

## BIDEFORD TOWN COUNCIL



Town Hall  
Bideford  
Devon  
EX39 2HS

Telephone:  
Bideford (01237) 428938

Mr Richard Coombes  
Acting / Town Clerk and Responsible Financial Officer

Friday 28 November 2025

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 4 December 2025 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 23 October 2025 as a correct record (approved and adopted at Meeting of Town Council – 13 November 2025). Enc
5. Items brought forward by the Chairman.
6. To note and welcome the appointments of the Town Clerk and Responsible Financial Officer and the Administration Officer.
7. Accounts –
  - a. To approve the payments listed. Enc
  - b. To receive and approve the Internal Auditor's Report - Records as at 30 September 2025. To follow

- |     |                                                                                                                                  |         |
|-----|----------------------------------------------------------------------------------------------------------------------------------|---------|
| 8.  | To consider and resolve upon the acceptance of the quotation for the Port Memorial Planting for 2026                             | E mail  |
| 9.  | To consider and resolve upon replacement or replacement parts for nine years old Ferris “walk behind” grass machine 48 inch bed. | E mail  |
| 10. | To consider and resolve upon quotations for the Inspection, Risk Assessment and Report on trees at Ford House Woodland .         | E mail  |
| 11. | Notice of Motion – Councillor Mrs S Smith                                                                                        | PiF Enc |

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.

- |     |                                                                                                                                                                                                                     |               |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 12. | To review the Remembrance Sunday Parade and Services. Given the popularity and numbers supporting the Victoria Park element consider whether and where changes or improvements can be made and resolve accordingly. | Cllr Lawrence |
| 13. | To receive an update on the tasks undertaken by the Maintenance Operatives.                                                                                                                                         | Enc           |

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

- |     |                                                                                                                                                                                                                  |  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 15. | 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. |  |
| 16. | To receive an update on the Market Project Management and resolve accordingly.                                                                                                                                   |  |
| 17. | Staffing Matters including to consider and resolve upon reinstating the Deputy Supervisor Rangers Role.                                                                                                          |  |

**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: 15 January 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 23 October 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<br>Councillor Mrs L 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)

#### 48. APOLOGIES FOR ABSENCE

Members noted the Apologies received and reasons for absence from:

Councillor	Mrs L	Hellyer
Councillor	D	McGeough

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

Councillor Mrs Gubb declared a pecuniary interest in agenda item 11. (Accounts – payments to family member).

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

There was no public participation.

#### 51. MINUTES

Proposed by Councillor S Inch and seconded by Councillor P Lawrence, the Minutes of the Meeting held on 11 September 2025 were approved and signed as a correct record.

(Vote – For: 8, Against: 0)

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

The Clerk had been advised by D S Electrical that the Christmas Lights will be switched on either Sunday 30 November or Monday 1 December 2025. They will be switched off on Saturday 6 December 2025 in preparation for the “Christmas Lights Switch On Event” scheduled for Sunday, 7 December 2025.

The lights need to be switched on to generate the heat to combat the weather. Setting them up and not using them leads to additional maintenance issues faced by the wet and grime

Members discussed the implications on having the Lights illuminating the Town prior to the official lights switch on against not having lights for the first week of December. (It would not be possible to bring forward the Event given the organisation and commitments to date.)

It was noted that D S Electrical had tried to contact the organiser who had expressed concern at the lateness of the Event.

Despite the Lights Switch On Event could not be brought forward Members did not feel it was appropriate for the Lights to be illuminated prior to the start of the Event. They asked whether D S Electrical could delay the installation, thereby mitigating the maintenance issues?

The Chairman agreed to speak with D S Electrical.

53. **ACCOUNTS**

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

**RESOLVED: That the lists of payments for 23 October 2025 be approved.**

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

b. Members received the Conclusion of Audit from PK Littlejohns.

It was proposed by Councillor Bushby and seconded by Councillor S Inch, and

**RESOLVED: That the Conclusion of Audit from PK Littlejohns is noted.**

(Vote – For: 8, Against: 0)

c. Members received the Internal Auditor’s report (1 April 2025 – 30 June 2025).

It was proposed by Councillor Bushby and seconded by Councillor S Inch, and

**RESOLVED: That the Internal Auditor’s report is approved.**

(Vote – For: 8, Against: 0)

- d. Members received and approved the Council’s interim Independent Auditor’s Report as at 30 September 2025.

