BIDEFORD TOWN COUNCIL

Riverbank House
Bideford
Devon
EX39 2QG

Telephone:
(01237) 428938

Janine Gardner
Town Clerk and Responsible Financial Officer

Thursday, 12 November 2026

To: Members of Bideford Town Council

You are hereby summoned to attend the following meeting:

Meeting: Full Council
Meeting Date: Thursday 19 November 2026
Meeting Time: 6:30pm
Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. There is a legal right to film/record/photograph/report public meetings.

J Gardner
Clerk to the Council

A G E N D A

1. Apologies for Absence

To receive apologies and reasons for absence.

2. Declarations of Interest and Dispensations

To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting.

3. **Public Participation**

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

4. **Minutes of the Previous Meeting**

   To approve the minutes of the meeting held on 22 October as a correct record.

5. **District and County Matters**

   To consider reports by district and county representatives.

6. **Items Brought Forward by the Chair**

7. **Data Protection and Data Retention Policies**

   To consider and approve the attached policies.

8. **Review of the Town Council's Governance Structure**

   To review the Town Council's governance structure which was revised at the annual meeting of the Council in May 2026.

9. **List of Payments**

   To approve the list of payments.

Part II (Closed Session)

10. **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.

11. **Potential Use of Site off Honestone Street**

    To consider a follow-up report detailing the potential options for future use of a site off Honestone Street in Bideford.

Reflective silence will be held by Jacqui Poole of the Quakers at 6.20 pm prior to the Town Council meeting. Councillors are invited to participate if they so wish.

Date of Next Meeting: 17 December 2026

BIDEFORD TOWN COUNCIL

MINUTES

Meeting: Town Council
Meeting Date: Thursday, 22 October 2026
Meeting Time: 6:30pm
Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor D Bushby
Councillor K Hind (Chairman)
Councillor S Smith

South Ward

Councillor R Clarke
Councillor S Inch

West Ward

Councillor T Inch

East Ward

Councillor J Craigie
Councillor J Gubb
Councillor J Hellyer
Councillor J McKenzie

Also Present:

J Gardner, Town Clerk and Responsible Financial Officer
R Coombes, Deputy Town Clerk

88. Apologies for Absence

Apologies for absence were received from Councillors Lawrence, Hawkins and L Hellyer.

Apologies were not received from Councillors Gordon and McGeough.

89. Declarations of Interest and Dispensations

There were no declaration of interest.

90. Public Participation

There were no members of the public.

91. Minutes of the Previous Meeting

It was proposed by Councillor S Inch, seconded by Councillor McKenzie and **resolved** to approve the minutes of the meeting held on 24 September 2026 as a correct record.

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

92. District and County Matters

No members of the County Council were in attendance. No reports were received.

Councillor Bushby advised that policy changes in England significantly impact the powers and roles of district councillors through planning reforms, standards frameworks, and local government structural adjustments.

He noted Central Government's initiative transfers a greater number of planning decisions away from elected councillors and directly to council officers. Councillors will no longer be able to "call-in" an application that provided for applications to be considered by committee (in the past).

The Chairman thanked Councillor Bushby for his contribution.

93. Items Brought Forward by the Chair

(Councillor Smith joined the Meeting.)

a. Councillor Craigie explained there had been a moratorium on the disposal of the Torridgeside Link Resource Centre. It provided an opportunity to register an interest in the building by nominating it as an Asset of Community Value. *The Community* must register interest by 23 November 2026.

   He spoke on the impact of the closure of the building by those who had benefited from the mental health and well being benefits the facility provided.

   Councillor Craigie believed that the Council should write a letter of support for those seeking funds to secure the building's future; a request for reports and surveys could be made, also to help facilitate an application.

   The Chairman indicated that he had seen the building believing it to be in good condition.

   Councillor Craigie spoke of the time limit implication in terms of registering an interest, bid submission and when the building could go on to the open market.

b. The Deputy Town Clerk invited councillors to support the reading of the names of the Bideford fallen, at 10.00 am Chudleigh Fort on Remembrance Sunday, prior to the Remembrance Service at Victoria Park and subsequent Parade.

94. External Auditor's Report and Certificate 2025-26

The Town Clerk explained the observations in the report.

The Chairman led the Councillors in noting the report.

95. Town Council Sponsorship Opportunities

Councillors had sight of a report on providing Town Council sponsorship opportunities. The Town Clerk's Assistant had initially approached Torridge District and Devon County Councillors for locality funding contributions, widening the net, with great success, to local organisations and those outside, working locally. To date she had accrued £7,500.00 with further promised monies in support of the Christmas Lights' Switch On Event.

Enquiries had highlighted the need to provide a "corporate package." Further investigation by the Town Clerk's Assistant highlighted other Council's approach.

Councillor Bushby, led members in thanking the Assistant for her initiative and the impressive results.

Discussion followed on the mutual community benefits and "offer" to sponsors.

It was proposed by Councillor McKenzie, seconded by Councillor Craigie and **resolved** to support the introduction of sponsorship opportunities (policy) to Council Events.

(Vote – For: 10, Against: 0)

96. Survey of Wrecks in the River Torridge

The Chairman provided councillors with an explanation of a report, which is attached and forms part of these Minutes.

97. Planning Application

Given the Planning Committee Meeting scheduled for 7 October 2026 was inquorate Councillors considered the following planning applications:

a. Application No. 1/0722/2026/LBC

   Alterations to roof drainage system and including front down pipe

   Location: 25 The Strand, Bideford, Devon, EX39 2ND

   Applicant: David Morgan

   Date Received: 22 September 2026

b. Application No. 1/0741/2026/TEL

Prior approval notification for the installation of a 18m monopole with 6 no. antennas, 2 no. dishes and 4 no. associated cabinets and ancillary development under Part 16 of GPDO.

Location: Torridge District Council, Cattle Market Car Park, Chanters Road, Bideford

Applicant: EE Ltd

Date Received: 1 October 2026

It was proposed by Councillor Hellyer, seconded by Councillor Busby and **resolved** to recommend both applications.

(Vote – For: 10, Against: 0)

Councillor Bushby asked the Town Clerk to meet with the Planning Director to make clear the Councils consultation relationship with the Planning Authority ensuring Council recommendations are received.

