44250.00	49200.00	65600.00	-6600.00	-4950.00	55000.00
Projects								
	Maintenance Depot	0.00	0.00	58375.80	77834.40	-77834.40	-58375.80	-
	Grass cutting	-3500.00	-2625.00	0.00	0.00	-3500.00	-2625.00	-3500.00
	Town Projects	155608.00	116706.00	25889.33	34519.11	121088.89	90816.67	75000.00
		152108.00	114081.00	25889.33	34519.11	117588.89	88191.67	71500.00
Tourism & Public Realm								
								-
	Bridge & Xmas electricity	5000.00	3750.00	1405.74	1874.32	3125.68	2344.26	5000.00
	Christmas Lights installation	61000.00	45750.00	25631.44	34175.25	26824.75	20118.56	64000.00
	Decorative Lighting - Quay Elec & repair	3947.00	2960.25	5245.58	6994.11	-3047.11	-2285.33	3000.00
	Planters / Floral Displays	15848.50	11886.38	14576.80	19435.73	-3587.23	-2690.43	16640.00
	General (Xmas parking & Tic )	13375.00	10031.25	125.00	166.67	13208.33	9906.25	0.00
	Pull Testing	2462.00	1846.50	0.00	0.00	2462.00	1846.50	2580.00
	Public Clocks maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		101632.50	76224.38	46984.56	62646.08	38986.42	29239.82	91220.00
								-
Woodland								
	Maintenance	1500.00	1125.00	2900.00	3866.67	-2366.67	-1775.00	5000.00

	1500.00	1125.00	2900.00	3866.67	-2366.67	-1775.00	5000.00
Loans							
Maintenance Team Depot Repayments	38591.73	28943.80	24489.95	32653.27	5938.46	4453.85	37352.00
Maintenance Depot	0.00	0.00		0.00	0.00	0.00	
						-	
General	38591.73	28943.80	24489.95	32653.27	5938.46	4453.85	37352.00
Transfer In/(Out) of Reserves	-1131.20	-848.40	0.00	0.00	-1131.20	-848.40	0.00
Market Recharge	-42621.64	-31966.23	0.00	0.00	-42621.64	-31966.23	-
Market Project	5187.36	3890.52	8694.28	11592.37	-6405.01	-4803.76	75000.00
General Contingency	0.00	0.00	0.00	0.00	0.00	0.00	5000.00
	-38565.48	-28924.11	8694.28	11592.37	-50157.85	-37618.39	80000.00
	767433.25	575574.94	512823.69	683764.92	83668.33	62751.25	825326.50

EARMARKED RESERVES

End 24/25

End 25/26

Bus Shelters (Manteo Way)	10,000.00	10,000.00
Regeneration Projects	12,000.00	12,000.00
Play equipment	10,000.00	10,000.00
Town Council Reserves	300,000.00	300,000.00
	332,000.00	332,000.00

Represented by:-

Account 0033239 (Town Council - Current Account)	7,134.03
Account 0421383 (Pannier Market - Current Account)	6,935.99
Account 7086849 (Town Council - Curr. Yr Precept Account)	164,814.86
Account 38952560 (Town Council - Earmarked Reserve)	332,766.62
Account 7153511 (Pannier Market - Deposit Account)	300,157.87

TOTAL	(Expend 31 Dec 25)	512,823.69
Variance		83,668.33
Current band D		£135.71
New Band D:		£147.37
Increase on band D		8.59 %
Tax base	(for 2026/2027)	5,600.34
		£0.22 per week
		£11.66 per year
Amount required by precept 26/27		825,326.50
Amount required by precept 25/26		767,433.25