It was proposed by Councillor Bushby and seconded by Councillor S Inch, and

**RESOLVED: That the Council’s Independent Auditor’s Report as at 30 September 2025 is accepted.**

(Vote – For: 8, Against: 0)

#### 54. **STAFF RECRUITMENT**

- a. Town Clerk. Members discussed who should constitute the interview panel, arrangements to consider the applications received and confirmation of a “short list” to be invited for interview.

Further discussion included the format to provide for the applicants to meet councillors and staff during a buffet lunch, testing, presentation and interview.

Members agreed that the interview Panel would comprise:

Councillor	Peter	Lawrence	
Councillor	Doug	Bushby	
Councillor	Mrs Jude	Gubb	
Councillor	Ken	Hind	
Councillor	Jamie	McKenzie	
Councillor	Mrs Lynda	Hellyer*	*Should a reserve be required.

The Panel will meet on Thursday, 30 October, 5.00 pm in the Council Chamber, Town Hall to review the applications and establish the short list of candidates to be invited for interview.

Further, the interview date will be established and the format confirmed.

- b. Administration Officer. Members felt the make up of the Panel should be the same although both Councillors Mrs Gubb and Lawrence intimated that they may be compelled to withdraw should they feel “conflicted,” with a potential submission.

It was felt that the format would differ from the Town Clerk role, with a simple “word” test, no psychometric testing nor presentation. Given the later submission closure date of 12 November 2025, a subsequent date will be arranged for the “short list” meeting.

#### 55. **CIVIC / COMMUNITY EVENTS – OFFICER ATTENDANCE**

Councillor Lawrence questioned the ethos that informed the costing and charging of officer / facility time against an Event, organised by the Tourism Committee on behalf of the Council, where the officer / facility is engaged / managed by the Council.

Council Event, Council facilities, Council personnel should not incur a cost. Clearly,

where officers are operating out of hours, so time off in lieu should be awarded.

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

**RESOLVED: That there should be no “charge,” to the Tourism Committee, or individuals working on behalf of the Council for use of Council facilities, including the Pannier Market, and officer time, the latter ensuring TOIL is accredited.**

(Vote – For: 8, Against: 0)

56. **FLORAL DISPLAYS**

Members considered the 2026 quotation for the Floral Display.

Proposed by Councillor Bushby, seconded by Councillor Inch, and

**RESOLVED: That the quotation for the Floral Displays for 2026 from Merry Harriers is accepted.**

(Vote For: 8, Against: 0)

57. **GREENHOUSE - RANGERS’ DEPOT**

Members considered alternate greenhouse opportunities for the Rangers’ Depot.

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

**RESOLVED: That the identified Robinsons Royle basic greenhouse is purchased.**

(Vote: For: 8, Against: 0)

Councillor S Inch confirmed the quality of the product.

58. **PANNIER MARKET HALL – COUNCIL USE**

Members agreed that the Resolution at Minute 55. covered the item.

59. **GRANTS 2026 / 2027**

Members considered both items

a. Grant Policy / Criteria and

b. Grant Application together. They agreed that a “ceiling” or upper limit was not required.

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

**RECOMMENDED: That the grant policy / criteria and application be adopted for 2026 / 2027.**

60. **NALC MODEL FINANCIAL REGULATIONS (MARCH 2025)**

Members discussed the importance and implications of up to date regulations.

The Independent Auditor's Report had highlighted the need for the Financial Regulations to be updated.

Proposed by Councillor Hind, seconded and

**RECOMMEND: To adopt the NALC Model in principle prior to changes incorporated specific to Bideford Town Council.**

(Vote – For: 8, Against: 0)

61. **MANOR COURT**

- a. Speaker's Gift. Members, led by the Chairman agreed a budget of up to £250.00.

The Mayor will liaise with the Clerk to identify a suitable item. Expenses will be considered.

- b. Presentments. The Clerk advised that the Burton, in principle, had expressed agreement to the return of the Queen Elizabeth I Charter on completion of the renovation works to the Town Hall.

62. **FREE PARKING DAYS**

Members reflected on previous targeting of TDC benevolence, the bequeathing of two "free" parking days.

Proposed by Councillor S Inch, seconded by Councillor J Hellyer and

**RESOLVED: That the two free parking days, provided by TDC, are used over the Festive period – Christmas Shopping days.**

(Vote: For: 8, Against: 0)

63. **TOWN RANGERS - TASKS UPDATE**

Members led by the Chairman expressed thanks to the Rangers for their extensive work. Councillor Mrs Gubb highlighted the quick response to a request.

