BIDEFORD TOWN COUNCIL

Riverbank House
Bideford
Devon
EX39 2HS

Telephone:
(01237) 428938

Janine Gardner
Town Clerk and Responsible Financial Officer

Tuesday, 24 November 2026

To: Members of the Resources Committee

You are hereby summoned to attend the following meeting:

Meeting: Resources Committee
Meeting Date: Tuesday, 1 December 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 8 October 2026 as a correct record.

5. Items Brought Forward by the Chair

6. Interim Report by the Internal Auditor

To consider the interim report by the Council's internal auditor for the 2026-27 financial year.

7. Bank Reconciliations

On 7 May 2026, the Council appointed Cllr K Hind as its signatory for bank statements and quarterly bank reconciliations (ref. minute 11) who verifies and signs bank reconciliations and the underlying hard copy bank statements in accordance with Financial Regulation 2.6.

To receive Cllr Hind's report and to approve the attached quarterly bank reconciliations dated 30 September 2025.

8. Report by the Events Working Group

To consider the attached report.

9. 2027-28 Draft Budget

To consider the first draft of the Town Council's budget for the 2027-28 financial year.

10. Service of St Mary's Church Clock

To consider the attached.

MEMBERS OF THE RESOURCES COMMITTEE

Mayor, Deputy Mayor, Councillors Bushby, Clarke, Gubb, Hawkins, J Hellyer, L Hellyer, S Inch, T Inch, D McGeough and McKenzie

Date of Next Meeting: 14 January 2027

BIDEFORD TOWN COUNCIL

MINUTES

Name of Committee: Resources Committee
Meeting Date: Thursday, 8 October 2026
Meeting Time: 6:30pm
Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor D Bushby (Chair)

South Ward

Councillor P Lawrence (Town Mayor)

West Ward

Councillor C Hawkins
Councillor T Inch

East Ward

Councillor J Hellyer
Councillor J McKenzie

Also Present:

J Gardner, Town Clerk

28. Apologies for Absence

Apologies were received from Councillors Clarke, Gubb, L Hellyer, Hind and S Inch.

29. Declarations of Interest and Dispensations

No declarations of interest or requests for dispensations were received.

30. Public Participation

No members of the public were in attendance.

31. Minutes of the Previous Meetings

It was proposed by Councillor Bushby, seconded by Councillor McKenzie and **resolved** to approve the minutes of the meeting of the Resources Committee held 20 August 2026 as a correct record.

(Vote – For: 5, Against: 0, Abstention: 1)

32. Items Brought Forward by the Chair

None.

33. 2026-27 Quarter 2 Budget Monitoring

The Committee considered the budget monitoring report for the second quarter of the 2026-27 financial year as well as the underlying cashbook transactions reports detailing income and expenditure.

A suggestion was made to investigate whether the Council's payroll could be processed through its existing financial software, rather than the currently external payroll provider.

It was proposed by Councillor Bushby, seconded by Councillor T Inch and **resolved** to approve the following documents:

a) Budget monitoring report for the second quarter of the 2026-27 financial year

b) Cashbook transactions reports

(Vote – For: 6, Against: 0, Abstentions: 0)

The Mayor noted that councillors' allowances were usually processed and paid in January, May and September each year. The September payment of the allowances was currently overdue.

34. Review of the Council's Grants Policy

The Committee reviewed the Council's grants policy and application form.

It was proposed by Councillor Bushby, seconded by Councillor J Hellyer and **resolved** to reduce the Council's grants budget for the 2027-28 financial year to £50,000.

(Vote – For: 4, Against: 2, Abstentions: 0)

Furthermore, the Committee suggested the following amendments to the grants policy:

- Section 1.4. remove reference to individual wards and remove the second sentence regarding a maximum award

- Section 2.4 add that the Council would not accept applications from applicants whose aim was to raise funds and donate to charity

- Section 2.9 amend to reflect that applications would be welcome who benefitted the parishioners of Bideford, and not exclude applicants from outside the parish of Bideford

- Section 2.12 add "name" to the sentence "bank account in its own"

- Section 3.6 retrospective applications would not be considered

It was proposed by Councillor J Hellyer, seconded by Councillor T Inch and **resolved** to approve the Council's grants policy as amended and application form for publication.

(Vote – For: 6, Against: 0, Abstentions: 0)

35. Report by the Events Working Group

The Committee considered the report by the Council's events working group and suggested adding £500 to the Council's draft budget for the 2027-28 financial year for a possible civic reception for a Spanish delegation as part of the Water Festival 2027.

The Committee endorsed the working group's proposal that civic receptions would be held at the Pannier Market in 2027.

It was proposed by Councillor McKenzie, seconded by Councillor Bushby and **resolved** to hold Chudleigh Picnic at the Pollyfield Community Centre instead of Chudleigh Fort in 2027.

(Vote – For: 6, Against: 0, Abstentions: 0)

It was further proposed by Councillor Lawrence, seconded by Councillor McKenzie and **resolved** to:

a) endorse the Events Working Group's suggestions for inclusion in the draft budget for the 2027-28 financial year.

b) agree the date of the Bideford Fair on 5 June 2027.

(Vote – For: 6, Against: 0, Abstentions: 0)

36. Port Memorial Design 2027

The Committee agreed to invite the Council's maintenance team to design a colourful display with a backdrop depicting a floral display which would mirror the planting below.

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 7:27pm.

Signature of Chair: …… Date: ……..

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

Parish and Town Auditing Services
Tel: 07772 657446
Email: audit@patas.co.uk

Janine Gardner
Town Clerk
Bideford Town Council
Riverbank House
Bideford
North Devon EX39 2QG

21st October 2026

Dear Janine,

INTERIM INTERNAL AUDIT REPORT

Parish & Town Auditing Services have been appointed to undertake the internal audits at Bideford Town Council for the 2026/27 financial year. The interim internal audit was undertaken onsite on Wednesday 21st October 2026.

I can confirm that I am independent of the Council. I do not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.

Smaller authorities are required by the Accounts and Audit Regulations 2015 to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

The public sector internal audit standards have not been applied to smaller authorities. The report is therefore based on the guidance included in the Practitioners Guide 2026 and aims to provide a best practice effective internal audit.

It is not the purpose of either internal or external audit to detect or prevent fraud. It is also not the role of any internal auditor to complete Section 1 or Section 2 of the AGAR, that is the responsibility of the authority.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

Interim Audit
The following areas were reviewed:

- Overview of the main assertions outlined in the Practitioners Guide;
- A basic review of accounting processes;
- A review of relevant policies in place;
- Transparency Code data.

The audit has found no areas of concern and the Council's procedures and controls are generally working well.

It is important for the Council to continue to observe its governance requirements and ensure that it maintains its finances in a comprehensive and accurate format in order to complete its end of year obligations.

Thank you for all the information you have provided to enable the audit to be undertaken.

Yours sincerely,



Paul Russell
Internal Auditor

INTERNAL AUDIT ASSERTIONS
Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2026. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

AGS Assertion 1 — Financial management and preparation of accounts
- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

AGS Assertion 2 — Internal control
- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

AGS Assertion 3 — Compliance with laws, regulations and proper practices
- Acting with its powers:

AGS Assertion 4 — Exercise of public rights

AGS Assertion 5 — Risk management

AGS Assertion 6 — Internal audit

AGS Assertion 7 — Reports from auditors

AGS Assertion 8 — Significant events

AGS Assertion 9 — Trust funds (local councils only)

AGS Assertion 10 — Digital and data compliance

The following headings are based on Section 1 – Annual Governance Statement.

A. Appropriate accounting records have been properly kept throughout the year. AND Periodic bank account reconciliations were properly carried out during the year.

It has been confirmed that the Council has appointed a Responsible Financial Officer (RFO) who is responsible for the financial administration of the authority in accordance with Section 151 of LGA 1972.

The end of year balance in Box 7 of the 2025/26 AGAR is stated as £338,855. It has been confirmed that this is the correct roll forward figure for the 2026/27 financial year.

A review of the accounts to date was undertaken. The Council maintains its accounts using the Scribe accounting software.

A sample of financial transactions from the cashbooks to bank reconciliations has been undertaken. Access to the accounting system was provided to enable this to take place. The following tests were carried out:

- Review of the cashbook from April to September 2026 was undertaken. The cashbook is properly maintained and kept up to date. Invoices are saved electronically and the sample checked corresponded to the amounts paid;
- Sample transactions were compared to the bank statements. Sample checked was accurate;
- Payments are supported by an invoice and with a VAT invoice where relevant;
- Samples checked against the cashbook: Sample checked was accurate.

Payment runs are undertaken on a monthly basis following approval by Full Council. The monthly list of payments is submitted to Full Council for ratification/approval and uploaded onto the website as part of the agenda papers.

There is a proper process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures. Reports are submitted to Council/Committee, transactions are uploaded into the banking system by the RFO and then authorised. Approvals are minuted. A Councillor is also nominated to undertake internal control duties on a quarterly basis.

The Council has measures in place to help enable the prevention and the detection of inaccuracies and fraud, and the reconstitution of any lost records.

Transactions are supported by invoices which are saved or scanned and saved on the Council's IT system. Details are recorded in the accounting system. Copies of the accounts and list of payments are uploaded onto the website, and the accounts software is backed up on the Cloud.

All invoices are reviewed by the RFO prior to approval for accuracy.

The Council has an Internal Controls policy in place. This outlines the processes in place and to support business continuation. The controls have been adopted and published.

A member is appointed to carry out a review of the invoice payments with the RFO. The payment schedule and bank statements are compared and the list of payments signed off.

The Council has a Risk Management Strategy in place (RMS) and is published on the website.

The Council has identified the duties of Officers dealing with financial transactions and it has identified the responsibilities of those officers. Duties are outlined in the Standing Orders, Financial Regulations and Committee Terms of Reference. Copies have been provided.

Bank reconciliations are prepared monthly. All accounts are reconciled against the bank statements.

The Council has an appropriate investment strategy in place.

The internal audit has confirmed that appropriate accounting records are being maintained and that bank reconciliations are being carried out as required.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.

An initial review of the procedures in place for the acquisition of formal tenders and quotes was undertaken. The process for obtaining quotations is outlined in the Financial Regulations, which are based on the latest NALC template and were adopted at the May 2026 meeting.

The Council publishes tenders on the “Find a Tender” portal and has undertaken one tender for the provision of Christmas lights so far this year. The refurbishment of the Pannier Market tender was overseen by Torridge District Council.

Many Councils have added a Tenders/Contracts page on their website to enable them to publish opportunities locally and it is **recommended that Council considers adding the relevant page to help publicise opportunities.**

It is recommended that the old version of Financial Regulations be deleted from the Policies and Information Page: Policies and Information - Bideford Town Council

Council has adopted the latest version of the NALC Standing Orders. They were readopted in May 2026.

Revised NALC Standing Order templates do not now include thresholds. This reduces the potential of documentation stating inconsistent values in the future.

There is some useful guidance regarding the Transparency Code and the Procurement Act 2023 (Guidance for reconciling publication requirements of the

Procurement Act 2023 and the Local Government Transparency Code 2015 - GOV.UK).

A review of the procedures for receipt of invoices, agreement of invoice details and confirmation of goods/ services delivery and approval for payment was undertaken. The process is as follows:

- The Clerk/RFO inputs outstanding payments into the accounts on a monthly basis;
- The outstanding payments are submitted to either Full Council for approved/ratification;
- The approval is formally minuted;
- Payments are authorised via the banking app by the Clerk/RFO.

The internal audit has noted that the Council is in the process of changing its bankers to HSBC where the issues identified previously regarding segregation will be addressed. Currently there is not effective segregation between the setting up of online payments and physical release of payments but, as indicated, this is being addressed.

VAT reclaims are submitted quarterly. The year end claim (2025/26) of £13,167.39 was submitted and received on 14th April 2026. The Q1 (2026/27) claim (£19,919.01) has been submitted and paid (31/07/26).

The Council has two debit and one credit card in place. The cards are governed by Financial Regulations and balance are paid in full each month. There is an overall limit of £5,000. A review of the credit cards has been undertaken.

The Council has the General Power of Competence (GPC). (15th May 2023, Min 11)

11. GENERAL POWER OF COMPETENCE
The Town Clerk advised Members that providing the specific criteria was met the General Power of Competence enabled Councils to act in a manner that a regular person could. Formerly Councils would have to use statutory powers provided by the Local Government Act 1972. Councillors considered section 8 of the Localism Act 2011

Proposed by Councillor Craigie, seconded and RESOLVED: That, in accordance with the Localism Act 2011, Section 8, as set out in the Statutory Instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Bideford Town Council hereby considers itself an 'eligible council' having met the following criteria:

- *At the time of this resolution two thirds of the members of the Council have stood for election.*
- *The Clerk holds the Certificate in Local Council Administration (CiLCA), which includes Section 7 of CiLCA 2012. (Vote for: 13, Against: 0)*

The internal audit has confirmed that Council has complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The Council has adopted an appropriate register of assessed risks and a copy has been provided and reviewed.

The Council has appropriate levels of insurance cover in place for land, buildings, public, employers' and hirers' liability, fidelity/employees (including members) liability, business interruption and cyber security. The Fidelity Guarantee cover is £500,000.

