



## 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 Caddsdwn 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		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

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