



# Public Document Pack

## Barnstaple Town Council

Barum House, The Square, Barnstaple EX32 8LS

Telephone: 01271 373311

Email: [admin@barnstapletowncouncil.gov.uk](mailto:admin@barnstapletowncouncil.gov.uk)

Web: <https://barnstapletowncouncil.gov.uk>

Mr Robert Ward, Town Clerk

**A Pre-meeting for Committee Chairs will be held at 6.30pm in the Dodderidge Room.**

*Prayers will be held at 6.55pm in the Council Chamber for anyone wishing to attend.*

You are hereby summoned to attend the **BARNSTAPLE TOWN COUNCIL MEETING** on **Monday 22nd January 2024 at 7.00 pm** in **The Guildhall, Butchers Row, Barnstaple** for the transaction of the undermentioned business.

### Questions by the public

There will be a period for questions by the public at a time to be determined by the Chairman. Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

### Recording, photographs and filming

In accordance with the Council's Protocol for the Recording or Reporting of Council and Committee Meetings, the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

Mr Robert Ward

Town Clerk

Tuesday 16 January 2024

### AGENDA

- 1. To receive and approve apologies for absence.**  
All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.
- 2. To receive any dispensations and disclosable pecuniary or other interests.**
- 3. To approve as a correct record the minutes of the Town Council Meeting held on 8th January 2024. (Pages 3 - 4)**
- 4. Mayor's Announcements.**
- 5. To receive a report (if any) from Devon & Cornwall Constabulary**
- 6. To receive reports (if any) from Devon County and North Devon District Councillors.**
- 7. To receive and adopt the minutes of committees and the resolutions contained therein as shown below, and to consider any questions on reports contained in the minutes of committees, asked by members of the Council in accordance Standing Order 28:**

- a. Community Development Committee, 23rd November 2023 (Pages 5 - 15)
  - b. Finance & General Purposes Committee, 11th December 2023 (Pages 16 - 18)
  - c. Planning & Transportation Committee, 14th December 2023 (Pages 19 - 20)
- 8. To consider reports (if any) from Town Council representatives to outside bodies and determine any actions arising.**
- 9. Budget and Precept 2024-2025**
- To Consider and approve the Budget and Precept for 2024-25 as proposed by the Finance & General Purposes Committee on 15<sup>th</sup> January 2024.
- The proposed budget is £1,364,646 an increase of 40p per week for a Band D household.
- a. Budget Briefing Note from Finance & General Purposes Committee (Pages 21 - 24)
  - b. Proposed Budget 2024-2025 (Pages 25 - 30)
- 10. Town Clerk's Report (to follow)**
- 11. To receive and consider a motion for Barnstaple Town Council to join the Northern Devon Railway Development Alliance. (Pages 31 - 32)**

BARNSTAPLE TOWN COUNCIL  
Minutes of the Town Council Meeting  
Monday 8th January 2024 at 7.00 pm  
The Guildhall, Butchers Row, Barnstaple

Present: Councillors:

Cllrs V Elkins, J Phillips, L York, P Leaver, A Shah, T Clarkson, J Coates, J Orange, G Marchewka, M Fowler, I Williams, L Dawson, G Kennedy, D Clayton, J Challis, C Brown, K Stevenson, C Horrell, K York and M Pullen

Also in attendance:

R Ward, Town Clerk

Mr S Watts, Nova Surveyors

Members of the Public:0

Apologies for absence:

Cllrs V Monk, J Hunt, M Lovering and S Jusef

**94 To receive and approve apologies for absence.**

Apologies and reasons for absence were received and approved. (NC)

**95 To receive any dispensations and disclosable pecuniary or other interests.**

Cllrs L York, P Leaver, J Orange, C Clayton & K Stevenson as members of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

**96 To approve as a correct record the minutes of the Town Council Meeting held on 18th December 2023.**

**RESOLVED:** That the minutes of the Town Council Meeting held on 18<sup>th</sup> December 2023, are approved as a correct record and be signed by the Chairperson (NC).

**97 Town Clerk's Report**

The Town Clerk reported that:

- A proposal had been received for a Balloon Festival to take place in Rock Park and that officers are investigating the feasibility of it taking place.
- South West Water have responded to the letter sent to them following the last meeting and have offered to send a representative to attend the Town Council meeting on 19th February 2024, questions from Councillors needed by the end of January.

**98 Matters to be taken in the absence of press and public, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as the item contains exempt information as defined by Standing Order 23 iv (NC).**

**99 To Approve the Award of Contract for the Guildhall External Renovation Project.**

The Town Council, received and considered the report proposing the award of contract as per the Town Clerk's report, the Council RESOLVED:

- 1.1. To approve that the Town Clerk can sign the '**Historic England Repair Grants for Heritage at Risk**' contract on behalf of the Town Council.
- 1.2. To approve the **Award of Contract** to Supplier One:

SUPPLIER	SECTION B PASS/FAIL	SECTION C QUALITY	SECTION D PRICE/COST	TOTAL SCORE (%)
<b>One</b>	<b>Pass</b>	<b>56.00</b>	<b>25.59</b>	<b>81.59</b>
Two	Pass	48.00	26.44	74.44
Three	Pass	36.00	25.06	61.06
Four	Pass	20.00	40.00	60.00
Five	Pass	32.00	18.15	50.15

- 1.3. To note that the value of the Supplier One tender is £281,889.
- 1.4. To approve the **Project Administration costs**, expected to be 8-9% of contract cost.
- 1.5. To note that provision may need to be made for additional expenditure if works not yet realised are uncovered as the project develops.

**RESOLUTIONS:**

Councillors RESOLVED to approve all the motions, items 1.1 to 1.5, unanimously (NC).

Cllr M Pullen proposed a motion to approve the spend of the allocated funds from Historic England, up to £260,692 and the Future High Street Fund funds from North Devon District Council, a minimum of £90,000, this was approved unanimously by the Town Council (NC).

To raise an order to Supplier One to the value of £281,889 (NC).

Meeting closed at 7.40 pm.

Chairperson.

Signed: .....

Dated: .....

## BARNSTAPLE TOWN COUNCIL

### Minutes of Community Development Committee

Thursday 23rd November 2023 at 7.00 pm

The Guildhall, Butcher's Row, Barnstaple

Present: Councillors:

V Elkins, L York, J Coates (Vice-Chair), I Williams, G Kennedy and C Horrell.

Also in attendance:

M Sanders, Assistant Town Clerk (Community)

L Scarrott, Heritage and Cultural Manager

Sadie Brown, Heritage Assistant

E McCann, Community Developer

Members of the Public: 0

Apologies for absence:

J Hunt, M Lovering (Chair), T Clarkson, Fowler, C Brown, L Dawson and K Stevenson.

**21 To receive and approve apologies for absence.**

Apologies and reasons for absence were received and approved (NC).

**22 To receive any dispensations and disclosable pecuniary or other interests.**

Cllr L York as a member of North Devon Council District Council, has a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

**23 Minutes of the last meeting**

RESOLVED: That the minutes of the Community Development Committee Meeting held on 7<sup>th</sup> September 2023, are approved as a correct record and be signed by the Chairperson (NC).

**24 Budget Monitoring Report**

Cllr York questioned the overspend identified in the budget line known as Strategic Community Fund. The Clerk explained that was to ensure there was enough in the budget to cover strategic grants committed to in the previous financial year 2022/23 and would be covered by earmarked reserves.

The budget monitoring report was considered and noted (NC).

**25 To receive and consider the Heritage Team update.**

The committee received the following report from Lucy Scarrott the Heritage and Cultural Manager for Barnstaple Town Council.

## Tours

Since the last report in September, we have had 3 private tours booked for the Guildhall. Totalling 39 visitors to the building.

