

BIDEFORD TOWN COUNCIL



Janine Gardner
Town Clerk and Responsible Financial Officer

Riverbank House
Bideford
Devon
EX39 2HS

Telephone:
(01237) 428938

Thursday, 1 October 2026

To: Members of the Resources Committee

You are hereby summoned to attend the following meeting:

Meeting: Resources Committee

Meeting Date: Thursday, 8 October 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.

A handwritten signature in blue ink, appearing to be 'J Gardner'.

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 20 August 2026 as a correct record.

5. Items Brought Forward by the Chair

6. 2026-27 Quarter 2 Budget Monitoring

To approve the following attached documents:

- a) Budget monitoring report for the second quarter of the 2026-27 financial year
- b) Cashbook transactions reports

7. Review of the Council's Grants Policy

To review the attached documents.

8. Report by the Events Working Group

To consider the attached report.

9. Port Memorial Design 2027

To agree the design for the Port Memorial in 2027.

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: 3 December 2026



BIDEFORD TOWN COUNCIL

MINUTES

Name of Committee: Resources Committee

Meeting Date: Thursday, 20 August 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor D Bushby (Chair)

Councillor K Hind

South Ward

Councillor S Inch

Councillor P Lawrence (Town Mayor)

West Ward

Councillor C Hawkins

Councillor T Inch

East Ward

Councillor J Gubb

Councillor L Hellyer

Councillor J McKenzie

Also Present:

J Gardner, Town Clerk

R Coombes, Deputy Town Clerk

1 x member of the public.

19. Apologies for Absence

Apologies were received from Councillors Clarke, J Hellyer and McGeough.

20. Declarations of Interest and Dispensations

No declarations of interest or requests for dispensations were received.

21. Public Participation

There was no participation by the public member.

22. Minutes of the Previous Meetings

It was proposed by Councillor Bushby, seconded by Councillor L Hellyer and **resolved** to approve the minutes of the meeting of the Resources Committee held 9 July 2026 as a correct record.

(Vote – For: 8, Against: 0, Abstention: 1)

23. Items Brought Forward by the Chair

The Deputy Town Clerk advised that preparations including road closures and invitations for attendance Remembrance Sunday, 8 November 2026 were underway. Included in the invitation was the opportunity for the Cadet leaders / Organisation Heads to attend a meeting prior to the Event, to be confirmed providing those stakeholders agreed to take part.

He reminded Members of the discussion on the re-siting of the War Memorial within Victoria Park where the Chair had agreed to investigate options with Torridge District Council.

The Chair, Councillor Bushby (Chair of Torridge District Council) stated that he would approach the Estates Department (of Torridge District Council).

The Deputy Town Clerk indicated that the format, processions, parades and Services would remain the same; the Mayor and Civic Party will leave the Town Hall at 10.40 am, led by the Youth Pipe Band, as normal. He had made initial arrangements with St Mary's Church for "robing" prior to commencement of the Procession.

24. Council Banking Arrangements

The Clerk had provided a report that explained the options the Council could take in order to satisfy the adopted Financial Regulations. The present banking arrangements do not comply and the Council's bank do not have the facility to make future provision.

It was proposed by Councillor Bushby, seconded by Councillor Hind and **resolved** to:

- a. open two current accounts with HSBC based on the assumption that the Town Council qualifies for HSBC's small business current account and that HSBC is indeed able to satisfy the Council's Financial Regulations. (In the event that this is not the case to open two current accounts with Unity Trust Bank.)
- b. open three Public Sector Deposit Fund accounts with the CCLA to replace the Council's three deposit accounts.

(Vote – For: 9, Against: 0)

25. Bank Reconciliations

Councillors noted Councillor's Hind verbal report where he confirmed the Council's quarterly bank reconciliation.

Part II (Closed Session)

26. Exclusion of the Press and Public

Due to the sensitive or confidential nature of the following item it was proposed by Councillor McKenzie seconded by Councillor Bushby and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulated that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

(Vote – For: 9, Against: 0)

27. Potential Use of Site off Honestone Street

The Committee considered a report regarding the potential acquisition and future use of a site off Honestone Street in Bideford.

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

- a. arrange a meeting with the landowner to work out all the details with a view to submitting a detailed and final proposal to the Council on Thursday, 27 August 2026.
- b. in the light of agreement to a. above, the Town Clerk write to Torridge District Council to apply for (match funding) grant support.

(Vote – For: 9, Against: 0)

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 6:58pm.

Signature of Chair:

Date:

Signature of Town Mayor:

Date:

Bideford Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 October 2026 (2026 - 2027)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1000	Precept		412,663.50	412,663.50		550.00	-550.00	412,113.50 (N/A)
1001	Banking Interest		1,581.78	1,581.78				1,581.78 (N/A)
1002	VAT Refund							(N/A)
1003	Other income							(N/A)
4000	Bank charges				200.00	46.42	153.58	153.58 (76%)
4001	Payroll service				5,000.00	2,609.82	2,390.18	2,390.18 (47%)
4002	Expenses – Councillors				300.00	2,246.59	-1,946.59	-1,946.59 (-648%)
4003	Expenses – Employees				300.00	144.72	155.28	155.28 (51%)
4004	Training and development				2,000.00	1,703.70	296.30	296.30 (14%)
4005	Subscriptions				5,000.00	3,576.61	1,423.39	1,423.39 (28%)
4006	Audit				3,000.00	2,005.00	995.00	995.00 (33%)
4007	Insurance				8,000.00	6,824.95	1,175.05	1,175.05 (14%)
4008	By-elections							(N/A)
4009	Honoraria				3,000.00		3,000.00	3,000.00 (100%)
4010	Allowances				15,214.50	5,068.00	10,146.50	10,146.50 (66%)
4011	Insignia				1,000.00	1,500.00	-500.00	-500.00 (-50%)
4012	Hospitality				1,500.00		1,500.00	1,500.00 (100%)
4013	Advertising				1,000.00	169.81	830.19	830.19 (83%)
4014	Newsletter							(N/A)
4015	Postage, Stationery, Sundries		226.00	226.00	3,000.00	1,019.53	1,980.47	2,206.47 (73%)
4016	IT				9,000.00	4,166.29	4,833.71	4,833.71 (53%)
4017	Website				1,000.00		1,000.00	1,000.00 (100%)
4018	Office rental				2,000.00		2,000.00	2,000.00 (100%)
4019	Grants – Local organisations				50,000.00	38,525.00	11,475.00	11,475.00 (22%)
4020	Grants – North Devon Records L				5,000.00	4,000.00	1,000.00	1,000.00 (20%)
4021	General Contingency				5,000.00	83.33	4,916.67	4,916.67 (98%)
4119	Legal Fees					7,227.50	-7,227.50	-7,227.50 (N/A)
4125	Expenses - Civic Officers					41.00	-41.00	-41.00 (N/A)
4340	Professional Fees							(N/A)
SUB TOTAL			414,471.28	414,471.28	120,514.50	81,508.27	39,006.23	453,477.51 (376%)

Caddsdwn Depot

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4048	Professional fees					500.00	-500.00	-500.00 (N/A)
4049	Business rates					9,636.00	-9,636.00	-9,636.00 (N/A)
4050	Broadband		49.39	49.39		353.81	-353.81	-304.42 (N/A)
4051	CCTV							(N/A)
4052	Cleaning					4.98	-4.98	-4.98 (N/A)
4053	Maintenance					4,899.57	-4,899.57	-4,899.57 (N/A)
4054	Repairs							(N/A)
4055	Gas							(N/A)
4056	Water and sewage					99.96	-99.96	-99.96 (N/A)
4057	Electricity					528.55	-528.55	-528.55 (N/A)
4058	Waste management							(N/A)
4059	Grounds maintenance		35.82	35.82		454.85	-454.85	-419.03 (N/A)
4060	Security					24.86	-24.86	-24.86 (N/A)

Bideford Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 October 2026 (2026 - 2027)

4061 Signage							(N/A)
4062 Capital expenditure							(N/A)
SUB TOTAL		85.21	85.21		16,502.58	-16,502.58	-16,417.37 (N/A)

Ceremonies and Events (Twin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4025	Celebratory events		1,500.00	1,500.00	2,500.00		2,500.00	4,000.00 (160%)
4026	Civic functions				6,000.00	40.00	5,960.00	5,960.00 (99%)
4027	Manor Court							(N/A)
4028	Mayor's Introduction					2,233.92	-2,233.92	-2,233.92 (N/A)
4029	Bideford Fair					8,989.35	-8,989.35	-8,989.35 (N/A)
4030	Chudleigh Fort					2,314.40	-2,314.40	-2,314.40 (N/A)
4031	Twinning reception				1,500.00	2,118.61	-618.61	-618.61 (-41%)
4032	Remembrance Sunday				1,000.00	127.08	872.92	872.92 (87%)
4124	Bideford Regatta					551.79	-551.79	-551.79 (N/A)
SUB TOTAL			1,500.00	1,500.00	11,000.00	16,375.15	-5,375.15	-3,875.15 (-35%)

Civic Fixed Assets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4342	Town Project: 4117					1,196.00	-1,196.00	-1,196.00 (N/A)
SUB TOTAL						1,196.00	-1,196.00	-1,196.00 (N/A)

Ford Woods

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4105	Grounds maintenance				5,000.00	210.00	4,790.00	4,790.00 (95%)
SUB TOTAL					5,000.00	210.00	4,790.00	4,790.00 (95%)

Furniture & Equipment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4123	Office Equipment					140.68	-140.68	-140.68 (N/A)
SUB TOTAL						140.68	-140.68	-140.68 (N/A)

Handy Cross Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1009	Handy Cross Allotments Rent							(N/A)
4083	Professional fees				2,000.00		2,000.00	2,000.00 (100%)
4084	CCTV							(N/A)

Bideford Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 October 2026 (2026 - 2027)

4085	Maintenance					(N/A)
4086	Repairs					(N/A)
4087	Water					(N/A)
4088	Waste management					(N/A)
4089	Grounds maintenance					(N/A)
4090	Security					(N/A)
4091	Signage					(N/A)
4092	Leases					(N/A)
4093	Capital expenditure					(N/A)
4121	Rent			250.00	-250.00	-250.00 (N/A)
SUB TOTAL				2,000.00	250.00	1,750.00 (87%)

Loan Repayments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4113	Loan repayment (Caddsdwn de				37,352.00	18,676.72	18,675.28	18,675.28 (50%)
SUB TOTAL					37,352.00	18,676.72	18,675.28	18,675.28 (50%)

Marland Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1010	Marland Allotments Rent							(N/A)
4094	Professional fees				2,000.00		2,000.00	2,000.00 (100%)
4095	CCTV							(N/A)
4096	Maintenance							(N/A)
4097	Repairs							(N/A)
4098	Water							(N/A)
4099	Waste management							(N/A)
4100	Grounds maintenance							(N/A)
4101	Security							(N/A)
4102	Signage							(N/A)
4103	Leases							(N/A)
4104	Capital expenditure							(N/A)
SUB TOTAL					2,000.00		2,000.00	2,000.00 (100%)

Pannier Market

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1004	Market Hall		5,983.65	5,983.65				5,983.65 (N/A)
1005	Butchers' Row		19,359.60	19,359.60		136.62	-136.62	19,222.98 (N/A)
1006	Market Shops		13,323.00	13,323.00				13,323.00 (N/A)
4033	Market Project Management				75,000.00	26,399.48	48,600.52	48,600.52 (64%)
4034	Professional fees					4,073.02	-4,073.02	-4,073.02 (N/A)
4035	Business rates					1,117.20	-1,117.20	-1,117.20 (N/A)
4036	Broadband and telephony					2,319.79	-2,319.79	-2,319.79 (N/A)
4037	CCTV							(N/A)
4038	Cleaning					1,872.17	-1,872.17	-1,872.17 (N/A)

Bideford Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 October 2026 (2026 - 2027)

4039	Maintenance			1,018.74	-1,018.74	-1,018.74 (N/A)	
4040	Repairs			245.08	-245.08	-245.08 (N/A)	
4041	Gas			62.36	-62.36	-62.36 (N/A)	
4042	Water and sewage			241.72	-241.72	-241.72 (N/A)	
4043	Electricity	2,726.24	2,726.24	3,448.64	-3,448.64	-722.40 (N/A)	
4044	Waste management					(N/A)	
4045	Security			760.00	-760.00	-760.00 (N/A)	
4046	Signage					(N/A)	
4047	Capital expenditure			1,240.00	-1,240.00	-1,240.00 (N/A)	
4120	Market Refurbishment	232,485.72	232,485.72	164,447.64	-164,447.64	68,038.08 (N/A)	
4122	Banking Interest	45.35	45.35			45.35 (N/A)	
SUB TOTAL		273,923.56	273,923.56	75,000.00	207,382.46	-132,382.46	141,541.10 (188%)

Pollyfield Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1007	Pollyfield Allotments Rent		1,263.00	1,263.00				1,263.00 (N/A)
1011	Pollyfield Allotment Deposit		200.00	200.00				200.00 (N/A)
4063	Professional fees				3,000.00		3,000.00	3,000.00 (100%)
4064	CCTV							(N/A)
4065	Maintenance							(N/A)
4066	Repairs							(N/A)
4067	Water							(N/A)
4068	Waste management							(N/A)
4069	Grounds maintenance							(N/A)
4070	Security							(N/A)
4071	Signage							(N/A)
4072	Capital expenditure							(N/A)
SUB TOTAL			1,463.00	1,463.00	3,000.00		3,000.00	4,463.00 (148%)

Projects & Environmental

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4114	Grass cutting	3,500.00		-3,500.00		15.00	-15.00	-3,515.00 (-100%)
4115	Waste collections (dog/litter bins)				500.00		500.00	500.00 (100%)
4116	Environmental projects				16,500.00	290.00	16,210.00	16,210.00 (98%)
4117	Town projects		404.36	404.36	75,000.00	27,486.29	47,513.71	47,918.07 (63%)
4118	Decarbonisation and Environmei							(N/A)
SUB TOTAL		3,500.00	404.36	-3,095.64	92,000.00	27,791.29	64,208.71	61,113.07 (63%)

Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4022	Salaries				296,142.00	115,829.32	180,312.68	180,312.68 (60%)
4023	Employer NI				26,253.00	22,875.13	3,377.87	3,377.87 (12%)
4024	Employer Pension				64,345.00	30,075.90	34,269.10	34,269.10 (53%)

Bideford Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 October 2026 (2026 - 2027)

SUB TOTAL

386,740.00 168,780.35 217,959.65 217,959.65 (56%)

Tourism & Public Realm

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4106	Bridge lights electricity				2,500.00	744.14	1,755.86	1,755.86 (70%)
4107	Christmas lights installation				64,000.00		64,000.00	64,000.00 (100%)
4108	Christmas lights electricity				2,500.00	399.79	2,100.21	2,100.21 (84%)
4109	Decorative lighting (Quay)				3,000.00	1,434.71	1,565.29	1,565.29 (52%)
4110	Planters / floral displays		545.00	545.00	16,640.00	15,155.87	1,484.13	2,029.13 (12%)
4111	Pull testing				2,580.00		2,580.00	2,580.00 (100%)
4112	Public Clocks maintenance							(N/A)
SUB TOTAL			545.00	545.00	91,220.00	17,734.51	73,485.49	74,030.49 (81%)

Tricks Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1008	Tricks Allotments Rent		2,532.75	2,532.75				2,532.75 (N/A)
4073	Professional fees				3,000.00		3,000.00	3,000.00 (100%)
4074	CCTV							(N/A)
4075	Maintenance					109.13	-109.13	-109.13 (N/A)
4076	Repairs							(N/A)
4077	Water							(N/A)
4078	Waste management							(N/A)
4079	Grounds maintenance							(N/A)
4080	Security							(N/A)
4081	Signage							(N/A)
4082	Capital expenditure							(N/A)
4343	Tricks Allotments Deposit: 1011		164.00	164.00				164.00 (N/A)
SUB TOTAL			2,696.75	2,696.75	3,000.00	109.13	2,890.87	5,587.62 (186%)

Summary

NET TOTAL	3,500.00	695,089.16	691,589.16	828,826.50	556,657.14	272,169.36	963,758.52
V.A.T.		33,148.65			55,141.24		
GROSS TOTAL		728,237.81			611,798.38		

Receipts

Here you can enter, edit and search receipt transactions for income received by the council.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Customer	Bank	Payment Ref	Minute Ref	Last Activity Date
300	23.09.2026	£150.00	£0.00	£150.00		Contribution to Town Centre Floral Displays	Town Centre Retailer	Account 0033239 (Town Council - Current Account)	N/A	N/A	29.09.2026
299	24.09.2026	£229.00	£0.00	£229.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 5 & 6	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	29.09.2026
298	28.09.2026	£229.00	£0.00	£229.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 22 & 23	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	29.09.2026
297	28.09.2026	£518.93	£0.00	£518.93		Pannier Market Electricity	Pannier Market Butchers' Row Units 5 & 6	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	29.09.2026
296	21.09.2026	£0.00	£0.00	£0.00		Service Charges	Lloyds Bank	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
295	22.09.2026	£298.00	£0.00	£298.00		Pannier Market Cafe Rent	Pannier Market Gallery Cafe	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
294	21.09.2026	£450.00	£0.00	£450.00		Pannier Market Rent	Kenwith Archers	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
293	21.09.2026	£144.00	£0.00	£144.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row 7	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
292	21.09.2026	£229.00	£0.00	£229.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 8 & 9	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
291	18.09.2026	£229.00	£0.00	£229.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 15 & 16	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
290	16.09.2026	£144.00	£0.00	£144.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Unit 12	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
289	15.09.2026	£229.00	£0.00	£229.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 13 & 14	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026



Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Customer	Bank	Payment Ref	Minute Ref	Last Activity Date
288	09.09.2026	£230.00	£0.00	£230.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Unit 1 & 2	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
287	07.09.2026	£144.00	£0.00	£144.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Unit 18	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
286	04.09.2026	£42.00	£0.00	£42.00		Pannier Market Market Place Rent	Pannier Market Market Place Shop 23	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
285	23.09.2026	£50.00	£0.00	£50.00		Allotment Rent	Tricks # 8	Account 0033239 (Town Council - Current Account)	N/A	N/A	23.09.2026
284	03.09.2026	£144.00	£0.00	£144.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row 7	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
283	02.09.2026	£144.00	£0.00	£144.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row 7	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
282	01.09.2026	£144.00	£0.00	£144.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Unit 20	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
281	01.09.2026	£229.00	£0.00	£229.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 3 & 4	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
280	01.09.2026	£144.00	£0.00	£144.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Unit 17	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
279	01.09.2026	£144.00	£0.00	£144.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Unit 19	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
278	01.09.2026	£364.00	£0.00	£364.00		Pannier Market Market Place Rent	Pannier Market Market Place Unit 25	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026
277	01.09.2026	£144.00	£0.00	£144.00		Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Unit 24	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Customer	Bank	Payment Ref	Minute Ref	Last Activity Date
276	01.09.2026	£364.00	£0.00	£364.00		Pannier Market Market Place Rent	Pannier Market Market Place Shop 23	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	23.09.2026

Payments

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Payment)
418	25.09.2026	Maintenance	False	£500.00	£100.00	£600.00		Pannier Market Solar PV	Account 0421383 (Pannier Market - Current Account)	ONLINE PAYMENT	£600.00
417	25.09.2026	Security	False	£320.00	£0.00	£320.00		Pannier Market Cafe Rent	Account 0421383 (Pannier Market - Current Account)	ONLINE PAYMENT	£520.00
417	25.09.2026	Twinning reception	False	£200.00	£0.00	£200.00		Pannier Market Cafe Rent	Account 0421383 (Pannier Market - Current Account)	ONLINE PAYMENT	£520.00
416	25.09.2026	Broadband and telephony	False	£360.11	£72.02	£432.13		Broadband and Telephony	Account 0421383 (Pannier Market - Current Account)	DIRECT DEBIT	£432.13
415	29.09.2026	Broadband	False	£53.43	£10.69	£64.12		Broadband and Telephony	Account 0033239 (Town Council - Current Account)	DIRECT DEBIT	£64.12
414	25.09.2026	Training and development	False	£195.00	£39.00	£234.00		Training	Account 0033239 (Town Council - Current Account)	ONLINE PAYMENT	£234.00
413	25.09.2026	Postage, Stationery, Sundries	False	£37.22	£7.44	£44.66		Print Costs	Account 0033239 (Town Council - Current Account)	DIRECT DEBIT	£44.66
412	25.09.2026	Market Refurbishment	False	£250.00	£50.00	£300.00		Market Refurbishment	Account 0033239 (Town Council - Current Account)	ONLINE PAYMENT	£300.00
411	25.09.2026	Town projects	False	£35.25	£7.05	£42.30		Timber	Account 0033239 (Town Council - Current Account)	ONLINE PAYMENT	£42.30
410	25.09.2026	Town projects	False	£273.24	£54.65	£327.89		Timber	Account 0033239 (Town Council - Current Account)	ONLINE PAYMENT	£327.89
409	25.09.2026	Audit	False	£1,680.00	£336.00	£2,016.00		Audit	Account 0033239 (Town Council - Current Account)	ONLINE PAYMENT	£2,016.00

Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Payment)
408	25.09.2026	Market Refurbishment	False	£34,006.12	£6,801.22	£40,807.34		Market Refurbishment	Account 0033239 (Town Council - Current Account)	ONLINE PAYMENT	£40,807.34
407	25.09.2026	Maintenance	False	£300.00	£60.00	£360.00		Skip Hire	Account 0033239 (Town Council - Current Account)	ONLINE PAYMENT	£360.00
406	25.09.2026	IT	False	£172.34	£34.47	£206.81		Microsoft 365 Subscriptions	Account 0033239 (Town Council - Current Account)	ONLINE PAYMENT	£206.81
405	25.09.2026	Market Refurbishment	False	£595.14	£0.00	£595.14		Market Refurbishment	Account 0033239 (Town Council - Current Account)	ONLINE PAYMENT	£595.14
404	25.09.2026	Market Project Management	False	£3,156.25	£631.25	£3,787.50		Market Project Management	Account 0033239 (Town Council - Current Account)	ONLINE PAYMENT	£3,787.50
403	25.09.2026	Training and development	False	£30.00	£0.00	£30.00		Training	Account 0033239 (Town Council - Current Account)	ONLINE PAYMENT	£30.00
402	15.09.2026	Decorative lighting (Quay)	False	£199.45	£19.35	£218.80		Electricity Bridge / Quay	Account 0033239 (Town Council - Current Account)	DIRECT DEBIT	£218.80
401	14.09.2026	Twinning reception	False	£16.00	£0.00	£16.00		Catering	Account 0033239 (Town Council - Current Account)	DIRECT DEBIT	£16.00
400	14.09.2026	Twinning reception	False	£8.32	£1.67	£9.99		Catering	Account 0033239 (Town Council - Current Account)	DIRECT DEBIT	£9.99
399	14.09.2026	Twinning reception	False	£19.97	£3.99	£23.96		Catering	Account 0033239 (Town Council - Current Account)	DIRECT DEBIT	£23.96
398	14.09.2026	Postage, Stationery, Sundries	False	£7.49	£1.50	£8.99		Stationery	Account 0033239 (Town Council - Current Account)	DIRECT DEBIT	£8.99
397	14.09.2026	Remembrance Sunday	False	£127.08	£25.42	£152.50		Wreaths	Account 0033239 (Town Council - Current Account)	DIRECT DEBIT	£152.50
396	14.09.2026	Postage, Stationery, Sundries	False	£4.99	£1.00	£5.99		Stationery	Account 0033239 (Town Council - Current Account)	DIRECT DEBIT	£5.99

Voucher No	Date	Cost Code	S.137	Net	VAT	Total	Cashed Date	Description	Bank	Tender	Total (Payment)
395	14.09.2026	Postage, Stationery, Sundries	False	£20.76	£0.00	£20.76		Postage	Account 0033239 (Town Council - Current Account)	DIRECT DEBIT	£20.76

BIDEFORD TOWN COUNCIL

Grant Application Form 2026/27

Submissions to be received by Monday, 12 January 2026

Application Process

Do not complete the Application Form until you have read the Grant Awarding Policy to ensure your application will comply.

Please note: This application will not be considered unless it is accompanied by the following supporting documentation:

- Copy of your organisation's most recent bank statement.
- Copy of your organisation's latest set of accounting statements.
- Copy of your constitution or similar document showing the organisation's status.
- Applications to be sent by e-mail to the Town Clerk: info@bideford-tc.gov.uk
- or posted to Town Hall, Bideford, EX39 2HS
- Correctly completed applications will be considered by the Staffing, Finance & General Purposes Committee (SF&GP) at their February meeting.
- Grants will not be awarded retrospectively to any project.
- Each applicant will only be permitted one grant approval per financial year.
- Applicants will be presented with their Grant Award at the Annual Parish Meeting.

Application Form

1. Your Organisation

Name of Organisation				
Charity/Company Number (if applicable)				
Contact Name				
Position				
Contact Address				
Telephone Number				
Email:				
Have you previously applied for a grant from the Council?	Date Applied	Project	Amount Applied for	Successful Y/N

2. Purpose for which the grant is sought.

Project Title:	
Description of project (please continue on a separate sheet if necessary)	
How would this grant be of benefit to the community in Bideford?	

3. Finance

What is the total cost of the project?	£
Amount of grant applied for	£

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Date Applied	Granted (please tick as appropriate)

4. Publicity

Please explain how you will publicise and acknowledge the Town Council's Grant.

5. Fundraising

Please detail any fund raising activities carried out in the last year.

6. Environmental Impact

Please state (if appropriate) whether your organisation has considered your environmental impact and what measures you are taking to reduce your carbon emissions.

The information on this page will not be made public. It will be used for processing the application and remain confidential.

Name of Treasurer	
Address	
Telephone	
Email	
Bank Details:	
Bank	
Account Name	
Sort Code	
Account Number	
Signed	
Date	

Office Use Only

Grant Approved	Yes/No
Amount of Grant	£
Evidence of expenditure received.	Yes/No
Date Paid	
Committee Meeting Date	
Minute Number	
Applicant Meeting Attendance	Yes/No

BIDEFORD TOWN COUNCIL



GRANT POLICY

Adopted at: S,F & G.P. Meeting

Minute Reference:

Policy Review Date: October 2026

BIDEFORD TOWN COUNCIL

TOWN COUNCIL GRANT POLICY

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1. INTRODUCTION

1.1 A grant is any payment made by the council to be used by an organisation or individual for a specific purpose in the furtherance of the well-being of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by the Council.

1.2 The contribution made by the many organisations and individuals to the well-being of the local community is recognised by Bideford Town Council (the Council) as important to our society. The purpose of any grant given by the Council is to support initiatives in the local community and to help create opportunities for the **residents of Bideford** that are not, as a matter of course, funded by the Council.

1.3 The organisation applying for a grant must be based in Bideford and must be able to demonstrate that it benefits a number of people living in the community of Bideford and how.

1.3 Although the Council will give as much help as possible, the administration of and accounting for any grant shall be the responsibility of the recipient.

1.4 There is no set budget each year and guidance will be given to applicants as to how much money may be available in a specific financial year. It is unlikely that the amount for any individual award would exceed £?We need to agree a #?.

1.5 It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided. It is expected that applicants will seek advice from Council staff on these matters.

1.6 An award of grant may provide for start-up awards for new organisations as well as grants for existing organisations. Each grant application will be considered on its own merit.

1.7 Grants will be paid once yearly in April in line with the grant application process. Please refer to the grant application form for further information and also be aware of the dates of Staffing, Finance & General Purposes Committee meetings.

2. CONDITIONS OF GRANT FUNDING

2.1 Grant applications will only be considered if submitted on a Grant Application form with the required supporting documentation.

2.2 The grant scheme is unable to support costs of a routine nature or hospitality. Grants will not be awarded to meet salary costs.

2.3 Grants can be used for capital projects (e.g. lasting assets) or for the running costs of an event.

2.4 Applications WILL NOT be considered from:

- Organisations intending to support or oppose any political party or to discriminate on the grounds of race or religion.
- Private organisations operated as a business to make a profit or surplus.
- "Upward funders", i.e., local groups whose fund raising is sent to their central HQ for redistribution.

2.5 Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations; unless funds are not available from their national bodies or the funds available inadequate for a specified project.

2.6 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

2.7 Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within Bideford.

2.8 The organisation applying for Grant funding will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application. In addition, an organisation must demonstrate that it is properly managed and able to run its affairs responsibly. Individuals should include references to back their application.

2.9 The Town Council will only accept applications from Community groups and organisations within the Parish of Bideford for grants that, in its opinion, are in the interests of, or will directly benefit all or a portion of, the Parish and its inhabitants.

2.10 The application must demonstrate a clear financial need for the grant and must demonstrate clearly how a grant will be of benefit to the community of Bideford and provide value for money.

2.11 An organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation, a detailed budget and business plan.

2.12 An organisation is required to have a bank account in its own.

2.13 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

2.14 A grant award made in previous years does not guarantee a repeat award to be made. Each application is considered independent of previous years' awards. **Prior year grants award must detail how monies were spent in the current application.**

2.15 Each application will be assessed on its own merits and will be considered along with other applications at a quarterly meeting of the Staffing, Finance & General Purposes Committee of the Council. To ensure as fair a distribution as possible, the Council will consider the amount and frequency of previous awards.

2.16 Due account will be taken of the extent to which funding has been sought or secured from other sources or own fund-raising activities. Further details of other organisations that may be supportive should be declared to the Council.

2.17 The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

3. GRANT AWARD PROCEDURE

3.1 The Town Council assigns responsibility for grant distribution to the Staffing, Finance & General Purposes Committee. The committee will consider applications whilst working to a pre-determined criteria.

3.2 The dates for these meetings will be posted on the Town Council's website, Facebook page and on the noticeboard outside the Town Hall. Meeting dates are available from the Town Council's website: www.Bideford-tc.gov.uk. or by contacting the office on 01237 428938.

3.3 Grant applications should be submitted to the Town Council by the closing date as advised on the Town Council's website.

3.4 Once submitted to the Town Council, all applications will be scrutinised by the Council using the grant application assessment to assist Members in reaching their decision.

3.5 Each grant application received will be considered at the Staffing, Finance & General Purposes Committee Annual Grant meeting with applicants/a representative preferred to attend to respond to any questions.

3.6 Retrospective grant applications will not be considered.

4. GRANT APPLICATIONS

4.1 Grant application forms are located on the Town Council website

4.2 Procedure for Successful Applicants

i. Successful grant application notices

Grant awards will be paid out to the nominated bank account once a year (April), on provision of evidence that the funds will be used for the purpose stated.

ii. The Council will notify if successful and issue a letter which must be collected in person at the annual Parish Meeting requesting evidence of how the grant award has been utilised. In all cases, a written account of how the grant has been used shall be provided by the applicant to the Council, within 3 months. Dates of the APM can be found on the Town Council Website.

iii. All beneficiaries must provide proof of expenditure to the Council where practical.

iv. The Council reserves the right to request the return of any grant if there is evidence that it has not been used for the purpose specified on the application form.

v. Organisations that receive an award will be required to acknowledge the Town Council's contribution on all publicity/printed material.



APPLICATION FOR GRANT

GRANT AMOUNT REQUESTED:

£

This form MUST be completed in black ink. Please do not staple the pages together. It is important to read the Grant Criteria documentation prior to completing this form.