The Council is insured with Zurich for its main policy cover and James Hallam (Farmers Plan) for its vehicles. Policy Number YLL-122010-1993. The new insurance policy will runs from 1st September 2026 to 31st August 2027. Council is adequately covered but this will be confirmed at year end once the asset register has been updated. The asset register is being maintained through the Scribe accounting system. (Noted that the Depot building is not currently included on the asset register but it is a work in progress)

The Council is not responsible for the management and maintenance of any play areas.

Internal controls are appropriate and effective and continue to be improved during this financial year.

The internal audit has confirmed that the Council has assessed significant risks it may face to achieving its objectives and appropriate arrangements are in place to manage these risks.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

At the meeting of the Town Council held on Thursday 22nd January 2026 Full Council formally approved the budget and the setting of a precept for the 2026/27 financial year. (Minute 117) following a recommendation from the Staffing, Finance & General Purposes Committee Thursday 15 January 2026.

117. STAFFING, FINANCE AND GENERAL PURPOSES COMMITTEE
The Deputy Chairman of the Committee highlighted Minute No. 89 (Precept / Budget 2026/27 (£825,327.00) recommendation and made reference to future equipment replacement provision.

The Minutes of the Meeting held on 15 January 2026, including the Precept Request were approved and adopted. (Vote – For: 9, Against: 2) The Chairman and Clerk signed the "Notice of Precept upon Torridge District Council."

It has been confirmed that a precept of £825,327 was requested. (MHCLG Parish Code E1139P009)

Budget monitoring is in place and undertaken on a quarterly basis by Full Council. These are published as part of the agenda pack.

The Council has Earmarked Reserves in place. At the beginning of the 2026/27 financial year the EMR balance was £332,000 though this only left £6,855.12 in the General Fund and this is not an adequate amount. It is **recommended that Council ensures that it has a minimum of 3 months of its average operating costs in its General Fund at year end.**

The Council had the following balances in place as at 30th September 2026:

Account	Amount
Credit Card	-£968.83
Lloyds Current A/C	£20,648.27
Lloyds Comm Inst A/C	£30,036.53
Market Lloyds Current A/C	£28,875.14
Market Lloyds Comm Inst A/C	£36,233.02
Lloyds Deposit A/C	£702,663.50
TOTAL	**£817,487.63**

The internal audit has confirmed that the precept was subject to an adequate budgetary process and progress against the budget is monitored on a quarterly basis. Council needs to ensure that it meets the recommended level of reserves at year end.

E . Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.

Aged debtors: A full review will be undertaken at year end.

The Council manages two allotment sites (Tricks & Pollyfield) (Your Allotments - Bideford Town Council) with two being self managed and operated by Allotment Associations. The Council is currently migrating its records from a spreadsheet to the Scribe Allotments package. Tenancy agreements are in place.

The Council is not a burial authority.

The Council hires out a variety of spaces including the Panier Market. A booking system is in place and hirers are invoiced directly. A sample of invoices paid was reviewed and the sample checked was accurate and could be referenced to the bank statement.

There are a number of other income streams in place. Income is properly recorded in the accounts. Income sources include grants, hire charges, contributions for items such as floral displays, sponsorship, the Pannier Market and interest from investments.

The internal audit has found nothing of concern. Income is properly recorded and VAT is dealt with appropriately.

F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.

The Council does not operate a petty cash account.

Not covered.

G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

All staff have a contract in place. Contracts are based on the standard Green Book conditions and Council has appointed an HR advisory company.

Member allowances are paid and go through the PAYE three times a year.

Payroll is undertaken by an external contractor. Payroll information is sent over to them and payroll information is returned along with payslips.

A sample of staff salaries have been reviewed. Staff are employed on NJC pay scales. Tax codes have been applied to the employees reviewed.

The Local Government Pension Scheme is in place. Pension contributions are deducted and monthly payments of employee and employer contributions are made to the scheme. Noted that the employer pension contributions have reduced this year

Both employee and employer NI contributions are applied and submitted to HMRC on a monthly basis.

A test sample was undertaken and it was confirmed that the correct net pay was paid to the employee with tax, NI and pension contributions correctly deducted and paid to the respective agencies.

The internal audit has confirmed that payroll is appropriately managed.

H. Asset and investment registers were complete and accurate and properly maintained.

An Asset Register is in place and is being updated.

A copy of the insurance policy was provided and an initial review has been undertaken.

Council has two loans in place for the 2026/27 financial year.

Number	From	To	Balance as at 31/03/26
670061	26-Oct-2023	25-Oct-2048	£144,413.06

741600	05-Jul-2024	04-Jul-2049	£339,587.37

Confirmation of payment related to 670061 in October has been provided.