98. Committee Minutes

a. Resources Committee Meeting held on 8 October 2026.

It was proposed by Councillor J Hellyer, seconded by Councillor McKenzie and **resolved** to approve the minutes as a correct record.

(Vote – For: 6, Against: 4)

(Concern was raised at the setting of a budget ceiling for grant provision. Whilst the Committee had resolved upon the grant policy the formal financing of Council expenditure would be discussed and resolved at the (overall) Budget meeting.

b. Amenities Committee Meeting held on 15 October 2026.

It was proposed by Councillor McKenzie, seconded by Councillor S Inch and **resolved** to approve the minutes as a correct record.

(Vote – For: 10, Against: 0)

99. Bideford College Governor Vacancy

Councillors had sight of details on applying to become a Bideford College Governor.

The Chairman invited any councillor interested in becoming a Bideford College Governor to apply individually.

100. List of Payments

It was proposed by Councillor Craigie, seconded by Councillor Clarke and **resolved** to approve the List of Payments.

(Vote – For: 10, Against: 0)

Part II (Closed Session)

101. Exclusion of the Press and Public

Due to the sensitive or confidential nature of the following item it was proposed by Councillor J Hellyer, seconded by Councillor McKenzie 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: 1)

102. Potential Use of Site off Honestone Street

The Chairman explained the benefits to the Pannier Market facility, visitors and local householders of purchasing a site to be developed into a car park suitable for 129 cars.

The Clerk introduced a report that had been circulated to the Councillors including financial implications.

Councillors S and T Inch expressed concern at the (additional) cost to the Council Tax payer (an increase of £38.00 to the total annual Council Tax bill of a Band D householder).

Further discussion followed on the servicing of the loan nad future valuable income stream that would benefit the Community through supporting Council projects. It was conceded that Honestone Street car park had all but reached its level of capacity.

Councillor T Inch requested a recorded vote.

It was proposed by Councillor J Hellyer, seconded by Councillor Clarke and **resolved** to proceed with the acquisition of the site off Honestone Street for the purpose of conversion into a car park and to provide direction to the Responsible Financial Officer for the purpose of drafting the Council's budget for the 2027-28 financial year.

For	Against	Abstention
J Hellyer	S Inch	J Gubb
R Clarke	T Inch	
K Hind		
J McKenzie		
D Bushby		
J Craigie		
S Smith		

(Vote – For: 7, Against: 2, Abstention: 1)

103. Land at Ford Rock

The Town Clerk explained a report that had been circulated to the Councillors that indicated a parcel of land adjacent to the Council's reclaimed, leased, public space is unregistered.

It was proposed by Councillor McKenzie, seconded by Councillor J Hellyer and **resolved** to register Bideford Town Council's land ownership of the parcel of land with HM Land Registry to safeguard it for future for public use.

(Vote – For: 10, Against: 0)

104. Staff Accommodation at the Town Hall

The Council had been in receipt of the terms, from the Estates Office of the District Council, for the use of the upstairs office suite of rooms hitherto occupied prior to the Town Hall's renovations.

It was proposed by Councillor McKenzie, seconded by Councillor J Hellyer and **resolved** to accept the terms in securing the status quo for the Council's eventual return to the Town Hall.

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

The business of the meeting having been concluded the Chairman thanked the councillors for their attendance at the meeting, which concluded at 8.40 pm.

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

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 22 October 2026						Agenda Item 13	
	Invoice Date	**Supplier**	**Allocation**	**VAT**	**NET**	**TOTAL**	**Payment**
1	09/09/2026	South West Water	Water Services		£81.56	£81.56	
2	24/09/2026	Merry Harriers Garden Centre	Maintenance Items	£3.00	£14.99	£17.99	CC079
3	28/09/2026	TTS Training Services Ltd	PAT training	£39.00	£195.00	£234.00	Paid
4	28/09/2026	Jewson	Maintenance Items	£4.06	£20.32	£24.38	
5	29/09/2026	James Hallam Council Guard	Motor fleet insurance	£0.00	£2,076.00	£2,076.00	
6	29/09/2026	Tudor Environmental	Battery Backpack Blower + Lithium Batteries	£349.95	£1,749.76	£2,099.71	
7	30/09/2026	Myles Clough Management Services	Pannier Market QS	£323.07	£1,615.33	£1,938.40	
8	30/09/2026	Myles Clough Management Services	Pannier Market project management	£631.25	£3,156.25	£3,787.50	
9	30/09/2026	Allstar	Fuel	£144.92	£359.59	£504.51	DD
10	30/09/2026	Clarity	Copy Meter Charge	£4.46	£22.29	£26.75	DD
11	30/09/2026	Mr A Mitchell	Jewson - Yale Combination Padlock - Pollyfield	£6.07	£36.42	£42.49	15/10/2026
12	30/09/2026	Vodafone	Mobile	£4.42	£22.10	£26.52	DD
13	01/10/2026	Andrew Symons	Maintenance Items	£21.95	£109.76	£131.71	CC080
14	01/10/2026	Lineal	Microsoft Licenses	£34.47	£172.34	£206.81	
15	01/10/2026	Triangle	Broadband Provision	£74.69	£373.45	£448.14	
16	02/10/2026	Devon Association of Local Councils	Training - Heritage issues and the planning system	£7.00	£35.00	£42.00	
17	02/10/2026	EDF	Decorative Lighting, Bideford Quay	£10.97	£219.51	£230.48	16/10/2026
18	02/10/2026	E.ON Next	Caddsdown Facility - Electricity	£4.22	£84.31	£88.53	
19	03/10/2026	Amazon	Prime	£1.50	£7.49	£8.99	CC081
20	06/10/2026	Nicholsons	Hygiene Items	£50.16	£250.80	£300.96	
21	08/10/2026	Wimba	Christmas Lights Switch On - Marquees	£121.67	£608.32	£729.99	Paid
22	08/10/2026	Peninsula	HR	£65.15	£344.97	£410.12	08/10/2026
23	08/10/2026	Torridge District Council	Pannier Market - Premises Licence		£70.00	£70.00	
24	09/10/2026	Ashton Electrical Ltd	Replace emergency bulkhead light	£15.57	£77.83	£93.40	