## Guildhall Private Bookings

In October the Guildhall was host to the University of Bolton Graduation Ceremonies, which was a wonderful use of the space. The organiser gave us the following testimonial, which we plan to add to the website to encourage more bookings and promote the Guildhall as a venue for these types of events.

*'The Guildhall provided a wonderful historical venue in which to hold the graduation ceremonies for our students. The setting managed to be both elegant and intimate, enabling the events to have the formality they require, while providing a reflexed family atmosphere. The staff couldn't have been more helpful in assisting us to ensure our graduates, their families and friends, had a wonderful experience.'*

In November the Guildhall was then also host to the Petroc HE Graduation receptions. In October there was also a wedding hosted in the Guildhall. This was a one-off booking as due to the potential building works which may take place. It is not proposed to offer the Guildhall as a wedding venue at the moment. We still have the licences and will consider options for offering the Guildhall as a wedding venue in the future, once all works have been completed.

An informal talk was held in the Guildhall in November, organised by NDC and part of their cultural plan. An exhibition was taking place in the Corn Store, and the artist came to discuss his works in honour of biosphere day in the Guildhall which has proven to be a good setting for conference and talks.

## Children's Free Activities:

In October half-term we hosted a spooky storytelling session in partnership with the library in the Mayor's Parlour. It was a free session but attendees were encouraged to book beforehand using the Eventbrite platform.

We ran two half an hour sessions, with 20 tickets available for each. On the day we had a total of 36 in attendance, and we the feedback was all positive, with all wanting this offered in the Guildhall again. Worth considering more storytelling sessions in the future, perhaps seasonally themed.

We also held the usual free craft sessions over two days. We changed the timings from 10am-3pm to 11am-2pm, which proved to be a success and didn't effect numbers. 130 people attended on the first day and 54 on the second, this difference in numbers is possibly due to the weather, also on the first day no other events were going on in town. Last year, the Halloween Crafts were similarly well attended and it is proving to be one of our most popular sessions.

### School's Programme:

Newport school visited in November with 64 children to come and explore the Guildhall. It was a full day visit, and saw them performing the mock trials.

We have another potential visit at the end of the month.

Both of these visits have come from schools we have worked with before, showing we are getting repeat bookings now and are building up a base of schools who use our services.

We are considering starting to charge for these visits, as was always the initial plan, it would be a small fee – either per child or a total cost – which would cover the cost of materials for the sessions.

### Future Events:

Christmas Fair – Santa's Grotto at the Guildhall. Based on last year this should prove a popular event. Santa's gifts this year are childrens' christmas books wrapped with a candy cane.

Railway Exhibition: this will be held 16th-20th December, a Saturday through to Wednesday, including Sunday, 10am-2pm.

We will have a working model of Barnstaple Town Station, Pilton Yard and the Lynton station and are working with several organisations for this event.

We will have a children's craft event, themed on the Polar Express, in the Shambles at the same time.

### Visitor Numbers:

Our unofficial target for the Guildhall this year was to reach 3,000 visitors, as of the beginning of November we have exceeded this number – on the 10th November our total was 3,079 averaging 279 visitors a month.

By the end of the year, due to the number of events planned, we should reach 3,500 to 4,000 visitors in total.

These figures will provide a good benchmark for us moving forward, as this wasn't tracked before; it'll give us a good idea about how many people we can bring into the Guildhall over the course of a year.

### Implications:

#### Financial:

Schools programme – in the new year, possibly starting to charge for the school bookings.

#### Railway Exhibition:

Most of the remaining Heritage Events budget for the year will be put towards this exhibition.

## Donation boxes

It has been suggested that we have a Heritage Donation Box and a Mayor's Charity box at the exhibition. This will help contribute to future events and will hopefully raise some more money for the Mayor's Charities.

## Resident / Access / Equalities

Access restricted – during the week before and of the Railway exhibition access to the Guildhall will be restricted as the space will be needed to set up for the event. As such the planned meetings have been moved to alternative locations.

RESOLVED: to note the report, and also congratulate and thank the Heritage Team for their hard work (NC).

26

## **To receive and consider the Community Development update.**

The committee received the following written report by Rosie Mahoney, community developer for Barnstaple Town Council.

### Introduction

Since the last Community Development Committee, the BTC Community Developers have been busy meeting residents, understanding what they are doing, and what feelings they have about Barnstaple.

We have also been continuing to build on our relationships with community groups and wider organisations. Petroc is one of these groups, with discussions on potential future projects as well as having more sessions with the Politics students.

We have been having initial discussions with the new members of staff employed by North Devon Council as part of the Cultural Development Fund, making sure that BTC are actively being involved and consulted and that we are keeping lines of communication as open as possible.

### Report

#### Community Café and Elder Day

The monthly sessions at the Shambles continue to be popular, with between 10-20 people attending each month. We are continuing to invite guest groups/ organisations to attend, currently the TAW U3A are attending each month which has been lovely to see.

In October we had Devon Wildlife Trust attend, with people coming in specifically to meet them. This means that our advertising methods are working, although we are aware we need to ensure we are getting the message out there more and highlighting that Town Councillors are attending.

The Community Café continues to be part of Elder Day, and we are seeing more people come through because of this. We have had some people ask for soup, and from December we will be able to serve soup!



## Youth Services Network

The Youth Services Network is expanding with a variety of members. We are having some really encouraging conversations about funding bids to bring more youth-related activities to the centre of Barnstaple with multiple partner organisations.

It has proved a beneficial group so far due to the networking opportunities it provides. Service providers have been able to access private rooms to see their clients in, for one example. The joined-up discussions on what our young people are saying is enabling organisations to link together and create better opportunities for the young people of this area.

## Safe Places Network

We have sent membership forms to those who showed initial interest in the scheme and received two responses. We are planning to go and speak with local businesses to discuss the scheme to try and get more places signed up.

The committee also received the following report from Ella McCann, Community Developer for Barnstaple Town Council.

### Introduction:

Since the move of the Community Developer assigned to One Barnstaple from NDVS to BTC, work has continued to focus on supporting OB members to communicate, connect and collaborate as a place-based team working for the benefit of the town and community. Work on the Community Action Plan ([link to appendix 1](#))

The networks (see appendix 2) are becoming better connected and more thought of as an asset in the bigger picture through platforms such as Barnstaple Regeneration Board and the Flourishing Barnstaple Project (Cultural Development Fund).

Projects and actions come through each network, making best use of partnership and collaboration opportunities and building the capacity and resilience of groups, organisations and services.

### Report:

#### Wellbeing Wednesdays and Elder Days

Weekly Café sessions at Barnstaple Library continue to grow and evolve. With a Rota of regular community organisation/service/group guests each week, it connects in to the monthly BTC Community Café sessions and forms a solid part of Elder Day.

Continuation of Chair Yoga sessions in the Library on Wednesday Mornings, addition of free soup on occasional Wednesdays (12 – 1pm provided by Barnstaple Library), and the regular Wednesday Wanderers group which runs from the library all come together with the Wellbeing Café to provide a day each week of opportunities for our community members. An older people's network is about to launch in

December through the Wellbeing Wednesday Cafe.

#### Food for Thought Project

We are continuing to work with Space Youth Services and Devon Community Foundation on "Food for Thought" which now moves into Phase 2 providing a year of research funding to grow on the ideas and activity from phase 1. We celebrated this in The Corn Store on Friday 27th October with 40 people in attendance.

#### Children and Families

With the success of the Youth Network, an opportunity has arisen for a Children and Families network to be explored. This is following feedback from One Barnstaple Members that those working with domestic abuse, young children and families' projects and other supporting services would benefit from the opportunity to connect and collaborate.

With a new Community IDVA joining the NDADA team, conversations are taking place to establish if they would have capacity to begin facilitating this network.

#### Reporting and Communicating through the networks.

Introducing a summary sheet for each Network to complete at sessions will enable information to be shared between members of One Barnstaple and the wider community. Hopefully, these summary sheets will soon be available on the One Barnstaple website. These will also be able to collect system requests which can be fed back up to One Northern Devon and strategic leads and encourage the flow of communication across all levels (see appendix 3).

RESOLVED: to note the two reports and thank the community developers for their hard work (NC).

## **27 Dodderidge Room Fireplace.**

The committee received the following report from Sadie Brown the Heritage Assistant for Barnstaple Town Council.

#### Introduction:

The Barnstaple Town Council Heritage team has been researching the Dodderidge Fireplace. It is a debated topic as to the age and provenance of this artefact. This report proposes that professionals are brought in to assess the Fireplace to determine the age and therefore the context of this item.

#### Recommendations:

Due to the specialist nature of the work only one supplier has been found who can undertake the work:

Supplier	Estimate
A	£3,300

Costs are broken down as such:

Analysis and report on the Fire Surround	£1,900
Paint sample analysis	£500
Comparative furnishing research	£900

All prices are exclusive of VAT.

The three subdivisions of the overall price would be paid to three separate consultants.

Supplier A, the main consultant, has conducted a preliminary overview of the Fireplace and recommended paint analysis and comparative furnishing research to complement their analysis and report (Appendix One).

Reason for Recommendation:

Correct knowledge about the items owned by Barnstaple Town Council is important for insurance, conservation, and care purposes. Complete knowledge about the age of the Fireplace would help contextualise the item and provide valuable insight into its provenance and significance. Tours offered for the Guildhall would benefit greatly with more information about this item. Public knowledge about this item would be augmented and supported with professional analysis. The age of items influences their valuation and insurance costs. It is important to know as much as we can about the items that Barnstaple Town Council holds for them to be properly valued and insured.

Report:

An initial report has been received by the proposed supplier, extracts of which can be seen at Appendix One below. The Dodderidge Fireplace is one of the main attractions within the Guildhall. Tours of the Dodderidge Room concentrate on the Fireplace as the centrepiece and most eye-catching feature.

It is linked to much of the history of Barnstaple and to other items with Barnstaple Town Council's collection. Having a full report with graphics and photographs will provide a valuable resource for current and future records. Paint analysis should provide substantial evidence for accurate dating of the item. Research into comparative furnishings around North Devon (and wider) would contextualise the Fireplace and may provide insight into the wider environment of its provenance and carving style. Supplier A has been recommended by Historic England as an international expert on historic woodwork and able to provide detailed assessments of this artefact. Supplier A has strong links with the consultants that would provide the paint analysis and comparative furnishing research.

Implications:

Financial

Financial Regulations requires expenditure in excess of £3,000 to be

approved by the appropriate committee.

Legal

To accurately insure the Fireplace, a detailed assessment of its provenance is required, in order to establish an accurate valuation.

(Appendix One)

The Guildhall, Barnstaple

Fire Surround

Brief report on my visit

“Jacobean” work seems to have been a favourite to be copied in the 19th century so one is always sceptical regarding the authenticity of carving of this style. In addition, the repetitive motifs in low relief as well as the poor modelling of human features and clothing are easy to copy so it is difficult to tell what is crude looking because it is original or what has been copied by a not very good carver at a later date. Judging the authenticity by style needs to be backed up with other examples of detail features.

The aspects that I shall be looking at are techniques of carving and joinery and details finish to the back of timbers and evidence of later interventions;

1. Traces of paint lodged in the carving.
  2. Setting out lines for carving etc
  3. Single line details in the carving
  4. The surface of the timber both back and front
  5. Extent of easily identifiable later interventions
  6. Punch marks used to give texture to the carving.
1. Paint

Throughout the carved surface there are signs of paint lodged in crevices in the carving. This is exactly what I have seen in many other instances where paint has been removed but not with the meticulous care that would be used today.

Often one is grateful for the remains that survive as they may be the only evidence of past polychromatic schemes of great interest. Other remains of old paint can be found down the vertical edges of panels which have shrunk on their width revealing the thick build up that occurs in internal corners of joinery.

2. Scribe lines

Most old (pre-1700) joinery was set out with sharp scribes before pencils became ubiquitous. Many scribe marks can be seen on the fire surround, and it is most unlikely that 19th century copyists would have

gone this far to fake the date.

### 3. Carving detail

The leaves of the sprays of fruit and flowers in the frieze are etched with single line decoration perhaps to look like veins. In some cases, this work is developed to become quite a feature and is beautifully cut. I wouldn't expect to see this level of sophistication on a later copy.

### 4. Texture of timber

The surface is weathered and covered in micro splits, this only is found in ancient wood.

### 5. Later work

There are at least two items which have definitely been added in the last 100 years, and the difference between this work and the remainder is so marked that it can reliably be identified as later.

### 6. Punch marks

A very common practice for adding texture to the surface from the 15th to the 18th centuries was to punch it with little stabs of a pointed tool. This was done with punches of square metal section approx. 5mm x 5mm with sharp projections in lines or patterns. To have reproduced these marks, a later carver would have had to have a punch or two made with differing patterns. I think this unlikely.

I am persuaded that the sum of all these aspects provides strong evidence that this fire surround is original. However, I am not sure the top cresting is original to the fire surround. I had a brief examination of the wall panelling which may be of similar date and I noted a greenish tinge to parts of the carving on the pilasters.

Further research available

Commission report from a paint conservator

This may reveal types of paint or techniques particular to a certain date or known not to have been used after a certain date. This might well assist in dating the fire surround.

Examination of the back of the timbers

All hand-crafted finishes, whether planed or adzed will distinguish a date to before or after the 19th century when machine finishes prevailed.

Dendrochronology

If any timbers are suitable, this is the most likely technique to provide a firm date of before or after 1700. If the main panels are not held in grooves, these might be removable and could provide a date if they are quarter sawn.

Art Historical Assessment

You have had various opinions on the date and authenticity of the fire surround, I do not think you have one which compares this piece with other works of the same period both in Devon and the wider surroundings.

Most carvers have their own style and if another piece matches in style and can be dated, this might help confirm the authenticity of this surround. This should include ecclesiastical work as well as domestic.

RESOLVED: The committee approved that the report be undertaken by supplier A for the sum of £3,300 (NC).

**28 A request for Paranormal Investigations to take place in the Guildhall**

The committee considered a request to undertake paranormal investigations in the Guildhall, which would then be streamed on a dedicated YouTube channel. Staff and councillors discussed the proposal, and it was:

RESOLVED: to decline the request due to concerns that the reputation of the building could be harmed and the potential negative impact on children who come on school visits. The committee were also concerned with having the historical artefacts online on a site that was not managed by the Town Council (NC).

**29 Town Council Community Grants**

The clerk explained the item was included to ensure the committee had advance notice of the two grant meetings coming up in the new year. The meetings would discuss the small, annual, and strategic grants submitted to the Town Council.

The documents attached to the agenda were the current information given to potential grantees, and councillors were encouraged to review and consider the current processes for awarding grants.

The policies were currently under review, and any suggestions for improvements should be shared with the Assistant Town Clerk or the Town Clerk. All councillors will be invited to attend the working group on the 5<sup>th</sup> of February 2024, which will be the meeting to discuss annual and strategic grants.

RESOLVED: To note the grant information (NC).

**30 Accessibility Working Group**

Councillor L York discussed a potential working group which would focus on accessibility issues affecting Barnstaple. She has been working closely with groups such as Taw U3A and her own personal experiences has made it very clear to her there is a need for such a group.

The working group would be responsible for looking at ways to implement good practice, removing barriers, conduct surveys, raise awareness, and help local businesses to understand how to be

compliant. There are already several organisations interested in being part of the group. The committee agreed there was a need for such a group and discussed several issues already concerning them. The governance of the working group has yet to be determined.

RESOLVED: to form a working group who will work to improve accessibility in the town of Barnstaple (NC).

Meeting closed at 8.16 pm.

Chairperson.

Signed: .....

Dated: .....

# Agenda Item 7b

BARNSTAPLE TOWN COUNCIL  
Minutes of Finance and General Purposes Committee  
Monday 11th December 2023 at 7.30 pm  
The Guildhall, Butcher's Row, Barnstaple

Present: Councillors:

V Elkins, J Hunt, J Phillips (Chair), L York, J Coates, J Orange (Vice-Chair), I Williams and M Pullen

Also in attendance:

R Ward, Town Clerk

Cllr J Challis

Mr S Watts, Nova Surveyors

Members of the Public:0

Apologies for absence:

V Monk, T Clarkson and G Marchewka

**64 To receive and approve apologies for absence.**

Apologies and reasons for absence were received and approved (NC)

**65 To receive any dispensations and disclosable pecuniary or other interests.**

Cllrs J Hunt, L York and J Orange as members of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

**66 Matters to be taken in the absence of press and public, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as the item contains exempt information as defined by Standing Order 23 iv (NC).**

**67 Building Surveys, Condition Reports and Project Delivery.**

An Invitation to Tender was issued in September inviting tenders for:

1. Buildings Survey Reports detailing the current condition of all Town Council buildings and built assets and devising a planned maintenance schedule to inform future budget considerations.
2. Ongoing advice and support for maintenance and projects.
3. To act as Lead Project Officer for Town Council estate related projects.
4. For a Contract Term of up to Five Years.

RESOLVED:

1. To approve the appointment of Supplier One as per the evaluation of tenders supplied in the committee report (NC).
2. To approve the appointment for a period of up to five years, to enable continuity (NC).

RESOLVED TO NOTE: That due to the nature of the Town Council buildings, most of which are listed Grade II or higher a requirement for a competent professional with relevant specialist conservation



knowledge, ability and experience is required, which limited the number of tenders to two (NC).

**68 RESOLVED: To return to the public meeting and allow visitors to return (NC).**

**69 Exterior Refurbishment of The Barnstaple Guildhall**

Mr S Watts of Nova Surveyors joined the meeting to answer questions on this item.

The Committee discussed issues that relate to the forthcoming refurbishment, tenders due for return and evaluation week commencing 18<sup>th</sup> December, and decisions that will need to be considered, including:

- The colour scheme that will need to be decided by the meeting on 22<sup>nd</sup> January 2024. The choice of colour could have an impact on cost because of the amount of preparation and number of coats of paint required for certain colours.
- Security issues, the scaffolding around the building could compromise security, the insurance company has already been informed of the works.
- Contractor welfare facilities will need to be provided, a discussion will need to be had with North Devon District Council about access to space in the Pannier Market. This will depend on the approach taken by the successful contractor.
- Signage on the building will need to be considered, it will be a Historic England requirement, we will need to advertise what is taking place and we will need to provide an alternative form of Council noticeboard so that meetings can be advertised.
- There may be a requirement for a project specific working group.

The committee noted the report and thanked Mr Watts for his attendance at the meeting.

**70 Minutes of the last meeting**

RESOLVED: That the minutes of the meeting held on 13<sup>th</sup> November 2023, are approved as a correct record and signed by the Chairman. (NC)

**71 Financial Reports**

All the Finance reports including the:

- Budget Monitoring Report.
- Bank Transactions.
- Aged Creditors and Debtors.
- Direct Debits.
- Credit Card Payments.
- Nominal Balances

were reviewed under the one item.

RESOLVED: To approve and note the budget monitoring and financial reports for November 2023 (NC)

**72 Albert Clock Security.**  
The Committee noted that Albert Clock has been subject to several break ins to the tower and that officers are considering options for increased security that will be brought to a future meeting for consideration (NC).

**73 Budget 2024-25 Discussion**  
RESOLVED TO NOTE: That a discussion will take place at the next meeting and that the Tax Base for 2024-25 has not yet been received from North Dervon District Council (NC).

**74 Matters to be taken in the absence of press and public, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, as the item contains exempt information as defined by Standing Order 23 iv (NC).**

**75 St John's Community Centre update.**  
The Committee RESOLVED to note that:  
- the building is currently still not open for public use, due to the leaking roof.  
- The Pickwell Foundation have been allowed to use the main hall for the storage and distribution of donated clothes for refugees.

Lease Renewal:  
- The Town Council have been contacted by the Landlord's agent with a proposal for lease renewal with the terms as detailed in the attached document.

Meeting closed at 9.00 pm.

Chairperson.

Signed: .....

Dated: .....

## BARNSTAPLE TOWN COUNCIL

### Minutes of Planning and Transportation Committee

Thursday 14th December 2023 at 7.00 pm at The Guildhall, Butchers Row,  
Barnstaple

Present: Councillors: J Coates, I Williams, L Dawson (Chair) and M Pullen (Vice-Chair).

In attendance: R Mahoney, Community Developer  
M Kelly, Planning Partnership Ltd  
G Townsend, Planning Partnership Ltd .

Apologies: L York, A Shah and G Marchewka.

**106 To receive and approve apologies for absence**

Apologies and reasons for absence were received and approved (NC)

**107 To approve as a correct record the minutes of the Planning & Transportation Committee held on 16th November 2023**

It was RESOLVED: that the minutes from the meeting held on 16<sup>th</sup> November 2023 be confirmed as a correct record, signed by the Chairperson. (NC).

**108 Deposited Plans:**

**RECOMMEND:** Approval Refusal (NC)

**109 70954 - Larkbear, Tawstock, Barnstaple, Devon**

RECOMENDATION: To refuse this application, reiterating our previous comments dated 24.01.2019, 26.07.2021, 22.07.2022, and 22.09.2023. (NC).

**110 76784 - North Devon Leisure Centre Seven Brethren Bank Barnstaple Devon EX31 2AP**

RECOMMENDATION: to refuse this application, reiterating our previous comments (dated 21.04.2023, 16.06.2023, 18.08.2023, and 22.09.2023) and again invite the council and the developers to invite the views of the design review panel. (NC).

**111 77066 - 10 Pill Lane Barnstaple Devon EX32 9EG**

RECOMMENDATION: Approve based on our previous comment dated 16.06.2023. (NC).

\*Note that the first response stated on the agenda has an incorrect date. The correct date of that response is 22.05.23.

**112 77746 - Land at Mount Sandford Green Barnstaple Devon**

RECOMMENDATION: Approval subject to the application fully meeting the concerns of the Flood and Coastal Risk Management team. (NC).

**113 77903 - North Highway Boundary Hedge to the West Bishops Tawton Roundabout E;256411,N;131469**

RESOLUTION: To request to defer this application as the committee were unable to arrive at a decision in the absence of an ecology report demonstrating biodiversity net gain. This is specified by Devon County Council and north Devon District Council validation requirements for planning applications; policy ST14 which states that all developments should provide biodiversity net gain. Please also refer to policy DM04. (NC).

**114 77911 - Queen Street / Bear Street Car Park Barnstaple Devon**

RECOMMENDATION: Approval but please note that the representation from E. Lewis does not appear to relate to the application in question. (NC).

**115 78001 - 27 Abbey Road Barnstaple Devon EX31 1QY**

RECOMMENDATION: Approval (NC).

**116 Reported Concerns**

None received. (NC).

**117 Town Council Vision and Strategy (standing item)**

To develop a Neighbourhood Plan once the Strategic Plan is confirmed and with this look into transportation more. (NC).

Meeting closed at 8.24 pm.

Chairman.

Signed: .....

Dated: .....

## FINANCE & GENERAL PURPOSES COMMITTEE BARNSTAPLE TOWN COUNCIL BUDGET AND PRECEPT 2024/25

---

### Briefing Note

#### 1. Introduction

- 1.1. The Town Council's net budget for 2023-24 was £1,205,770 and a precept of £1,205,770 (Council Tax income) was levied. The precept resulted in a Council Tax figure at Band D of £173.36 per annum.
- 1.2. Budget estimates for committees are based on consideration of the actual expenditure for 2023-24.
- 1.3. The Town Council undertook a committee restructure in 2023, creating the new Community Development Committee replacing the Heritage, Culture and Community Committee.
- 1.4. Each committee's draft budget is presented below (from section 3 onwards), with a summary containing proposals for the budget and precept.
- 1.5. The comments draw out items that were of significance in drafting the budget, but members will need to consider this alongside the full draft budget to form their own view and to ensure that they are conversant with the detail.

#### 1.6. Street Marshalls

- 1.6.1. North Devon District Council have requested that the Town Council contribute towards the Street Marshall scheme for the town centre.
- 1.6.2. This was previously funded through a Safer Streets grant received by the District Council and has proved to be very popular and the data has shown that it had a positive impact on the town centre and helped to reduce anti-social behaviour.
- 1.6.3. An Option to consider this is included in the Recommendation at Item 9.

#### 2. 2023-2024 Expenditure Against Budget – Anticipated Outturn

- 2.1. Inflation over the last year has had a significant impact, as with all other businesses and residents, and this has required careful decisions on spending to manage the budget.
- 2.2. Currently the Town Council is forecasting to overspend of up to £30,000 in 2023-24 based on the current budget forecast. A provision for this was made at the time the current budget was agreed in January 2023.
- 2.3. The Town Council made the decision to allocate an earmarked reserve of up to £67,000, using an underspend from 2022-23, when the budget was approved, to minimise the impact on the precept.

#### 3. Finance and General Purposes Committee

- 3.1. The following are highlighted as significant changes for the committee:
- 3.2. Expected income from room rentals is forecast to be £5,000 above budget.
- 3.3. The community grants are now managed through the Community Development Committee.
- 3.4. **Salaries.** The predicted salaries budget allows for an anticipated nationally agreed pay award and proposed staffing changes to be made in 2024-25, including:

## FINANCE & GENERAL PURPOSES COMMITTEE

### BARNSTAPLE TOWN COUNCIL BUDGET AND PRECEPT 2024/25

---

- 3.4.1. A Deputy Town Clerk to support increased management capacity to relieve the Town Clerk of operational responsibilities and commitments and to enable greater delegation of decision-making responsibilities.
- 3.4.2. A Finance Assistant to enable increased staff resources dedicated to financial governance.
- 3.4.3. A Community Developer post for the Heritage and Community Team to increase the capacity of the team to develop activity programmes for residents.

3.5. The impact of these changes is an increase in the Salaries budget from £675,000 to £890,000.

3.6. **St John's Hall** still requires further works, this is carried over from the last financial year, including complete interior redecoration, improving toilet facilities and a new kitchen. Over time it is expected that this will increase the opportunity for use by the community and to generate more income. An allocation of and Earmarked Reserve has been included to cover this.

3.7. The Town Council is the sole trustee of the Rock Park Trust and allocates a grant of £50,000 each year for the upkeep of the park.

3.8. The overall effect of these and other minor changes is a budget change from £1,019,808 in 2023-24 to £1,150,831 in 2024-25.

#### 4. Planning & Transportation Committee

4.1. A revenue budget of £2,500 has been added to cover the cost of support to the committee and preparation for the Neighbourhood Plan.

#### 5. Environment Committee

5.1. A review of the expenditure and bringing a contract in house in 2023-24 has enabled a £15,170 reduction of the Environment Committee revenue budget.

5.2. Overall effect of the changes to the budget from £49,600 in 2023-24 to £34,430 in 2024-25.

#### 6. Community Development Committee (previously the Heritage Committee).

6.1. The activities, engagement and development budgets are proposed to be retained at the same levels as 2023-24.

6.2. A new budget of £2,500 for Community Activities & Engagement.

6.3. **Community Grants:** now managed through this committee, to increase the overall grants budget for community organisations by £10,000, including:

- 6.3.1. Grant Payments Retained at £30,000 per year.
- 6.3.2. Strategic Community Fund Increase to £40,000 per year.

6.4. **The Plough @ St Anne's Chapel** Barnstaple Town Council has an agreement with The Plough Arts Centre (Torrington) for the delivery of cultural services at St Anne's Chapel. The budget is proposed to be retained at the same level as 2023-24.

6.5. Overall effect of the changes to these budget line from £121,662 in 2023-24 to £134,185 in 2024-25

#### 7. Staff Committee

7.1. An increase of £3,000 to the Staff Training budget to meet health & safety and employment requirements.

**FINANCE & GENERAL PURPOSES COMMITTEE  
BARNSTAPLE TOWN COUNCIL BUDGET AND PRECEPT 2024/25**

---

7.2. Overall effect of the changes to the budget from £14,700 in 2023-24 to £17,700 in 2024-25.

**8. Summary**

8.1. The draft budget is summarised in the table below:

Committee	2023-24 Actual		2024-25 Proposed	
	Budget	Reserve	Budget	Reserve
Finance	1,107,808	209,000	1,175,831	214,000
Buildings (a)	0	120,000		
Heritage (a)	28,662	27,500		
Community (b)			134,185	69,000
Planning	0	15,000	2,500	15,000
Environment	54,600	39,800	34,430	0
Staff	14,700	15,000	17,700	0
<b>Total</b>	<b>1,205,770</b>	<b>426,300</b>	<b>1,364,646</b>	<b>298,000</b>

(a) Previous committees removed from Council Structure in April 2023.

(b) New committee replaces Heritage.

8.2. Town Council Reserves have been reviewed to ensure that a sufficient General Reserve is maintained:

- 8.2.1. Earmarked Reserves have been reduced and those allocated are targeted to budgets where commitments for current and future spending are required. Examples of this are Election Expenses, Strategic Grants and Buildings Review
- 8.2.2. A new Reserves Policy will be produced to provide clarity on appropriate levels of General and Earmarked Reserves and the purposes for which they can be allocated.
- 8.2.3. Assuming the budget outcome for 2023-24 is as forecast the General Reserve will be in the region of £660,000, 48% of the budget turnover for 2024-25.
- 8.2.4. To be able to ensure the general reserve is sufficient to meet the emergency needs of the Council it is suggested that it should be maintained at about 33-50% of the budgeted expenditure in the year (excluding contingency).

8.3. The result is a revenue budget increase from £1,205,770 to £1,364,646. The precepted amount would also be £1,364,646.

8.4. In terms of Council Tax, the precept figure of **£1,364,646** would result in a band D figure of **£193.98** an increase of 40 pence per week.

**FINANCE & GENERAL PURPOSES COMMITTEE  
BARNSTAPLE TOWN COUNCIL BUDGET AND PRECEPT 2024/25**

---

8.5. The table below shows the drafted budget in the context of council tax bands and the impact of the proposed change:

<i>Council Tax Band</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
<i>Precept 2023-24</i>	116.15	135.22	154.29	173.36	211.50	249.64	289.51	346.72
<i>Proposed Precept 2024-25</i>	129.97	151.31	172.65	193.98	236.66	279.34	323.95	387.97
<i>£ per week increase</i>	0.27	0.31	0.35	0.40	0.48	0.57	0.66	0.79

8.6. Some residents on lower incomes, may be entitled to help towards paying their council tax. This is called Council Tax Reduction (CTR).

8.7. The higher the number of residents receiving Council Tax Reduction (CTR) impacts the tax base and can reduce the amount of funds available for the precept.

8.8. The figures in the table are calculated using the tax base for 2024-25 of 7034.83 (the equivalent number of Band D properties eligible to pay Council Tax) an increase of 79.53 from 2023-24.

