



Bude-Stratton Town Council
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Ergue-Gaberic Way
Bude
EX23 8LD
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To all members of the **Town Council**

Dear Councillor

You are summoned to attend a meeting of the **Full Council** meeting in **the Conference room**, The Parkhouse Centre, Bude on **Thursday 2nd March 2023 at 6.00pm** for the purpose of transacting the under mentioned business.

Keith Cornwell –Town Clerk & RFO
Date of issue –24th February 2023

AGENDA

1. To receive and accept apologies for absence
2. To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests
3. Dispensations: to consider requests for dispensations
4. To receive a presentation from North Kernow Community Housing
5. **Minutes – Full Council**: To receive, confirm and sign the Minutes of the Full Council Meeting held on 2nd February 2023
 - b) **Minutes – Committees**: To receive and note the Minutes of the Committee Meetings listed below (acting under delegated authority)
 - i) Planning Committee – 8th & 22nd February 2023
 - ii) Oversight Committee – 16th February 2023
 - c) **Minutes – Recommendations**: To consider and agree:
 - i) OS/012/23 - To recommend to Full Council that LJD Coaching be funded at the same level again for an Easter (Food and Activity) programme, and to establish a consultation with residents on future development of schemes
 - ii) OS/013/23 - To recommend the corrections (to Standing Orders and Financial Regulations) suggested within the Smaller and Larger Changes document to Full Council
6. Correspondence received:
 - i) Armed Forces covenant
 - ii) Green spaces and building in the Parish
7. Opportunity for Cornwall Councillors present to discuss Cornwall Council issues relevant to BSTC
8. Public participation – for public present to make comments concerning the business of the current Council

9. To receive a report on the tender exercise for Compass Point, agree upon funding options and authorise the process of contract award
10. To receive a report on the Wheeled Sports Facility and authorise the use of the set aside reserves to commission the design and planning permission elements of the project
11. To receive a progress report from the Town Team on the Bude Town Centre Vitality Project and agree the process of letting the Vision and Investment Plan Consultation contract
12. To discuss revising the roles of Mayor and Deputy Mayor in order to further revise Standing Orders
13. Key issues from Lead Councillors
14. To agree the award of the lease on the Lower Wharf Kiosk
15. To agree the appointment of Internal Auditors
16. To note Bio-blitz event and approve the Council's support
17. To agree a letter of support for Bude Surf Life Saving Club's funding bid to Sport England
18. To agree the schedule of Council meetings
19. To approve movements of the Council's reserves
20. Financial Report to approve:
 - i) Schedule of Payments made between 17th February and 2nd March 2023
 - ii) Schedule of Payments to be made on 3rd March 2023
21. Public Bodies (Admission to Meetings) Act 1960 SI (2) & SI (6) – To consider passing the following resolution: 'That in relation to the remaining items on the agenda, publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and the press and public are instructed to withdraw'. The following items are confidential and the meeting will proceed in closed session
22. To consider the Council's position on the potential purchase of 1 Lords Court, Stratton and alternative options to assist the retention of a local store and post office in Stratton and authorise any necessary action

Proposal for funding for a food and activities programme over Easter 2023

LJD Coaching will be running a four-day holiday programme at Easter 11th – 14th April 2023. The programme will be available for up to 100 children aged 4-13 per day. The programme will run from 9.30am to 2pm each day and comprise of physical/sports activities, dance, music, art and craft and Lego making. We will be providing breakfast and a hot meal for lunch.

There will be a variety of activities on offer through a community partnership working with Churches Together, Bude Beats and Tidball Tuning. This will continue to demonstrate that the programme is supporting wider collaborative partnerships and therefore improving the resilience of our community and increasing the awareness of activities on offer to support young people in the Bude and Stratton area throughout the year.

Following the huge uptake of breakfast at the Christmas programme Liam Dart from LJD Coaching will again be working with local supermarkets to provide food for the breakfast club to run from 9.30-10am. He will again be working with Butter Bun Bude to provide hot lunches. Sainsburys have already agreed to donate fruit for snacks and additional food for the children.

Families whose children are eligible for free school meals will be able to book onto the programme a week before it goes live for other families. Liam will use the contacts he has established to again ensure that other families who may benefit are able to book on as soon as places are available. The now 40 pupil strong home educated children who Liam works with every Friday will also be made fully aware of the programme and benefits available.

Liam will again be providing opportunities for young leaders to come and gain experience and work alongside him. At Christmas he had 8 young people work with him to gain valuable experience. These young people aged 14-16 came from Budehaven Community School and Holsworthy Community College but all live in the Bude and Stratton area.

Funding support

This proposal recommends that BSTC offers a maximum of £6000 for places for the children of residents of the Bude-Stratton area who do not qualify for free school meals so that the cost for a day on the programme for each child is a maximum of £5. This level of funding assumes a worst case scenario that all places are booked by non-FSM children from within the Bude-Stratton area. This has not been the case in either Summer or Christmas where in fact only 53% of children were in this category and only approximately £3000 was used to subsidise places.

This proposal also recommends £300 from BSTC to provide staffing for a breakfast club to supplement the programme.

BSTC staffing support

As with the summer and Christmas programmes, BSTC office staff would need to be involved in communicating the programme, dealing with resident's enquiries, managing subsidies for children who live in the BSTC area but don't go to school here, and managing refunds for children who have booked but don't attend.

Oversight of programme

As with the summer and Christmas programme, it is proposed that the Inclusion Forum is the main contact point for Liam ahead of the programme, and that the Comms Officer is the contact for day-to-day issues as the programme is running. There will be an expectation that BSTC is provided with a

report from Liam once the programme is run, as the previous programmes in Summer and Christmas.

Further consultation

The food and activities programme subsidy scheme has run successfully for two sessions and will hopefully get funding for a third session at Easter. However the time seems right to undertake a focussed consultation exercise with families in the area to see whether there are any other aspects of support for families and young people which BSTC could usefully undertake.

Therefore it is proposed that a group of councillors is convened to consider consultation opportunities with this section of residents.

Proposal

- 1) That BSTC allocates £6300 for the Easter 2023 food and activities programme run by LJD Coaching. This would comprise of:
 - A maximum of £6000 to subsidise the programme for up to 400 local children for 4 days.
 - A maximum of £300 to cover staffing costs to ensure that a breakfast club can be run for up to 60 children per day for 4 days

- 2) That a group of interested councillors is convened to discuss potential consultation opportunities with families and young people in the area to enable further proposals for BSTC support for this demographic to be formulated and brought to full council.

Standing order change suggestions – larger changes

Standing Orders (page 2-24)

Page 3 Section 3.8 At the start of each full council meeting the chair can decide whether to say:

“Bude-Stratton Town Council has signed the NALC Civility and Respect pledge. Civility and respect should be at the heart of public life, and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels.