	Invoice Date	Supplier	Allocation	VAT	NET	TOTAL	Payment
25	09/10/2026	Mole Valley Farmers South Molton	Maintenance Items	£4.00	£19.98	£23.98	CC082
26	12/10/2026	Nick Sampson Mechanical Engineering Services Ltd	Transport of planters	£120.00	£600.00	£720.00	23/10/2026
27	12/10/2026	Tamar Trading	Maintenance Items	£1.84	£75.73	£77.57	23/10/2026
28	13/10/2026	Arque	Construction works at the Pannier Market	£5,671.74	£28,358.70	£34,030.44	23/10/2026
29	14/10/2026	South West Communications	Caddsdown facility - broadband	£10.69	£53.43	£64.12	23/10/2026
30	14/10/2026	D S Electrical	Repairs to Festoon Lights / provide install new trasformers	£790.79	£3,953.96	£4,744.75	23/10/2026
31	14/10/2026	Screwfix	Maintenance Items	£7.17	£35.83	£42.99	CC083
32	16/10/2026	Screwfix	Maintenance Items	-£7.17	-£35.83	-£42.99	CC083
33	15/10/2026	P Lawrence	Mayoral mileage / Jigsaw Event misc costs (Myr's Allce)		£312.69	£312.69	
34	19/10/2026	Adobe	Annual subscription	£39.79	£198.96	£238.75	DD 18/11/2026
35	19/10/2026	BJ's Value House	Maintenance Items	£7.11	£35.57	£42.68	CC084
36	19/10/2026	Parkerbrand.com Lout H Eng	Maintenance Items	£13.78	£68.89	£82.67	CC085
37	20/10/2026	Robeda Joinery	Iroko timber - Chub Road bench	£6.10	£30.51	£36.61	23/10/2026
38	20/10/2026	Berrys	Six month payroll / additional back dated calcs / correspondence	£240.00	£1,200.00	£1,440.00	23/10/2026
39	21/10/2026	Bideford Cobblers	Key Cutting		£9.00	£9.00	CC086
40	21/10/2026	BJ's Value House	Push Pins	£0.21	£1.04	£1.25	CC087
41	21/10/2026	Atlantic Locksmiths	Open digital key box safe	£15.00	£75.00	£90.00	CC088
42	23/10/2026	Staff, Councillors, HMRC, DCC Pension	Salary / Allowance / Tax / Pension contributions	£0.00	£35,423.10	£35,423.10	23/10/2026
				£8,838.60	**£82,119.95**	**£90,958.55**	
			Bank Balances at 22/10/2026 - Current	£ 60,516.50			
			Bank Balances at 22/10/2026 - Deposit	£ 30,048.87			
			Bank Balances at 22/10/2026 - Reserves Account	£ 668,000.00			
			Bank Balances at 22/10/2026 - Current (Mkt)	£ 33,727.90			
			Bank Balances at 22/10/2026 - Deposit (Mkt)	£ 36,247.91			

Minute Number. 96 - Report

Abandoned Boat Wreck Survey Report

Introduction

1. This report updates the Council on its campaign to clean up the River Torridge as part of the proposal to introduce regulation into the Torridge and Taw rivers.

Background

2. Following the campaign in social media, tv and newspapers to introduce a trust port and clean up the rivers Torridge and Taw, Crown Estates who own most of the riverbeds of the Torridge and Taw along with an official of Torridge District Council met with the Chairman of the Torridge and Taw Estuary Forum, Tony Pratt to discuss removal of abandoned boats from the rivers. It was agreed by Crown Estate representative, Peter Lawrence that the Forum should survey the wrecks and following presentation of the data Crown Estates they would begin by removing 10 abandoned boats from the river.

Survey

3. The survey was carried out by volunteers, John Puddy -Fresh Spring Trust, Mike Teare- Bideford Heritage Harbour, Ken Hind-Bideford Town Council, Tony Pratt and Eric Evans North Devon Yacht Club and others. The surveyors examining the condition of each boat, construction, location, whether floating or sunk and photographed it. Historic wrecks were ignored as they are the subject of a different survey being carried out on behalf of the Bideford Heritage Harbour. Fishing trawlers and other boats which are occupied as house boats were not included unless clearly abandoned. The larger boats were made of steel, the majority of the smaller leisure craft were fibreglass which unfortunately does not rot and has to be cut up and otherwise disposed of safely.

4. The team considered that boats were abandoned wrecks as follows;- River Caen – 29 River Taw -3 River Torridge: From Navantia Ship Yard including Regulated Bideford Harbour-22 River Torridge Bideford from Riverside House to New Bridge 15 River Torridge :: Appledore -3 River Torridge : Instow and North Devon side -7 Total 79

Actions by Crown Estates

5. The Crown Estates will have to see if anyone claims an abandoned boat before it is removed to be scrapped. A 30 day legal notice process will have to be followed to give owners the opportunity to claim the boat and remove it themselves.

Other Responsible Bodies.

6. The Chairman of The Forum has given an undertaking to provide Torridge District Council and Crown Estates with the whole survey of the 79 wrecks before Christmas. It is proposed that the surveyors will continue to monitor boats in the

river for abandoned vessels and check for new abandoned boats. It is felt that it is also necessary for North Devon District Council, the Environment Agency, Christie Estate, Town and Parish Councils around the estuary to receive those parts of the survey where it relates to their area and or responsibility.

7. A lease was signed between Torridge District Council and Crown Estates in 2013 for 25 years, current annual rent £3002, leases the River Torridge foreshore to the low watermark from all the regulatory Harbour of Bideford to Hartland. (Copies are available to members) This mean that wrecks identified by the surveyors in the Bideford Harbour, Appledore Port, and along the foreshore including under the Bideford new bridge are the responsibility of Torridge District Council, a total of up to 40 wrecks.

8. The lease by clauses 8.2 and 9.2 can be interpreted to show that TDC in relation to its obligations covering fly tipping and dumping of boats is in breach of the lease:

   8.2 **The Tenant will keep the property at all times clean and tidy free from debris** (including dead fish and animals), pollution and contamination and in a condition that poses no threat to human health or the environment.