8.9. The tax base figure is provided by North Devon District Council (as Council Tax billing authority).

**9. RECOMENDATIONS**

9.1. Committee is asked to receive and consider the proposed committee budgets, and to recommend the presented budget and precept to the Town Council.

9.2. To consider a future contribution from Town Council reserves towards the Street Marshall scheme once a satisfactory agreement and management proposal between the Town and District Councils has been approved.

**Rob Ward, Town Clerk & Responsible Finance Officer  
12<sup>th</sup> January 2024**



## Barnstaple Town Council Budget Year 2024-2025 Finance & General Purposes Committee

N/C	N/C Name	Actual 2022-23	Anticipated Outturn 2023-2024				Earmarked Funds 2023-2024	Proposed Budget 2024-2025			Earmarked Funds 2024-2025	
			Expense	Income	Balance	Budget		Variance	Expense	Income		Balance
<b>General Administration</b>												
5127	Rock Park grant transfer	50,000	50,000	50,000	50,000	0		50,000	50,000			
5124	Election Expenses	5,282	15,682	15,682	7,000	-8,682	20,000	6,000	6,000	11,000		
5125	Ward Budgets	4,390	7,200	7,200	7,200	0		7,200	7,200			
5220	Mayor's Allowance	1,563	3,500	3,500	3,500	0	1,550	3,500	3,500			
5224	Member Training & Expenses	506	3,500	3,500	3,500	0	2,000	3,500	3,500			
5225	Members' Allowances	7,500	12,000	12,000	12,000	0		12,000	12,000			
5226	Hospitality	30	200	200	500	300		500	500			
5300	Bank Charges	1,056	1,080	1,080	1,000	-80		1,100	1,100			
5320	External Audit	2,000	2,100	2,100	2,100	0		2,100	2,100			
5321	Internal Audit	943	1,000	1,000	2,000	1,000		1,500	1,500			
5322	Professional & Legal fees	176	25,155	25,155	2,000	-23,155	18,500	2,500	2,500	20,000		
5325	Membership Fees & Subscriptions	4,800	5,800	5,800	6,000	200		6,000	6,000			
5326	Public Notices	200	400	400	300	-100		400	400			
9006-11	Salaries	536,858	700,000	700,000	675,000	-25,000	106,500	857,000	857,000	33,000		
9023	Printing, stationery & office supplies	2,326	2,000	2,000	2,000	0		2,000	2,000			
9024	Postage	1,564	1,250	1,250	1,500	250		1,300	1,300			
9025	IT Support & upgrades	29,458	28,000	28,000	45,000	17,000	7,000	30,000	30,000			
9039	Contingency	7,989	10,000	10,000	0	-10,000	30,000	0	0	30,000		
5990	ND Records	10,000	10,000	10,000	10,000	0		13,000	13,000			
		<b>666,642</b>	<b>878,867</b>	<b>0</b>	<b>878,867</b>	<b>830,600</b>	<b>-48,267</b>	<b>185,550</b>	<b>999,600</b>	<b>0</b>	<b>999,600</b>	<b>94,000</b>
<b>Other Items</b>												
4671	Fairground rent	-9,500	12,000	-12,000	-15,000	-3,000		12,000	-12,000			
4672	Run out rents	-5,206	3,977	-3,977	-5,000	-1,023		4,000	-4,000			
4800	Bank Interest	-15,573	38,000	-38,000	-2,000	36,000		25,000	-25,000			
4980	Miscellaneous income	-2,722	3,717	-3,717	0	3,717		0	0			
5621	Fairground preparation	7,190	7,500	7,500	10,000	2,500		10,000	10,000			
5622	Civic arrangements	1,210	6,900	6,900	7,500	600		7,500	7,500			
		<b>-24,601</b>	<b>14,400</b>	<b>57,694</b>	<b>-43,294</b>	<b>-4,500</b>	<b>38,794</b>	<b>0</b>	<b>17,500</b>	<b>41,000</b>	<b>-23,500</b>	<b>0</b>
<b>Properties</b>												
4011	pq Barum House rents	-2,060	2,060	-2,060	-2,060	0		2,060	-2,060			
4151	C Centre hall rents	-11,023	10,500	-10,500	-5,000	5,500		9,000	-9,000			
4152	C Centre meeting room rents	-6,365	2,500	-2,500	-2,000	500		4,000	-4,000			
4153	C Centre tenant rents	-13,083	9,800	-9,800	-7,500	2,300		6,500	-6,500			
4155	pw St John's rents & hiring's	-8,127	3,075	-3,075	-5,000	-1,925		0	0			
4222	pr Guildhall shops - rents	-6,000	4,500	-4,500	-6,000	-1,500		6,000	-6,000			
5422	po Albert Clock	1,325	6,500	6,500	1,600	-4,900	1,500	1,600	1,600			
5801	Guildhall - Electricity	1,513	3,000	3,000	4,650	1,650		4,000	4,000			
5802	Guildhall - Gas	2,051	2,050	2,050	2,130	80		3,500	3,500			
5803	Guildhall - Water	622	900	900	900	0		950	950			
5805	Guildhall - Rates	19,008	17,800	17,800	19,000	1,200		19,000	19,000			
5812	Guildhall - Alarms	1,654	3,000	3,000	2,000	-1,000	3,500	3,000	3,000			
5832	Guildhall repairs & upkeep	7,798	10,000	10,000	6,000	-4,000		6,000	6,000			
5852	Guildhall restoration loan	19,577	18,823	18,823	18,823	0		18,069	18,069			
9001	BH Electricity	5,422	5,050	5,050	8,000	2,950		8,000	8,000			
9002	BH Gas	1,397	2,200	2,200	1,900	-300		3,400	3,400			
9003	BH Water	348	750	750	515	-235		795	795			
9004	BH Phones	5,851	5,000	5,000	6,500	1,500		5,500	5,500			
9005	BH Rates	4,790	5,023	5,023	5,500	477		5,350	5,350			
9012	BH Security & Alarms	505	1,000	1,000	3,000	2,000		1,500	1,500			
9013	pa Insurance	44,612	50,500	50,500	50,000	-500		55,000	55,000			
9014	Health & safety	2,515	8,000	8,000	6,000	-2,000		6,500	6,500			
9015	Defibrillators	3,382	2,000	2,000	2,000	0	5,000	2,000	2,000			
9022	Equipment	3,528	3,500	3,500	4,000	500	1,000	4,000	4,000			
9031	pg Cleaning	4,716	6,000	6,000	5,500	-500		5,500	5,500			
9032	BH Repairs & upkeep	4,964	11,000	11,000	5,000	-6,000	3,000	7,000	7,000			
9036	CCTV suite	10,000	10,000	10,000	10,000	0		10,000	10,000			
9101	pc07 Castle Centre - Electricity	3,150	5,500	5,500	7,800	2,300		7,000	7,000			
9102	pc08 Castle Centre - Gas	554	1,300	1,300	1,900	600		1,800	1,800			
9103	pc09 Castle Centre - Water	798	850	850	650	-200		900	900			
9104	pc10 Castle Centre - Phones	683	420	420	450	30		450	450			
9105	pc11 Castle Centre - Rates	3,583	3,762	3,762	4,000	238		4,000	4,000			
9112	Castle Centre - Security	710	1,000	1,000	3,000	2,000		2,000	2,000			
9132	Castle Centre repairs & upkeep	2,492	9,500	9,500	6,000	-3,500		6,000	6,000			
9305	St Johns rates	4,840	5,083	5,083	5,500	417		5,500	5,500			
9325	St Johns utilities	7,727	9,400	9,400	8,950	-450		9,000	9,000			
9332	St Johns repairs & upkeep	3,828	7,500	7,500	20,000	12,500	10,000	10,000	10,000			
9037	Buildings Review	31,490	20,000	20,000	0	-20,000	120,000	4,977	4,977	120,000		
	St Anne's Maintenance	0	0	0	0	0		5,000	5,000			
		<b>159,168</b>	<b>236,411</b>	<b>32,435</b>	<b>203,976</b>	<b>193,708</b>	<b>-10,268</b>	<b>144,000</b>	<b>227,291</b>	<b>27,560</b>	<b>199,731</b>	<b>120,000</b>
<b>Total</b>		<b>801,208</b>	<b>1,129,678</b>	<b>90,129</b>	<b>1,039,549</b>	<b>1,019,808</b>	<b>-19,741</b>	<b>329,550</b>	<b>1,244,391</b>	<b>68,560</b>	<b>1,175,831</b>	<b>214,000</b>

**Barnstaple Town Council**  
**Budget Year 2024-2025**  
**Planning & Transportation Committee**

N/C	N/C Name	Actual 2022-23	Anticipated Outturn 2020-2021			Earmarked Funds 2023-2024	Proposed Budget 2021-2022			Earmarked Funds 2024-2025		
			Expense	Income	Balance		Budget	Variance	Expense		Income	Balance
5229	Neighbourhood Plan	1,250	2,200	2,200	0	-2,200	15,000	2,500	2,500	15,000		
	<b>Total</b>	<b>1,250</b>	<b>2,200</b>	<b>0</b>	<b>2,200</b>	<b>0</b>	<b>-2,200</b>	<b>15,000</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>15,000</b>

**Barnstaple Town Council  
Budget Year 2024-2025  
Environment Committee**

N/C	N/C Name	Actual	Anticipated Outturn				Earmarked	Proposed Budget			Earmarked	
		2022-23	Expense	Income	Balance	Budget	Variance	Funds	Expense	Income	Balance	Funds
							2023-2024				2024-2025	
	Grounds maintenance & highway verges/planted areas grants	-10,934		10,800	-10,800	-8,000	2,800			8,000	-8,000	
4015												
4572	Allotment rents	-7,645		6,500	-6,500	-6,500	0			6,500	-6,500	
4016	Parish Paths	-1,000		1,000	-1,000	-1,000	0			1,000	-1,000	
	<b>Income Total</b>	<b>-19,579</b>	<b>0</b>	<b>18,300</b>	<b>-18,300</b>	<b>-15,500</b>	<b>2,800</b>		<b>0</b>	<b>15,500</b>	<b>-15,500</b>	
	Grounds maintenance & Highway verges/planted areas	29,777	25,000		25,000	30,000	5,000	7,000	12,000		12,000	
5520												
5521	Square maintenance	1,090	1,500		1,500	1,250	-250		1,500		1,500	
5523	Compound maintenance & security	552	750		750	1,000	250		1,000		1,000	
5524	Cleaning (waste collection licence)	835	877		877	850	-27		930		930	
5556	Vehicles (lease, repairs, etc)	28,714	9,000		9,000	9,000	0	4,000	12,000		12,000	
5557	Fuel	4,389	5,000		5,000	5,500	500		6,000		6,000	
5558	Tools & Equipment	2,678	6,000		6,000	3,000	-3,000	5,000	4,000		4,000	
5559	Trees	1,025	2,000		2,000	1,000	-1,000	5,000	1,000		1,000	
5560	Environment Projects and Activities	297	500		500	1,500	1,000	3,000	1,500		1,500	
5576	Footpaths	0			0	1,000	1,000	1,800	1,000		1,000	
5577	Benches/Litter Bins	766	1,500		1,500	7,000	5,500	5,000	5,000		5,000	
5543	1a Allotments - water	1,680	1,415		1,415	2,000	585		2,000		2,000	
5553	Allotments maintenance and improvements	873	3,000		3,000	2,000	-1,000	10,000	2,000		2,000	
	<b>Expenditure Total</b>	<b>72,676</b>	<b>56,542</b>	<b>0</b>	<b>56,542</b>	<b>65,100</b>	<b>8,558</b>	<b>40,800</b>	<b>49,930</b>	<b>0</b>	<b>49,930</b>	<b>0</b>
	<b>Grand Total</b>	<b>53,097</b>	<b>56,542</b>	<b>18,300</b>	<b>38,242</b>	<b>49,600</b>	<b>11,358</b>	<b>40,800</b>	<b>49,930</b>	<b>15,500</b>	<b>34,430</b>	

**Barnstaple Town Council  
Budget Year 2024-2025  
Community Development Committee**

Page 28

N/C	N/C Name	Actual 2022-23	Anticipated Outturn 2023-2024				Earmarked Funds 2023-2024	Proposed Budget 2024-2025			Earmarked Funds 2024-2025
			Expense	Income	Balance	Budget		Variance	Expense	Income	
	<b>Income</b>										
4251	ps Guildhall hirings	-1,573	1,000	-1,000	-1,000	0		1,000	-1,000		
4724	Legacy/Donation	0	0	0	0	0		0	0		
4751	Guildhall wedding hirings	-765	250	-250	0	250		0	0		
4752	Grant funding/Fees (Heritage)	0	0	0	0	0		0	0		
		<b>-2,338</b>	<b>1,250</b>	<b>-1,250</b>	<b>-1,000</b>	<b>250</b>		<b>1,000</b>	<b>-1,000</b>		
	<b>Grants Expenditure</b>										
5121	Community Grants	28,301	37,050	37,050	30,000	-7,050	10,000	30,000	30,000		
5128	Strategic Community Fund	20,000	35,000	35,000	30,000	-5,000	17,000	40,000	40,000	51,000	
		<b>48,301</b>	<b>72,050</b>	<b>0</b>	<b>72,050</b>	<b>60,000</b>	<b>-12,050</b>	<b>27,000</b>	<b>70,000</b>	<b>51,000</b>	
	<b>Expenditure</b>										
5123	Communications	919	3,000	3,000	5,000	2,000		5,000	5,000		
5227	Ceremonial	3,724	8,000	8,000	6,000	-2,000	4,000	6,000	6,000	2,000	
5561	Special events	6,962	10,000	10,000	5,000	-5,000	5,000	5,000	5,000	5,000	
5590	Christmas Lights	10,000	12,000	12,000	12,000	0		12,000	12,000		
5722	Heritage Activities & Engagement	3,420	2,500	2,500	2,500	0	2,500	2,500	2,500	2,500	
	Community Activities & Engagement		0	0				2,500	2,500	2,500	
5814	Guildhall licences	0	500	500	500	0	500	500	500	1,000	
5835	Guildhall developments (internal)	688	8,500	8,500	5,000	-3,500	25,000	5,000	5,000	5,000	
5834	Noticeboards	0	2,250	2,250	5,000	2,750		5,000	5,000		
		<b>25,713</b>	<b>46,750</b>	<b>0</b>	<b>46,750</b>	<b>41,000</b>	<b>-5,750</b>	<b>37,000</b>	<b>43,500</b>	<b>18,000</b>	
	<b>Total</b>	<b>71,675</b>	<b>118,800</b>	<b>1,250</b>	<b>117,550</b>	<b>100,000</b>	<b>-17,550</b>	<b>64,000</b>	<b>113,500</b>	<b>1,000</b>	
	<b>St Anne's Chapel</b>										
	<b>Expenditure</b>										
5525	St Anne's Lease	15,000	15,000	15,000	15,000	0		15,000	15,000		
5531	Electricity	3,489	4,500	4,500	4,500	0		4,500	4,500		
5533	Water	169	200	200	700	500		700	700		
5536	Alarms & security	1,523	1,000	1,000	1,200	200		1,200	1,200		
5539	Cleaning	254	281	281	262	-19		285	285		
		<b>20,435</b>	<b>20,981</b>	<b>0</b>	<b>20,981</b>	<b>21,662</b>	<b>681</b>	<b>0</b>	<b>21,685</b>	<b>0</b>	
	<b>Total</b>	<b>20,435</b>	<b>20,981</b>	<b>0</b>	<b>20,981</b>	<b>21,662</b>	<b>681</b>	<b>0</b>	<b>21,685</b>	<b>0</b>	
	<b>Grand Total</b>	<b>92,110</b>	<b>139,781</b>	<b>1,250</b>	<b>138,531</b>	<b>121,662</b>	<b>-16,869</b>	<b>64,000</b>	<b>135,185</b>	<b>1,000</b>	

