BIDEFORD TOWN COUNCIL

Greenhouse
Riverbank House
Bideford
Devon
EX39 2QG

Telephone:
(01237) 428938

Janine Gardner
Town Clerk and Responsible Financial Officer

Thursday, 15 October 2026

To: Members of the full Council

You are hereby summoned to attend the following meeting:

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

for the purpose of transacting the following business.

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

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 24 September 2026 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. External Auditor's Report and Certificate 2025-26

To note the external auditor's report and certificate relating to the 2025-26 financial year.

8. Town Council Sponsorship Opportunities

To consider the attached report.

9. Survey of Wrecks in the River Torridge

To consider an update by Cllr Ken Hind – *to follow*.

10. Planning Applications

To agree the Council's responses to planning applications 1/0722/2026/LBC and 1/0741/2026/TEL following an inquorate Planning Committee meeting on 7 October 2026.

11. Committee Minutes

To adopt the minutes of the:

a) Resources Committee on 8 October 2026
b) Amenities Committee on 15 October 2026 – *to follow*

12. Bideford College Governor Vacancy

To consider applying for a Town Council representative on the Board of Governors at Bideford College.

13. List of Payments

To approve the list of payments.

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. 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.

16. Land at Ford Rock

To consider a report regarding land ownership at the public open space at Ford Rock.

17. Staff Accommodation at the Town Hall

To consider a report regarding the accommodation of Town Council staff at the Town Hall following the latter's refurbishment.

Date of Next Meeting: 19 November 2026

Prayers / a moment of contemplation will be said by Mary Law, independent celebrant, in the Glass House, Riverbank House at 6.20pm, prior to the start of the meeting. Councillors and Members of the Public are invited to participate if they so wish.

BIDEFORD TOWN COUNCIL

MINUTES

Meeting: Town Council
Meeting Date: Thursday, 24 September 2026
Meeting Time: 6:30pm
Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor D Bushby
Councillor K Hind
Councillor S Smith

South Ward

Councillor R Clarke
Councillor S Inch
Councillor P Lawrence (Chairman)

West Ward

Councillor C Hawkins
Councillor T Inch

East Ward

Councillor J Gubb
Councillor J Hellyer
Councillor J McKenzie

Also Present:

J Gardner, Town Clerk and Responsible Financial Officer
R Coombes, Deputy Town Clerk
Councillors R Julian and M Barry (Devon County Council)
Prebendary Reverend Clair Rose-Casemore (St Mary's Church)
Mr Steer, Chair Raiflfuture Devon and Cornwall regional branch
1 x Member of the Public

75. Apologies for Absence

Apologies for absence were received from Councillor L Hellyer.

Apologies were not received from Councillors McGeough, Gordon and Craigie.

76. Declarations of Interest and Dispensations

Councillor Gubb declared a pecuniary interest in Items 10 numbers: 12, 28, and 35 (spouse of payment recipient).

Councillors S and T Inch declared non-pecuniary interest in Item 9. (Members of the Local Government Pension scheme.)

77. Public Participation

The Chair of the Railfuture Devon and Cornwall regional branch read a paper to the Councillors which is attached and forms part of these minutes.

The Chairman thanked Mr Steer and recommended that he look to join the Bideford Regeneration Board.

Councillor M Berry discussed with East Ward councillors the merits of introducing double yellow lines at Boards Court. It was noted that parking was a premium in the area not least with the removal of a car park.

Members discussed further traffic issues including Pitt Lane and West Croft School.

78. Minutes of the Previous Meeting

Councillor Hawkins highlighted a discrepancy in the voting numbers; the Clerk confirmed the Minutes would be amended.

It was proposed by Councillor Lawrence, seconded by Councillor McKenzie and **resolved** to approve the minutes of the meeting held on 27 August 2026 as a correct record.

(Vote – For: 8, Against: 0, Abstention: 3)

79. District and County Matters

The Chairman welcomed Councillor Julian to the Meeting.

Councillor Julian proceeded to update members generally about Highways and traffic issues with councillors raising questions and concerns on foot paths, traffic lights, speed variations and junctions along Clovelly Road, the environs of the Affinity Outlet shopping area and adjacent (new) housing developments and Pitt Lane.

Councillor Julian confirmed that Devon County Councillor allowances would provide £3,000.00 to the Bideford Christmas Lights' Switch On Event.

The Chairman thanked Councillor Julian for his attendance.

80. Items Brought Forward by the Chair

Councillor Lawrence will arrange for the "six month update" from the Bideford Regeneration Board to be circulated.

81. Town Council's Response to Local Government Reorganisation

The Town Clerk reported that although Central Government had paused the Local Government Reorganisation it remained the intention to continue with the "shadow" council elections in May 2027 allowing for the preparation of the new unitary structures.

Councillors questioned the merits noting the local elections were due on Thursday, 6 May 2027.

82. Committee Minutes

It was proposed by Councillor McKenzie, seconded by Councillor Clarke and **resolved** to approve the minutes of the meeting of the Amenities Committee held on 3 September 2026 as a correct record.

(Vote – For: 9 , Against: 2)

It was proposed by Councillor S Inch, seconded by Councillor Lawrence and **resolved** to approve the minutes of the meeting of the Planning Committee held on 16 September 2026 as a correct record.

