

BIDEFORD TOWN COUNCIL



Janine Gardner
Town Clerk and Responsible Financial Officer

Riverbank House
Bideford
Devon
EX39 2HS

Telephone:
(01237) 428938

Thursday, 2 July 2026

To: Members of the full Council

You are hereby summoned to attend the following meeting:

Meeting: Resources Committee

Meeting Date: Thursday 9 July 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. Election of Chair

To elect a Committee Chair for the 2026-27 civic year.

2. Election of Deputy Chair

To elect a Committee Deputy Chair for the 2026-27 civic year.

3. Apologies for Absence

To receive apologies and reasons for absence.

4. 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.

5. Public Participation

Public participation session of 15 minutes duration on items on the agenda.

6. Minutes of the Previous Meeting

To approve the minutes of the meeting of the Staffing, Finance & General Purposes Committee held on 30 April 2026 as a correct record.

7. Items Brought Forward by the Chair

8. Terms of Reference

a) Resources Committee

To consider and approve the attached terms of reference.

b) Events Working Group

To consider and approve the attached terms of reference, including the group's meeting frequency.

9. 2026-27 Quarter 1 Budget Monitoring

To approve the following attached documents:

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

b) Cashbook transactions reports

10. 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 June 2025.

11. Grant Application

To consider the attached grant application.

12. Manor Court Presentments Update

To consider the attached report.

13. Working Arrangements During Periods of High Temperatures

To consider the attached report.

Part II (Closed Session)

14. Exclusion of the Press and Public

To resolve to exclude members of the public and the press to progress a matter of a confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

15. Asset Transfer Working Group

To consider an update from the working group.

16. Christmas Lights Tender Update

To receive a verbal update by the Clerk regarding the Christmas lights tender.

17. Landivisiau Twinning 50th Anniversary Gift

To consider the purchase of a gift for the above occasion.

18. Request by an Employee to Change Working Hours

To consider a report detailing an employee's request to change their working hours.

MEMBERS OF THE RESOURCES COMMITTEE

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

Date of Next Meeting: 20 August 2026



BIDEFORD TOWN COUNCIL

MINUTES

Name of Committee: Staffing, Finance and General Purposes Committee

Meeting Date: Thursday, 30 April 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor D Bushby (in the Chair)

Councillor K Hind

South Ward

Councillor S Inch

Councillor P Lawrence

East Ward

Councillor J Gubb

Councillor L Hellyer

Councillor J McKenzie

Also Present:

J Gardner, Town Clerk and Responsible Financial Officer

117. Apologies for Absence

Apologies for absence were received and accepted from Councillor Cllr James Hellyer (personal).

118. Declarations of Interest and Dispensations

No declarations of interest or requests for dispensations were received.

119. Public Participation

No members of the public attended the meeting.

120. Minutes of the Previous Meeting

It was proposed by Councillor S Inch, seconded by Councillor K Hind and **resolved** to approve the minutes of the meeting held on 26 February 2026 as a correct record.

(Vote – For: 7, Against: 0, Abstentions: 0)

121. Items Brought Forward by the Chair

None.

122. Standing Orders

The Committee considered the national model Standing Orders published by the National Association of Local Councils.

It was proposed by Councillor D Bushby, seconded by Councillor P Lawrence and **resolved** to recommend to the full Council to adopt up-to-date Standing Orders as published by the National Association of Local Councils.

(Vote – For: 7, Against: 0, Abstentions: 0)

123. Privacy Policy

The Committee considered a revised Privacy Policy for publication on the Council's website.

It was proposed by Councillor D Bushby, seconded by Councillor S Inch and **resolved** to recommend to the full Council to adopt the revised Privacy Policy.

(Vote – For: 7, Against: 0, Abstentions: 0)

124. Finance

a) List of Payments

It was proposed by Councillor P Lawrence, seconded by Councillor D Bushby and **resolved** to approve the payments listed.

(Vote – For: 7, Against: 0, Abstentions: 0)

b) Practitioners' Guide 2026-27

The Committee noted the Practitioners' Guide 2026-27 statutory guidance on governance and accountability for smaller authorities in England.

c) Investment Strategy

The Committee considered the Council's new investment strategy.

The Committee recognised that the Council's general reserve was currently towards the lower end of the spectrum recommended in the Practitioners' Guide.

(Councillor K Hind left the meeting at 6:44pm.)

It was proposed by Councillor D Bushby seconded by Councillor J McKenzie and **resolved** to recommend to the full Council to not invest any of the Council's funds and to keep the general reserve at instant access.

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

d) Banking Arrangements

The Committee considered a report regarding the Council's banking arrangements.

The Committee noted that in order to become compliant with the Council's Financial Regulations, the Council's bank required the capability of separating the duties of submission of payments and their authorisation, and also required the retention of evidence showing which councillors approved the payment online, and that Council officers were currently liaising with the Council's bank to seek confirmation whether the bank could facilitate those requirements.

It was proposed by Cllr P Lawrence, seconded by Cllr D Bushby and **resolved** to obtain hard copy signatures by the Council's bank signatories authorising payments until access to the Council's online banking for the bank signatories and the above requirements were implemented.

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

125. Local Authorities (Members' Allowances) (England) Regulations 2013

The Committee considered a report regarding the Local Authorities (Members' Allowances) (England) Regulations 2013.

It was proposed by Councillor D Bushby, seconded by Councillor J Gubb and **resolved** to accept the percentage increase applied to National Joint Council (NJC) allowances.

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

126. Health and Safety

a) Health and Safety Policy

The Committee considered the Council's health and safety policy.