I wish to apply for a grant from Bideford Town Council payable in the 12 months commencing April 2025 on behalf of:

Organisation's name:

Venue:

Membership Numbers:

Numbers who live in the Parish of Bideford:¹

Charity Reg. No. (If applicable)

Aims of the Organisation.

Please state how your Organisation specifically benefits the residents of Bideford.

Project or Purpose for which the grant will be used (please include costings as this is one of the assessment criteria and use a separate sheet if necessary.)

Details of other bodies you have approached for grants for the coming Financial Year. (Please detail the amount awarded, who it was from, and any conditions attached to the award.)

Did you successfully apply for a grant last year? Yes/No.

If you were successful, please confirm how the grant was spent including costings. (Please continue on a separate sheet if necessary.)

¹ The amount of grant allocated may be proportionate to the numbers residing in Bideford

--

Please detail what fundraising activities you have carried out in the last year. (Please continue on a separate sheet if necessary.)
--

Please state (if appropriate) whether your organisation has considered your environmental impact and what measures you are taking to reduce your carbon emissions.
--

Should you be successful, the grant cheque must be collected in person at the Annual Parish Meeting (22 April 2025) – unless there are exceptional circumstances preventing attendance, otherwise the grant may be withdrawn. **Please state the organisation name to whom the cheque should be made payable:**

.....

I certify that the contents of this application are to the best of my knowledge correct. I attach a signed, verified copy of the summary of last year’s accounts.

By signing this form you are agreeing for us to hold and use your data for contact purposes. When your personal data is no longer required we will destroy it securely. Please see our Privacy Notice www.bideford-tc.gov.uk

Signed:	Name:
Position Held:	Address:
E Mail address:	Postcode:
Tel No:	Date:

N.B. If you are accumulating funds for a special project please indicate the reason on your application. An exemplar summary of accounts is included in the advice notes.
This form must be returned by **Monday 13 January 2025** to:

**Town Clerk, Bideford Town Council, Town Hall, Bridge Street, Bideford EX39 2HS or
by Email to: info@bideford-tc.gov.uk**



Guideline Information to Accompany Grant Application Form

PLEASE READ CAREFULLY – THIS INFORMATION IS IMPORTANT

Why does the Town Council provide grants?

- Grants are provided by the Town Council to support local voluntary organisations which undertake activities benefitting residents - including specific projects.

Who can apply for a grant?

- The Grant Scheme is intended to benefit groups of people and not individuals, so to be eligible for a grant you must be a properly constituted body operating in a voluntary and non-profit making capacity.
- Grants will not be awarded to organisations that raise money to give grants.
- Grants will not be awarded to cover pay, allowances and other administrative costs.
- The applying organisation should be either based wholly in Bideford, or if not, able to demonstrate that it is of benefit to its parishioners.
- Churches may apply for purposes other than building and maintenance works (section 8 of the Local Government Act 1894 prohibits a Town Council from contributing to the cost of works on the property of an ecclesiastical charity).

When do I need to apply?

- Application forms are available from November each year following the publication of a notice in the local press. The form must be completed and returned by the date specified.
- The Council's Staffing, Finance & General Purposes Committee examines each grant application and makes a decision on the facts provided by the organisation, therefore, it is very important that organisations provide as much information as possible.

How do I apply?

- Forms are available electronically or in hard copy from the Town Council Offices or its web site in November. They need to be completed, signed and accompanied by a certified Statement of Income and Expenditure sheet which must be signed (with the name printed underneath) and dated as having been verified.
- Branches of national charities and organisations etc will have to provide a certified Statement of Income & Expenditure and any statistics pertinent to the parish of Bideford only.

Eligible applications will be assessed against the following criteria

- Has a specific need been identified?
- Will the grant make a difference to the community or organisation?
- Does the proposed expenditure provide value for money?
- How many Bidefordians will benefit from the grant? The amount of grant allocated may be proportionate to the numbers residing in Bideford.
- Has the applicant applied to other neighbouring parishes and appropriate organisations? Bideford Town Council encourages applicants to apply for a variety of funds where possible.
- Please detail what fundraising activities you have carried out in the last year (or state that you have not carried out any).

Conditions of receipt

- Those organisations having previously received a grant from the Town Council must show in their accounts that a grant was received, and in any other media coverage. **They must be able to prove that the monies they received were spent on the project they outlined in their application and show accounts accordingly.**
- The Town Council reserves the right to inspect the purchase of any furniture and equipment etc. or any building work, to verify that the grant has been used as stated in the application form. This includes any invoices associated with any purchases etc.
- If the organisation is to be dissolved or the grant cannot be used for the purposes specified in the application (for example by reason of Covid 19) the Town Council expects their funds to be returned.
- Successful applications must sign and return the acknowledgement slip which will be sent with the grant cheque. This is a requirement of the Town Council's auditing process.
- Should the organisation be successful, the grant cheque **must** be collected in person at the Annual Parish Meeting on **22 April 2025** – unless there are exceptional circumstances preventing attendance. Failure to do so, may lead to the grant being withdrawn.