The Chairman noted that the original, now nine years old, Toyota Hilux had initially failed the MOT but, following corrective work to the spring joint, subsequently passed.

Councillor Lawrence intimated that the prospective budget should include a replacement vehicle and requested that the Chairman seek to identify one.

Councillor Lawrence, whilst awaiting the formal report on an identified Oak Tree in Ford Woods, had been given to understand that the Tree was in good condition but would benefit from the removal of some upper branches, that the Ivy should be cleared and an "over hanging" branch should be removed.

Proposed by Councillor Lawrence, seconded by Councillor Bushby and

**RESOLVED: That on receipt of report / quotation identified works to be completed.**

(Vote: For: 8, Against: 0)

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

Proposed by Councillor S Inch, 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)

65. **MARKET PROJECT MANAGEMENT**

Councillor Hind advised:

- Ecology Survey had been carried out (no bats) but awaiting full report.
- 3-D laser measurement had been made of the Market Hall which will provide the basis for the construction tender.
- Project Manager position still to be filled, similarly Quantity Surveyor; Architect leading with the process.
  - On appointment (of the officers) formal process of obtaining authority and development will begin.
  - ND+ have offered support.

Councillor Hind will arrange (update) meeting with stakeholders.

66. **STAFFING MATTERS**

- a. Members approved the temporary appointment of the Deputy Town Clerk to Acting Town Clerk.

There is a confidential minute associated with this item.

- b. Employment Tribunal Claim. Members had been advised that a former employee had made an Employment Tribunal Claim against the Council.

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 8.24 pm.

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

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



## BIDEFORD TOWN COUNCIL - SF&amp;GP Meeting - 23 October 2025

PV	(All)
Date Invoice	(All)

Row	Date Entered	Description	Extended Description	Net	VAT	Gross
1	01/10/2025	Torrige District Council	T Hall Offices rent	327.55	65.52	393.07
2			T Hall Offices Service Charge	232.32	46.46	278.78
3			Town Ranger Depot Rates	1,338.33	267.67	1,606.00
4		Lloyds	Service Charges	8.50		8.50
5		Focus Group	TR Depot / Townhall Broadband	154.00	30.80	184.80
6	02/10/2025	G J Heaman	MOT Vehicle works	265.00	45.00	310.00
7		In-Stitches	PPE	54.00	10.80	64.80
8		James Hallam	Vehicle Insurance	1,932.00		1,932.00
9			Vehicle Insurance Admin	60.00	0.00	60.00
10		Torrige District Council	T Hall Offices rent	0.23	0.04	0.27
11		Acorn Recruitment Ltd	Temp Head	381.48	76.30	457.78
12		Andy Mitchell	Padlock	25.51		25.51
13		Mow-It Garden Machinery	Maintenance Items	10.42	2.08	12.50
14		CRH Sustainability Group Ltd	Trailer	2,750.00	550.00	3,300.00
15		Temu.com LONDON	Maintenance Items	29.55	0.00	29.55
16	06/10/2025	Bideford Cobblers and Keys	Key Cut	19.00	0.00	19.00
17	07/10/2025	Staff salaries inc Pension	SALARY	29,398.66	0.00	29,398.66
18		Councillor Allce	Councillor Allce	4,031.40	0.00	4,031.40
19	09/10/2025	Amazon EU SarL	Barbed Connectors Irrigation Fittings Kit	7.49	1.50	8.99
20		JLB IT Solutions Limited	Black Plastic R Type P Clip Clamp	8.32	1.67	9.99
21	13/10/2025	BJ's Value House	Bedding	6.65	1.33	7.98
22		Motor Parts Direct	Kwiklok nutlock / flash dash satin	25.27	5.05	30.32
23		Screwfix	Forge Steel Tap and Die	20.82	4.17	24.99
24		Amazon EU SarL	Drip Irrigation Hole Punch Tool	6.66	1.33	7.99
25		Amazon EU S.A.R.L. UK Branch	Stationery	18.44	3.69	22.13
26		Amazon	Drip Irrigation Tubing Tool Kit	13.06	0.00	13.06
27		MDL Powerup Limited	Pair of 15hp chipper blades	113.33	22.66	135.99
28	14/10/2025	Amazon Prime	Prime	8.99	0.00	8.99
29		CTA Centre	Training Assessment Certification - Ranger	424.35	75.00	499.35
30		SLCC	Advertisement	211.00	42.20	253.20
31		Nick Sampson Mechanical Engineering Services Ltd	Removal of Quay Planters	500.00	100.00	600.00
32		Peninsula Business Services Limited	Online Employment Services	344.97	65.15	410.12
33		Skip & Stones Skip Hire	2 x skips	740.00	148.00	888.00
34		<b>Grand Total</b>		<b>43,467.30</b>	<b>1,566.42</b>	<b>45,033.72</b>