   9.2 The tenant will not use the Property in a way that is or may be a nuisance disturbance or damage to the Landlord or any other person. **If a nuisance occurs the Tenant will take all action to stop it.**

Conclusion

Crown Estates cannot be expected to clear boats from areas where they are not responsible or have leased the property to others so this will fall upon these other authorities and leaseholders to deal with the problem.

REVISED DATA PROTECTION POLICY

1. INTRODUCTION

1.1 Bideford Town Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Council does to ensure its compliance with the Act.

1.2 The Data Protection Policy applies to all Council employees, members, volunteers, contractors and to staff members of any other bodies with whom the Council works with who handle Council data jointly. The Policy provides a framework within which the Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

2. AIMS

2.1 Bideford Town Council is committed to ensuring that all personal data collected is processed in accordance with all relevant data protection laws including the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018).

2.2 The lawful basis of processing will be with the consent of the data subject, necessary for compliance with a legal obligation, or necessary for the legitimate interests of Bideford Town Council. Further information regarding the legal basis is outlined in section 10. Bideford Town Council is registered as a data controller with the Information Commissioner.

3. SCOPE

3.1 This policy applies to all personal data, regardless of whether it is in paper or electronic format.

3.2 In order to conduct its business, services and duties, Bideford Town Council processes a wide range of personal data and non-personal data relating to its own operations and some which it handles on behalf of partners. This data can be classified as:

- Confidential information about other organisations because of commercial sensitivity;
- Personal data concerning current, past and potential employees, Councillors and volunteers;
- Personal data concerning individuals who contact the Town Council for information, to access its services or facilities or to make a complaint;
- Data shared in the public arena about the services the Town Council offers, its mode of operations and other information it is required to make available to the public;
- Confidential information and data not yet in the public arena such as ideas or policies that are being progressed.

3.3 Bideford Town Council will adopt procedures, and manage in a responsible manner, all data which it handles and will respect the confidentiality of both its own data, data belonging to partner organisations it works with and members of the public. In some cases it will have contractual obligations towards confidential data but will also have specific legal responsibilities for personal and sensitive information under data protection legislation.

3.4 The Council will be as transparent as possible about its operations and will work closely with the public, the community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

3.5 Children

Bideford Town Council will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned, or where we are lawfully obliged to do so.

4. DISTRIBUTION

4.1 This policy is available on the Council website and wither in hard copy from the Council offices or by contacting the Clerk.

4.2 To comply with the fair processing requirements of the UK GDPR, the Council will inform its staff, Councillors, volunteers, contractors, and other community users of the data it collects, processes and holds, the purposes for which the data is held, and any third parties to whom it may be passed. This information forms part of the Privacy Notice which is available on the main Council website. A hard copy of the Privacy Notice is available from the Council offices or by contacting the Clerk. Privacy Notices are reviewed at least annually, and any significant changes will be publicised.

5. DEFINITIONS

5.1 Personal Data – Any combination of data items which could identify a living person and provide specific information about them, their families, or circumstances. The term covers both facts and opinions about an individual. The Council may process a wide range of personal data of staff (including councillors and volunteers) and residents as part of its operation. This personal data may include (but is not limited to):

- names and addresses (including email addresses);
- date of birth;
- photo;
- bank details;
- references;
- employment history;
- taxation and national insurance records;

- appraisal records;
- service bookings (allotments, cemeteries, room bookings etc);
- complaints;
- posts on social media networking sites;
- Computer IP address;

5.2 **Special Category Personal Data** – Personal data which is more sensitive and so needs more protection, including information about a living individual's:

- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Genetics
- Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes
- Health – physical or mental
- Sex life or sexual orientation

Note that criminal records are treated in much the same way as other special category data.

5.3 **Processing** – Anything done to personal data such as obtaining, recording, or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- collecting, organising, structuring, storing, adapting, altering, retrieving, using, erasing, or destroying.
- disclosing the information or data by transmission, dissemination or otherwise making it available.

Note that Processing can be either automated or manual.

5.4 **Data Subject** – The identified or identifiable living individual whose personal data is held or processed. That may be an employee, prospective employee, associate or prospective associate of Bideford Town Council or someone transacting with it in some way, or an employee, Councillor, or volunteer with one of our customers, or persons transacting or contracting with one of our customers when we process data for them.

5.5 **Data Controller** – a person who (either alone or jointly or in common with other persons) (e.g. Council, employer, other council) determines the purposes for which, and the manner in which, any personal data is to be processed.

5.6 **Data Processor** – A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.

5.7 **Personal Data Breach** – A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

6. Roles and Responsibilities

6.1 This policy applies to all staff (including volunteers and Councillors) who work at the Council, and to external organisations or individuals working on its behalf.

6.2 Councillors – Councillors have overall responsibility for ensuring that the Council complies with all relevant data protection obligations.

6.3 Town Clerk – The Clerk to the Council acts with the delegated authority of full Council on a day-to-day basis and will liaise with the Data Protection Officer. In the Clerk's absence or in the case of an emergency, this role will be delegated to the Deputy Clerk.

6.4 All staff – All staff are responsible for:

- Familiarising themselves and complying with this policy. The Council aims to allow individuals the confidence to report genuine mistakes. However, staff should be aware, that a deliberate or reckless disregard of this policy could result in disciplinary action being taken.
- Taking care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse at all times. All staff should adopt the approach that they should treat the personal data of others with the same care with which they would treat their own.
- Using personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Storing, transporting and transferring data using encryption and secure password protected devices.
- Not transferring personal data offsite or to personal devices
- Deleting data in line with this policy and the retention schedule
- Informing the Council of any changes to their personal data, such as a change of address
- Reporting to the Clerk, or in their absence the relevant Officer/Councillor:
    - Any questions about the operation of this policy, data protection law, retaining or sharing personal data or keeping personal data secure.
    - If they have any concerns that this policy is not being followed.
    - If they are unsure whether they have a lawful basis upon which to use personal data in a particular way.
    - If they need to rely on or capture consent, deal with data protection rights invoked by an individual, or transfer personal data outside the European Economic Area
    - The discovery of a data breach or near miss (immediate action is required) – please refer to the Data Breach Policy and section 13 of this policy.
    - Whenever they are engaging in a new activity that may affect the privacy rights of individuals.
    - If they are to share personal data with a data processor, for example a contractor or someone offering a service, in which case a contract is

likely to likely to be required please see – Sharing Personal Data (section 10)

7. Data Protection Officer (DPO)

7.1 Bideford Town Council has appointed its Clerk as the Data Protection Officer. The Data Protection Officer (DPO) is responsible for advising on the implementation of this policy, monitoring compliance with data protection law, providing support and developing related policies and guidelines where applicable, in amongst other data protection related functions. Where relevant they will provide the Council with advice and recommendations on data protection issues.

