



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: