

BIDEFORD TOWN COUNCIL



Janine Gardner
Town Clerk and Responsible Financial Officer

Riverbank House
Bideford
Devon
EX39 2HS

Telephone:
(01237) 428938

Thursday, 2 July 2026

To: Members of the full Council

You are hereby summoned to attend the following meeting:

Meeting: Resources Committee

Meeting Date: Thursday 9 July 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

for the purpose of transacting the following business.

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

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

J Gardner
Clerk to the Council

A G E N D A

1. Election of Chair

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

2. Election of Deputy Chair

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

3. Apologies for Absence

To receive apologies and reasons for absence.

4. Declarations of Interest and Dispensations

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

5. Public Participation

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

6. Minutes of the Previous Meeting

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

7. Items Brought Forward by the Chair

8. Terms of Reference

a) Resources Committee

To consider and approve the attached terms of reference.

b) Events Working Group

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

9. 2026-27 Quarter 1 Budget Monitoring

To approve the following attached documents:

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

b) Cashbook transactions reports

10. Bank Reconciliations

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

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

11. Grant Application

To consider the attached grant application.

12. Manor Court Presentments Update

To consider the attached report.

13. Working Arrangements During Periods of High Temperatures

To consider the attached report.

Part II (Closed Session)

14. Exclusion of the Press and Public

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

15. Asset Transfer Working Group

To consider an update from the working group.

16. Christmas Lights Tender Update

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

17. Landivisiau Twinning 50th Anniversary Gift

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

18. Request by an Employee to Change Working Hours

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

MEMBERS OF THE RESOURCES COMMITTEE

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

Date of Next Meeting: 20 August 2026