(Vote – For: 9, Against: 1, Abstention: 1)

83. Local Government Pension Scheme

The Clerk advised that Peninsula Pensions, which administers the Local Government Pension Scheme locally, is reviewing all town and parish councils who are employers in the Local Government Pension Scheme.

Bideford Town Council is a member of the scheme and Council employees must be formally recognised, within Council Minutes, as such.

It was proposed by Councillor Lawrence, seconded by Councillor T Inch and **resolved** to formally approve the Council's membership of the Local Government Pension Scheme and eligibility to join for all Council employees.

(Vote – For: 10, Against: 0, Abstention: 1)

84. List of Payments

It was proposed by Councillor S Inch, seconded by Councillor Lawrence and **resolved** to approve the List of Payments.

(Vote – For: 10, Against: 0, Abstention: 0)

(Having declared a pecuniary interest Councillor Gubb did not partake in the vote.)

Part II (Closed Session)

85. Exclusion of the Press and Public

Due to the sensitive or confidential nature of the following item it was proposed by Councillor Lawrence, 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: 11, Against: 0)

86. Potential Use of Site off Honestone Street

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

There had been a change in costs which would impact the financing of the initiative.

The Council discussed the importance of the decision weighing up the longer-term benefits to the local community, the Market and the town generally. They spoke about alternate funding and site preparation opportunities. The calling of a single item extraordinary meeting was also considered.

It was proposed by Councillor McKenzie, seconded by Councillor Bushby and **resolved** for the Clerk to explore alternate competitive financing and produce a report with final options for decision-making.

(Vote – For: 10, Against: 0, Abstention: 1)

87. Pannier Market Additional Works

The Clerk introduced a report which had been circulated to the Council which explained the proposed expenditure of received extra funding (from Torridge District Council) to the project.

It was proposed by Councillor Lawrence, seconded by Councillor McKenzie and **resolved** to accept the report and the funding apportioning.

(Vote – For: 11, Against: 0)

The business of the meeting having been concluded the Chairman thanked the councillors for their attendance at the meeting, which concluded at 7.43 pm.

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

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 24 September 2026						Agenda Item 10		
	Invoice Date	**Supplier**	**Allocation**	**VAT**	**NET**	**TOTAL**	**Payment**	**Governance**
1	03/07/2026	James Hallam Ltd	Temporary vehicle additional premium	£0.00	£28.00	£28.00	09/09/2026	TC
2	05/08/2026	SWW	Pannier Market		£174.27	£174.27	14/09/2026	PM
3	27/08/2026	RGB	Maintenance Items	£81.69	£408.45	£490.14	25/09/2026	TC
4	27/08/2026	Skips & Stones	skip x 1 four yard	£60.00	£300.00	£360.00	25/09/2026	TC
5	28/08/2026	Clarity	Meter copy charge	£7.44	£37.22	£44.66	DD	TC
6	31/08/2026	J Fisher	Market Hall Security		£320.00	£320.00	25/09/2026	PM
7	31/08/2026	J Fisher	Twinning refreshments		£200.00	£200.00	25/09/2026	PM
8	31/08/2026	Myles Clough Management Services Limited	Pannier Market project management	£631.25	£3,156.25	£3,787.50	25/09/2026	TC
9	31/08/2026	Myles Clough Management Services Limited	Pannier Market quantity surveying	£323.07	£1,615.33	£1,938.40	28/08/2026	TC
10	31/08/2026	Vodafone	Mobile	£3.16	£15.86	£19.02	DD	PM
11	01/09/2026	Lineal	IT Licenses / sy	£34.47	£172.34	£206.81	25/09/2026	TC
12	01/09/2026	Acorn	Seasonal Worker	£55.11	£275.55	£330.66	08/09/2026	TC
13	01/09/2026	Starboard Systems	Scribe financial software monthly subscription	£34.80	£174.00	£208.80	08/09/2026	TC
14	01/09/2026	Triangle	Ethernet / Landline	£72.02	£360.11	£432.13	DD	PM
15	01/09/2026	EDF	Decorative Lighting Bideford Quay	£9.95	£199.45	£218.80	15/09/2026	TC
16	01/09/2026	DVLA	Vehicle Tax - WJ66 YBR (+ admin charge £2.20)		£362.50	£362.50	CC036	TC
17	02/09/2026	Northam Town Council	Physical planning training preparation and delivery - 13 Aug 26		£30.00	£30.00	25/09/2026	TC
18	03/09/2026	R Coombes	Post Office Stamps		£7.28	£7.28	03/09/2026	TC
19	03/09/2026	Tamar	Maintenance Items	£16.96	£84.72	£101.68	25/09/2026	TC
20	03/09/2026	Torridge Tree Services	Removal of fallen Ash tree		£210.00	£210.00	09/09/2026	TC
21	03/09/2026	Amazon	Prime	£1.50	£7.49	£8.99	CC069	TC
22	07/09/2026	Microsoft	Licences	£25.92	£129.60	£155.52	11/09/2026	TC
23	07/09/2026	Motor Parts Direct	Maintenance Items	£11.23	£56.14	£67.37	CC070	TC
24	07/09/2026	BJ's Value House	Maintenance Items	£0.42	£2.08	£2.50	CC071	TC
25	08/09/2026	Peninsula	HR	65.15	344.97	410.12	09/09/2026	TC
26	08/09/2026	Temu.com	Maintenance Items	£4.73	£23.65	£28.38	CC072	TC
27	16/09/2026	Temu.com	Cancelled	-4.73	-23.65	-£28.38		TC