Bank Balances at	16/10/2025	- Current Account	£ 18,789.53
Bank Balances at	16/10/2025	- Deposit Account	£ 300,000.00
Bank Balances at	16/10/2025	- 95 Day Account	£ 332,000.00

BIDEFORD TOWN COUNCIL - SF&GP Committee Meeting - 4 December 2025

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		Torrige 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



<b>28/11/2025</b>	<b>Focus Group</b>	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>

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

Notice of Motion / Project Initiation Form – Bideford Town Council

<p><b>Project Initiator and Lead:</b></p>	<p>Sue Smith</p>	<p>Date: 25<sup>th</sup> November 2025</p>	
<p><b>Project Description</b></p> <p>St Marys Church, Friday Dinner request financial support of £200 for Christmas gift bags for 40 Bideford residents.</p>	<p>Throughout the year local people regularly volunteer by preparing food and hosting St Marys Friday Dinner.</p> <p>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.</p> <p>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.</p>		
<p><b>Benefits</b></p>	<p>Bideford Town Council, to show compassion to economic and socially marginalised residents.</p> <hr/> <p><b>Benefits</b></p> <p>Supporting this project will deliver clear and meaningful benefits to local residents and to Bideford Town Council:</p> <p><b>Enhanced Support for Vulnerable Residents:</b> The Christmas goodie bags provide practical essentials such as toiletries, socks and small festive treats, offering comfort, dignity and a sense of being valued to residents who may be facing financial hardship.</p> <p><b>Reduction of Social Isolation:</b> The Friday Dinner creates a safe, welcoming environment where individuals who may feel lonely, isolated or marginalised can enjoy a shared meal and social interaction. Enhancing the Christmas dinner experience promotes positive mental wellbeing and strengthens community connections.</p> <p><b>Supports Year-Round Volunteer Efforts:</b> Local volunteers dedicate their time throughout the year to preparing food and hosting the Friday Dinner. This contribution from the Council acknowledges and reinforces the vital work already carried out by community volunteers.</p> <p><b>Strengthening Community Partnerships:</b></p>		

	<p>Providing this grant demonstrates the Council's commitment to collaborating with local organisations such as St Mary's Church, helping sustain initiatives that directly benefit residents and improve overall community cohesion.</p> <p><b>Positive Civic Engagement and Public Trust:</b> The Council's support reflects compassion, inclusivity and responsiveness to local needs. It shows that Bideford Town Council actively supports grassroots projects and is committed to improving quality of life for those who are economically or socially disadvantaged.</p> <p><b>High Impact for Minimal Cost:</b> A modest contribution of £200 delivers direct, tangible benefits to 40 local people. This represents excellent value for money and ensures that limited Council funds are used effectively to achieve maximum community benefit.</p>		
Financial Implications	N/A		
Risks and issues	N/A		
Action List	Yes / No	Name of person to complete action	Observations:
Planning Permission	None		
Owners Consent	Yes		
Consultation Required	Yes		

Standing Order 7. Previous Resolutions.

\*\*A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ( 9 ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.



