BIDEFORD TOWN COUNCIL

# MINUTES

**Name of Committee**: Resources Committee
**Meeting Date**: Thursday, 9 July 2026
**Meeting Time**: 6:30pm
**Venue**: Greenhouse, Riverbank House, Bideford EX39 2QG

**Present:**

North Ward

Councillor D Bushby
Councillor K Hind

South Ward

Councillor S Inch
Councillor P Lawrence

West Ward

Councillor C Hawkins

East Ward

Councillor J Gubb
Councillor J Hellyer
Councillor L Hellyer
Councillor J McKenzie

**Also Present:**

Councillor D McGeough
Councillor T Inch (from 6:45pm)
Councillor S Smith
J Gardner, Town Clerk

**1. Election of Chair**

It was proposed by Councillor J McKenzie, seconded by Councillor J Gubb and **resolved** to elect Councillor D Bushby as the Committee's Chair for the 2026-27 civic year.

(Vote – For: 9, Against: 0, Abstentions: 0)

**2. Election of Deputy Chair**

It was proposed by Councillor D Bushby, seconded by Councillor J McKenzie and **resolved** to elect Councillor S Inch as the Committee's Deputy Chair for the 2026-27 civic year.

(Vote – For: 9, Against: 0, Abstentions: 0)

**3. Apologies for Absence**

Apologies for absence were received from Councillor R Clarke.

**4. Declarations of Interest and Dispensations**

No declarations of interest or requests for dispensations were received.

**5. Public Participation**

No members of the public attended the meeting.

**6. Minutes of the Previous Meetings**

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the minutes of the meeting of the Staffing, Finance & General Purposes Committee held on 30 April 2026 as a correct record.

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

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

None.

**8. Terms of Reference**

a) Resources Committee

The Committee considered the Committee's terms of reference.

It was proposed by Councillor P Lawrence, seconded by Councillor K Hind and **resolved** to approve the Committee's terms of reference.

(Vote – For: 9, Against: 0, Abstentions: 0)

b) Events Working Group

The Committee considered the working group's terms of reference.

The Committee suggested that the group's membership would be fluent as different councillors may take interest in different events, and that the group's meeting frequency would be determined by demand.

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the working group's terms of reference.

(Vote – For: 9, Against: 0, Abstentions: 0)

**9. 2026-27 Quarter 1 Budget Monitoring**

The Committee considered the Council's budget monitoring report for the first quarter of the 2026-27 financial year.

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the budget monitoring report for the first quarter of the 2026-27 financial year.

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

The Committee further considered a report detailing the cashbook transactions during the first quarter of the 2026-27 financial year.

It was proposed by Councillor D Bushby, seconded by Councillor L Hellyer and **resolved** to approve the cashbook transactions report for the first quarter of the 2026-27 financial year.

(Vote – For: 9, Against: 0, Abstentions: 0)

**10. Bank Reconciliations**

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

The hard copy bank statements had not arrived in time for this meeting and therefore the Committee would receive Cllr Hind's report at the next Committee meeting.

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the quarterly bank reconciliation dated 30 June 2025.

(Vote – For: 9, Against: 0, Abstentions: 0)

**11. Grant Applications**

The Committee considered two grant applications from the Society for Nautical Research as well as the North Devon Forum for Autistic Spectrum Conditions and ADHD. The latter had been circulated to councillors on Monday, 6 July 2026.

The Committee noted that neither application represented an urgent application to be considered outside the normal grants process. However, the Committee also noted that £850 remained in the Council's 2026-27 grants budget.

It was proposed by Councillor K Hind, seconded by Councillor P Lawrence and **resolved** to award the following:

a) the last £200 of the £750 required to the Society for Nautical Research.

b) £200 to the North Devon Forum for Autistic Spectrum Conditions and ADHD.

(Vote – For: 9, Against: 0, Abstentions: 0)

**12. Manor Court Presentments Update**

The Committee noted the updates regarding the Manor Court presentments.

**13. Working Arrangements During Periods of High Temperatures**

The Committee considered a report regarding working arrangements for office-based Council employees during periods of high temperatures.

It was proposed by Councillor S Inch, seconded by Councillor P Lawrence and **resolved** to agree the hot weather plan.

(Vote – For: 9, Against: 0, Abstentions: 0)

## Part II (Closed Session)

**14. Exclusion of the Press and Public**

Due to the sensitive or confidential nature of the following item it was proposed by Councillor D Bushby seconded by Cllr P Lawrence 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: 0, Abstentions: 0)

**15. Asset Transfer Working Group**

The Committee noted an update by its asset transfer working group.

**16. Christmas Lights**

The Committee noted an update regarding the procurement of the Council's Christmas Lights.

**17. Landivisiau Twinning 50th Anniversary Gift**

The Committee considered a suggestion for a gift to mark the 50th anniversary of the twinning with Landivisiau.

It was proposed by Councillor J McKenzie, seconded by Councillor L Hellyer and **resolved** to commission a wood carving of a Breton Horse at a cost of £500.

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

**18. Request by an Employee to Change Working Hours**

The Committee considered a request by an employee to change their working hours.

It was proposed by Councillor P Lawrence, seconded by Councillor S Inch and **resolved** to approve the request.

(Vote – For: 9, Against: 0, Abstentions: 0)

**The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 7:28pm.**

Signature of Chair: …………………………………… Date: ………………..

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