It was proposed by Councillor P Lawrence, seconded by Councillor D Bushby and **resolved** to recommend to the full Council to adopt the health and safety policy.

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

b) Fire Safety Policy

The Committee considered the Council's fire safety policy.

It was proposed by Councillor D Bushby, seconded by Councillor L Hellyer and **resolved** to recommend to the full Council to adopt the fire safety policy.

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

c) Health and Safety for Employees

The Committee considered a report regarding the health and safety of the Council's employees, including a lone working procedure.

It was proposed by Councillor P Lawrence, seconded by Councillor D Bushby and **resolved** to recommend to the full Council to adopt the lone worker procedure and to procure two LoneAlert SOS Fobs at a purchase cost of £100.00 plus VAT per device plus a three-year monitoring contract at £136.44 plus VAT per user per annum.

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

127. Customer Services Policy including Freedom of Information Procedure

The Committee considered the Council's customer services policy which included a Freedom of Information procedure.

It was proposed by Councillor D Bushby, seconded by Councillor S Inch and **resolved** to recommend to the full Council to adopt the customer services policy including the Freedom of Information procedure.

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

128. Christmas Lights Tender Document

The Committee considered the invitation to tender document for the Christmas Lights for publication on the Government's Find a Tender platform.

It was proposed by Councillor D Bushby, seconded by Councillor P Lawrence and **resolved** to approve the invitation to tender document for the Christmas Lights for publication on the Government's Find a Tender platform in accordance with the tender timetables contained in the invitation to tender document.

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

129. Town Centre Free Parking Days

The Committee considered a report recommending free parking days in the town centre.

It was proposed by Councillor P Lawrence seconded by Councillor J Gubb and **resolved** to agree to the allocation of free parking days in the town centre on 29 November 2026 and 12 December 2026.

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

130. Appraisal Arrangements for the Town Clerk

The Committee considered a report recommending appraisal arrangements for the Town Clerk.

It was proposed by Councillor D Bushby, seconded by Councillor P Lawrence and **resolved** that the annual appraisal of the Clerk be carried out by the Mayor, the previous year's Mayor as well as the Chair of the Staffing, Finance & General Purposes Committee.

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

131. Purchase of a Gift for the 50th Anniversary of the Twinning Association

The Committee considered the purchase of a gift for the 50th Anniversary of the Twinning Association and suggested that the Mayor would liaise with Council staff.

132. Manor Court Presentments

The Committee considered the presentments made to the Manor Court on 14 March 2026, and suggested the following actions:

Presentment 1: Liaise with Torridge District Council's waste and recycling and environmental health service and request more frequent waste collections.

Presentment 2: Implement in-house.

Presentment 3: Cllr J Gubb confirmed at the meeting that the Bridge Trust was the landowner of Four Acres and that she would facilitate contact with the landowner. The Committee agreed that a site visit be held between the landowner and the Council and that the latter produce a proposal for implementation or otherwise.

Presentment 4: The Committee suggested the removal of the remainders of the former bench at Park Lane and to install a powder-coated steel bench to the same specification as the benches installed at Chudleigh Fort, adjacent to the Burton and outside the Riverbank House public entrance.

Presentment 5: Implement in-house.

133. Maintenance Operatives

The Committee received an update on the tasks undertaken by the Maintenance Operatives and expressed its gratitude for the excellent work undertaken.

Cllr J Gubb declared that a disclosable pecuniary interest by virtue of being the spouse of the Seasonal Worker under consideration under the following agenda item.

Cllr J Gubb left the meeting.

It was proposed by Councillor D Bushby, seconded by Councillor L Hellyer and **resolved** to approve the employment of the Seasonal Worker between 1 May 2026 and 30 September 2026 to assist with the additional summer workload.

(Vote – For: 4, Against: 0, Abstention: 1)

Cllr J Gubb re-joined the meeting.

Part II (Closed Session)

134. Exclusion of the Press and Public

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to exclude members of the public and the press to progress a matter of a confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

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

135. Citizens Award

The Committee considered two nominations received for the Citizens Award.

Councillor P Lawrence nominated a third candidate for the Citizens Award at the meeting.

It was proposed by Councillor P Lawrence, seconded by Councillor J Gubb and **resolved** to award a citizens award to Lucy Lowe for her contribution to public life in Bideford.

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

Councillor D Bushby declared a personal interest by virtue of being related to the following nominee.

It was proposed by Councillor D Bushby, seconded by Councillor S Inch and **resolved** to award a citizens award to Alan Glover.

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

It was further proposed by Councillor P Lawrence, seconded by Councillor L Hellyer and **resolved** to not award the third nomination on the basis of insufficient information.

The Chairman invited councillors to consider any potential candidates for a young person's award.

136. Mayor and Mayoress Day Chain

The Committee considered a report regarding the Mayor and Mayoress day chain.

The Council's insurer had confirmed that securing chains within private homes and returning them to a secure Council facility at the earliest opportunity following a civic function would be acceptable to the insurer under the Council's current insurance policy. The insurer had also confirmed that there was no specific requirement within the policy to engage a Beadle; however they would expect that the Council would be risk assessing and making informed decisions to ensure the assets are as safe as possible.

It was proposed by Councillor D Bushby, seconded by Councillor P Lawrence and **resolved** to:

a) agree that chains could be secured within private homes and returned to a secure Council facility at the earliest opportunity following a civic function in accordance with the advice received from the Council's insurer.

b) investigate further options for the purchase of chains for the Mayor's consort.

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

137. Employment Matters

a) Employment Handbook

The Committee noted the Council's employment handbook and commended it for distribution among all Council employees.

b) Long Bridge Lights Works

The Committee considered a report regarding night shift remuneration during the Long Bridge lights works.

It was proposed by Councillor D Bushby, seconded by Councillor L Hellyer and **resolved** to

a) note the legal requirements in relation to the employment of night workers, most notably the working hours restrictions and the requirement to offer a free health assessment.

b) agree to pay the maintenance team double time during the four night shifts from 11 until 15 May 2026 at a combined increase in salary costs of £3,157.56 plus employer oncosts.

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

c) Staffing Matter

The Committee received an update on a staffing matter.

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 8:05pm.

Signature of Chair:

Date:

Signature of Town Mayor:

Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Meeting - 30 April 2026

	Invoice Date		Allocation	VAT	NET	TOTAL	Payment	Governance
1	02/03/2026	EDF	Xmas Lights - 74a	£0.84	16.80	17.64	17/03/2026	TC
2	02/03/2026	EDF	Bridge Lights	£1.01	20.28	21.29	17/03/2026	TC
3	04/03/2026	E-On Next Energy Limited	Town Ranger Depot Elec.	£10.71	214.20	224.91	19/03/2026	TC
4	09/03/2026	EDF	Xmas Lights - 14a	£1.83	36.52	38.35	24/03/2026	TC
5	24/03/2026	Staff salaries inc Pension HMRC	Salary	£0.00	37872.04	37872.04	24/03/2026	TC
6	01/03/2026	Jonathon Rhind Architects Ltd.	Architect's Fees	£5,562.28	27811.40	33373.68	24/01/2026	Project
7	23/03/2026	Bideford Baptist Church	Hall / Room Hire - Manor Court	£0.00	100.00	100.00	24/03/2026	TC
8	20/03/2024	Lineal	4 x Online Licenses	£2.61	13.04	15.65	24/03/2026	TC
9	14/03/2026	Royal Hotel	Manor Court Buffet	£465.08	2325.42	2790.50	24/03/2026	TC
10	13/03/2026	Flowers by Bella	Manor Court Flowers	£0.00	120.00	120.00	24/03/2026	TC
11	19/03/2026	Royal Mail Group LTD	Redirection of Mail	£0.00	649.00	649.00	24/03/2026	TC
12	25/03/2026	Marine Scene Ltd	3 white boat fender	£14.49	72.36	86.85	25/03/2026	TC
13	26/03/2026	Black Country Rope and Lifting Ltd	Mooring Rope x 2	£7.16	35.84	43.00	26/03/2026	TC
14	26/03/2026	Timpson Ltd	Maintenance Item	£10.00	50.00	60.00	26/03/2026	TC
15	26/03/2026	Value House Stores	Maintenance Item	£2.60	13.00	15.60	26/03/2026	TC
16	28/02/2026	Clarity Copiers	Copier Charges	£3.40	17.02	20.42	26/03/2026	TC
17	12/02/2026	Lloyds	Service Charges	£0.00	8.50	8.50	27/03/2026	TC
18	17/03/2026	Focus Group	TR Depot / Townhall Broadband	£22.04	110.22	132.26	31/03/2026	TC
19	27/03/2026	Focus Group	Town Hall Broadband	-£12.17	-60.83	-73.00	31/03/2026	TC
20	12/02/2026	P R Vachon	Myrl Function x 3 tkts (2 x Myrl Allce)	£0.00	114.00	114.00	31/03/2026	TC
21	31/03/2026	Lineal	Licenses / Remote labour	£50.42	252.10	302.52	31/03/2026	TC
22	25/03/2026	Devon Association of Local Councils	Clerk's Essentials Webinar	£6.00	30.00	36.00	31/03/2026	TC
23	20/03/2026	Bowdens Cleaning Services Limited	Town Hall	£3.20	16.00	19.20	31/03/2026	TC
24	24/03/2026	Kersten (UK) Ltd	New model weed brush	£579.00	2895.00	3474.00	31/03/2026	TC
				£6,730.50	£72,731.91	£79,462.41		
Bank Balances at 31/3/2026 - Current				£	6,921.99			
Bank Balances at 31/3/2026 - Deposit				£	16,303.72			
Bank Balances at 31/3/2026 - Reserves Account				£	260,000.00			

BIDEFORD TOWN COUNCIL - Accounts for approval at the SF&GP Meeting - 30 April 2026

Financial Year 2026/2027									
	Invoice Date		Allocation	VAT	NET	TOTAL	Payment	Governance	
1	31/12/25	J Rhind Architects	Market Project	£1,249.37	£6,246.85	£7,496.22	23/04/2026	Project	
2	31/03/26	Allstar	Fuel	£68.27	£341.36	£409.63	23/04/2026	TC	
3	2/03/2026	Clarity Copiers	Copier Charges	£6.94	£34.72	£41.66	DD	TC	
4	31/03/26	MCMS	Market Project	£597.07	£2,985.33	£3,582.40	23/04/2026	Project	
5	31/03/26	Wollens	Employment works	£245.00	£1,225.00	£1,470.00	23/04/2026	TC	
6	18/03/26	Exmoor Zoo	Roadshow - 6 Jun 26	£0.00	£265.00	£265.00	23/04/2026	TC	
7	1/04/26	DALC	NALC / DALC - Affiliation Fee / Service Charge	£190.74	£2,174.00	£2,364.74	23/04/2026	TC	
8	2/04/26	E.On Next	Depot - Electricity	£8.69	£173.81	£182.50	DD	TC	
9	08/04/26	Peninsula Business Services Limited	HR/H&S/EAP	£65.15	£344.97	£410.12	23/04/2026	TC	
10	08/04/26	DS Electrical	Remove supplies for tree works	£58.00	£290.00	£348.00	23/04/2026	TC	
11	10/04/26	DCC Highways	Highways Licence Long Bridge	£0.00	£383.00	£383.00	10/04/2026	TC	
12	13/04/26	Berrys	Payroll / P60	£108.00	£540.00	£648.00	23/04/2026	TC	
13	13/04/26	Skips & Stones	Skip Hire	£83.00	£415.00	£498.00	23/04/2026	TC	
14	15/04/26	Navantia UK	Design & Build working persons basket	£2,371.00	£11,855.00	£14,226.00	27/04/2026	TC	
15	16/04/26	Tudor Environmental	Maintenance Items	£15.95	£79.76	£95.71	23/04/2026	TC	
16	20/04/26	Focus Group SW Comms Group Ltd	Depot - Broadband	£9.88	£49.39	£59.27	23/04/2026	TC	
17	26/04/20	Mimick Signs	Road closure signs x 4	£74.56	£372.80	£447.36	23/04/2026	TC	
18	01/04/26	Scribe	Set up fees	£302.00	£1,510.00	£1,812.00	23/04/2026	TC	
19	01/04/26	Scribe	Subscription	£34.80	£174.00	£208.80	23/04/2026	TC	
20	23/04/26	Jewson	Maintenance Items	£7.13	£35.64	£42.77	23/04/2026	TC	
21	23/04/26	RGB	Maintenance Items	£23.04	£115.19	£138.23	23/04/2026	TC	
22	23/04/26	Tamar	Maintenance Items	£18.63	£93.21	£111.84	23/04/2026	TC	
23	2/04/26	EDF	Decorative Lighting Bideford Quay	£11.07	£221.33	£232.40	23/04/2026	TC	
24	25/3/26	Bridge Trust	Handy Cross	£0.00	£250.00	£250.00	23/04/2026	TC	
25	13/04/26	Bideford Appliance Store	Fridge	£26.50	£132.50	£159.00	13/04/2026	TC	
26	19/3/26	G J Heaman	Vehicle / Ground Maintenance Items	£94.96	£474.80	£569.76	23/04/2026	TC	
27	1/04/26	EDF	Christmas Lights - 74A	£0.93	£18.60	£19.53	DD	TC	
28	1/04/26	EDF	Bridge Floodlighting	£1.10	£21.91	£23.01	DD	TC	
29	17/04/26	Motor Parts Direct	Carlube / grease	£2.42	£12.10	£14.52	17/04/2026		
30	20/04/26	Motor Parts Direct	Bulb	£0.30	£1.49	£1.79	20/04/2026		
31	14/04/26	Taylor's Tool and Fittings	Maintenance Items	£3.10	£15.51	£18.61	14/04/2026	TC	
32	20/04/26	DCC Highways	Hanging Baskets / Planters Licence	£0.00	£228.00	£228.00	20/04/2026	TC	
33	23/04/26	Bideford Baptist Church	Hire of Hall - Annual Parish Meeting		£40.00	£40.00	23/04/2026	TC	
34	23/04/26	Mayoral Mileage	2 x Civic Functions - Myr's allice	£0.00	£54.00	£54.00	23/04/2026	TC	
35	24/04/26	Staff/ HMRC / DCC	Salary / National Insurance / Pensions		£31,158.00	£31,158.00	24/04/2026	TC	
36	5/5/26	Bulk Pay	Grant Payments	£0.00	£42,125.00	£42,125.00		TC	
37	5/5/26	CTA Centre	2 x Chapter 8 "Supervisor Level"	£166.45	£832.25	£998.70		TC	
				£5,844.05	£105,289.52	£111,133.57			
Bank Balances at 23/4/2026 - Current				£	52,849.60				
Bank Balances at 23/4/2026 - Deposit				£	29,477.98				
Bank Balances at 23/4/2026 - Reserves Account				£	190,000.00				

Resources Committee

Terms of Reference

To exercise on behalf of the Council powers and duties within existing policies and practices of general concern to Bideford excluding those matters specifically dealt with by another Committee.

1. To pre-investigate all financial decisions to ensure they fit with best value and are in the best interest of the taxpayer and general public.
2. To prepare and recommend to Council annually, no later than its December meeting, a budget for the following financial year.
3. To consider and approve orders and expenditure which are within the Council's existing budget and expenditure incurred under Section 137 of the Local Government Act 1972 or the general power of competence in accordance with the Council's Financial Regulations, in particular Financial Regulation 5.14.
4. To consider and approve/refuse all applications for grants, loans or other financial assistance received by the Council. Decisions regarding recommended items may only be altered where new information is available, and where this is the case, the item will be sent back to the Committee for review.
5. To approve and oversee any contracts or agency agreements entered into by the Council.
6. To monitor the financial affairs of the Council and spending against the agreed budget.
7. To consider and report to Council matters of a financial nature which may result in write-off of public monies.
8. To consider all matters relating to the running of the Council, including administration, subscriptions, insurance arrangements, staffing and property management. This includes employment policies, staff appraisals, pay and conditions of service, disciplinary, complaints and grievance procedures and subcommittees thereof.
9. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

10. To ensure clear communication with other Council Committees where matters under consideration have an impact across more than one Committee.
11. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
12. The Committee's membership will be a minimum of nine councillors appointed annually by the full Council. Members of the Committee may vote on resolutions put to it. All councillors may attend and contribute to the meeting.

Events Working Group

Terms of Reference

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.