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

## Staffing, Finance & General Purpose Committee Report

Agenda Item 13

Number	Week Number	Work	LOCATION	Sum of COMPLETED HC
1	42	weekly checks	Bideford area	2.5
2		weekly checks,Meet with electrical contractor on site & assist/escort around the Market. Site location for 2 dog poo bins	Pannier Market/Bideford area	7.5
3		Install new water pipe for 15,16, 18, Butchers row.	Pannier Market	5
4		Finish off water supply	Pannier Market	3
5		Escorting D S electrical around Pannier market.	Pannier Market	22.5
6		Obtaining materal for installation of 2 dog poo bins, admin work.	Bideford area, Rangers depot	3.5
7		Finish off planting winter bulbs, flowers	Bideford area	4
8		Installation of 1st dog bin ( park Clivedon road) Started digging 2nd location for dog bin top of Churchill rd.	E T W.	4
9		Leaf blowing outside Victoria Park.	Bideford area	3.5
10		Working with Benckmark survey company (survey of full complex Pannier Market)	Pannier Market	15
11		Jet washing Welcome to Bideford sign E T W, Finish installation of 2nd dog bin	E T W.	3
12		Cut back hedge outside woods Clovelly rd. Started cutting hedge bottom of Londonderry est	Bideford area	4.5
13		Finish off Hedge trimming Bottom of Lane field rd Londonderry est also hedges in the surrounding area	Londonderry est	4
14		Trim trunk of tree Manor carpark.	Bideford Quay	1
15		Leaf blowing/collecting	Belvior road	2.5
16		Weed/clean block pavers Osbourne close	Londonderry est	2
17		Leaf blowing/collecting ( top of Belvior)	Bideford area	1.5
18		Weed Spraying both side of Clovelly rd from Blights garage to Geneva Place turning.	Bideford area	3.5
19		Working in the Pannier Market with Bideford Town Band.	Pannier Market	5
20	43	weekly checks	Pannier Market	2.5
21			Bideford area	2.5
22		open/close Pannier Market, Clean toilets.	Pannier Market	2
23		Meeting with R C.	Town Hall	1
24		Open/close Pannier Market	Pannier Market	1
25		Repairs to tier planters	Rangers depot	9
26		Leaf blowing/collecting	Bideford area	3
27		Weekly checks/Admin	Rangers depot	2.5
28		Weekly checks. Escorting DS Electrical.	Pannier Market	7.5
29		Removal of artefacts from Town hall, Dismantal of Town Clerks office	Town Hall	5
30		Leaf clearing outside Victoria Park, Bideford Quay, Charles Kingsley.	Bideford area	7.5
31		Repair to Nu 10 tier planter.	Rangers depot	1
32		Open/Close, clean toilets, damp proof & seal 1 wall in 12 Butchers row. Revamp security key box.	Pannier Market	7.5
33		Trip to Barnstaple, Repair to battery blower, Call back to Horwood ref Christmas tree.	North Devon area	2.5
34		Leaf clearing Quay 22, Charles ave, Bideford Quay, Outside Stand court, outside old Rectory, Abbotsham road corner of Morton Park, walk way outside woods Clovelly road.	Bideford area	7.5
35		Admin	Rangers depot	2
36		Cleaning step cutting back overhanging foilage. request from Councillor Bushby.	Westcoombe	2.5
37		Open close middle door, finsh 12 B/R	Pannier Market	2
38		Admin/ repairs to tier planters	Rangers depot	7.5
39		Repair to 6 tier planter.	Rangers depot	7.5
40		Sand down clean & repaint DAIS.	Rangers depot	4
41		White gloss Dais	Rangers depot	2.5
42		Leaf clearing around Pannier Market	Bideford area	2.5
43		Repairs to tier planters/Admin	Rangers depot	4
44		Collect number tranfers and revamp Remembrance signs	Bideford area	2
45	44	Weekly checks	Bideford area	3
46		Clean toilets & close Pannier Market	Pannier Market	1
47		Leave blowing/ removal Ford Woods,outside of Victoria Park.	Bideford area	4.5
48		Weekly checks Rangers depot, Pannier Market.	Rangers Depot/Pannier Market	4
49		Weed removal & cleaning lane	Between Morton Ave --- Morton Park	3.5
50		Trip to Barnstaple to collect PC	Barnstaple	2
51		Leaf clearing outside Quay 22	Bideford Quay	2
52		Finish off Morton Ave lane	Morton Park	5
53		Weed & clean gully, cut back hedge Start of Old Barnstaple rd. Cut back hedge opposite Pannier Market	Bideford area	5
54		Cut back hedge full length Acacia close	Bideford area	7.5
55		Open/Close Pannier Market clean toilets,Meeting with Lucy Lowe, Painting signs meeting with R C.	pannier Market/Town Hall	2.5
56		Weed removal & cleaning lane with machine.	Church Walk	5
57		Finsh off Acacia close, Clear leaves outside Old Rectory,Charles Kingsley.	Bideford area	4
58		Started removal of summer plant from Old Town planters	Old Town	3.5
59		Open close middle door.	Pannier Market	1
60		Finish off weeding Church walk.	Church walk.	4
61		Started weeding Cifton Street.	E T W.	2.5
62		Deliver bins to Pannier Market for Lucy Lowe.	Pannier Market	1