The internal audit confirmed that asset and investment registers are properly maintained.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Accounts are maintained on an income and expenditure basis as required by the Accounts and Audit Regulations 2015 as the Council has a turnover exceeding £200,000 per annum.

It has been confirmed that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end.

K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.
Not covered.

L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation.

Council is required to publish Transparency information as outlined in the Local Government Transparency Code 2015 (Local government transparency code 2015 - GOV.UK)

The following information is published.

Expenditure exceeding £500
Local authorities must publish details of each individual item of expenditure that exceeds £500. Published

Procurement information
Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. Published.

Contracts
Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. Not currently published.

Information to be published annually
The following information should be published annually:

- Local authority land (The Asset Register) Published.
- Grants to voluntary, community and social enterprise organisations. Currently published as part of the F&GP (Grants) Committee minutes.
- Organisation chart (Staff structure with Council and Committee structure) Published
- Senior salaries (Council has one Officer paid over the £50,000 threshold) Published.
- Constitution (Standing Orders) Published
- Pay multiple (see the code) Not currently published
- Fraud (see the code) Not currently published.

The internal audit has confirmed that the authority publishes the majority of information on a free to access website as required. Recommend that any gaps be published before year end.

M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.

The publication requirements have been met. The Notice states 29th June to 7th August 2026 which meets the statutory 30 day requirement.

At the Council meeting held on 18th June 2026 the Public Notice was minuted (Minute 39).

The internal audit has confirmed that the authority correctly provided for the period for the exercise of public rights

N. The authority complied with the publication requirements for the prior year AGAR.
Publication Requirements Under the Accounts and Audit Regulations 2015, Authorities must publish the following information on the authority website/webpage:
Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited: Published
- Section 1 - Annual Governance Statement 2025/26, approved and signed: Published
- Section 2 - Accounting Statements 2025/26, approved and signed: Published

Not later than 30 September 2026 authorities must publish:

- Notice of conclusion of audit: Published
- Section 3 - External Auditor Report and Certificate: Published
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review: Published

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report. Published

The internal audit has confirmed that the authority complied with the publication requirements.

O. The authority complied with laws, regulations & proper practices relating to digital and data compliance.

The following areas have been reviewed:

- Ensure local authority has, as a minimum, a single generic email address on an authority owned domain. Criteria met.
- Check that website accessibility has been tested, at least annually, and that the accessibility statement has been updated as required. 10 out of 10 (WAVE Report of Home - Bideford Town Council)
- Check when the authority last completed a data audit. The Council is currently updating its Data Protection Policy but it is not yet in place.
- Ensure the authority has prepared and formally adopted a data protection policy that is reviewed at least once annually. The Council is currently updating its data audit but it is not yet in place.
- Ensure the authority has an up-to-date IT policy in place. In place.
- Freedom of Information: Publication Scheme in place (Publication-Scheme.pdf). **Council may wish to adopt the Freedom of Information Policy recommended by the ICO (template-parish-councils-20211029.doc)**

Currently the Council does not meet the requirements of Assertion 10 but is working towards full compliance.

P. Trust funds (including charitable) - the Council met its responsibilities as a trustee.

The Council is not a Sole Trustee.

Bideford Town Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2026			
	Cash in Hand 01/04/2026			325,687.73
	ADD			
	Receipts 01/04/2026 - 30/09/2026			1,142,881.45
				1,468,569.18
	SUBTRACT			
	Payments 01/04/2026 - 30/09/2026			650,112.72
A	**Cash in Hand 30/09/2026** (per Cash Book)			**818,456.46**
	Cash in hand per Bank Statements			
	Account 0033239 (Town Council - (	30/09/2026	20,648.27	
	Account 0421383 (Pannier Market	30/09/2026	28,875.14	
	Account 7086849 (Town Council - (	30/09/2026	702,663.50	
	Account 38952560 (Town Council -	30/09/2026	30,036.53	
	Account 7153511 (Pannier Market	30/09/2026	36,233.02	
				818,456.46
	Less unpresented payments			
				818,456.46
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**818,456.46**
	A = B Checks out OK			

Created by Scribe

BIDEFORD TOWN COUNCIL

NOTES

Name of Committee: Events Working Group
Meeting Date: Monday, 16 November 2026
Meeting Time: 5:00pm
Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor D Bushby
Councillor K Hind

South Ward

Councillor P Lawrence

East Ward

Councillor J Gubb
Councillor J McKenzie

Also Present

J Gardner, Town Clerk
C Heller, Administrative Officer

1. To Elect a Chair

The group elected Councillor J Gubb as Chair.