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

03 July 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		814.58	814.58				814.58 (N/A)
1002	VAT Refund							(N/A)
1003	Other income							(N/A)
4000	Bank charges				200.00	26.50	173.50	173.50 (86%)
4001	Payroll service				5,000.00	1,574.91	3,425.09	3,425.09 (68%)
4002	Expenses – Councillors				300.00	2,166.59	-1,866.59	-1,866.59 (-622%)
4003	Expenses – Employees				300.00	144.72	155.28	155.28 (51%)
4004	Training and development				2,000.00	1,443.70	556.30	556.30 (27%)
4005	Subscriptions				5,000.00	3,540.88	1,459.12	1,459.12 (29%)
4006	Audit				3,000.00	325.00	2,675.00	2,675.00 (89%)
4007	Insurance				8,000.00		8,000.00	8,000.00 (100%)
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		1,000.00	1,000.00 (100%)
4012	Hospitality				1,500.00		1,500.00	1,500.00 (100%)
4013	Advertising				1,000.00	75.00	925.00	925.00 (92%)
4014	Newsletter							(N/A)
4015	Postage, Stationery, Sundries		226.00	226.00	3,000.00	717.31	2,282.69	2,508.69 (83%)
4016	IT				9,000.00	2,438.77	6,561.23	6,561.23 (72%)
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	38,125.00	11,875.00	11,875.00 (23%)
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		5,000.00	5,000.00 (100%)
4119	Legal Fees					2,397.50	-2,397.50	-2,397.50 (N/A)
4125	Expenses - Civic Officers					41.00	-41.00	-41.00 (N/A)
SUB TOTAL			413,704.08	413,704.08	120,514.50	62,634.88	57,879.62	471,583.70 (391%)

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					4,818.00	-4,818.00	-4,818.00 (N/A)
4050	Broadband					148.17	-148.17	-148.17 (N/A)
4051	CCTV							(N/A)
4052	Cleaning							(N/A)
4053	Maintenance					2,171.93	-2,171.93	-2,171.93 (N/A)
4054	Repairs							(N/A)
4055	Gas							(N/A)
4056	Water and sewage					55.05	-55.05	-55.05 (N/A)
4057	Electricity					325.23	-325.23	-325.23 (N/A)
4058	Waste management							(N/A)
4059	Grounds maintenance							(N/A)
4060	Security							(N/A)
4061	Signage							(N/A)

Bideford Town Council
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4062 Capital expenditure							(N/A)
SUB TOTAL				8,018.38	-8,018.38		-8,018.38 (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					1,520.11	-1,520.11	-1,520.11 (N/A)
4030	Chudleigh Fort							(N/A)
4031	Twinning reception				1,500.00	95.00	1,405.00	1,405.00 (93%)
4032	Remembrance Sunday				1,000.00		1,000.00	1,000.00 (100%)
4124	Bideford Regatta					408.70	-408.70	-408.70 (N/A)
SUB TOTAL			1,500.00	1,500.00	11,000.00	4,297.73	6,702.27	8,202.27 (74%)

Ford Woods

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4105	Grounds maintenance				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					5,000.00		5,000.00	5,000.00 (100%)

Furniture & Equipment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4123	Office Equipment					132.50	-132.50	-132.50 (N/A)
SUB TOTAL						132.50	-132.50	-132.50 (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)
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)

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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	5,813.23	31,538.77	31,538.77 (84%)
SUB TOTAL					37,352.00	5,813.23	31,538.77	31,538.77 (84%)

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		3,773.96	3,773.96				3,773.96 (N/A)
1005	Butchers' Row		8,529.00	8,529.00		136.62	-136.62	8,392.38 (N/A)
1006	Market Shops		7,374.00	7,374.00				7,374.00 (N/A)
4033	Market Project Management				75,000.00	13,469.74	61,530.26	61,530.26 (82%)
4034	Professional fees					667.39	-667.39	-667.39 (N/A)
4035	Business rates					1,117.20	-1,117.20	-1,117.20 (N/A)
4036	Broadband and telephony					1,146.47	-1,146.47	-1,146.47 (N/A)
4037	CCTV							(N/A)
4038	Cleaning					1,788.52	-1,788.52	-1,788.52 (N/A)
4039	Maintenance							(N/A)
4040	Repairs					245.08	-245.08	-245.08 (N/A)
4041	Gas					42.20	-42.20	-42.20 (N/A)
4042	Water and sewage					241.72	-241.72	-241.72 (N/A)
4043	Electricity		1,837.15	1,837.15		2,104.40	-2,104.40	-267.25 (N/A)
4044	Waste management							(N/A)
4045	Security					440.00	-440.00	-440.00 (N/A)
4046	Signage							(N/A)
4047	Capital expenditure							(N/A)

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4120	Market Refurbishment	232,485.72	232,485.72	24,175.24	-24,175.24	208,310.48 (N/A)
4122	Banking Interest	45.35	45.35			45.35 (N/A)
SUB TOTAL		254,045.18	254,045.18	75,000.00	45,574.58	283,470.60 (377%)

Pollyfield Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1007	Pollyfield Allotments Rent		19.00	19.00				19.00 (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			19.00	19.00	3,000.00		3,000.00	3,019.00 (100%)

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				75,000.00	25,855.98	49,144.02	49,144.02 (65%)
4118	Decarbonisation and Environmei							(N/A)
SUB TOTAL		3,500.00		-3,500.00	92,000.00	26,160.98	65,839.02	62,339.02 (65%)

Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4022	Salaries				296,142.00	76,738.13	219,403.87	219,403.87 (74%)
4023	Employer NI				26,253.00	9,536.91	16,716.09	16,716.09 (63%)
4024	Employer Pension				64,345.00	16,115.68	48,229.32	48,229.32 (74%)
SUB TOTAL					386,740.00	102,390.72	284,349.28	284,349.28 (73%)

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	273.96	2,226.04	2,226.04 (89%)

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All Cost Centres and Codes

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4109	Decorative lighting (Quay)	3,000.00	595.31	2,404.69	2,404.69 (80%)
4110	Planters / floral displays	16,640.00	15,149.62	1,490.38	1,490.38 (8%)
4111	Pull testing	2,580.00		2,580.00	2,580.00 (100%)
4112	Public Clocks maintenance				(N/A)
SUB TOTAL		91,220.00	16,763.03	74,456.97	74,456.97 (81%)

Tricks Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1008	Tricks Allotments Rent		228.25	228.25				228.25 (N/A)
4073	Professional fees				3,000.00		3,000.00	3,000.00 (100%)
4074	CCTV							(N/A)
4075	Maintenance							(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)
SUB TOTAL			228.25	228.25	3,000.00		3,000.00	3,228.25 (107%)

Summary

NET TOTAL	3,500.00	669,496.51	665,996.51	828,826.50	272,036.03	556,790.47	1,222,786.98
V.A.T.		13,212.59			19,919.01		
GROSS TOTAL		682,709.10			291,955.04		

Payments

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

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref	Last Activity Date
192	12.06.2026	£8.99	£0.00	£8.99	30.06.2026	Service Charges	Amazon Prime	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
191	12.06.2026	£362.50	£0.00	£362.50	30.06.2026	Vehicle Tax	DVLA	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
190	12.06.2026	£10.42	£2.08	£12.50	30.06.2026	Consumables	Mow-It Garden Machinery	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
189	12.06.2026	£10.91	£2.18	£13.09	30.06.2026	Stationery	Sara DM Enterprises Ltd	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
188	12.06.2026	£14.95	£2.99	£17.94	30.06.2026	Consumables	We Can Source It Ltd	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
187	12.06.2026	£2.83	£0.57	£3.40	30.06.2026	Consumables	Amazon EU	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
186	12.06.2026	£17.49	£3.50	£20.99	30.06.2026	Consumables	Hobby Toys Ltd	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
185	12.06.2026	£121.78	£24.36	£146.14	30.06.2026	Stationery	Vistaprint	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
184	12.06.2026	£17.91	£3.58	£21.49	30.06.2026	Print Costs	Genuine Centre Ltd	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
183	12.06.2026	£36.63	£7.33	£43.96	30.06.2026	Consumables	BJ's Value House Bideford	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
182	12.06.2026	£278.98	£55.80	£334.78	30.06.2026	Fire Hydrant Standpipe and Hose	Simply Safety Group	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
181	26.06.2026	£1,892.92	£378.58	£2,271.50	30.06.2026	Catering	Royal Hotel	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
180	23.06.2026	£180.35	£9.02	£189.37	30.06.2026	Electricity Bridge / Quay	EDF Energy	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026



Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref	Last Activity Date
179	22.06.2026	£320.53	£64.09	£384.62	30.06.2026	Fuel	Allstar Business Solutions Ltd	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
178	26.06.2026	£114.07	£22.81	£136.88	30.06.2026	Print Costs	Clarity Copiers Ltd	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
177	26.06.2026	£440.00	£0.00	£440.00	30.06.2026	Security	Pannier Market Pannier Gallery Cafe	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
176	25.06.2026	£350.59	£70.12	£420.71	30.06.2026	Broadband and Telephony	Triangle Networks Ltd	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
175	23.06.2026	£1,117.20	£0.00	£1,117.20	30.06.2026	Business Rates	Torridge District Council	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
174	23.06.2026	£241.72	£0.00	£241.72	30.06.2026	Water	South West Water	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
173	22.06.2026	£130.00	£26.00	£156.00	30.06.2026	Advertising	Torbay Media Ltd	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
172	17.06.2026	£558.22	£111.64	£669.86	30.06.2026	Pannier Market Electricity	EDF Energy	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
171	03.06.2026	£620.83	£124.17	£745.00	30.06.2026	Cleaning	SWCE Ltd (South West Cleaning Equipment)	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
170	16.06.2026	£7.75	£0.39	£8.14	30.06.2026	Pannier Market Gas	SWCE Ltd (South West Cleaning Equipment)	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
169	11.06.2026	£245.08	£0.00	£245.08	30.06.2026	Refund	Pannier Market Butchers' Row Units 5 & 6	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
168	19.06.2026	£9.35	£0.00	£9.35	30.06.2026	Service Charges	Lloyds Bank	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026