8. Subject Access Requests and Other Rights of Individuals

8.1 In all aspects of its work, the Council will ensure that the rights of the Data Subject are protected by all practicable measures associated with the conduct of the Council's work. Subject to exceptions, the rights of the data subject as defined in law are:

a) The Right to be informed.
The Town Council advises individuals how it will use their data through the use of transparent Privacy Notices and other documentation such as consent forms where appropriate.

b) The Right of Access
An individual when making a subject access request (SAR) is entitled to the following:
1) confirmation that their data is being processed.
2) access to their personal data.
3) other supplementary information – this largely corresponds to the information that should be provided in a Privacy Notice.

The Council must respond to such a request within 30 days unless the request is complex, in which case it may be extended by a further 60 days. Please refer to the Subject Access Request Policy for further details as to how to manage a subject access request.

c) The Right to Rectification
Individuals have the right to ask to rectify information that they think is inaccurate or incomplete. The Council has a duty to investigate any such claims and rectify the information where appropriate within 30 days, unless an extension of up to a further 60 days can be justified.

d) The Right to Erasure
The right for an individual to request that their data is erased is not absolute. It applies where:
- The information was given voluntarily, consent is now withdrawn and no other legal basis for retaining the information applies.
- The information is no longer required by the Council.
- A legal obligation to erase the data applies.

- The data was collected from a child for an online service.
- The Council has processed the data on the basis that it is in their legitimate business interests to do so, and having conducted a legitimate interests test, it concludes that the rights of the individual to have the data erased outweigh those of the Council to continue to process it.

e) The Right to Restrict Processing
An individual may ask the Council to temporarily limit the use of their data when it is considering:
- A challenge made to the accuracy of their data, or
- An objection to the use of their data.

In addition, the Council may be asked to limit the use of data rather than delete it, if the individual does not want the Council to delete the data but does not wish to it continue to use it, in the event that the data was processed without a lawful basis or to create, exercise or defend legal claims:

f) The Right to Data Portability
An individual can make a request in relation to data which is held electronically for it to be transferred to another organisation or to themselves where they have provided it either directly or through monitoring activities. The Town Council only has to provide the information where electronically feasible.

g) The Right to Object
Individuals have a right to object in relation to the processing of data for
- A task carried out in the public interest
- A task carried out in its legitimate interests
- Scientific or historical research, or statistical purposes, or
- Direct marketing

h) The right to withdraw consent to processing

i) Rights related to automated decision making (This does not apply as the Council does not employ automated decision-making processes).

9. Data Protection Principles

9.1 The GDPR is based on seven key data protection principles that the Council complies with.

9.2 The principles say that personal data must be:
- Processed lawfully, fairly and in a transparent manner. The Council will explain to individuals why it needs their data and why it is processing that data, for example on consent forms (where consent is used as the basis for processing), and in its Privacy Notice(s). The Council reviews its documentation and the basis for processing data on a regular basis.
- Collected for specified, explicit and legitimate purposes – The Council explains these reasons to the individuals concerned when it first collects their data.

- If the Council wishes to use personal data for reasons other than those given when the data was first obtained, it will inform the individuals concerned before doing so, and will seek consent where necessary and appropriate unless the new purpose is compatible with that in respect of which consent was given, or there is another lawful basis for sharing the information. The Council will document the basis for processing. For special categories of personal data, it will also meet one of the special category conditions for processing which are set out in the GDPR and Data Protection Act 2018.
- Adequate, relevant, and limited to what is necessary to fulfil the purposes for which it is processed – The Council must only process the minimum amount of personal data that is necessary in order to undertake its work.
- Accurate and, where necessary, kept up to date – The Council will check the details of those on its databases at appropriate intervals and maintain the databases. It will consider and respond to requests for inaccurate data to be rectified in accordance with the Data Protection Act 2018.
- Kept for no longer than is necessary for the purposes for which it is processed – When the Council no longer needs the personal data it holds, it will ensure that it is deleted or anonymised in accordance with the retention schedule.
- Processed in a way that ensures it is appropriately secure – The Council implements appropriate technical measures to ensure the security of data and systems for staff and all users.
- Accountability – The Council complies with its obligations under data protection laws including the GDPR and can demonstrate this via the measures set out in this policy, including:
    - Completing Data Protection Impact Assessments (DPIAs) where the Council's processing of personal data presents a high risk to rights and freedoms of individuals, and when introducing new technologies. This largely involves special category personal data and CCTV. However, the Council will liaise with the DPO who will advise on this process. Any activity involving the processing of personal data must be registered on the Register of Processing Activity and reviewed, at the very least, annually.
    - Integrating data protection into internal documents including this policy, any related policies and Privacy Notices.
    - Regularly training members of staff on data protection law, this policy, any related policies and any other data protection matters; the Council will maintain a record of attendance.
    - Regularly conducting reviews and audits to test its privacy measures and ensure compliance with relevant legislation and Council policies.
    - Maintaining records of its processing activities for all personal data that it holds.

10. Processing Personal Data

10.1 In order to ensure that the Council's processing of personal data is lawful it will always identify one of the following six grounds for processing before starting the processing:

- The data needs to be processed so that the Council can fulfil a contract with the individual, or the individual has asked the Council to take specific steps before entering into a contract;
- The data needs to be processed so that the Council can comply with a legal obligation;
- The data needs to be processed to ensure the vital interests of the individual e.g. to protect someone's life;
- The data needs to be processed so that the Council, as a public authority, can perform a task in the public interest, and carry out its official functions;
- The data needs to be processed for the legitimate interests of the Council or a third party where necessary, balancing the rights of freedoms of the individual). However, where the Council can use the public task basis for processing, it will do so rather than rely on legitimate interests as the basis for processing.
- The individual has freely given clear consent. In the case of special categories of personal data, this must be explicit consent. For processing special categories of personal data an additional lawful basis is needed – these are detailed in the Special Categories of Personal Data Policy

11. Sharing Personal Data

Please refer to the Council's Privacy Notices.