The intimidation, abuse, bullying and harassment of councillors, clerks and council staff, in person or online, is unacceptable, whether by councillors, clerks, council staff, or public members. Any person adjudged by the Chair of the meeting to have breached this rule may be asked to apologise, withdraw their statement and/or leave the meeting”

Current sections 3.8 to 3.26 have to be renumbered if this is adopted

Section 4.9 the words “No more than four forums shall run at any one time” changed to “In general, no more than four forums shall run at any one time. However, additional forums can be set up if Full Council agrees that there is Councillor and Officer capacity”

Section 7.6 Add a section to describe the voting process for a new Chair and Deputy Chair (ideally completing a form (found in Appendix xx) in advance of the meeting but also able to put their name forward at the meeting)

Appendix xx added with Chair/Deputy Chair form

Current sections 7.6-7.10 to be renumbered (due to Chair/Deputy Chair voting description)

Section 14.5 remove the words “or recordings” and add after the word “destroyed. Any recordings of meetings which are created for public viewing to be available for xx years”

20.4.e. Currently this says “opened at the same time on the prescribed date by the Town Clerk in the presence of the council or committee”. Can we change this to “opened at the same time on the prescribed date by the Town Clerk in the presence of the Mayor / Deputy Mayor or Chair / Vice Chair of a Committee”

Section 20.6 and 20.7 need to check whether these sections need to be updated to reflect the position with the EU and contract limits

Section 21.4 Do we action this section “The chair and/or the vice-chair of the Staffing Committee conduct an annual appraisal of the work of the Town Clerk. The review shall be reported in writing and are subject approval by resolution by the Staffing Committee The Town Clerk shall conduct the annual appraisals of those staff in their immediate line management and line managers will conduct annual appraisals for the staff subordinate to them.”

Section 21.5 Do we have a staff handbook?

Section 22 need to check the words “see also standing order 22”

Section 23 need to check the words “see also standing order number 12”

Section 24.1 do we have a policy for “dealing with the press and/or other media”

Section 25 need to check the words “see also standing orders 16.1 (l) and 16.1 (o) above”

Section 28.2 change the words “standing order 9 above” to “standing order 10 above”

Financial regulations (page 25-39)

Section 4.4 Salary budgets reviewed each October – has this happened

Section 5.7 Sentence about grants – should be changed to reflect new process

Section 6.7 need for resolution on DDs by full council every 2 years

Add Section 7.9 to address the Real Living Wage resolution

Section 8.5 Need for an Investment Policy

Section 9.3 Add reference to Leases and Licences categorisation and add list to Appendix xx

Section 14 Add Section 14.6 and describe the use of building log books

Section 17.2 Use of risk assessments for new activities – do we need this?

Scheme of Delegation (page 41-43)

Need a heading for “Deputy Town Clerk” and list of delegated matters

Committee Terms of Reference (page 44-50)

Page 45 Oversight Committee ToR needs to be updated

Page 47 Planning Committee - do we need to add anything to the Planning Committee ToR about the Design Review Panel?

Page 49 Staffing Committee “The councillors who serve on the Staffing Committee should have some HR experience and be willing to commit to undertake employment law training as soon as they are elected to the committee” – do we need to keep this?

P49 Statement that all Town Council members can attend staffing comm unless there are 'in committee' items – in reality all items on the agenda are “in committee” so does this statement make sense

Page 50 Staffing Committee item 16 we need to ensure that training proposals are reviewed this year

Standing order change suggestions – small corrections

Standing Orders (page 2-24)

Page 2 – Forum definition – change to 4.1-4.13

Section 3.10 the words “standing order 2.9” changed to “standing order 3.9”

Section 3.13 the words “standing order 2.9” changed to “standing order 3.9”

Section 3.27 can be removed

Section 4.6 the words “report back to full council on progress at each full council meeting” changed to “report back on progress monthly to either Full Council or Oversight Committee as agreed when the forum is constituted”

Section 4.11 the words “standing order 2.1-2.30” changed to “standing order 3.1-3.29”

Section 11.3 the words “standing order 10.2” changed to “standing order 11.2”

Section 11.4 the words “standing order 10.2” changed to “standing order 11.2”

Section 11.6 the words “standing order 10.5” changed to “standing order 11.5”

Section 15.12 the words “Dispensation requests shall be in writing” changed to “Dispensation requests shall be in writing using the Dispensation form in Appendix **xx**”

Appendix **xx** added with Dispensation form

Section 16.2 the words “standing order 15.1” changed to “standing order 16.1”

Section 16.2 the words “standing order 15.6” changed to “standing order 16.6”

Section 17.2a remove the word “at” from the sentence “and agenda at (provided”

Section 20.3 Change the words “standing order 19(f) to “standing order 20.6”

Section 21.9 change the words “standing order 19(g) and h” to “standing order 21.7 and 21.8”

Section 21.10 the words “In accordance with standing order 12.1” should be removed

Section 21.10 the words “standing order 20.7” should be “standing order 21.7”

Section 21.11 the words “standing order 20.6 and 20.7” should be “standing order 21.6 and 21.7”

Section 22.3 change “Finance and Property Committee” to “a duly delegated committee”

Financial regulations (page 25-39)

Section 2.2 Change the words “Finance and Property Committee” to “a duly delegated committee”

Section 4.3 change “chairman” to “Chair”

Section 4.9 change “Chairman” to “Chair” (x3)

Section 5.1 change the words “Finance and Property Committee” to “a duly delegated committee”

Section 5.2 change the words “Finance and Property Committee” (x2)

Section 5.4 change the words “Finance and Property Committee”

Section 5.5a change the words "Finance and Property Committee"

Section 5.6 change the words "Finance and Property Committee"

Section 6.17 change the words "Finance and Property Committee" (x3)

Section 11 Second and third level numbering is missing

Section 11 change words "Standing Orders 19" to "Standing Orders 20"

Section 18.1 change the words "Finance and Property Committee" (x2)

Scheme of Delegation (page 41-43)

Correct numbering levels under "General Matters", "Financial Matters" and "Staffing Matters" headings

Committee Terms of Reference (page 44-50)

Page 44 Item 6 change "Chairman" to "Chair" and "Vice Chairman" to "Vice Chair"

Item 9 change "Chairman" to "Chair"

In the item "Delegation of Authority to Sub-Committees" change "Working Group" to "Forum" (x2)

Page 47 Item 7 change "Chairman" to "Chair"

Item 10 remove "Bude Coastal Communities Team" and change to "Bude Town Team and Bude Climate Partnership"

Item 11 remove sentence ending "F&P Committee"

Staffing Committee Page 50 item 15 remove the word "on" from the sentence "review of the on Council's employment policies"

Staffing Committee Page 50 Item 17 remove sentence ending "F&P Committee"

6.1 Correspondence

As a member of the Bude and Stratton Veteran community, I've become aware our minority group is facing increasing prejudice and exclusion from certain areas of our wider community. The UK government considers supporting their Veterans a national responsibility. Therefore, in the interests of equality, to help raise awareness of the problems faced by Veterans and to help stamp out prejudice, would Bude and Stratton Town Council be willing to sign the Armed Forces Covenant as you are my local authority?

The following quote is from the [gov.uk](https://www.gov.uk/guidance/armed-forces-covenant) guidance and support page:

'The government is committed to supporting the armed forces community by working with a range of partners who have signed the covenant. The covenant is a national responsibility involving government, business, local authorities, charities and the public.'

The full guidance on the Armed Forces Covenant is available here: <https://www.gov.uk/government/collections/armed-forces-covenant-supporting-information>

I look forward to hearing Bude and Stratton Town Councils view on my request.

Thank you

bude skratton town council
~~at~~ the park house

center bude

~~to the~~ 18.2.23

to the town council

please can you stop
~~cutting~~^{cutting} down trees and
building on green areas

I am 6 years old
and my name
is Fenhas

I was hoping to attend this weeks full council meeting however now sadly I cannot.

I wanted to express my gratitude to you all for flying the Pride flag this month. I work at Stratton Primary School, as well as working closely with staff at Bude Infants and Juniors, and all 3 schools have had pupils expressing their excitement to see the flags flying. It's really beneficial when something the children learn about presents itself outside of the school walls, helping to integrate the learning from both an academic as well as a community perspective.

As you may know, the UK added another mark to its LGBT History this month with the murder of Brianna Ghey, a transgender teenager. I thought you'd like to know that as sad and disturbing this news had been for many people in the UK, those I've spoken with recently see the Pride flag in Bude as a beacon of hope for whats to come, and we've achieved this together.

Please find attached some slides for an upcoming Bude Pride post, in which the caption will again express our gratitude. Have a great meeting.

With Pride,

Sammy James Dodds
Director - Bude Pride
(He/him)



LGBT HISTORY MONTH BUDE

B-P-E



FEBRUARY 2023

What?
Why? →

What?

B-E

LGBT History Month
was started in the UK by Schools
Out UK and first took place in
February 2005 following the abolition
of section 28.

The event is intended to raise
awareness of, and combat prejudice
against LGBT people whilst highlighting
queer people's achievements in history.



Abolition:

To formally put an end
to a practice or system.



Schools across Bude and the ^{B-P-E} UK have taken part in LGBT History Month this year.

We asked the Bude Stratton Town Council to fly Pride flags throughout February, you may have seen them around...

... but why is this important?



B-P-E

let LGBTQ+ people know they are welcome here

allow people to feel safer being who they are

represent LGBTQ+ people, who historically have been forced to hide

remind people to be kind to each other

Why?

Flying Pride flags is important because they...

improve the mental health of the queer community and its allies

celebrate the accomplishments made by the queer community and its allies

can help us to acknowledge past mistakes & motivate us to keep doing better

show safe spaces

Dear Amanda

It has come to my attention recently that the Council has been having ongoing discussions with the Bude Royal British Legion Branch about the flag-flying protocol in Bude, particularly within the context of flying the Pride flag at the war memorial.

Following our conversation about this last year, I wanted to get in touch to reiterate our commitment to inclusion as an organisation and to clarify RBL's position to Bude Stratton Council. Over the past few years, RBL has worked extremely hard to build up a strong working relationship with organisations such as Fighting With Pride to ensure that we are seen as proactively supporting LGBT+ veterans. In 2019 RBL launched its first ever LGBTQ+ & Allies branch within its membership, an avenue to veteran comradeship that had been denied to LGBT+ veterans for many years. The initiatives it has undertaken since its launch include Branch Community Support in the form of a buddying service and signposting to RBL's welfare services. In 2021, with the advocacy group Fighting with Pride, we included a cohort of LGBT+ veterans within the march past the Cenotaph on Remembrance Sunday and continue to do this. In October 2022 in response to the Government Review of the treatment of LGBT+ veterans before and after the ban was lifted 23 years ago, we established an LGBT+ Veterans Review Helpline to support individuals providing evidence to the Review. We have committed to taking into account the recommendations of the Review when it reports later this year and we will seek to improve our policy and practice where necessary, and ensure our services are fully inclusive to the LGBT+ community.

Our support for current and former LGBT+ members of the Armed Forces and their families is therefore unequivocal and we are not aware of any reason why the Pride flag should not be flown as a symbol of commitment to the LGBT+ community, as long as usual flag protocol is followed.

With very best wishes

Jenni Dyer – Head of Diversity and Inclusion

Royal British Legion

Bude Wheeled Sports Project - Progress Report

Background

- The Town Council resolved to seek funding to undertake the enhancement and enlargement of the Bude Skate Park – *the Bude Wheeled Sports Project*. The intention was to secure funding to deliver the entirety of the work to include consultation, design, planning and build – a ‘JCT Design and Build contract’ which is the industry standard.
- Between August 2022 and December 2023 applications for funding towards this work were developed and submitted to Cornwall Council’s Community Infrastructure Levy Fund for £100,000, and Cornwall Council’s Shared Prosperity Fund for £150,000.
- Both applications were unsuccessful, in part because funders felt that *the project was not sufficiently well developed; because of the amount of unsecured match funding, and, because planning permission was not yet secured.*
- On the recommendation of Cornwall Council’s Shared Prosperity Fund/Good Growth programme, a new application for funding towards the Bude Wheeled Sports Project will be submitted to the Community Levelling-up Programme for £165,000 in early March. A pre-application to the National Lottery Community Fund for a grant of £155,000 has also been submitted.

Next steps

- To overcome the vicious circle of not having the funding to progress the project, and not being able to progress the project through a lack of funding, it has been suggested that a contract is tendered in phases:
 - 1) Seek specialist concept designs and a budget (RIBA Stage 2)
 - 2) Instruct the preferred specialist to undertake consultation, design development and planning application (RIBA Stage 3)
 - 3) Commence detailed design and build (RIBA Stages 4 – 6).

The tender brief would make clear that there would need to be breaks, with phases only progressing on the basis that funding was secured.

To decide

- Council has resolved to set aside £50,000 towards the realisation of the project. It was originally intended that this sum would be used to match-fund other grants. However, Council has the option of committing some or all this budget to commission the Phase 1 and/or phase 2 work now – concept design through to planning application.
- Doing so would progress the project, helping to strengthen current and future funding applications, but would be done at risk that funding is not secured.

Keith Cornwell
Town Clerk & RFO
Bude-Stratton Town Council
The Parkhouse Centre
Ergue-Gaberic Way
Bude
EX23 8LD



30/01/2023

Dear Keith

Bude Skate Park – Letter of Intent

Further to Bude-Stratton Town Council's request for Cornwall Council to devolve the Crooklets Skatepark and adjoining land to the southwest (see appendix 1), we are writing to confirm Cornwall Council's intent to devolve this site to the town council.

Our intent to devolve the site is based on the understanding that Bude-Stratton Town Council intends to enhance and extend the existing skate park facility and that you will comply with all planning and regulatory conditions, including completing requested ecological surveys and implementing all associated requirements. This is thought to be an ecologically sensitive area and the town council needs to ensure that the proposals do not impact on important species or habitats.

One matter we also need to highlight is that part of the site is within the Coastal Vulnerability Zone, so could be at risk in the next 100 years. This should be well beyond the lifetime of the structure however you may require a vulnerability assessment as part of any planning application.

The final transfer of the site from Cornwall Council to Town Council ownership will not be completed until planning permission has been granted.

We understand that the town council is currently developing its proposals for the skate park and seeking external funding. We trust that this letter will give confidence to any funders regarding the intention to devolve the site and can confirm the relevant committee reports have been drafted, in readiness to support this proposal. Our next steps are to commission property and legal services to value the site, draft Heads of Terms and subsequently commence formal legal negotiations with the town council.

It is important for us to highlight that the current devolution programme is oversubscribed. We are working hard to manage this demand within available officer resources but with this in mind, as well as a consideration of indicative overall project timelines, we believe that a transfer in autumn (2023) is realistic, subject to planning being in place. We will also require the Town Council's legal representatives to be engaged and able to work effectively with us, to enable the transfer within this proposed timeline.

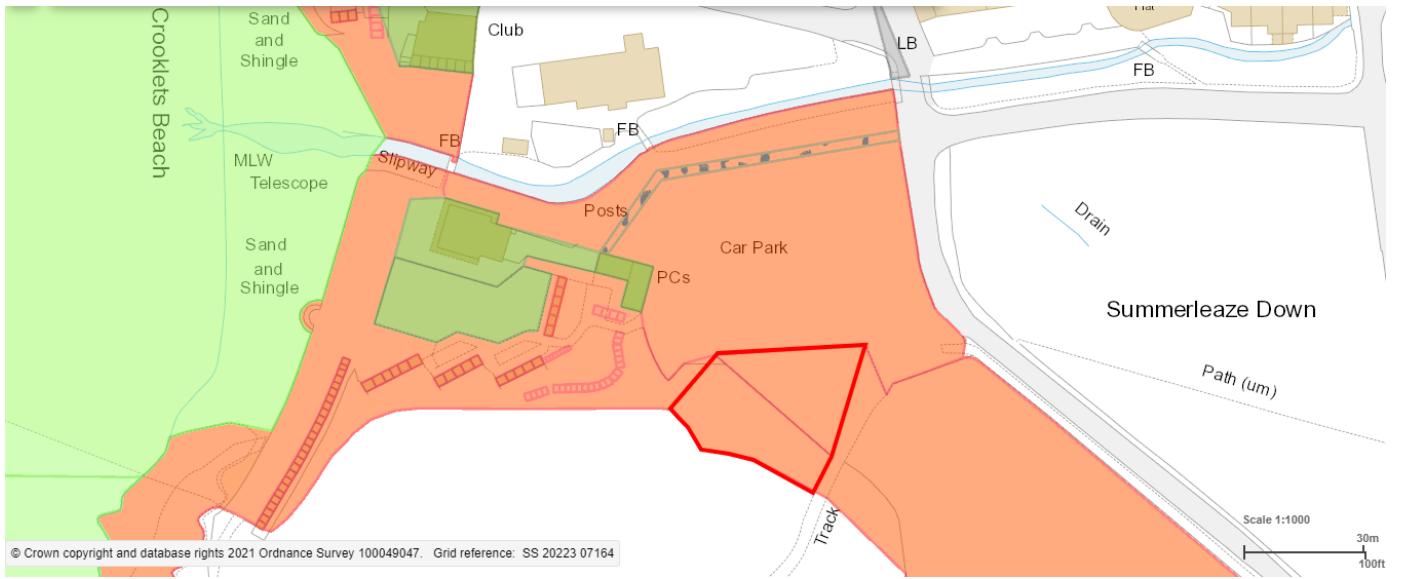
We trust this provides a useful update and remain committed to working with you to support the delivery of this project.

Yours Sincerely,

Scott Sharples
Devolution Manager

Cc: Cllr Peter La Broy; Chris Sims

Appendix 1



Bude Town Team – Town Centre Vitality Project – Vision and Investment Plan Progress Report

Background

- At the Full Council meeting of 2nd February 2023, Councillors resolved the following:

That BSTC approves the offer from Cornwall Council for the Town Centre Revitalisation Funds, agrees to the terms and conditions and authorises the use of the funds as detailed in the offer letter. BSTC would ask for clear answers as to how the consultation will be designed, the questions, and who will be consulted. BSTC asked for formal reporting from the Town Team to BSTC.

- The Town Centre Vitalisation Funds are to be used to develop a Vision and Investment Plan for Bude Town Centre: *to engage suitably qualified specialist consultants to rigorously investigate options for revitalising Bude town centre, informed by the opinions of key stakeholders and the wider community.*
- A project brief for consultants to deliver the work has been developed by the Deputy Town Clerk in consultation with members of the Town Team including Cllrs Goode, LaBroy and Purchase.
- On 13th February 2023, the Deputy Town Clerk posted the project brief on [Contracts Finder](#) with a closing date for receipt of tenders of Monday 6th March.
- As of 27th February, the project brief had received 847 views, and five companies have contacted the Council to express an interest in the project and/or to seek further information.
- One company expressing an interest in the contract has asked ‘What is the award criteria i.e., split been quality and price?’ The following answer was provided:

We are anticipating that those responding to the tender will pitch bids at or near the budget limit. That being the case, the award criteria will focus more strongly on the quality of the submitted tenders, the experience of the companies tendering and a clear understanding of the particularities of the economic and demographic profile of the parish.

Next steps

- Councillors must now agree the process for letting the Vision and Investment Plan contract. It is suggested that the decision-making process be delegated to an officer (the only way Council can make a decision, other than at one of its formal meetings) in consultation with Bude Town Team, based upon a scoring matrix to be agreed by Bude Town Team.

Proposal to revise the roles of Chair and Vice-Chair of the Council

Currently the role of Chair of the Council (Mayor) incorporates the joint functions of being the Civic Head of the Council and chairing the Full Council meetings, and also responsibility for the overall management of the council staff via the appraisal of the Town Clerk and chairing the Staffing Committee.

It has become clear over the past two years that this is an extremely demanding role which places a significant burden on someone who is a volunteer and makes it likely that the role would appeal less to people who are working or have significant caring responsibilities.

In order to make the role of Mayor more inclusive this proposal suggests dividing the Mayoral role in two. The Mayor would retain the role of Civic Head of the Council and chair of Full Council (which is anyway a legal requirement) and the Deputy Mayor would take over the responsibility for overall management of the council staff, and chairing Staffing Committee.

Along with this responsibility it is proposed that the Deputy Mayor becomes responsible for ensuring that the council has an up-to-date vision and set of strategic objectives. This is a role which is not currently clearly defined and has not been actively carried out of late by the councillor group. This role also links to management of the council staff, as having the right number/structure of staff with the right skills is key to being able to deliver the council vision.

It is further proposed that the two roles (Chair and Vice-Chair) are formally re-defined to clarify their responsibilities and also to provide guidance on the skills which are needed to carry out the tasks outlined and that these definitions are incorporated into the council's Standing Orders.

Proposal

That the role of Chair and Vice-Chair are revised so that the Chair retains the civic and legal aspects of the role and the Vice-Chair takes over the staffing aspect. The Vice-Chair also becomes responsible for ensuring that the council has an updated vision and set of strategic objectives.

That the role definitions for the two roles in this paper are adopted and included in Standing Orders and the Standing Orders document is amended accordingly to reflect the new responsibilities of each post.

That this change comes into effect for the May 23-24 council year.

ROLE DEFINITION – CHAIR OF THE COUNCIL (MAYOR)

Primary Role

- To be the Civic Head of the Council, taking on the title of Mayor.
- To chair Full Council Meetings.
- To provide community leadership.

Main Responsibilities

- To represent the Council on occasions where a civic representative is invited or required.
- To communicate with appropriate media, organisations, etc. the policies of the Council.
- To initiate activities designed to recognise and encourage civic awareness in the community.
- To attend and chair briefings for Council meetings and to be proactive in making proposals for the effective conduct of the meeting.
- To chair meetings of the Council ensuring among other things that all points of view have a fair opportunity to be heard, that Procedure Rules are applied and observed, with fairness and inclusivity and that debate is guided towards clear and relevant decisions.
- To promote good relationships between councillors, and between councillors and officers.
- To arrange the content of and chair the annual town council meeting held in April each year

Skills (either existing or willingness to attend training within 2 months of election)

- Familiarity with Council Standing Orders
- Well organised and prepared
- Experience with chairing meetings, resolving conflicts and reaching decisions
- Excellent communication and public speaking skills
- Ability to build good interpersonal relationships and understanding of group dynamics

ROLE DEFINITION – VICE-CHAIR OF THE COUNCIL (DEPUTY MAYOR)

Primary Role

- To have overall responsibility for ensuring that the Vision and Corporate Objectives of the Council are developed, maintained and are achievable by the councillors and officers of the council.

Main Responsibilities

- To have overall responsibility for the development, implementation, monitoring and review of the Council's Vision and Corporate Objectives.
- To have political responsibility for effective corporate governance of the Council.
- To chair Full Council meetings in the absence of the Chair
- To chair Staffing Committee meetings
- To ensure the appraisal of the Town Clerk in accordance with the Council's scheme and to ensure cascading staff appraisals are undertaken.

Other responsibilities will also include:

- Regular liaison with the Town Clerk and Council Management Team
- Regular liaison with other Councillors
- Monitoring and managing the performance of individual Lead Councillors and Committee Chairs, and assisting with the identification of training and development needs
- Undertaking periodic reviews of portfolios and their allocation to Lead Councillors

Skills (either existing or willingness to attend training within 2 months of election)

- Experience of line management and legal aspects of HR
- Developing high quality business strategies
- Ability to build good interpersonal relationships and an understanding of group dynamics

Kiosk Tender

1	12,000	Ice cream, milkshakes and smoothies
2	9600	
3	14,000	
4	13500	
5		Not a tender
6	8000	
7	3250	
8	2500	Fudge and associated confetionary
9	8200	
10	18300	
11	10000	
12	15000	
13	8000	Ice cream, Juices and smoothies

Trade all year
Trade all year

3 February 2023

Bude-Stratton Town Council
The Parkhouse Centre
Ergue-Gaberic Way
Bude
EX23 8LD

Ref - Tender for KIOSK, THE OLD FORGE, LOWER WHARF, BUDE, EX23 8LG

Thank you for the opportunity to apply to lease the Kiosk. We would like to express our intended use of the kiosk and give you a little background to our local family business.

The area of the Wharf and the shops near the canal have always been a desirable location for us. Our intention is to sell fudge and associated holiday confectionary (such as nougat, Bude lettered rock-sticks, etc) and "impulse buy ice-creams" from the kiosk.

We have a successful fudge and gift business which is currently running online and we have been waiting for the right opportunity to return to a physical shop after the circumstances of Covid shut our shop, which was in Belle Vue Lane for 5 years. (See photos below)

We realise the importance of an open, thriving and busy scene to attract the public, which will benefit not only us but the other attractions and craft units nearby. We would like the existing establishments to feel like they have our support and feel like our unit will bring a new element to the area. Therefore we will open regularly at all times of the year as we did with our shop in town.

We have the certificates in place for a food business such as HACCP, Food Safety Level 1, Food Safety level 2 in Manufacturing, Retail, and Catering, Supervising Food Safety - Level 3.

I hope our words have given you some insight into our small family business and we would like you to consider us an excellent choice to lease the kiosk.

Yours Sincerely

3

5th February 2023

Dear Clerk,

I would love to have the opportunity to take on the lease for the ice cream kiosk.

Fred and I have dedicated the last 8 years to making the Lockgates our own and unfortunately as you are aware we have had to step back due to Fred's ill health. This has been the hardest decision to make.

I am applying for the kiosk because I need to support my husband financially and also because I wish to remain a part of the small community we have at the wharf. The other owners, customers and friends are what make it so special.

The kiosk is something that I feel would be very manageable for myself.

Thanking you in advance for your kind consideration.

Yours sincerely

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15th February 2023

Bude-Stratton Town Council
The Parkhouse Centre
Ergue Gaberic Way
Bude
EX23 8LD

To whom it may concern,

Please find the enclosed tender form for the Ice Cream parlour situated on The Lower wharf, Bude. I have had a look at the figures within the current market; taking into account the potential further increases in products and utilities over the coming year or so, and despite wanting to offering closer to the last rental value, I have had to be conservative but realistic with the tender offer.

I know the importance of having the right tenants on the wharf and feel that this plays an important part in creating the right environment for current tenants, locals, and visitors alike. I am ex-police and teacher and due to be a mum again, I am looking to develop a business which will thrive but also give back to the community. I have every intention of it remaining an ice cream parlour with potential added smoothies and juices (both healthy and sweet). I believe in respectful competition but offering something different too. I would employ at least 2 members of local staff and offer training to young people in the area. I would offer vegan options and adjust the products on offer based on the time of year and cliental.

I would also like to offer donations to local charities and causes where possible throughout the year.

Thank you for the opportunity to be considered in such an exciting proposition.

Kind regards,

Appointment of Internal Auditors

Background

Local Council Accounting Regulations require that the Council appoints an Internal Auditor to examine procedures, test transactions and report findings to the Council. The Internal Auditors also sign the Annual Governance and Accountability Return.

IAC Audit and Consulting Ltd who provided the service for the past six years, resigned during the year citing unavailability of staff to cover the work.

Detail

Our need for a new Internal Audit was made known on a Local government audit forum and three providers expressed an interest. They were invited to bid alongside a local provider who covers Holsworthy Town Council. The latter declined due to lack of capacity.

Of the three proposals received, one was from a Local Authority based consortium, which estimated 3.5 days for the work, they undoubtedly would have the skill and experience to conduct the work but were the highest cost at £1155.

One was from a Surry based firm who estimated 6-8 hr of work at a cost of £510 - £680 plus 45p per mile should an in person visit be required.

The final submission came from a Somerset based firm which quoted £650 + £58 mileage. They are a member of the Internal Audit Forum which has recently signed a Partnership Agreement with NALC. The Forum enables auditors to share best practice and discuss issues. And provided the audit programmes they follow.

Recommendation

To appoint Microshade Business Consultants as the Councils Internal Auditors

Financial Implications

Previously cost £924. The cost of the service falls within budget provisions.

Legal Implications

Legal Requirement

Environmental Implications

None

Fit to Vision and Priorities

Fulfil our statutory functions and commitments whilst being open, accessible and listening to the residents we serve.

Consultation

No consultation has been undertaken.

SUMMERLEAZE SNAPSHOT BIOBLITZ PLANNING

Trial Run in March with a few selected people FoE, BSTC

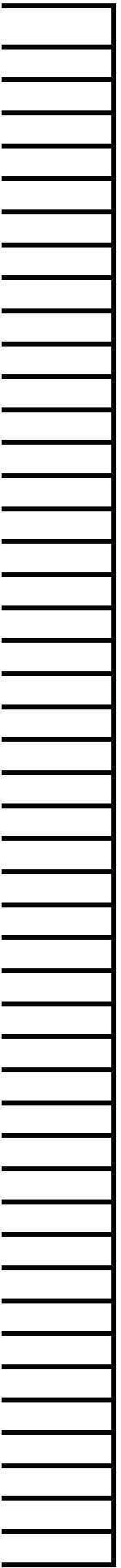
1. Aims
 - To find & record as many plants, insects/invertebrates in given time
 - help maintenance team plan
 - Engage with the general public and specialist groups in enhancing nature on Summerleaze – added value
 - To protect Summerleaze as an open space (stop carparks etc)
 - In future listed as a CWT Wildlife site?
 - To show there is wildlife here as well as the beach and its worth preserving
2. Where
 - Summerleaze Down BSTC
 - Base Camp – The Pearl Exchange? Electric and refreshments
3. Who
 - Families, general public, interest groups.
 - NOT Schools if this works we could do special school days
4. When & Time
 - Towards end of no mow May, avoiding bank holidays?
 - End of May , before HT Saturday 20 or Sunday 21 May
 - 09.00 - afternoon
5. Consult
 - Consult with CWT, Buglife ,Bumble Bee, Butterfly Moth, Biologist/botanist
 - Have various experts on site
 -
6. How
 - In small groups must register first, no dogs – safety
 - Each group - Small areas – zones or squares.
 - Take photos upload to <https://uk.inaturalist.org/> a nature recording site linked to <https://irecord.org.uk/> There will be an inaturalist Summerleaze project page.
 - Cameras, phones using GPS if possible zones & squares easier to collate.
 - NO live specimens or samples will be taken unless by an expert
 - Have photo tick sheets for any wanting to do a bit on the day and younger children.
7. Equipment
8. Collate Results
9. Present Results
10. Funding
11. Publicity
12. Links and Downloads ** please read, glance through
 - ** <https://uk.inaturalist.org/>
 - ** [National BioBlitz Network : Bristol Natural History Consortium \(bnhc.org.uk\)](https://www.bnhc.org.uk/)

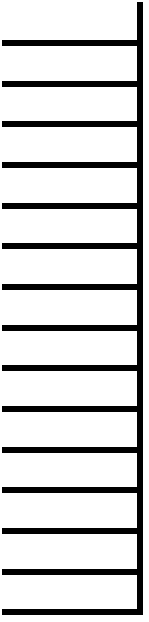
SUMMERLEAZE SNAPSHOT BIOBLITZ PLANNING

- [City Nature Challenge UK | The Natural History Consortium \(bnhc.org.uk\)](https://www.bnhc.org.uk) 28 April – 1 May '23
- ** [BioBlitz-Guide-2013.pdf \(bnhc.org.uk\)](https://www.bnhc.org.uk/BioBlitz-Guide-2013.pdf)
- ** [Bioblitz Guide · iNaturalist](https://www.inaturalist.org/guides/bioblitz)
- [NationalGeographicBioBlitzGuide.pdf](https://www.nationalgeographic.org/media/pdf/2013/01/natural-geography-bioblitz-guide.pdf)
- <https://www.cornwallwildlifetrust.org.uk/what-we-do/our-conservation-work/on-land/county-wildlife-sites#downloads>
 - ** [2022 Cornwall Wildlife Trust County Wildlife Sites leaflet.pdf \(cornwallwildlifetrust.org.uk\)](https://www.cornwallwildlifetrust.org.uk/2022-Cornwall-Wildlife-Trust-County-Wildlife-Sites-leaflet.pdf)
 - [RSWT Wildlife Sites Report 2018.pdf \(cornwallwildlifetrust.org.uk\)](https://www.cornwallwildlifetrust.org.uk/RSWT-Wildlife-Sites-Report-2018.pdf)
 - ** [TWT LocalWildlifeSites ShortGuide.pdf \(cornwallwildlifetrust.org.uk\)](https://www.cornwallwildlifetrust.org.uk/TWT-Local-Wildlife-Sites-Short-Guide.pdf)
 - [County Wildlife Site Criteria for Cornwall 2010 Main text.pdf \(cornwallwildlifetrust.org.uk\)](https://www.cornwallwildlifetrust.org.uk/County-Wildlife-Site-Criteria-for-Cornwall-2010-Main-text.pdf)
 - [County Wildlife Site Criteria for Cornwall 2010 Appendices.pdf \(cornwallwildlifetrust.org.uk\)](https://www.cornwallwildlifetrust.org.uk/County-Wildlife-Site-Criteria-for-Cornwall-2010-Appendices.pdf)
- *If you'd like to get in touch about BioBlitz and related formats for engaging people with biological recording feel free to give us a call on 0117 925 3931 or drop an email to bioblitz@bnhc.org.uk*

BSTC Meeting Schedule 2023/24			
Date	Time	Meeting	Notes
04.05.23	6pm	Annual Full Council	Election of Mayor & committees
10.05.23	3pm	Planning Committee	Election of Chairman
18.05.23	6pm	Oversight Committee	Election of Chairman
24.05.23	3pm	Planning Committee	
25.05.23	TBC	Staffing	
01.06.23	6pm	Full Council	
07.06.23	3pm	Planning Committee	
15.06.23	6pm	Oversight Committee	
21.06.23	3pm	Planning Committee	
05.07.23	3pm	Planning Committee	
06.07.23	6pm	Full Council	
13.07.23	6pm	Full Council - Grants 1st round	
19.07.23	3pm	Planning Committee	
20.07.23	6pm	Oversight Committee	
27.07.23	TBC	Staffing Committee	
02.08.23	3pm	Planning Committee	
03.08.23	6pm	Full Council	
16.08.23	3pm	Planning Committee	
17.08.23	6pm	Oversight Committee	
30.08.23	3pm	Planning Committee	
07.09.23	6pm	Full Council	
13.09.23	3pm	Planning Committee	
21.09.23	6pm	Oversight Committee	
27.09.23	3pm	Planning Committee	
05.10.23	6pm	Full Council	
11.10.23	3pm	Planning Committee	
19.10.23	6pm	Oversight Committee	
25.10.23	3pm	Planning Committee	
02.11.23	6pm	Full Council	
08.11.23	3pm	Planning Committee	
16.11.23	6pm	Oversight Committee	
22.11.23	3pm	Planning Committee	
29.11.23	TBC	Staffing Committee	
30.11.23	6pm	FULL COUNCIL BUDGET	24/25 Budget setting
06.12.23	3pm	Planning Committee	
07.12.23	6pm	Full Council	24/25 precept
20.12.23	3pm	Planning Committee	
21.12.22	6pm	Oversight Committee	
CHRISTMAS CLOSURE			
10.01.24	3pm	Planning Committee	
11.01.24	6pm	Full Council	
18.01.24	6pm	Full Council - Grants 2nd round	
31.01.24	3pm	Planning Committee	

01.02.24	6pm	Full Council		
14.02.24	3pm	Planning Committee		
15.02.24	6pm	Oversight Committee		
28.02.24	3pm	Planning Committee		
07.03.24	6pm	Full Council		
13.03.24	3pm	Planning Committee		
21.03.24	6pm	Oversight Committee		
27.03.24	3pm	Planning Committee		
28.03.24	TBC	Staffing Committee		
04.04.24	6pm	Full Council		
10.04.24	3pm	Planning Committee		
18.04.24	6pm	Oversight Committee		
24.04.24	3pm	Planning Committee		
25.04.24	6pm	Annual town		





		Opening	Movements					
Code	CURRENT		Less	Add	New Balance			
3200	GENERAL FUND	448,071			448,071	4 MONTHS GROSS OUTGOINGS		
3110	MAINTENANCE AND ENHANCEMENT	274,700			274,700	AS PER MAINTENANCE TEAM BREAKDOWN		
3200	TO BE ALLOCATED	-			-	Moving from General Fund		
3112	CAR PARK MAINTENANCE AND ENHANCEMENT	108,823			108,823	To be considered when full extent of EA project determined		
3101	BUDGET DEFICIT	-			-	Not required - Balanced budget for 22/23		
3162	PLAY AREAS/YOUTH SHELTERS	100,000			100,000	RENEWAL OF KATIES CORNER & PROVISION OF MUGA		
3129	PUBLIC CONVENIECES (DISCRETIONARY)	40,000			40,000	POUGHILL AND STRATTON RE-OPENING and refurb		
3105	VEHICLE REPLACEMENT	48,037			48,037	ROLLING FUND BEING BUILT FOR SWITCH TO EV'S		
3117	IT SYSTEM	27,453			27,453	TO BE REVISITED – CONSULTANT MAY BE REQUIRED		
3126	PARKHOUSE HALL IMPROVEMENTS	20,791			20,791	HELD FOR OUTCOME OF REVIEW		
3188	RESILIENCE PLANNING	20,000			20,000	INTERNAL REVIEW 2022		
3127	NEIGHBOURHOOD PLAN	16,342			16,342	POTENTIALLY REDONE 2025, LEGISLATION DEPENDENT		
3189	ELECTION COSTS	16,000			16,000	FOR 2025 ELECTION AND BY-ELECTION FLOAT		
3128	PUBLIC CONVENIENCES (RINGFENCED)	6,473			6,473	REQUIRED TO BE KEPT SEPARATE - USED FOR REFURBISHMENT		
3173	CONSERVATION AND INTERPRETATION	8,639			8,639	POSSIBLE UPLIFT		
3180	CYCLE PATH FEASABILITY	200			200	COMMITTED		
3181	TRIANGLE TRAFFIC SURVEY	3,250			3,250	PROJECT TO BE REVISITED		
3190	CIL 2019-20	293			293	REQUIRED TO BE KEPT SEPARATE - EARMARKED FOR COMMUNITY LAND TRUST		
3191	CIL 2020-21	2,850			2,850	REQUIRED TO BE KEPT SEPARATE - EARMARKED FOR COMMUNITY LAND TRUST		
3192	CIL 2021-22	20,028			20,028	REQUIRED TO BE KEPT SEPARATE - EARMARKED FOR COMMUNITY LAND TRUST		
3184	STRAND/XMAS LIGHTS	25,000	(5,115)		19,885	new scheme for 22/23		
3146	COMPASS POINT	40,000	(8,076)		31,924	BSTC CONTRIBUTION TO PROJECT		
3147	PENSION	30,000			30,000	TO MANAGE RISK OF OPT IN'S		
3148	ECONOMIC DEVELOPMENT SUPPORT	20,000			20,000	FLEXIBLE CONTRACTS		
3149	ENERGY OFFICER	40,000	(7,333)		32,667	In process of committing		
3151	COMMUNITY LAND TRUST	50,000			50,000	22-23 PRIORITY PROJECT		
3186	SKATE PARK CONTRIBUTION	50,000			50,000	22-23 PRIORITY PROJECT		
3152	ECONOMIC REGENERATION PROJECT	25,000			25,000	22-23 PRIORITY PROJECT		
3153	YOUTH PROVISION	25,000			25,000	22-23 PRIORITY PROJECT		
3154	PROJECT RESERVE	165,862			165,862	Move to designated projects		
3111	Food and Activities Programme	8,997	(3,342)		5,655	Spend on Summer Programme transfer to budget		
3121	Energy Redress Scheme	20,000			20,000	Project approved by Full Council		
3160	Bike lights event	-			-	Project delivered transferred to events budget		
3161	Tresory Kernow Project	-			-	Project delivered transfer to Conservation budget		
3163	Compass Point Crowd funder	60,879			60,879	Public donation held for project		
3174	Gurney Room Refurbishment	15,000			15,000	As discussed at Oversight committee		
3118	Events	-			-	22-23 Litfest delivery - transferred to Events Budget		
3195	Living Wage Employer	-			-	22-23 increase implemented - transferred to wages budget		
3193	Warm Room Project	40,000	(20,407)		19,593	FC/197/22 Costs to date		
3194	Volunteer Bureau Grant	-			-	FC/158/22 Allocated and spent - transfer to budget		
3176	Wave Benches	9,900	(5,500)		4,400	FC/178/22 Part payment made		
	NEW BALANCE	1,787,588	(49,773)	-	1,737,815			