63	44	Put out Remembrance sign	Bideford Quay	1
64		Replace barriers around Gym equipment	Victoria park	1
65		Finish off Old Town planters	Old Town	4
66	45	open/close Pannier Market, Clean toilets.	Pannier Market	2
67		Open close middle door.	Pannier Market	0.5
68		Weekly/Monthly checks, Admin,	Rangers depot	4.5
69		Weekly/Monthly checks.	Bideford area	4.5
70		Weekly/Monthly checks.	Pannier Market	4
71		Leaf clearing outside Victoria park,	Kingsley road/riverside pavement	3.5
72		Grass cutting outside Victoria park, Port Memorial.	kingsley road.	3.5
73		Sorting out Problem within Bideford Area	Bideford area	3
74		Open close Pannier Market.	Pannier Market	1
75		Reorganise area in depot ready for New trailer	Rangers depot	2
76		Removing old tap & replacing with new gold tape on 20 tier planters	Rangers depot	7.5
77		Preparation for concrete extension on rear path	Rangers depot	12.5
78		Trip to Holsworthy with ferris for new cutting blades	Holsworthy	2
79		Trip to Barnstaple to collect battery blower	Barnstaple	1
80		Piano move	ST Marys Church	1
81		Assisting Town clerk	Town Hall	1.5
82		Preparation for Remembrance Sunday outside & inside Victoria Park	Victoria park	17
83			Rangers depot	3
84		Open/Close Pannier Market clean toilets.	Pannier Market	1.5
85		Finish of gold stripe on planters/ preparation work for Remembrance sunday	Rangers depot	4
86		admin & PC work	Rangers depot	3.5
87		Weed outside Town hall	Town Hall	2
88		cleaning 3 vehicles inside & out all 3	Rangers depot	3
89		Inspections Bideford Area	Bideford area	2
90		Remembrance Sunday meeting	Town Hall	2
91	46	weekly checks	Bideford area	2.5
92		Bideford area sorting out materials	Bideford area	1
93		admin & PC work	Rangers depot	9.5
94		Remembrance Sunday Parade/ Tidying around war memorial , outside of Victoria Park	Bideford Quay	5
95		Weekly checks/ Putting up Christmas decorations in Butchers row	Pannier Market	7.5
96		Christmas decorations Butchers Row	Pannier Market	8.5
97		Remembrance Sunday wash up meeting	Town Hall	1
98		Netting of poppy wreaths	Victoria park	0.5
99		Drive to Horwood to collect christmas tree	Torrige/ North Devon area	2.5
100		Open/Close Pannier Market. finish decoration hall for christmas, put up christmas tree	Pannier Market	7
101		Victoria park war memorial for Armistice	Victoria park	0.5
102		Deliver christmas tree to Pannier Market then preparation work to put tree in place	Pannier Market	4.5
103		Finish decorating Christmas tree	Pannier Market	5.5
104		Open/Close Pannier Market, Clean toilets, Finish decorating christmas tree	Pannier Market	7.5
105		Meeting with Deputy town clerk	Town Hall	1.5
106		Meeting with Merry Harriers ( regarding port memorial design.)	Bucks cross	2
107		Finish shuttering/stud work for concrete	Rangers depot	2
108		Open close middle door. Working with Openreach to install new communication line into Pannier Market office	Pannier Market	7.5
109		Leaf collecting & blowing. Outside Victoria Park, Around Pannier Market, Belvior, Ford Woods path. (15 bulk bags )	Bideford area	7.5
110		Meeting with Pollyfield allotment Chairman & Deputy town clerk	Town Hall	1
111		Meeting With the Mayor & Tree surgeon	Ford Woods	1
112		Finish plantinng winter plants & bulbs, Old Town planters.	Old Town	2.5
113		Collecting Materials	Bideford area	1
114		Open/Close Pannier Market clean toilets, clean all internal glass doors.	Pannier Market	4
115		Installing new fixing clip to old trailer	Rangers depot	4
116		Removing summer plants from Port memorial	Port Memorial	3
117		Sorting out flooded planter Old Town	Old Town	2
118		Cleaning, Finish off shutter for concrete pad	Rangers depot	3
119	47	weekly checks	Bideford area	2.5
120			Pannier Market/Rangers depot	3
121		Jet Washing Jubilee Square & surroundig area	Bideford Quay	20
122		Removing top soil from Planter 2 after it became flooded , Transport to depot to wash & clean	Old Town	3.5
123		Trip to Merry Harriers to pick up capillary matting	woolsery	1
124		Meeting Handy cross allotment with councillor S Inch, J Gubb, National grid, chair of Handy X Allotment ,representative from Bridge trust.	Handy cross allotment	1.5
125		Transport 2 christmas light poles to E TW & erect at the end of old bridge	Bideford area	1.5
126		Trip to Deep moor tip too pick up 2 ton of top soil. Fill old town planter, using left over soil to put around Rangers depot	Torrington	3.5
127		Rangers depot to recive new Trailer	Rangers depot	1
128		Open/Close Pannier Market,	Pannier Market	2.5
129		Handy x allotment to messure boundery hedge for new fence.( hopfully suplyed & fitted by National Grid.	Handy X.	1
130		re-fix planter in old town	Bideford area	1
131		Leaf blowing /collecting. Outside Burton Art Gallery, infront of Victoria park	kingsley road.	4.5
132		Recive New trailer. Training on strapping machinery .	Rangers depot	2
133		Open/Close Pannier Market, Clearing leafs from Butchers row ,surrounding area	Pannier Market	2.5
134		Assessing Port Memorial design frame work	Port Memorial	1
135		Turning over soil in Port Memorial, removing one side of frame work. Transport to rangers depot,Make new frame work.	Port Memorial/Rangers depot	7.5
136		Collect material for port Memorial	Bideford area	1
137		Started printing off vehicle log books for 2026/ assisting with frame work for port memorial	Rangers depot	3
138		Finish making frame work & installing at port memorial	Port Memorial	4
139		Litter picking area between Blights garage-- BJ value house after blowing out of recycling bins	Clovelly road	1.5
140		Cleaning depot bays.	Rangers depot	2
141		Meeting at Ford woods to obtain second quote for oak tree	Ford Woods	1.5
142		trip to Littleham to pick up PPE	littleham	1