	Invoice Date	Supplier	Allocation	VAT	NET	TOTAL	Payment	Governance
28	08/09/2026	Temu.com	Maintenance Items	5.44	£27.19	32.63	CC073	TC
29	16/09/2026	Temu.com	Cancelled	-5.44	-£27.19	-32.63		TC
30	08/09/2026	Acorn	Seasonal Worker	£55.11	£275.55	£330.66	16/09/2026	TC
31	09/09/2026	BJ's Value House	Maintenance Items	£0.96	£4.78	£5.74	CC074	TC
32	10/09/2026	Kirkham Tyres	Tyres x 2	£34.87	£174.34	£209.21	CC075	TC
33	12/09/2026	BEA Engingeering Design	Pannier Market - structural engineering	£0.00	£595.14	£595.14	25/09/2026	TC
34	14/09/2026	SunGift Solar	Service / Inspect Market	£100.00	£500.00	£600.00	25/09/2026	PM
35	14/09/2026	Arque	Pannier Market construction works	£6,801.22	£34,006.12	£40,807.34	25/09/2026	TC
36	14/09/2026	DVLA	Toyota - Vehcile Tax	£60.42	£302.08	£362.50	CC076	TC
37	15/09/2026	Acorn	Seasonal Worker	£55.11	£275.55	£330.66	22/09/2026	TC
38	15/09/2026	South West Communication Group Ltd	Depot - Broadband	10.69	53.43	64.12	DD	TC
39	16/09/2026	Bideford Cobblers	Allotment Keys	£5.00	£25.00	£30.00	CC077	TC
40	16/09/2026	Mow It	Maintenance Items	£33.92	£169.60	£203.52	CC078	TC
41	17/09/2026	E.ON Next	Depot Electricity	£3.75	£74.98	£78.73	DD	TC
42	01/10/2026	James Hallam Ltd	Motor Vehicle Inurance (Annual)	£0.00	£2,016.00	£2,016.00		TC
43	18/09/2026	PKF Littlejohn LLP	Annual Governance & Accountability Return year end 31 Mar 26	336.00	1,680.00	2,016.00	25/09/2026	TC
44	24/09/2026	Staff / DCC / HMRC	Salary / Pension / Tax + NI		£32,214.32	£32,214.32	24/09/2026	TC
45	31/08/2026	Allstar	Fuel	£35.38	£176.91	£212.29	DD	TC
46	24/09/2026	Bideford Appliance Store	Rangemaster Cooker	£581.50	£2,907.50	£3,489.00	25/09/2026	PM
47	24/09/2026	Robeda Joinery	Supply (Iroko) timber	£54.65	£273.24	£327.89	25/09/2026	TC
48	24/09/2026	Lakeway	Toolboxk talk and pre-start check including E mail summary	£50.00	£250.00	£300.00	25/09/2026	TC
49	24/09/2026	Howdens	Maintenance Items	£7.05	£35.25	£42.30	25/09/2026	TC
				£9,659.75	**£84,681.42**	**£94,350.57**		
			Bank Balances at 24/09/2026 - Current	£ 23,058.87				
			Bank Balances at 24/09/2026 - Deposit	£ 30,036.53				
			Bank Balances at 24/09/2026 - Reserves Account	£ 350,000.00				
			Bank Balances at 24/09/2026 - Current (Mkt)	£ 32,468.34				
			Bank Balances at 24/09/2026 - Deposit (Mkt)	£ 36,233.02				

Public Participation: Tim Steer, Railfuture Devon and Cornwall regional branch chair

I present this to you ten days after the closing date for three volunteers to have applied to join the Bideford Regeneration Board, one role requiring expertise in infrastructure and transport. The Board has said that it wants someone with relevant expertise to support engagement and provide oversight of future transport and infrastructure projects.

That railway between Bideford and Barnstaple will in time be substantially re-built in the 21st century, while retaining and improving the South West Coast Path / Tarka Trail along its corridor.

At the official opening of Okehampton Interchange on 31st July Devon County Council's Cabinet member for Climate Change, Biodiversity and Transport, Cllr Jacqi Hodgson said:

> "Transformational projects do not begin with engineering plans or funding applications. They begin with a vision, a belief that communities deserve better connections and greater opportunities. Okehampton Interchange in the neighbouring district is a result of that vision."

It is beyond question that there's not one single community which had such a vision and has seen a railway service restored, only subsequently to regret it.

As now chair of the Devon & Cornwall regional branch of Railfuture, which followed this Town Council's lead in December 2023 and became the second founder member of the Northern Devon Railway Development Alliance, our organisation's view is that the Regeneration Board's "expert voice in transport and infrastructure" can guide the Board's proactive support over the next few years for developing the published Preliminary Strategic Business Case - for a new train service connecting Bideford with Exeter and beyond - into a formal Department for Transport-approved Strategic Outline Business Case before the end of the present Master Plan period in 2031.