2. Rotary Club Contact

Cllr Hind agreed to provide the Administrative Officer with the contact details for the Rotary Club to discuss their request to raise money and have a pitch.

3. Christmas Lights Switch-On – Technical Arrangements

Cllr Bushby raised concerns that the countdown to the Christmas Lights Switch-On may not be audible along the Quay.

The Administrative Officer will raise this with the technical team to establish whether the sound coverage could be more widespread.

4. Arrival of Santa

Cllr Bushby suggested that Santa's arrival should be from the direction of Bideford Long Bridge, via Bridge Street and New Road, with his vehicle parking on the Quay opposite Mr Chips. The Administrative Officer will change the event plan accordingly.

5. Light Up Parade – Route and Timing

Members discussed proposed changes to the Light Up Parade route and agreed that the parade should take place following the Christmas Lights Switch-On at 5.45pm.

A new route will be explored and sent to the Chair for approval.

The Administrative Officer thanked Cllr Gubb for agreeing to act as compere for the event and provided her with a briefing document, which will be discussed later in the week. Sponsors have been asked to provide short slogans for the compere to use when acknowledging their support during the event. The briefing document will be updated once these have been received.

6. Sponsorship Update

The Administrative Officer provided an update on sponsorship received for the event and outlined the recognition arrangements for sponsors, including acknowledgement on event banners and promotional posters.

7. Social Media and Public Engagement

The Administrative Officer presented an update on the event's social media performance and public engagement. A Facebook post published just three days earlier had achieved 31,700 views and continued to gain traction. It was noted that members of the public were actively viewing and sharing posts, tagging friends and family, and asking questions about the event. Enquiries were being responded to promptly.

The positive contributions of Councillors McKenzie, Gubb, Hind and Smith, were acknowledged, with their sharing of posts helping to extend the campaign's reach and increase public engagement.

8. Photography and Mayor's Robing Arrangements

Mayor Lawrence agreed to contact Simon Ellery and Lewis Clarke to enquire about photography for the event, as Graham Hobbs was unavailable and the Administrative Officer would be occupied with event responsibilities.

The Mayor also suggested that robing could take place at the Pannier Market. Cllr Bushby offered the use of space at the Conservative Club as an alternative if required.

The Administrative Officer agreed to ask Andy Curtis to bring the Mayor's gown and chains to the agreed location.

The Town Clerk, Janine Gardner, advised that she had raised the possibility of photography students from Bideford College attending the event to take photographs. A photography brief had been prepared to guide the students, subject to confirmation of their attendance.

9. UpClose Radio

Cllr Gubb asked whether UpClose Radio had been contacted regarding the event.

It was confirmed that the event manager from Miss Ivy Events had made several attempts to contact Mark Clark and had left messages, including her telephone number, but had not received a response.

10. Road Closure and Traffic Management

Cllr Bushby advised that vehicles are usually positioned at either end of the road closure. Cllr Gubb commented that the crew were experienced and had previously been involved in managing Bideford Carnival.

11. High-Visibility Tabards

Cllrs Hind and McKenzie requested that the Maintenance Team provide high-visibility tabards for Councillors to wear during the event.

The Administrative Officer agreed to raise this request with Andy Curtis.

12. Date of Next Meeting

The Events Working Group will reconvene at 5.00pm on Tuesday 1 December 2026 to gather feedback from Bideford Town Councillors following the Christmas Lights Switch-On.

The Administrative Officer to send a meeting invitation.

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 5.00pm.

Bideford Town Council

Budget 2027-28

First Draft Resources Committee 1 December 2026

Code	Title	2026-27 Budget	2026-27 Q2	2026-27 Yr-End	2027-28 Budget	Comments
Income						
1000	Precept	£824,777.00	£824,777.00	£824,777.00		Current Band D £147.37
1001	Banking Interest	£0.00	£1,850.77	£3,701.54	£3,500.00	
1003	Other Income	£0.00	£0.00	£0.00	£0.00	
Expenditure						
Administration						
4000	Bank Charges	£200.00	£56.42	£112.84	£150.00	
4022	Salaries	£296,142.00	£135,364.50	£270,729.00	£313,484.00	
4023	Employer NI Contributions	£26,253.00	£32,345.93	£26,253.00	£38,553.00	
4024	Employer Pension Contributions	£64,345.00	£33,284.24	£66,568.48	£56,500.00	
4001	Payroll Services	£5,000.00	£2,609.82	£5,219.64	£1,200.00	Procuring new provider
4002	Expenses - Councillors	£300.00	£2,246.59	£2,500.00	£2,500.00	Includes Mayor's Allowance
4003	Expenses - Employees	£0.00	£144.72	£289.44	£300.00	
4125	Expenses - Civic Officers	£300.00	£41.00	£82.00	£100.00	
4004	Training and Development	£2,000.00	£1,703.70	£2,000.00	£2,000.00	
4005	Subscriptions	£5,000.00	£3,576.61	£3,500.00	£3,500.00	Cancel SW Councils? Keep SLCC, DALC, NAS, Town Criers
4006	Audit	£3,000.00	£2,005.00	£3,000.00	£3,500.00	
4007	Insurance	£8,000.00	£6,852.95	£8,000.00	£8,000.00	
4008	Elections	£0.00	£0.00	£0.00	£0.00	
4009	Honoraria	£3,000.00	£0.00	£0.00	£3,000.00	
4010	Allowances	£15,214.50	£5,068.00	£15,214.50	£15,500.00	
4011	Insignia	£1,000.00	£1,500.00	£1,500.00	£1,500.00	
4012	Hospitality	£1,500.00	£0.00	£0.00	£0.00	
4013	Advertising	£1,000.00	£169.81	£339.62	£500.00	
4014	Newsletter	£0.00	£0.00	£0.00	£0.00	
4015	Postage, Stationery, Sundries	£3,000.00	£1,012.04	£2,024.08	£2,500.00	
4016	IT	£9,000.00	£3,700.89	£7,401.78	£8,000.00	
4017	Website	£1,000.00	£595.00	£595.00	£1,000.00	
4018	Office Rental	£0.00	£0.00	£0.00	£5,850.00	Assume nine months rent at Town Hall @ £7,800 p.a.
4123	Office Equipment	£0.00	£140.68	£281.36	£300.00	
4019	Grants - Local Organisations	£50,000.00	£38,525.00	£50,000.00	£60,000.00	
4020	Grants - North Devon Records	£5,000.00	£4,000.00	£4,000.00	£4,000.00	
4021	Contingency	£5,000.00	£833.32	£833.32	£50,000.00	
4119	Legal Fees	£0.00	£7,227.50	£7,227.50	£5,000.00	
4340	Professional Fees	£0.00	£0.00	£0.00	£0.00	
4341	Youth Council / Youth Work				£15,000.00	Match Northam Town Council
Caddsdown Depot						
4048	Professional Fees	£0.00	£500.00	£1,000.00	£1,000.00	
4049	Business Rates	£0.00	£9,636.00	£19,272.00	£19,500.00	
4050	Broadband	£0.00	£353.81	£707.62	£750.00	
4051	CCTV	£0.00	£0.00	£0.00	£0.00	
4052	Cleaning	£0.00	£4.98	£9.96	£50.00	
4053	Maintenance	£0.00	£5,969.07	£11,938.14	£12,000.00	
4054	Repairs	£0.00	£0.00	£0.00	£0.00	
4055	Gas	£0.00	£0.00	£0.00	£0.00	
4056	Water and Sewage	£0.00	£99.96	£199.92	£200.00	
4057	Electricity	£0.00	£528.55	£1,057.10	£1,500.00	
4058	Waste Management	£0.00	£0.00	£0.00	£0.00	
4059	Grounds Mainenance	£0.00	£699.05	£1,398.10	£1,500.00	
4060	Security	£0.00	£24.86	£49.72	£100.00	
4061	Signage	£0.00	£0.00	£0.00	£0.00	
4062	Capital Expenditure	£0.00	£0.00	£0.00	£0.00	
Ceremonies and Events						
4025	Celebratory Events	£2,500.00	£0.00	£0.00	£0.00	
4026	Civic Functions	£6,000.00	£40.00	£40.00	£0.00	
4027	Manor Court	£0.00	£0.00	£0.00	£1,000.00	No Royal Hotel catering
4028	Mayor's Introduction	£0.00	£2,233.92	£2,233.92	£1,000.00	No Royal Hotel catering
4029	Bideford Fair	£0.00	£8,989.35	£8,989.35	£9,000.00	
4030	Chudleigh Fort	£0.00	£2,314.40	£2,314.40	£2,500.00	
4031	Twinning Reception	£1,500.00	£2,074.32	£2,074.32	£2,000.00	Spanish reception in 2027
4032	Remembrance Sunday	£1,000.00	£127.08	£127.08	£1,000.00	
4033	Bideford Regatta	£0.00	£551.79	£551.79	£500.00	
4044	Christmas Lights Switch On	£0.00			£12,000.00	
Tourism and Public Realm						
4106	Bridge Lights Electricity	£2,500.00	£744.14	£2,232.42	£2,500.00	
4107	Christmas Lights Installation	£64,000.00	£0.00	£0.00	£64,000.00	
4108	Christmas Lights Electricity	£2,500.00	£399.79	£1,199.37	£1,500.00	
4109	Quay Lights Electricity	£3,000.00	£1,434.71	£4,304.13	£4,500.00	
4110	Planters / Floral Displays	£16,640.00	£15,155.87	£15,155.87	£16,000.00	
4111	Pull Testing	£2,580.00	£0.00	£2,580.00	£2,500.00	
4112	Public Clocks Maintenance	£0.00	£0.00	£0.00	£0.00	
Ford Woods						
4105	Grounds Mainenance	£5,000.00	£210.00	£420.00	£5,000.00	
Projects and Environmental						
4114	Grass cutting	£3,500.00	£15.00	£15.00	£0.00	The 2026-27 budget represents DCC reimbursement
4115	Waste Collections	£500.00	£0.00	£0.00	£500.00	
4116	Environmental Projects	£16,500.00	£290.00	£580.00	£30,000.00	Solar PV for the Depot
4117	Town Projects	£75,000.00	£27,486.29	£54,972.58	£65,000.00	
4118	Decarbonisation and Environment	£0.00	£0.00	£0.00	£0.00	
Allotments						
	See Tab "Allotments"				£8,250.00	
Loan Repayments						
4113	PWLB	£37,352.00	£18,675.28	£37,352.00	£40,000.00	
			Total Expenditure without Honestone Street:		**£907,287.00**	Increase of 9.7%