## BIDEFORD TOWN COUNCIL - TOWN RANGER TASK LISTS 25/26

### Staffing, Finance & General Purpose Committee Report

Number	Week Number	Work	LOCATION	Sum of COMPLETED HC
1	49	admin & PC work	Rangers depot	2
2		Open/Close Pannier Market,	Pannier Market	3
3		Open/Close Pannier Market, cleaning toilets.	Pannier Market	2
4		Green house assembling	Rangers depot	13
5		Weekly,Monthly,Quarterly,Annual checks.	Bideford area/Rangers depot	5.5
6		Weekly,Monthly,Quarterly,Annual checks. Cleaning Internal roofs	Pannier Market	7.5
7		meeting with RC.	Town Hall	2
8		Quarterly machinery noise test,minor repairs/green house assembling	Rangers depot	5
9		Removing shutter board from concrete pad/green house assembling	Rangers depot	7.5
10		Open/Close Pannier Market, cleaning toilets./Cleaning Internal roofs	Pannier Market	7.5
11		Jet washing Jubilee square	Bideford Quay	7.5
12		PC/Admin work, Printing 2026 documents	Rangers depot	7.5
13		Repair to road signs	Rangers depot	1.5
14		Quarterly maintenance/lubrication on roller doors	Rangers depot	5
15		Green house assembling / transporting to concrete slab	Rangers depot	8.5
16		Sorting out greenhouse glass	Rangers depot	2
17	50	weekly checks	Pannier Market	2.5
18			Bideford area.	2.5
19		Meeting with Deputy town clerk	Town Hall	0.5
20		Open/Close Pannier Market, cleaning toilets.	Pannier Market	4
21		Helping with new Green house	Rangers depot	3
22		Full days surveying with architects	Pannier Market	15
23		Weekly chechs,Altering & glazing greenhouse	Rangers depot	7.5
24		Altering & glazing greenhouse	Rangers depot	5
25		Putting christmas lights up in Tower street.	Bideford area.	5.5
26		Glazing greenhouse, making new shelving	Rangers depot	7.5
27		Glazing greenhouse	Rangers depot	7.5
28		Vist to T D C to have a look around new porta cabin office with RC	Bideford area.	2
29		Open/Close Pannier Market, assisting Asbestos Surey for T D C....(didn't arrive ) Cleaning Pavement gully out from which Pannier Market downpipes run into.	Pannier Market	7.5
30		Meet with tree surgeon	Ford Woods	1
31		admin & PC work, glazing Green house	Rangers depot	6
32		Finish jet washing Jubilee square	Bideford Quay	4
33		Fit self openers to green house windows. Fit cover trims	Rangers depot	6
34		Inspection of oak tree in Ford woods	Ford Woods	1
35		shelving plants in greenhouse	Rangers depot	1
36		Working Saturday evening with St Marys school	Pannier Market	4.5
37	51	weekly checks	Bideford area.	2.5
38		Clean welfare room/toilet	Rangers depot	2
39		Weekly checks/Admin	Rangers depot	2.5
40		Open/Close Pannier Market, cleaning toilets.	Pannier Market	4
41		Weekly checks/ tidy hall after saturday night. ( LUAL )	Pannier Market	3
42		Started cleaning out rear room of theTown Hall with all Bideford Town Council artifacts were stored,Then transport to Rangers depot	Town Hall/Rangers depot	5
43		Shelving plants in Greenhouse	Rangers depot	4.5
44		Open/Close Pannier Market also assisting Linale with new Wi-Fi	Pannier Market	7.5
45		Assisting with new Wi-Fi	Pannier Market	3
46		admin & PC work, shelving plants in Greenhouse, Meeting with Deputy town clerk	Bideford area.	7.5
47		Erecting more shelving,Building box planter.	Rangers depot	11
48		Finish off back room Town Hall	Town Hall/Rangers depot	4
49		Joint venture With Northam town council. Weeding cutting back Planters,General tidy up.	Bideford/Northam area	10
50		Admin/PC work/ Assisting Encompass with auditor for alarm/security system	Rangers depot	3
51		Open/Close Pannier Market. Assist West of England with checking Fire Ext	Pannier Market	7.5
52		Collect old Ferris from Holsworthy	Holsworthy	2
53		Building rack & planter for Greenhouse	Rangers depot	7.5
54		Building rack & planter, Fitting of final two panes of glass for Greenhouse	Rangers depot	5.5
55		Repair to planters	Rangers depot	5
56		Shelving plants ,moving planters to greenhouse	Rangers depot	7
57	52	weekly checks	Bideford area.	2.5
58		Open/close Pannier Market.	Pannier Market	1.5
59		Weekly checks/Admin	Rangers depot	3.5
60		Weekly checks/cleaning toilets,	Pannier Market	3
61		Repair to planters last 2.	Rangers depot	4
62		Building rack for Greenhouse	Rangers depot	3

63	52	Started filling planter with top soil	Rangers depot	3
64		Finish filling planters with top soil/fitting guttering / cappings.	Rangers depot	4
65		walk of ford woods	Ford Woods	1.5
66		Admin/PC work. sorting paper work,washing & cleaning vehicles.	Rangers depot	4
67		Washing/cleaning vehicles, cleaning Welfare /toilets	Rangers depot	2.5
68	2	(blank)	(blank)	
69		Open/close Pannier Market including cleaning toilets	Pannier Market	2
70		Open/close Pannier Market.	Pannier Market	1
71		Open Pannier Market.	Pannier Market	0.5
72		Monthly/weekly checks	Rangers Depot/Pannier Market	4
73			Bideford area.	4
74		Removing Christmas decorations/Tree from Market hall,Butchards Row	Pannier Market	3.5
75		Wide spread gritting.	Bideford/E T W.	5
76		Admin/PC work.shredding Christmas tree	Rangers depot	2.5
77		Grit spreading parts of Bideford area	Bideford area.	2.5
78		Renewing irrigation system for hanging baskets	Cooper street	7.5
79		Strimming of various allotment plots	Pollyfield Allotment	6.5
80		Admin/PC work.	Rangers depot	3
81		sorting out materials,re-filling salt bins	Bideford area.	4
82		Re-filling salt bins	Bideford/E T W.	1
83		Building wardrobe for Mayor/councilors gowns	Rangers depot	5
84		Collect gowns from town hall, transport to rangers depot	Bideford area.	2.5
85		meeting with RC	Town Hall	1.5
86		Survey Bideford & E T W areas, clean up where necessary, after storm GORETTI	Bideford area.	3
87		Meeting at Toyota commerical, Ford commercial regarding new vehicle	Barnstaple	3
88		Collect chains maces from town hall deliver to rangers depot.Building shelves in cupboard town hall	Town hall,Rangers depot	3.5
89		walk Ford woods checking for falling trees.	Ford Woods	0.5
90		Renewing watering system for hanging baskets	Cooper street	4
91		Admin/PC work. Clean welfareroom/toilet	Rangers depot	2.5

## 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