Its current 'Movement Framework' for Public transport notes on page 18 "Although some feasibility work has been undertaken on the potential for a future railway connection, the timescale for that is beyond the scope of the Bideford regeneration strategy and masterplan, so has not been factored into consideration at this stage."

A Strategic Outline Business Case before 2031 will take forward that feasibility work, and if ratified officially will form the basis for securing the funding necessary for the next-stage Outline Business Case through the next-available Comprehensive Spending Review. Usually carried out every three years and with one due to commence its processes in 2027.

I therefore hope your council has been approached by Torridge District Council on who has the expertise in Bideford's infrastructure and transport?

Bideford Town Council
BY EMAIL

DDI:
+44 (0)20 7516 2200
Email:
sba@pkf-l.com
Date:
18 September 2026
Our Ref:
DV0033
SAAA Ref:
SB00829

Bideford Town Council
Completion of the limited assurance review for the year ended 31 March 2026

Dear Ms Gardner

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Bideford Town Council for the year ended 31 March 2026. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2026 , which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the address below. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office at 30 Churchill Place London E14 5RE. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE
T: +44 (0)20 7516 2200
www.pkf-l.com

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://www.saaa.co.uk/audit-fees/. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity.**

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: **PKF Littlejohn LLP, Ref: Credit control (SBA), 30 Churchill Place, Canary Wharf, London, E14 5RE.** Please include the reference DV0033 or Bideford Town Council as a reference when paying by BACS.

Timetable for 2026/27

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Thursday 1 July 2027. It is anticipated that the instructions will be sent out during March 2027, subject to arrangements for the 2026/27 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2027, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
    - at the earliest, between Thursday 3 June and Wednesday 14 July 2027; and
    - at the latest, between Thursday 1 July and Wednesday 11 August 2027.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2025/26

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2026. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: https://www.pkf-l.com/satisfaction-survey-for-the-year-ended-31-march-2026/

Yours sincerely

PKF Littlejohn LLP

PKF Littlejohn LLP

Bideford Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for **Bideford Town Council** for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. **This must include publication on the smaller authority's website.** The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Bideford Town Council** on application to:	
(a) _____ _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Bideford Town Council

Our ref DV0033

SAAA Ref SB00829

Invoice No. SB20262393

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 18 September 2026

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£1,680.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,680.00
VAT @ 20%	£336.00
TOTAL PAYABLE	£2,016.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at https://www.saaa.co.uk/audit-fees/

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include DV0033 or Bideford Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
30 Churchill Place
London
E14 5RE

T: +44 (0)20 7516 2200
www.pkf-l.com

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Bideford Town Council

Our ref DV0033

SAAA Ref SB00829

Invoice No. SB20262393

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 18 September 2026

REMITTANCE ADVICE

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Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£1,680.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
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Please include DV0033 or Bideford Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
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London
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PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the address below. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office at 30 Churchill Place London E14 5RE. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Bideford Town Council – DV0033**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 1 has been incorrectly completed, as the precept was not formally approved and there was no investment strategy in place in the year under review.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has not provided an adequate explanation for the variance between the prior and current year values in Box 2 of Section 2.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature 

Date 16/09/2026

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Bideford Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

18/06/2026

and recorded as minute reference:

39(b)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

https://www.bideford-tc.gov.uk/your-council/public-information/financial-documents/

Section 2 – Accounting Statements 2025/26 for

Bideford Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	653,552	341,147	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	655,749	757,387	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	463,651	81,321	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	376,067	378,763	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	24,414	37,353	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	1,031,323	424,885	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	341,147	338,855	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	311,548	325,688	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	1,410,643	1,426,672	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	493,910	484,000	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date 11/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

18/06/2026

as recorded in minute reference:

39(c)

Signed by Chair of the meeting where the Accounting Statements were approved

TOWN COUNCIL SPONSORSHIP OPPORTUNITIES

Introduction

This report details a proposal for the development of business sponsorship opportunities for local businesses. Bideford Town Council has not previously operated a formal, dedicated approach to business sponsorship opportunities published on its website and social media channels.

However, the success of securing sponsorship for the 2026 Bideford Christmas Lights Switch-On has demonstrated that there is an appetite among local businesses to support Town Council events and activities which enquired regarding the corporate sponsorship packages which the Town Council operates, including opportunities for headline sponsorship. Businesses have shown an interest in contributing towards specific elements of the Christmas event, providing an opportunity for the Council to enhance the event while also giving sponsors appropriate recognition for their support.

This provides a useful opportunity to consider whether Bideford Town Council should establish a more formal and consistent approach to sponsorship. Rather than approaching sponsorship as an ad-hoc arrangement for individual events, a dedicated webpage and promotion on social media could provide businesses with a clear way to understand the opportunities available and express an interest in becoming a sponsor. Some suggested wording for both a web page and promotion on social media is attached to this report.

Councillors may also wish to visit this example at Biggleswade Town Council:

https://biggleswadetowncouncil.gov.uk/corporate-sponsorship/

Proposal

The web page and promotion on social media would provide information for businesses interested in supporting Council events and community activities and would act as a central point of contact for future sponsorship enquiries. The page could be promoted throughout the year, rather than only when a particular event is seeking sponsorship.