143	47	Town Hall to see RC,CP	Town Hall	1
144		Admin & Printing	Rangers depot	3
145		Wide spread gritting, Schools, Old people homes paviments, ice spots through out Bideford.	Bideford area	4.5
146		Assisting Deputy town clerk with the candidates for Town clerk position.	Town Hall	7
147		Open/Close Pannier Market, cleaning toilets.	Pannier Market	2
148		Washing Cleaning vehicals after salt spreading.	Rangers depot	1.5
149		Cleaning welfare/toilets	Rangers depot	1
150	48	weekly checks	Bideford area	2
151		admin & PC work	Rangers depot	2
152		Open/Close Pannier Market,	Pannier Market	1
153		Open/Close Pannier Market, cleaning toilets.	Pannier Market	2
154		Weekly checks/cleaning toilets	Pannier Market	3
155		Sorting out brake down with Market hall cafe cooker	Pannier Market	2
156		meeting with RC.Weekly checks, PC input	Town Hall	3
157		Planting of winter bulbs/pants	Port Memorial	2.5
158		Repair to Ford rock gate. Unblock stream	Ford Woods	3
159		Replant old town planter	Old Town	1.5
160		Collct concrete from evens yard, transport to depot then concrete pad	E T W / Rangers depot	5
161		Remove plants from area where concrete being layed. Help with concreting	Rangers depot	5
162		Meeting Pannier Market 2pm regarding light up a light.	Pannier Market	1
163		Strimming brambles top fence of Pollyfield allotment	E T W.	2.5
164		Strimming perimeter rangers depot	Rangers depot	2.5
165		Finish off repair to strimmer	Rangers depot	1
166		Grass cutting Clovelly road, Morton park, Oaklands,Cedar way.	Bideford area	6.5
167		Grass cutting Clovelly road, Morton Park, Oaklands, Cedear way.	Bideford area	5.5
168		Trip to Symonds holsworthy with walk behind ferris	Torridge area	2.5
169		Recover dead fox from Ford woods.	Ford Woods	1
170		Sorting Problems within the Panner Market complex	Pannier Market	2
171		Trip to Tricks allotment with RC.	Tricks	2
172		Open/Close Pannier Market, Assist lineal with WI-FI	Pannier Market	5
173		Started assembling new GREEN HOUSE.	Rangers depot	13
174		Helping with new Green house	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