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
105	26.06.2026	£350.00	£0.00	£350.00	30.06.2026	Hire Charges	Tenant	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	03.07.2026
104	30.06.2026	£138.25	£0.00	£138.25	30.06.2026	Rent Tricks Allotments	Tenant	Account 0033239 (Town Council - Current Account)	N/A	N/A	03.07.2026
103	29.06.2026	£229.00	£0.00	£229.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 22 & 23	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
102	16.06.2026	£100.00	£0.00	£100.00	30.06.2026	Hire Charges	Tenant	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
101	29.06.2026	£220.00	£0.00	£220.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 5 & 6	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
100	16.06.2026	£229.00	£0.00	£229.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 15 & 16	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
99	08.06.2026	£297.00	£0.00	£297.00	30.06.2026	Pannier Market Market Place Rent	Pannier Market Butchers' Row Units 15 & 16	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
98	08.06.2026	£234.00	£0.00	£234.00	30.06.2026	Pannier Market Cafe Rent	Pannier Market Pannier Gallery Cafe	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
97	03.06.2026	£144.00	£0.00	£144.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Unit 18	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
96	02.06.2026	£144.00	£0.00	£144.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Unit 17	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
95	01.06.2026	£135.00	£0.00	£135.00	30.06.2026	Pannier Market Market Place Rent	Pannier Market Market Place Unit 30	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
94	01.06.2026	£138.00	£0.00	£138.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Unit 7	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Customer	Bank	Payment Ref	Minute Ref	Last Activity Date
93	01.06.2026	£144.00	£0.00	£144.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 22 & 23	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
92	01.06.2026	£144.00	£0.00	£144.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Unit 19	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
91	01.06.2026	£364.00	£0.00	£364.00	30.06.2026	Pannier Market Market Place Rent	Pannier Market Market Place Unit 25	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
90	01.06.2026	£144.00	£0.00	£144.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Market Place Unit 25	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
89	01.06.2026	£350.00	£0.00	£350.00	30.06.2026	Pannier Market Market Place Rent	Pannier Market Market Place Unit 25	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
88	01.06.2026	£272.00	£0.00	£272.00	30.06.2026	Pannier Market Market Place Rent	Pannier Market Market Place Unit 25	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
87	01.06.2026	£144.00	£0.00	£144.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Market Place Unit 25	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
86	01.06.2026	£172.00	£0.00	£172.00	30.06.2026	Pannier Market Market Place Rent	Pannier Market Market Place Unit 21a	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
85	01.06.2026	£350.00	£0.00	£350.00	30.06.2026	Pannier Market Market Place Rent	Pannier Market Market Place Unit 21a	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
84	01.06.2026	£578.00	£0.00	£578.00	30.06.2026	Pannier Market Market Place Rent	Pannier Market Market Place Unit 21a	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
83	01.06.2026	£229.00	£0.00	£229.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 10 & 11	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026
82	01.06.2026	£229.00	£0.00	£229.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 8 & 9	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Customer	Bank	Payment Ref	Minute Ref	Last Activity Date
81	01.06.2026	£229.00	£0.00	£229.00	30.06.2026	Pannier Market Butchers' Row Rent	Pannier Market Butchers' Row Units 3 & 4	Account 0421383 (Pannier Market - Current Account)	N/A	N/A	02.07.2026

Bideford Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		325,687.73
	ADD Receipts 01/04/2026 - 30/06/2026		682,709.10
	SUBTRACT Payments 01/04/2026 - 30/06/2026		1,008,396.83
			291,955.04
	Cash in Hand 30/06/2026 (per Cash Book)		716,441.79
B	Cash in hand per Bank Statements		
	Account 0033239 (Town Council - 30/06/2026	26,067.59	
	Account 0421383 (Pannier Market 30/06/2026	18,869.80	
	Account 7086849 (Town Council - 30/06/2026	550,317.00	
	Account 38952560 (Town Council - 30/06/2026	85,000.00	
	Account 7153511 (Pannier Market 30/06/2026	36,187.40	
			716,441.79
	Less unrepresented payments		
			716,441.79
	Plus unrepresented receipts		
	Adjusted Bank Balance		716,441.79
	A = B Checks out OK		

Society for Nautical Research Podcast



Summary

Bideford & River Torridge HH are working with the Society for Nautical Research to create a half hour podcast about Bideford & River Torridge Heritage Harbour as part of a heritage harbour mini-series. The production cost is £750 + VAT and this is a request for a donation to support of this project which will promote Bideford & River Torridge on a UK and world-wide podcast stage upon its release in late summer 2026.

Background

The Society for Nautical Research is the world's oldest society dedicated to the study and preservation of maritime heritage. It publishes The Mariner's Mirror, the world's leading journal of naval and maritime history (<https://snr.org.uk>), and also a podcast dedicated to maritime and naval history presented by Dr Sam Willis and supported by the Lloyd's Register Foundation. The podcast has a worldwide reach of with a subscriber mailing list of c.7500 and an average of c.1000-1250 downloads in the first week of episode release. The audience is consistently growing and to date the podcasts have had over 600,000 all time listeners.

A Heritage Harbour mini-series

Heritage Harbours, working with The Maritime Heritage Trust, has agreed an SNR podcast mini-series. The proposed format is a brief picture with local voices of what's special about the featured Heritage Harbour:

- What is required to keep the HH preserving maritime character and history
- How to tackle current and future threats and opportunities
- How to move the HH concept into the future.

The Harbour will be represented by 3-4 key voices, who hold specific roles or personal reflections, share insights into projects and how the HH is working on sustainable future.

‘Past, Present & Future’

The HH mini-series will have four episodes:

- Introduction to HHs and aims objectives
- Three Individual episodes on HHs
 - Exeter

Bideford and River Torridge Heritage Harbour www.barthh.org

Led by Bideford based Way of the Wharves CIO - advancing the education and information about the maritime and industrial heritage of Bideford, East the Water and the Torridge Estuary. **Registered charity:** 1188912.

- Bideford & River Torridge
- Ramsgate or Ipswich (to be determined)

Bideford & River Torridge Episode

BARTHh have developed and presented a series of themes and voices to Sam Willis at SNR. His conclusion is: "What a fabulous amount of stuff going on! Brilliant. The challenge will be to bring this all to life and get a general sense of the history all within 30 mins. I think a good way forward would be for me to outline a lot of the background in the introduction so we can spend time hearing from local voices rather than just learning facts.

Sam will be in Bideford 24 June to conduct interviews for the podcast content:

- Introduction and general background - Sam Willis
 1. Heritage Vessels - John Puddy
 2. Shipbuilding - Jack Partridge, apprentice at Navantia
 3. Biosphere – Hannah Nash
 4. Appledore Maritime Innovation Centre – Fiona Henderson

Release date after editing will be late summer 2026

The Cost of podcast production and launch is £750 + VAT and travel expenses (discounted thanks to SNR and Lloyd's Register - competitors charge +£2500). This includes any proprietary work, media engagement (e.g. press release, educational production support, social media content) and dedicated hosting server. The podcast is produced as an 'open access' resource that is free for all to listen to.

Next Steps

This is a great opportunity to put HH and Bideford & River Torridge on a wider stage using a very popular medium. It complements other activities we have planned for 2026 and our aim to use a range of communication methods to maximise audience and message distribution. In addition to our programme of talks and guided walks these include:

- One day symposium Saturday 21 March 'A new look at Elizabethan Maritime History'
- Estuary Commentary on paddle steamer Waverley visit Monday 15 June 1800
- Shipyard Trail partnering with MOLA Coasts in Mind, NDMM Appledore, Navantia
- Heritage Open Days events September including Bridgeland Street open day

We look forward to working with SNR and local partners to develop and publish this podcast and hope you will be able to support Heritage Harbour with a grant towards covering podcast production costs. A donation of £200 from each of the organisations below would be ideal, BARTHh will cover other costs from funds.

[Name]

Bideford & River Torridge Heritage Harbour (BARTHh)

12/06/2026

Sent to: Torridge DC, Bideford TC, Northam TC, Bideford Bridge Trust

Bideford and River Torridge Heritage Harbour www.barthh.org

Led by Bideford based Way of the Wharves CIO - advancing the education and information about the maritime and industrial heritage of Bideford, East the Water and the Torridge Estuary. **Registered charity:** 1188912.

UPDATE ON PRESENTMENTS

Presentment 1

The Jury appreciate large waste bins are necessary but having them on show is a to the detriment of the Town. It is requested that the responsible authority attend the matter of the bins and the areas around them for example Conduit Lane, Manor Court car park.

The Clerk has been liaising with Torridge District Council's waste and recycling and environmental health service, and attended a site visit with the Economic Development Manager appraising options on 12 May 2026.

Presentment 2

Bideford's Ford Rock is a beautiful tranquil spot to relax by the river and enjoy a picnic. From this viewing point you can watch a wide variety of fish, otters, and waterbirds. The Jury requests the installation of a display board that would assist in the identification of the wildlife and appreciation of the area. In addition, Bideford's Ford Rock would benefit from a bicycle park lock area. Cyclists often stop there and then go for a walk, somewhere to secure their bikes would be beneficial.

This presentment will be implement in-house. The Deputy Clerk and Maintenance Team Leader are sourcing wildlife information and designs for a board; the Maintenance Team Leader is sourcing a floor-mounted bike rack.

Presentment 3

There is an area at the bottom of Four Acres that Bideford locals use to access country lanes which is unfortunately boggy and overgrown with brambles so access can be tricky. It would be lovely to see a decent pathway through for walkers and steps leading to the country lanes (similar to the access Bideford Town Council provided for Ford Woods). The Jury requests that the Court investigate ownership with a view to providing pedestrian access that would be beneficial to the community.

A site visit was held on 21 May 2026 with Cllr Jude Gubb, the Clerk and the Maintenance Team Leader. Cllr Gubb subsequently confirmed that Torridge District Council is the landowner. The latter has been contacted with a request for consent to install a pathway and steps in principle, and requested a detailed location plan which is in production.

Presentment 4

The Jury requests that a new bench at the end of Park Lane be installed to replace the current one, which is unusable.

The Council's maintenance team will remove the remainders of the former bench at Park Lane and will install a new bench; office staff are sourcing the specification before purchase.

Presentment 5

That, where the Town Council becomes aware of a Bideford resident celebrating their 100th birthday, consideration be given for the mayor of the day to visit them with a card and a small gift, such as flowers or another suitable present. Information about this initiative could be promoted on the Town Council's website and social media pages, with a link provided to allow community members to notify The Council of an upcoming centenary birthday.

This presentment was implemented in-house and completed on 15 May 2026.

WORKING ARRANGEMENTS DURING PERIODS OF HIGH TEMPERATURES

Introduction

The Council's office-based staff are currently accommodated in a Portakabin within the grounds of Riverbank House.

The Portakabin is barely insulated which does not pose a problem in cold weather because it benefits from fitted electric heaters but in hot weather becomes intolerably hot to work in. During a period of hot weather at the end of May 2026, the temperature in the Portakabin measured 44.7°C which resulted in staff suffering and feeling unwell.

Options

One option is for the office-based staff to work from home during periods of hot weather with the following measures:

1. All councillors are informed when the hot weather plan is activated
2. All staff set up a call forward from their office landline to their mobile phone
3. All staff working from home:
 - a) complete a workstation risk assessment covering their workstation at home
 - b) follow the Council's lone worker procedure
4. Placing a note on the external gate at Riverbank House to advise callers to ring one of the Council's mobile phone numbers which is stated on the note so that any visitors have a point of contact. Two of the staff live in close proximity and are happy to meet any visitor in person if/when required

A second option is to improve the provision of air conditioning within the Portakabin. One of the Council's employees has already provided a domestic 30-inch tower fan air conditioning unit which has proved insufficient to cool the space in hot weather. None of the Council employees are air conditioning experts and hence the below heating, ventilation and air conditioning (HVAC) specialists have been contacted:

Bartorelli
CV HVAC
South West Air Tech

Recommendation(s)

To agree the hot weather plan.

Janine Gardner

Town Clerk and Responsible Financial Officer
June 2026