- The Council will only share personal data under limited circumstances, when there is a lawful basis to do so and where identified in the Privacy Notice(s). The following principles apply:
  - The Council will share data if there is an issue that puts the safety of staff at risk;
  - The Council's suppliers and contractors need data to provide services – for example, IT companies. When sharing data, the Council will:
    - ❖ Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with data protection law;
    - ❖ Establish a data processing contract with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data it shares where there is regular sharing;
    - ❖ Only share data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with the Council.
- The Council may also share personal data with law enforcement and government bodies where there is a lawful requirement/basis for us to do so, including:
  - For the prevention or detection of crime and/or fraud;
  - For the apprehension or prosecution of offenders;
  - For the assessment or collection of tax owed to HMRC;
  - In connection with legal proceedings;
  - For research and statistical purposes, as long as personal data is sufficiently anonymised, or consent has been provided.
- The Council may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects Councillors or staff.

12. Data Protection by Design and Default

12.1 The Council has a legal obligation to integrate appropriate technical and organisational measures into all of its processing activities, and to consider this aspect before embarking on any new type of processing activity.

12.2 It is a statutory requirement that any activity involving a high risk to the data protection rights of the individual when processing personal data be assessed by the Data Protection Impact Assessment. The Council will undertake a DPIA when required.

13. Personal data breaches or near misses

13.1 A Personal Data Breach is defined as “a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed in connection with the provision of a public electronic communications service.” It may be deliberate or accidental.

13.2 Wherever it is believed that a security incident has occurred or a ‘near miss’ has occurred, the staff member must inform the Clerk immediately in order that an assessment can be made as to whether the ICO should be informed within 72 hours as is legally required, and/or those data subjects affected by the breach.

13.3 Further details on security incidents and data breaches can be found in the Data Breach Policy.

14. Destruction of records

14.1 The Council applies its retention policy and will permanently destroy both paper and electronic records securely in accordance with these timeframes.

14.2 The Council will securely destroy hard copies and will ensure that any third party who is employed to perform this function will have the necessary accreditations and safeguards.

14.3 If the Council deletes electronic records with the intention put them beyond use, although it may be technically possible to retrieve them, the Council will follow the Information Commissioner’s Code of Practice on deleting data and this information will not be made available on receipt of a subject access request.

15. Training

15.1 To meet its obligations under Data Protection legislation, the Council will ensure that all staff, volunteers, and Councillors receive an appropriate level of data protection training as part of their induction. Those who have a need for additional training will be provided with it, for example relating to use of systems or as appropriate.

15.2 Data Protection also forms part of continuing professional development, and updates will be provided where changes to legislation, guidance or the Council's processes make it necessary.

16. Monitoring Arrangements

16.1 Whilst the DPO is responsible for advising on the implementation of this policy and helping to monitor the Council's overall compliance with data protection law, the Council itself is responsible for the day-to-day implementation of the policy and for making the Data Protection Officer aware of relevant issues which may affect the Council's ability to comply with this policy and the legislation.

16.2 This policy will be reviewed annually, unless an incident or change to regulations dictates a sooner review.

17. Complaints

17.1 The Council seeks to implement best practice, strives for the highest standards, and ensures that data subjects are aware of their rights and have easy access to that information on request. The Council is fully transparent and is happy to discuss any concerns about the implementation of this policy or related issues. The Council's complaints policy may be found on its website.

17.2 You have a right to make a complaint to the Information Commissioner's Office (ICO), but under most circumstances the ICO would encourage the complainant to raise the issues in the first instance with the Council or via the Town Council's DPO (details in section 7).

17.3 The ICO is contactable at;
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
casework@ico.org.uk
Telephone: 0303 123 1113.

18. Legislation and Guidance

18.1 This policy takes into account the following:

- The General Data Protection Regulation (GDPR) 2016
- The Data Protection Act (DPA) 2018.
- The Protection of Freedoms Act 2012
- Guidance published by the Information Commissioner's Office

19. Links with Other Policies

19.1 This Data Protection Policy is linked to the following:

- Information Security Policy
- Retention of Records Policy
- Data Breach Policy

- Management of Transferable Data Policy
- Special Categories of Personal Data Policy
- Privacy Notices
- Consent / Permissions Form

19.2 Who is responsible for protecting a person's personal data?
The Council, as a corporate body, has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Clerk.

- Email: townclerk@bideford-tc.gov.uk
- Phone: 01237 428938
- Correspondence: Riverbank House, Bideford, Devon EX39 2QG

Bideford Town Council

Draft Retention Policy

Retention Schedule for Council Records

There is a clear need to retain documentation for a variety of reasons including audit purposes, staff management, tax and VAT and the potential eventuality of legal dispute and proceedings.

The Retention Schedule includes the main types of Council records. Each entry lists the record series along with the proposed action, the retention periods and reasons for the action. Further information can be sought from the National Association of Local Councils (NALC), the Local County Association or the Society of Local Council Clerks.

The following information provides an explanation for each of the three action terms used within the schedule.

Records identified for permanent preservation

Records in this category have been identified for permanent retention. These should be deposited with the local Archive Service once there is no longer an administrative need for them to be kept locally.

The only financial records recommended for deposit are the payment and receipt books or the annual audited accounts if the former has not survived. These are often filed with receipts and payments that are not necessary for preservation and should be weeded prior to their transfer to the Archive Service.

Records in this category should be transferred to the local Archive Service after the minimum retention period or once they become inactive.

Records to be destroyed

A large number of parish and town council records can be destroyed once they become inactive or the minimum retention period expires. Financial records account for the majority of this category. These must be kept for a minimum of 6 years after the last entry (Limitation Act 1980 (as amended), VAT Act 1994 etc.), but may be retained for longer depending on local circumstances. Records not given a minimum retention period can be destroyed once there is no longer an administrative requirement for their custody. If Council is unsure whether a document or series of records should be destroyed, then please contact the local Archive Service for further guidance.

To protect confidential information, all records assigned for disposal should be securely destroyed. Paper records containing confidential information should be shredded or pulped, and not simply thrown out with other classes of records. Electronic or machine-readable records will require a two-step process for assured confidential destruction:

- Deletion of the contents of digital files, and
- The use of commercially available software applications to remove all residual data from the storage device. These processes may be outsourced to credible commercial companies who specialise in confidential destruction of records.

The Limitations Act 1980 (as amended) provides that legal claims may not be commenced after a specified period. The table below sets out the different limitation periods for different categories of claim.

Category	Limitation Period
Negligence (and other “Torts”)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal injury	3 years
To recover land	12 years
Rent	6 years
Breach of Trust	None

RETENTION PERIODS FOR COUNCIL DOCUMENTS

Records	Minimum Retention period	Action	Reason
Administrative	**Minimum Retention period**	**Action**	**Reason**
Minute books	Indefinite	Preserve	Archive
Signed council and committee minutes	Indefinite. Can be transferred to local Archive after 6 years or once they become inactive.	Preserve	Common practice
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Agendas	Until there is no longer an administrative requirement. Can be transferred to local Archive after 6 years or once they become inactive.	Destroy	Operational
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement. Destroy these reports if copies are already included with signed minutes	Review	Common practice
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence
Grouping orders	Until there is no longer an administrative requirement	Destroy	Operational
Byelaws and orders	Preserve one of each copy and transfer to local Archive once they become inactive	Preserve	Common practice
Policy documents	Until there is no longer an administrative requirement. Destroy old versions.	Review	Operational
Title deeds more than 100 years old	Indefinite. Transfer to local Archive once they become inactive.	Preserve	Audit/Management Common practice
Title deeds less than 100 years old	Indefinite. Transfer to local Archive for review once they become inactive.	Review	Audit/Management Common practice
Property registers and terriers	Indefinite. Transfer to local Archive once they become inactive.	Preserve	Common practice
Maps, plans, and surveys of property owned by the council or meeting	Indefinite. Transfer to local Archive once they become inactive	Preserve	Common practice
General correspondence	6 Years after correspondence ends	Destroy	Operational
Complaints	6 Years after resolution of complaint	Destroy	Operational
Information Requests	6 Years after resolution of request	Destroy	Operational
Village/parish appraisals, plans, millennium projects and supporting papers	Until there is no longer an administrative requirement	Review	Operational
Planning applications and related papers for major controversial developments	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Planning applications for minor works where permission is refused	6 years	Destroy	Limitation Act 1980

Leases, agreements, contracts and wayleaves	Indefinite	Preserve	Audit/Management
Parish council newsletter	Indefinite. Transfer one copy to local Archive.	Preserve	Common practice
Newsletter mailing list	Retain until consent withdrawn or following regular review consent no longer provided	Destroy	Operational
Routine internal correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Scale of fees and charges	Until superseded by new charges	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Risk assessments	Once superseded by a new risk assessment or once inactive	Destroy	Operational
Personnel	**Retention period**	**Action**	**Reason**
Personnel files	6 Years after termination of service	Destroy	Risk of investigation regarding any future litigation
Personnel files – annual leave	2 years	Destroy	Operational
Recruitment data Successful Unsuccessful	 Add to personnel file 6 months after recruitment finalised plus current year	Destroy	Equalities Act
Financial	**Retention period**	**Action**	**Reason**
Scales of fees and charges	6 years	Destroy	Management
Receipt and payment books	Indefinite. Transfer to local Archive once they become inactive	Preserve	Council financial regulations
Rate books	Indefinite. Transfer to local Archive once they become inactive	Preserve	Common practice
Receipt books of all kinds	6 years	Destroy	VAT
Annual audited accounts	6 years.	Destroy, but preserve if the receipt and payment books have not survived.	Council financial regulations
Accounts and statements	6 years	Destroy	Council financial regulations
Vouchers before 1950	6 years	Destroy	Council financial regulations
Cash and petty cash books, rent books, postage and telephone books	6 years	Destroy	Tax, VAT, Limitations Act 1980 (as amended) Council financial regulations

Receipt books of all kinds	6 years	Destroy	Council financial regulations
Postage and telephone books	6 years	Destroy	Council financial regulations
Bank statements including deposit/saving accounts	6 years	Destroy	Council financial regulations
Bank paying-in books	Last completed Audit year	Destroy	Council financial regulations
Cheque book stubs	Last completed Audit year	Destroy	Council financial regulations
Paid invoices	6 years	Destroy	VAT Council financial regulations
Paid cheques	6 years	Destroy	Limitation Act 1980 (as amended) Council financial regulations
VAT records	6 years	Destroy	VAT Act 1994
VAT claims	6 years	Destroy	VAT Act 1994
Time sheets	Last completed Audit year	Destroy	Council financial regulations
Wage books	12 years	Destroy	Superannuation & Limitation Act 1980 (as amended)
Members' allowances register	6 years	Destroy	Tax, Limitation Act 1980 (as amended)
Quotations and tenders (successful)	6 years after contract ends	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Insurance policies	While valid	Destroy	Operational
Certificate for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed.	Preserve	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
Investments	Indefinite	Preserve	Audit, Management
Parish Halls, Centres and Recreation Grounds	**Retention period**	**Action**	**Reason**
Records relating to applications to: • Hire; • Letting diaries; • Copies of bills to hirers; • Records of tickets issued.	6 years	Review with the view to destroy	VAT Council financial regulations