The purpose would be to:

- make businesses aware that sponsorship opportunities are available;
- provide a clear and professional point of contact for potential sponsors;
- encourage greater involvement from local businesses;
- generate additional income towards events and activities;
- provide appropriate promotional opportunities for businesses in return for their support;
- develop longer-term relationships with local businesses;
- create a more consistent approach to sponsorship across Council events.

It would also mean that businesses do not have to wait until an event is actively seeking sponsors before they can make contact.

In addition, the Council could also identify businesses which may have a natural connection with a particular event or activity, write individually to those businesses explaining why a particular sponsorship opportunity may be a good fit and direct the businesses to the Council's sponsorship webpage for further information. This would allow Bideford Town Council to build on what has already worked while creating a more structured and sustainable approach for future events.

Approach

The proposed webpage would not necessarily require the Council to establish fixed sponsorship packages for every event.

Businesses could be offered the opportunity to support:

- a whole event (headline sponsorship);
- a particular element of an event;
- entertainment;
- activities;
- facilities;
- equipment;
- or another agreed aspect of a Council event.

For example, opportunities could include:

- stage sound lighting;
- children's activities;
- hanging Baskets/Planters
- Santa's Grotto;
- live entertainment;
- dog shows;
- event accommodation/marquees;
- event games, activities and treats.

This approach gives businesses something tangible to support and allows sponsorship opportunities to be developed according to the needs of each event.

Benefits to Sponsors

Depending on the nature and level of sponsorship, businesses could receive appropriate recognition such as:

- company logo on event advertising;
- acknowledgement on the Town Council website;
- social media recognition;
- logo on event signage or banners;
- announcements during events;
- inclusion in event publicity;
- opportunities to display a banner or promotional material, where appropriate;
- acknowledgement as an event sponsor.

The exact benefits would be agreed according to the individual sponsorship arrangement.

Recommendation(s)

a) To create a dedicated sponsorship opportunities page on the Council's website and promote its content on social media.

b) To create a sponsorship information document which can be sent to businesses.

c) To develop a standard process for recording sponsorship enquiries and agreements.

New Website Page

Business Sponsorship Opportunities

Support Bideford. Promote your business.

Bideford Town Council organises events and activities throughout the year, bringing residents, families and visitors together.

We welcome local businesses and organisations who would like to support events in Bideford through sponsorship.

Your support helps us provide entertainment, activities and facilities for the local community, while giving your business recognition for supporting Bideford.

What could you support?

Sponsorship opportunities can include:

Events
Support an entire event or help make a particular event possible.

Live Entertainment
Support performers, bands, sound, lighting or other entertainment.

Children's & Family Activities
Help provide activities and experiences for local families.

Community Activities
Support activities that bring people together and benefit the local community.

Equipment & Facilities
Provide or fund equipment, staging, shelters, facilities or other event requirements.

Creative & Interactive Activities
Support something different, such as a silent disco, graffiti wall or other interactive experience.

Sponsorship that works for your business

Sponsorship can be tailored to suit your business and the event or activity you would like to support.

You could support a whole event or choose a specific element that fits particularly well with your business.

Previous sponsorship has ranged from £100 to £2,500, as well as businesses providing equipment, staging, services and other support at no cost.

We are happy to discuss different ways your business could get involved.

Your sponsorship could include:

- Recognition on event advertising
- Your business logo on promotional materials

- Website recognition
- Social media acknowledgement
- Event signage or banners
- PA announcements during events
- Recognition alongside the activity you have supported

The opportunities available will vary depending on the event and type of support provided.

Our Sponsors

Supporting Bideford together

We would like to thank the local businesses and organisations that support Bideford Town Council events.

Their support helps us provide events, entertainment and activities for the Bideford community.

Persimmon Homes

Christmas Lights Switch-On – Main Stage

[PHOTO: Christmas Lights Main Stage / performers]

Thank you to Persimmon Homes for supporting the **Main Stage Sound & Lighting** at the Bideford Christmas Lights Switch-On.

Their sponsorship helps provide the professional sound and lighting required for performances throughout the afternoon and evening.

Belluno

Christmas Lights Switch-On – LED Silent Disco

[PHOTO: LED Silent Disco]

Thank you to Belluno for supporting the **LED Silent Disco** at the Bideford Christmas Lights Switch-On.

Their support helps provide a fun and interactive activity for young people attending the event.

Interested in becoming a sponsor?

Whether you would like to make a financial contribution or provide equipment, services or other support, we would be pleased to hear from you.

Complete the enquiry form below and we will contact you to discuss the opportunities available.

Sponsorship Enquiry Form (Click and Download)

Business name
[Text box]

Contact name
[Text box]

Email address
[Text box]

Telephone
[Text box]

What would you like to support?
[Dropdown / text box]

How would you like to support us?
☐ Financial sponsorship
☐ Equipment or services
☐ Other

Approximate value of your support
☐ £100–£499
☐ £500–£999
☐ £1,000–£1,999
☐ £2,000+
☐ Not sure

Is there a particular event or activity you are interested in?
[Text box]

Additional information
[Large text box]

[SUBMIT ENQUIRY]

Thank you for your interest in supporting Bideford Town Council. We will be in touch to discuss the sponsorship opportunities available.

Support Bideford. Support your community.

Bideford Town Council
01237 428817
office@bideford-tc.gov.uk

www.bideford-tc.gov.uk

Support Bideford. Promote your business.