BIDEFORD TOWN COUNCIL

Minutes of the Staffing, Finance & General Purposes Committee

held via Zoom on

Wednesday 2 September 2020 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby (Chairman) Councillor P S Christie Councillor D McGeough
	South Ward:	Councillor R Wootton
	East Ward:	Councillor Mrs R Craigie Councillor Mrs J Gubb (Vice-Chairman) Councillor Mrs L Hellyer
	West Ward:	Councillor D Ratcliff
		Mrs H J Blackburn (Town Clerk)

IN ATTENDANCE:

139 DRUM CLOCK

(Councillor Mrs Gubb left the meeting).

Members considered the cost of servicing and repairing the Drum clock in the High Street. During discussions Councillor McGeough declared a non-pecuniary interest (owns DM Scaffolding), and offered to provide access scaffolding free of charge, and to also pay for the pavement licence required.

Proposed by Councillor Bushby, seconded by Councillor Mrs Hellyer and

RESOLVED: That the Drum clock is repaired and serviced in line with the quotation provided and that the generous offer made by Councillor McGeough to provide the scaffolding free of charge and pay for the pavement licence is accepted.

(Vote: For: 6, Against: 0, Out of room: 1)

(Councillor Mrs Gubb returned to the meeting).

140 ST MARY'S CHURCH CLOCK

Members considered a request from St Mary's Church regarding a grant towards servicing their clock whilst taking into account the Local Government act 1894 (sections 6 and 8). Councillor Christie advised that the clock had been considered by many townspeople as the main town clock, since 1878, when it was presented to the town by the Stucley family (on the proviso the Town Council maintained it), and that it would therefore be eligible for Town Council funding. Other Members agreed. Councillor Christie then advised that St Mary's Church had also approached a second organisation for help with funding. It was therefore agreed to defer the decision until it was known what financial support would be forthcoming from elsewhere. Members were however in support of making a financial contribution towards the repair of the clock, should it be required.

Proposed by Councillor Mrs Hellyer, seconded by Councillor McGeough and

RESOLVED: That the decision regarding the funding request for St Mary's Church Clock is deferred and placed on the Town Council agenda, so that more information on other potential funding is available when the decision is taken.

(Vote: For: 7, Against: 0)

BIDEFORD TOWN COUNCIL

Minutes of the Town Council Meeting held via Zoom,

on Tuesday 17 September 2020 at 6.30 pm

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STAFFING, FINANCE & GENERAL PURPOSES COMMITTEE MEETING

b. To consider a request from St Mary's Church regarding a grant towards servicing their clock. (Item deferred from Minute number 140.)

The Mayor advised that the Bridge Trust had offered £3,500.00.

Proposed by Councillor Bushby, seconded and

RESOLVED: That the Council match the Bridge Trust and grant £3,500.00 towards the repair of St Mary's Church clock.

(Vote – For: 14, Against: 1)