Allotments	**Retention period**	**Action**	**Reason**
Register & Plans	Indefinite	Preserve	Audit, Management
Burial Grounds	**Retention period**	**Action**	**Reason**
• Register of fees collected; • Register of Burials; • Register of Purchased Graves; • Register/plan of Grave Spaces; • Register of Memorials; • Applications for interment; • Applications for right to erect memorials; • Disposal certificates; • Copy certificates of Grant of Exclusive Right of Burial.	Indefinite	Preserve	Archives, Local Authorities Cemetery Order 1977 (SI. 204)
Miscellaneous	**Retention period**	**Action**	**Reason**
Marketing Consent Forms	3 years	Destroy	Best Practice
Maps created under the provision of the Rights of Way Act 1932	Transfer to HRO once they become inactive	Preserve	Common practice
Papers concerning Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Community magazines or newsletters(not created by the parish council)	Until there is no longer an administrative requirement	Review	Operational
Charity papers	Until there is no longer an administrative requirement	Review	Operational
Press cuttings book	Until there is no longer an administrative requirement	Review	Operational
Photographs	Until there is no longer an administrative requirement	Review	Operational
Any records predating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, tithe maps and apportionments, enclosure awards etc.	Transfer to local Archive as soon as possible	Preserve	Common practice
Records of other bodies such as burial boards, charities, fire brigades, Home Guard unit, local society or ad hoc committee	Transfer to local Archive once they become inactive	Preserve	Common practice
Reports, guides, handbooks etc received from other organisations	Until there is no longer an administrative requirement	Review	Operational

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 19 November 2026 — **Agenda Item 9**

	Invoice Date	Supplier	Allocation	VAT	NET	TOTAL	Payment
1	12/09/2026	Bea Engineering Design Ltd	Pannier Market Site visit with contractor / scaffolder / site notes	£0.00	£595.14	£595.14	
2	22/10/2026	Blakewell Services Limited	Maintenance Items	33.72	168.60	£202.32	CC089
3	23/10/2026	Torridge District Council	(Christmas Lights) Licence Transfer	£0.00	23.00	£23.00	CC090
4	23/10/2026	RGB	Maintenance Items	£6.80	£34.02	£40.82	
5	26/10/2026	Tamar Trading	Maintenance Items	£26.07	£199.32	£225.39	
6	27/10/2026	Amazon EU	Staionery	£1.67	£8.32	£9.99	CC091
7	28/10/2026	Hiros Ltd (Amazon)	Storage Box	£2.13	£10.66	£12.79	CC092
8	28/10/2026	Torridge District Council	(Christmas Lights) Licence Minor Variation	£0.00	£89.00	£89.00	CC093
9	28/10/2026	Torridge Tree Services	Removal of fallen tree in Ford Woodlands	£0.00	£150.00	£150.00	28/10/2026
10	28/10/2026	Scarlett Entertainment and Management Ltd	(Christmas Lights) Singing Christmas Church Mice	£284.00	£1,420.00	£1,704.00	28/10/2026
11	29/10/2026	Garlands	Stationery	£0.00	£8.05	£8.05	CC094
12	29/10/2026	Myles Clough Management Services	Pannier Market project management	£631.25	£3,156.25	£3,787.50	
13	30/10/2026	Paul Russell	Interim Audit	£0.00	£325.00	£325.00	
14	30/10/2026	Clarity	Meter copy charge	£4.49	£22.46	£26.95	DD
15	31/10/2026	Allstar	Fuel	£95.05	£475.30	£570.35	DD
16	31/10/2026	Vodafone	Mobile	£4.66	£23.34	£28.00	DD
17	01/11/2026	Lineal	Microsoft Licences	£34.47	£172.34	£206.81	
18	01/11/2026	Starboard Systems	Scribe financial software monthly subscription	£34.80	£174.00	£208.80	13/11/2026
19	01/11/2026	Triangle	Landline / Broadband - Pannier Market	£74.69	£373.45	£448.14	DD
20	02/11/2026	Blanchards	Cable Ties	£0.71	£3.58	£4.29	CC095
21	02/11/2026	EDF	Decorative Lighting - Bideford Quay	£30.45	£239.87	£270.32	16/11/2026
22	03/11/2026	E.On Next	Caddsdown Electricity	£0.00	£121.88	£121.88	DD
23	03/11/2026	Amazon	Prime	£1.50	£7.49	£8.99	CC096
24	03/11/2026	BJ's Value House	Maintenance Items	£1.87	£9.36	£11.23	CC097
25	04/11/2026	ICO	Data Protection Fee		£52.00	£52.00	DD
26	06/11/2026	Screwfix	Maintenance Items	£2.00	£9.99	£11.99	CC098
27	06/11/2026	Motor Parts Direct	Maintenance Items	£3.53	£17.63	£21.16	CC099
28	08/11/2026	Peninsula	HR	£65.15	£344.97	£410.12	09/11/2026
29	08/11/2026	Bea Engineering Design Ltd	PM - inspection review, asessments + repair details		£2,275.71	£2,275.71	
30	09/11/2026	CMC Productions	PA Victoria Park - Remembrance Sunday	£0.00	£200.00	£200.00	
31	10/11/2026	Motor Parts Direct	Maintenance Items	£0.69	£3.45	£4.14	CC100
32	10/11/2026	Laura Cockram	Maintenance Items	£26.67	£133.33	£160.00	CC103
33	10/11/2026	BJ's Value House	Maintenance Items	£6.66	£33.32	£39.98	CC104
34	11/11/2026	B & B Wristbands Ltd	Christmas Lights Switch On - Misc Items	£5.17	£24.28	£29.45	CC101
35	11/11/2026	Amazon EU	Christmas Lights Switch On - Misc Items	£21.25	£106.23	£127.48	CC102
36	11/11/2026	City Plubming Supplies	Maintenance Items	£4.83	£24.16	£28.99	CC105
37	11/11/2026	DCC Highways	Scaffold Tower (pavement) license (access Drum Clock)	£0.00	£158.00	£158.00	CC106
38	12/11/2026	Kenwith Company of Archers	Refund of pre-paid Hall rental fee	£0.00	£225.00	£225.00	
39	12/11/2026	Merry Harriers	Floral Displays	£1,482.00	£7,410.00	£8,892.00	
40	24/11/2026	Staff, Councillors, HMRC, DCC Pension	Salary / Allowance / Tax / Pension contributions	£0.00	£30,822.46	£30,822.46	24/11/2026
				£2,886.28	**£49,650.96**	**£52,537.24**	

Bank Balances at 11/11/2026 - Current	£ 47,857.98
Bank Balances at 11/11/2026 - Deposit	£ 30,061.63
Bank Balances at 11/11/2026 - Reserves Account	£ 620,388.17
Bank Balances at 11/11/2026 - Current (Mkt)	£ 16,981.09
Bank Balances at 11/11/2026 - Deposit (Mkt)	£ 60,018.00