Bideford Town Council is launching new **Business Sponsorship Opportunities** for local businesses and organisations.

From supporting live entertainment and family activities to providing equipment, facilities or services, there are different ways to get involved — and sponsorship can be tailored to suit your business.

Previous support has ranged from **£100 to £2,500**, as well as businesses providing equipment, staging and services.

We'd love to hear from local businesses who would like to support events and activities in Bideford while gaining recognition for their contribution.

Interested? Find out more and make an enquiry:
Bideford Town Council – Business Sponsorship Opportunities

Support Bideford. Support your community.

BIDEFORD TOWN COUNCIL

MINUTES

Name of Committee: Planning Committee (inquorate)
Meeting Date: Wednesday, 7 October 2026
Meeting Time: 6:30pm
Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

South Ward

Councillor P Lawrence

East Ward

Councillor J McKenzie

Also Present:

J Gardner, Town Clerk and Responsible Financial Officer

Apologies for Absence

Apologies were received from Cllrs R Clarke, L Hellyer, K Hind and S Inch.

Consideration of Planning Applications

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

Councillors **recommended** to the full Council to recommend to the local planning authority Torridge District Council that the application be approved subject Conservation Officer approval.

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

Councillors **recommended** to the full Council to recommend to the local planning authority Torridge District Council that the application be approved.

50. Planning Applications Outcomes and Appeals Notification

Councillors noted the details of those planning applications which had been granted/refused by the local planning authority, and any notifications of planning appeals as circulated with the agenda.

BIDEFORD TOWN COUNCIL

MINUTES

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

Present:

North Ward

Councillor D Bushby (Chair)

South Ward

Councillor P Lawrence (Town Mayor)

West Ward

Councillor C Hawkins
Councillor T Inch

East Ward

Councillor J Hellyer
Councillor J McKenzie

Also Present:

J Gardner, Town Clerk

28. Apologies for Absence

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

29. Declarations of Interest and Dispensations

No declarations of interest or requests for dispensations were received.

30. Public Participation

No members of the public were in attendance.

31. Minutes of the Previous Meetings

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

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

32. Items Brought Forward by the Chair

None.

33. 2026-27 Quarter 2 Budget Monitoring

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

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

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

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

b) Cashbook transactions reports

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

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

34. Review of the Council's Grants Policy

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

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

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

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

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

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

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

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

- Section 3.6 retrospective applications would not be considered

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

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

35. Report by the Events Working Group

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

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

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

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

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

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

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

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

36. Port Memorial Design 2027

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

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

Signature of Chair: …… Date: ……..

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

BIDEFORD TOWN COUNCIL

MINUTES

Name of Committee: Amenities Committee
Meeting Date: Thursday, 15 October 2026
Meeting Time: 6:30pm
Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor K Hind

South Ward

Councillor S Inch
Councillor P Lawrence

East Ward

Councillor J Gubb
Councillor J McKenzie

West Ward

Councillor C Hawkins

Also Present

J Gardner, Town Clerk
R D Coombes, Deputy Town Clerk
G Lamey, Chairman Marland Association
N Wheeler, Chairman Handy Cross Association

33. Apologies for Absence

Apologies for absence were received from Councillors R Clarke and S Smith; Mr A Mitchell, also.

No apologies were received from Councillors Craigie and Gordon.

34. Declarations of Interest and Dispensations

Councillors Hind, Gubb and Lawrence declared pecuniary interests in agenda items 5 and 6. on account of their association with the Bridge Trust - Landlord of Handy Cross Allotment Site.

35. Public Participation

The Chaiman invited the Allotment attendees to provide a brief update on their respective site details.

The Deputy Town Clerk, in the absence of the Pollyfield and Tricks representatives advised that of the 100 tenants only two were outstanding on their rental payments. The representatives had indicated that the Sites were operating well, there had been some tenancy turnover with two and a half plots available at the Pollyfield Site. (Those on the waiting list will be invited to view / take on tenancies.)

Mrs Lamey, Chairman Marland Allotment Association, stated that the Site was fully occupied, fully paid up and as a consequence there would not be the traditional November bonfire event given there were no spare plots! She noted that gardening this term had been somewhat different reporting that she had picked strawberries only yesterday.

There have been a number of Community Working days and one further is planned at the end of November; they are planning the Site Christmas outing.

Prompted by Councillor S Inch further discussion covered the potential for an additional entrance although a number of bridges did need to be crossed. Mrs Lamey spoke about an approach to Pearce Construction, regarding a "ransom strip," who were content in principle but agreement with the Housing Association and Devon County Council would need to be established. Councillor S Inch advised that given the "complexity" it was important to proceed in the correct manner.

Mrs Wheeler, Chairman Handy Cross Association, advised that there were two and a half vacant plots and similarly the rental payments were up to date. The dying back of the hedgerow heightened the vulnerability of the Site.

The Deputy Town Clerk reported that there appeared to be movement with National Grid in terms of their repair work to the boundary although, despite hastening, correspondence had dried up; he will contact them again.

36. Minutes of the Previous Meeting

It was proposed by Councillor Lawrence, seconded by Councillor S Inch and **resolved** to approve the minutes of the meeting of the Amenities Committee held on 3 September 2026 as a correct record.