**Barnstaple Town Council  
Budget Year 2024-2025  
Staff Committee**

N/C	N/C Name	Actual	Anticipated Outturn				Earmarked	Proposed Budget			Earmarked
		2022-23	Expenses	Income	Balance	Budget	Variance	Funds	Expenses	Income	Balance
							2023-2024				2024-2025
5323	Staff mileage allowances	1,137	1,200		<b>1,200</b>	<b>2,000</b>	800		2,000		<b>2,000</b>
5324	Staff Training & expenses	5,220	7,000		<b>7,000</b>	<b>5,000</b>	-2,000	5,000	8,000		<b>8,000</b>
9027	Staff services & institute fees	1,616	1,610		<b>1,610</b>	<b>2,200</b>	590		2,200		<b>2,200</b>
9041	Staff Recruitment	3,348	1,000		<b>1,000</b>	<b>1,000</b>	0	1,000	1,000		<b>1,000</b>
9042	HR	4,284	4,000		<b>4,000</b>	<b>4,500</b>	500		4,500		<b>4,500</b>
9043	Contingency	0	0		<b>0</b>	<b>0</b>	0	10,000	0		<b>0</b>
<b>Total</b>		<b>15,605</b>	<b>14,810</b>	<b>0</b>	<b>14,810</b>	<b>14,700</b>	<b>-110</b>	<b>16,000</b>	<b>17,700</b>	<b>0</b>	<b>17,700</b>

**Barnstaple Town Council  
Budget Year 2024-2025  
Summary Sheet**

	2022-2023	2023-2024	2023-2024	2023-2024	2024-2025			Earmarked	Total
	Actual	Anticipated	Budget	Earmarked	Expenditure	Income	Net		
Administration	666,642	878,867	<b>830,600</b>	185,550	999,600		<b>999,600</b>	94,000	<b>1,093,600</b>
Other Items	-24,601	-43,294	<b>-4,500</b>		17,500	41,000	<b>-23,500</b>		<b>-23,500</b>
Properties	159,168	203,976	<b>193,708</b>	144,000	227,291	27,560	<b>199,731</b>	120,000	<b>319,731</b>
Planning & Transportation	1,250	2,200		15,000	2,500		<b>2,500</b>	15,000	<b>17,500</b>
Environment	53,097	38,242	<b>49,600</b>	40,800	49,930	15,500	<b>34,430</b>		<b>34,430</b>
Staff	15,605	14,810	<b>14,700</b>	16,000	17,700		<b>17,700</b>		<b>17,700</b>
Grants	48,301	72,050	<b>60,000</b>	27,000	70,000		<b>70,000</b>	51,000	<b>121,000</b>
Community Development	23,375	45,500	<b>40,000</b>	37,000	43,500	1,000	<b>42,500</b>	18,000	<b>60,500</b>
St Anne's Chapel	20,435	20,981	<b>21,662</b>		21,685		<b>21,685</b>		<b>21,685</b>
	<b>963,269</b>	<b>1,233,332</b>	<b>1,205,770</b>	<b>465,350</b>	<b>1,449,706</b>	<b>85,060</b>	<b>1,364,646</b>	<b>298,000</b>	<b>1,662,646</b>
<b>Committee Totals</b>									
Finance & GP	801,208	1,039,549	<b>1,019,808</b>	329,550	1,244,391	68,560	<b>1,175,831</b>	214,000	<b>1,389,831</b>
Community Development	92,110	138,531	<b>121,662</b>	64,000	135,185	1,000	<b>134,185</b>	69,000	<b>203,185</b>
Planning	1,250	2,200		15,000	2,500		<b>2,500</b>	15,000	<b>17,500</b>
Environment	53,097	38,242	<b>49,600</b>	40,800	49,930	15,500	<b>34,430</b>		<b>34,430</b>
Staff	15,605	14,810	<b>14,700</b>	16,000	17,700		<b>17,700</b>		<b>17,700</b>
Contribution to General Reserves									
	<b>963,269</b>	<b>1,233,332</b>	<b>1,205,770</b>	<b>465,350</b>	<b>1,449,706</b>	<b>85,060</b>	<b>1,364,646</b>	<b>298,000</b>	<b>1,662,646</b>
<b>2023-24 predicted out-turn</b>		<b>-27,562</b>							
					<b>Band D Precept Tax base</b>		<b>£193.98 7,034.83</b>		

22<sup>nd</sup> January 2024

## **Motion – For Barnstaple Town Council to join the Northern Devon Railway Development Alliance**

Barnstaple Town Council recognises the importance of a sustainable transport network to the health and wellbeing of our community, to the local economy and to contributing to net zero carbon emissions targets. The Town Council has already demonstrated its commitment through sponsorship of the Local Cycling and Walking Infrastructure Plan (LCWIP), and initiatives to support the retention of Barnstaple Bus Station. One strand of a sustainable transport network is the aspiration to see better sustainable transport links between Bideford and Barnstaple and to the rest of the main line rail network. This initiative directly aligns with the Town Council's strategic objectives in a number of areas.

The Northern Devon Railway Development Alliance is promoting a rail link between Bideford and Barnstaple. This council believes that such a link contributes to a sustainable transport strategy for the northern Devon area.

This Council therefore **RESOLVES**:

- 1) To join the Northern Devon Railway Development Alliance as a founding Member
- 2) To call on other public bodies, voluntary and business stakeholders and others to support sustainable transport options for northern Devon and to take an active role in the Northern Devon Railway Development Alliance
- 3) To support an integrated sustainable transport strategy for northern Devon, including proposals to see Bideford fully reconnected to the national rail network, by 2040
- 4) Include rail development plans and other sustainable transport plans in any future Barnstaple Town Council Neighbourhood Planning process
- 5) Urge North Devon District Council's Local Plan Committee to reflect this desire in any plans they bring forward for public consultation
- 6) To attend the inaugural meeting (hosted by Bideford Town Council) of the Northern Devon Railway Development Alliance, and work with its other members to promote the reconnection of Bideford to the national rail network.

## **Benefits:**

The benefits of a better sustainable transport network between Barnstaple and Bideford are potentially very significant:

- Reduced traffic congestion and harmful vehicle emissions from our roads in the Town Centre, Sticklepath, Bickington, Fremington and beyond to support our Climate Emergency Action Plan.
- Improved access to our town would increase footfall and provide benefits to the daytime and evening economies.
- Commuters who live in Bideford and work in Exeter or beyond, will no longer need to drive to Barnstaple to catch the train.
- Increased appetite for a connection from Bideford will help to improve the whole Tarka Line by means of track and train upgrades. Evidence of need is already there, with record numbers of station users (844,000) on the Tarka Line last year. Barnstaple alone exceeded half-a-million users for the first time ever, a 27% increase on the previous year which was the second-highest rise in Devon.  
(Devon's Tarka rail line breaks passenger records - <https://www.bbc.co.uk/news/uk-england-devon-67727984>)
- In joining the Northern Devon Railway Development Alliance as a founding member, we get the most influence in shaping any ideas and options being explored that may no longer be possible once larger authorities and Government departments have fully taken the project on for completion.

Cllrs Louisa York, Peter Leaver and Marsh Pullen