Any Questions

If you need any help or advice on the above please contact:

Town Clerk
Bideford Town Council
Town Hall
Bridge Street
Bideford EX39 2HS
Email: info@bideford-tc.gov.uk



Privacy Policy

Bideford Town Council

Privacy Notice for contact with Bideford Town Council.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

GDPR (Data Protection Act/GDPR) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Bideford Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: info@bideford-tc.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: info@bideford-tc.gov.uk

Information Deletion

If you wish Bideford Town Council to delete the information about you please contact:
info@bideford-tc.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact info@bideford-tc.gov.uk

Rights Related to Automated Decision Making and Profiling

Bideford Town Council does not use automated decision making or profiling of individual personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We will regularly review our Privacy Policies to keep them up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Bideford Town Council Data Protection Officer at info@bideford-tc.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

REPORT BY THE EVENTS WORKING GROUP

Introduction

On 7 May 2026, the Council established a new events working group which reports to the Resources Committee. The latter agreed the group's terms of reference on 9 July 2026 as follows:

The Events Working Group is established by the Resources Committee as an advisory working group.

The Working Group has no delegated decision-making powers. Its role is to consider matters relating to town events, develop proposals and recommendations, and report these to the Resources Committee for consideration and approval.

The purpose of the Working Group is to support the planning, coordination and development of events within the town by:

- promoting a coordinated programme of civic and community events;
- supporting collaboration between the Town Council, local organisations, community groups and event organisers;
- considering opportunities to enhance the town's cultural, civic and community life through events;
- ensuring events are planned efficiently, safely and within approved budgets; and
- making recommendations to the Resources Committee regarding event planning, expenditure and policy.

The Working Group shall:

- Develop and maintain an annual programme of Town Council events.
- Consider proposals for new events and improvements to existing events.
- Assist in coordinating event dates to minimise clashes and maximise community participation.
- Liaise with community organisations, volunteers, local businesses and other stakeholders involved in events.
- Consider logistical requirements including venues, traffic management, licensing, insurance, health and safety, accessibility, stewarding and environmental considerations.
- Review event budgets and make recommendations to the Resources Committee regarding expenditure within approved financial procedures.
- Monitor progress of planned events and identify any significant risks or issues.
- Review completed events and recommend improvements for future years.
- Consider opportunities for sponsorship, partnership working and external funding where appropriate.
- Promote good communication and publicity relating to Town Council events.
- Membership shall be determined by the Resources Committee and normally comprise of three councillors plus one support officer.

The Working Group shall meet as required, normally at intervals appropriate to the events programme. Meetings may be informal and need not comply with the formal procedural requirements applicable to committee meetings unless required by law or Council policy.

As the Working Group is advisory only, no formal quorum shall apply. However, every effort should be made to ensure appropriate councillor representation before recommendations are made to the Resources Committee.

The Working Group shall report to each meeting of the Resources Committee as required.

Recommendations requiring expenditure, policy decisions or Council approval shall be submitted to the Resources Committee before implementation.

Where matters fall outside the Resources Committee's delegated authority, recommendations shall be referred to Full Council.

The Working Group shall not commit the Council to expenditure or enter into contracts.

Recommendations involving expenditure shall be made within approved budgets wherever possible and be submitted to the Resources Committee for approval in accordance with the Council's Financial Regulations.

Report of the Working Group

The Working Group met on 10 September 2026 and discussed the following:

Spanish Link

Cllr Teresa Tinsley had presented to the Town Council's then Tourism Committee on 17 March 2026 on possible maritime collaboration with Albaola/Spain and an imminent visit to Albaola in May 2026.

Following the visit to the Albaola factory-museum and some thoughts on how the relationship could develop, the Working Group noted that the Heritage Harbour would lead on the creation of a working group to include the Heritage Harbour, the Town Council, Torridge District Council, the rowing clubs, the Rotary Club and other interested parties in order to scope opportunities and report back to the Town Council.

Review of Events to Date 2026

The Working Group reviewed the following events, including the incurred spend per event to date against the Council's budget, and made the following comments/recommendations:

Manor Court and Mayor Introduction: Review the receptions at the Royal Hotel on the basis of their cost and scope the use of the Market Hall for the receptions following both events which would not only promote the Pannier Market as a town asset but also enable the potential involvement of more townspeople.

Historically, the twinning reception and Christmas drinks had been funded by the Mayor's allowance but because both are events, they should be included in the events budget and the Working Group suggested to draft the 2027-28 budget on that basis.

Bideford Fair: The Working Group noted that this event will likely be delivered in-house from 2027 following the withdrawal of South West Event Management Solutions. The Working Group noted that the Clerk was scoping the potential inclusion of an events coordinator in the Council's staffing budget from 2027-28.

The Working Group suggested the introduction of stall fees for food vendors at £100, and £20 for all other stalls. Historically, the stalls donated to the Mayor's charity but the Working Group suggested that the stall fees should pay towards the cost of the Fair.

The Working Group further suggested to seek commercial sponsorship for events.

The Working Group noted that Torridge District Council had advised that Victoria Park would be available on 5 June 2027 and 29 May 2027, but not on 31 July 2027 or on 7 August 2027. The Working Group suggested that Bideford Fair should be held on 5 June 2027.

Chudleigh Fort: The Working Group suggested a budget of £3,000.

Jigsaw Puzzle weekend: The Working Group suggested a budget of £1,000.

Christmas Lights Switch On 2026

The Working Group received an update on the organisation of and plans for the Christmas Lights Switch On event on Sunday, 29 November 2026.

Recommendation(s)

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

To agree the date of the Bideford Fair on 5 June 2027.