(Vote – For: 6, Against: 0)

Allotments

37. Allotment Sites Budget and Rent

The Councillors had previously received the Draft Budget for 2027 / 2028.

Councillor Lawrence proposed that annual rental costs to the Council for the Marland (Bridge Trust) and Handy Cross (Devon County Council) Sites should be borne by the respective Associations in full and that the Pollyfield and Tricks Sites full plot rental charge should be reduced to thirty six pounds.

Forthright discussion ensued on the impact of such measures on individual tenants, some of whom would find the resultant increases unaffordable, the work of the Committees from organising and managing the respective sites to administration processing and (their) general support to tenants.

The proposal was not seconded.

Councillor Hind in noting the difference between the Associations and Council administered rent saw merit in freezing the Pollyfield (and as a consequence Tricks) rent.

Discussion followed on the budget with an agreed contingency element (£4,000.00 that need not necessarily be drawn upon), noting that recent boundary works should lead to only short term future essential works. (The Deputy Town Clerk will obtain allotment site tree surveys.)

Members agreed to the Draft Budget that would provide for the rent levels to remain the same (full plot £50.00, half plot £25.00 and, deposit £50.00. The rate charged per plot for the Associations £2.00).

It was proposed by Councillor McKenzie, seconded by Councillor S Inch **recommended** to adopt the Draft Budget of £9,000.00 for 2027/2028: the shortfall of £4,277.00 requested from Central Funds combined with an expected income of £4,723.00.

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

Due to the sensitive or confidential nature of the following item it was proposed by Councillor Lawrence, 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: 6, Against: 0)

The Chairman thanked the Associations' respective Chairman for their attendance and input.

Part II (Closed Session)

31. Handy Cross Association Lease

Following discussion, it was proposed by Councillor Lawrnece, seconded by Councillor McKenzie **resolved** the Handy Cross Allotment Site remains self-managed under the same terms as before, noting the rental will be subject to review, with an overall four year review of the lease in September 2030 (in line with the Marland Allotment Site).

(Vote – For: 6, Against: 0)

32. Pannier Market - Landlord / Tenant Matters

The Chairman indicated that an enquiry had been made in terms of the Café facility. It was noted that the present (long standing) tenant opens on Tuesday, Friday and Saturday.

Councillor Lawrence agreed to speak with the Café tenant regarding their future plans.

Further engagement would be made regarding the enquiry and their vision.

Councillors discussed the condition of the kitchen and the potential for change under Phase II of the Market refurbishment.

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 7.35 pm.

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

Signature of Chairman: …… Date: ……....

	Budget 2026/27	Expenses 2026/27	Income from Rents	Budget 2027/28				27/28
					P	£33.00	1	£33.00
Pollyfield			£1,619.00			£50.00	21	£1,050.00
						£25.00	19	£475.00
Fence Repair	£250.00			£250.00		£61.00	1	£61.00
								£1,619.00
maintenance	£500.00	£395.51		£500.00				
Perimeter trees	£1,000.00	£60.00		£500.00	T	£50.00	54	£2,700.00
Legal Fee						£25.00	8	£200.00
Deposit Return								£2,900.00
Tricks			£2,900.00		P			£1,619.00
					T			£2,900.00
skip	£500.00	£1,110.00		£500.00	M	£2.00	41	£82.00
Perimeter trees	£2,000.00	£700.00		£1,000.00	H	£2.00	61	£122.00
Shrub tree Management	£125.00			£125.00				£4,723.00
Fencing	£125.00			£125.00				
Deposit return					Dep			£50.00
General	£150.00	£54.64		£150.00				
Allot Certificate Frames								
Best Allotment cup								
Marland Lease	£500.00	£500.00	£82.00	£500.00				
Marland Perimeter trees	£500.00	£280.00		£500.00				
Handy Cross Lease	£250.00	£250.00	£122.00	£250.00				
Handy Cross perimeter trees	£100.00	£700.00		£600.00				
Contingency	£4,000.00			£4,000.00				
	£10,000.00	**£4,050.15**	**£4,723.00**	**£9,000.00**				
Budget	£4,723.00							
Expected Income 27/28:		**£4,723.00**	Amount required:	**£4,277.00**				

Draft Budget

Bideford College
Part of Athena Learning Trust

Becoming a Governor

Are you passionate about shaping the future of our youth? Do you believe in fostering a nurturing environment for primary school children to thrive? If so, we invite you to become a crucial part of our dedicated team as a Governor!

🌈 **Why Become a Governor?**

✨ **Make a Difference:** As a Governor, you'll play a pivotal role in influencing and shaping the educational experience of our students. Your insights and dedication will contribute directly to the growth and success of our primary school.

✨ **Support Innovation:** Embrace the opportunity to be a catalyst for positive change. Collaborate with our school leadership to implement innovative ideas, curriculum enhancements, and initiatives that propel our students towards excellence.

✨ **Community Engagement:** Build strong connections with parents, teachers, and the local community. Be the bridge between the school and its stakeholders, fostering a sense of unity and shared purpose.

✨ **Personal Development:** Grow both personally and professionally by gaining valuable experience in governance, strategic planning, and educational leadership. Your role as a Governor will provide you with a unique and enriching perspective on the world of primary education.

🌟 **What We're Looking For:**

🔍 **Passion for Education:** A genuine interest in fostering a positive and inclusive learning environment for our students.
🔍 **Team Player:** The ability to collaborate effectively with fellow Governors, school leadership, and staff to achieve common goals.
🔍 **Commitment:** A dedication to attend regular meetings, engage in training, and actively participate in the governance of the school.
🔍 **Diversity:** We welcome applications from individuals with diverse backgrounds, experiences, and perspectives.

🌟 **How to Apply:**
If you're ready to embark on this fulfilling journey with us, please send a brief letter outlining your motivation for applying and a summary of your relevant experience to governance@athenalearningtrust.uk

Join us in sculpting the future of education - where every child's potential is a possibility waiting to be unlocked. Together, let's inspire greatness!

Athena Learning Trust is a company limited by guarantee, registered in England & Wales. Company No 08150106. An exempt charity. Registered Office: Hurdon Road, Launceston, Cornwall PL15 9JR

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 22 October 2026 — Agenda Item

	Invoice Date	Supplier	Allocation	VAT	NET	TOTAL	Payment
1	24/09/2026	Merry Harriers Garden Centre	Maintenance Items	£3.00	£14.99	£17.99	CC079
2	28/09/2026	TTS Training Services Ltd	PAT training	£39.00	£195.00	£234.00	Paid
3	28/09/2026	Jewson	Maintenance Items	£4.06	£20.32	£24.38	
4	29/09/2026	James Hallam Council Guard	Motor fleet insurance	£0.00	£2,076.00	£2,076.00	
5	29/09/2026	Tudor Environmental	Battery Backpack Blower + Lithium Batteries	£349.95	£1,749.76	£2,099.71	
6	30/09/2026	Myles Clough Management Services	Pannier Market QS	£323.07	£1,615.33	£1,938.40	
7	30/09/2026	Myles Clough Management Services	Pannier Market project management	£631.25	£3,156.25	£3,787.50	
8	30/09/2026	Allstar	Fuel	£144.92	£359.59	£504.51	DD
9	30/09/2026	Clarity	Copy Meter Charge	£4.46	£22.29	£26.75	DD
10	01/10/2026	Andrew Symons	Maintenance Items	£21.95	£109.76	£131.71	CC080
11	01/10/2026	Lineal	Microsoft Licenses	£34.47	£172.34	£206.81	
12	01/10/2026	Triangle	Broadband Provision	£74.69	£373.45	£448.14	
13	02/10/2026	Devon Association of Local Councils	Training - Heritage issues and the planning system	£7.00	£35.00	£42.00	
14	02/10/2026	EDF	Decorative Lighting, Bideford Quay	£10.97	£219.51	£230.48	16/10/2026
15	02/10/2026	E.ON Next	Caddsdown Facility - Electricity	£4.22	£84.31	£88.53	
16	03/10/2026	Amazon	Prime	£1.50	£7.49	£8.99	CC081
17	06/10/2026	Nicholsons	Hygiene Items	£50.16	£250.80	£300.96	
18	08/10/2026	Wimba	Christmas Lights Switch On - Marquees	£121.67	£608.32	£729.99	Paid
19	08/10/2026	Peninsula	HR	£65.15	£344.97	£410.12	08/10/2026
20	09/10/2026	Ashton Electrical Ltd	Replace emergency bulkhead light	£15.57	£77.83	£93.40	
21	12/10/2026	Nick Sampson Mechanical Engineering Services Ltd	Transport of planters	£120.00	£600.00	£720.00	
22	13/10/2026	Arque	Construction works at the Pannier Market	£5,671.74	£28,358.70	£34,030.44	
23	09/10/2026	Mole Valley Farmers South Molton	Maintenance Items	£4.00	£19.98	£23.98	CC082
24	23/10/2026	Staff, Councillors, HMRC, DCC Pension	Salary / Allowance / Tax / Pension contributions	£0.00	£35,423.10	£35,423.10	23/10/2026
25	08/10/2026	Torridge District Council	Pannier Market - Premises Licence		£70.00	£70.00	
26	12/10/2026	Tamar Trading	Maintenance Items	£1.84	£9.22	£11.06	
27	09/09/2026	South West Water	Water Services		£81.56	£81.56	
28	14/10/2026	South West Communications	Caddsdown facility - broadband	£10.69	£53.43	£64.12	
29	14/10/2026	D S Electrical	Repairs to Festoon Lights / provide install new trasformers	£790.79	£3,953.96	£4,744.75	
30	30/09/2026	Mr A Mitchell	Jewson - Yale Combination Padlock - Pollyfield	£6.07	£36.42	£42.49	
31	15/10/2026	P Lawrence	Mayoral mileage / Jigsaw Event misc costs (Myr's Allce)		£282.69	£282.69	
				£8,512.19	**£80,382.38**	**£88,894.56**	

Bank Balances at 13/10/2026 - Current	£ 54,443.47
Bank Balances at 13/10/2026 - Deposit	£ 30,048.87
Bank Balances at 13/10/2026 - Reserves Account	£ 668,000.00
Bank Balances at 13/10/2026 - Current (Mkt)	£ 33,834.25
Bank Balances at 13/10/2026 - Deposit (Mkt)	£ 36,247.91