Any queries regarding any of the payments below please contact the BSTC office prior to the meeting - email accounts@bude-stratton.gov.uk						
SCHEDULE OF PAYMENTS ALREADY MADE BETWEEN 17TH FEBRUARY 2023 AND 2ND MARCH 2023			Invoice	VAT	Total	Total per supplier
VO1966	Staff, HMRC, Cornwall Pension Fund	February 2023 - Salaries, Tax, NI and Pension	65,880.30	0.00	65,880.30	65,880.30
VO1967	Pozitive Energy - DD	Castle - Gas - January 2023	824.42	164.88	989.30	
VO1968	Pozitive Energy - DD	The Unit - Electricity - January 2023	778.46	155.69	934.15	
VO1969	Pozitive Energy - DD	Museum - Electricity - January 1st - 24th	128.86	6.44	135.30	
VO1970	Pozitive Energy - DD	Museum - Electricity - January 25th - 31st	44.24	2.21	46.45	
VO1971	Pozitive Energy - DD	The Parkhouse Centre - Electricity - January 1st - 24th	684.56	136.91	821.47	
VO1972	Pozitive Energy - DD	The Parkhouse Centre - Electricity - January 25th - 31st	231.07	46.21	277.28	
VO1973	Pozitive Energy - DD	Castle - Electricity - January 2023	1,792.89	358.58	2,151.47	
VO1974	Pozitive Energy - DD	Rattenbury Gardens - Electricity - January 2023	15.32	0.77	16.09	
VO1975	Pozitive Energy - DD	The Triangle - Electricity - January 2023	35.29	1.76	37.05	
VO1976	Pozitive Energy - DD	Pitch & Putt - Electricity - January 2023 (to be recharged)	159.80	7.99	167.79	
VO1977	Pozitive Energy - DD	Hele Bridge - Electricity - January 2023	16.14	0.81	16.95	
VO1978	Pozitive Energy - DD	Library - Electricity - January 2023	440.15	88.03	528.18	
VO1979	Pozitive Energy - DD	Crooklets Public Conveniences- Electricity - 26/12 - 31/12	-154.39	-7.72	-162.11	
VO1980	Pozitive Energy - DD	Crooklets Public Conveniences- Electricity - January 2023	68.44	3.42	71.86	6,031.23
VO1981	Shire Leasing Ltd - DD	Parkhouse Telephone System rental	278.07	55.61	333.68	333.68
VO1982	Unity Trust Bank - DD	Bacs Charges - January 2023	37.79	0.00	37.79	37.79
VO1983	Youngs Wholesale - DD	Café Supplies	595.76	0.70	596.46	596.46
VO1984	Cash Cheque	Castle Petty Cash (Chq 300503)	195.26	0.00	195.26	195.26
VO1985	Cash Cheque	Library Petty Cash (Chq 300501)	48.87	0.00	48.87	48.87
VO1986	Cash Cheque	Office Petty Cash (Chq 300502)	81.63	0.00	81.63	81.63
VO1987	Jackie Diffey	Mayor Allowance - Christmas Cards	6.00	0.00	6.00	6.00
VO1988	Canva - Pre-paid Card	Lit Fest Banners	221.00	0.00	221.00	
VO1989	Cornwall Council - Prepaid Card	Planning application - PA23/01036	231.00	0.00	231.00	
VO1990	Mailchimp - Pre-paid Card	Mailchimp	22.11	4.42	26.53	
VO1991	Nalc - Pre-paid Card	Councillor Training	32.68	6.54	39.22	
VO1992	Pre-Paid Card	Top-up	-231.00	0.00	-231.00	286.75
			72,464.72	1,033.25	73,497.97	73,497.97
SCHEDULE OF PAYMENTS TO BE MADE ON THE 3RD MARCH 2023						
VO1993	Amazon Payments UK Ltd	Stationary for Castle (Cheapest)	10.82	2.16	12.98	
VO1994	Amazon Payments UK Ltd	Cutlery for Parkhouse Centre Kitchen (Cheapest)	25.28	5.06	30.34	
VO1995	Amazon Payments UK Ltd	Objects for Gurney Room (Cheapest & Fastest)	12.48	2.49	14.97	
VO1996	Amazon Payments UK Ltd	Objects for Gurney Room (Cheapest & Fastest)	24.43	4.88	29.31	
VO1997	Amazon Payments UK Ltd	Vermiculite for Polytunnels (Cheapest)	16.65	3.33	19.98	
VO1998	Amazon Payments UK Ltd	Vermiculite for Polytunnels (Cheapest)	12.49	2.50	14.99	
VO1999	Amazon Payments UK Ltd	Vermiculite for Polytunnels (Cheapest)	24.98	5.00	29.98	
VO2000	Amazon Payments UK Ltd	Signs for Heritage Centre (Cheapest)	19.99	4.00	23.99	
VO2001	Amazon Payments UK Ltd	Chair Sashes for Weddings (Cheapest)	43.68	8.73	52.41	
VO2002	Amazon Payments UK Ltd	Chair Sashes for Weddings (Cheapest) - Credit Note	-7.27	-1.45	-8.72	
VO2003	Amazon Payments UK Ltd	Digital Temperature Controller for Unit Polytunnels (Cheapest)	19.16	3.83	22.99	
VO2004	Amazon Payments UK Ltd	Audio Cable (Cheapest)	4.66	0.93	5.59	
VO2005	Amazon Payments UK Ltd	Headphone Jack Adaptor (Cheapest)	2.79	0.00	2.79	
VO2006	Amazon Payments UK Ltd	Apple Headphone Jack Adaptor (Cheapest)	7.21	1.44	8.65	260.25
VO2007	Beverly Hunt (Cornwall Adult Education)	Gallery Sales (BSTC £12.00)	28.00	0.00	28.00	28.00
VO2008	Bradford's Buildings Supplies	fence post bolt down screw	7.79	1.56	9.35	
VO2009	Bradford's Buildings Supplies	Adhesive	6.39	1.28	7.67	
VO2010	Bradford's Buildings Supplies	Postcrete	11.02	2.20	13.22	
VO2011	Bradford's Buildings Supplies	Mastercrete	12.16	2.43	14.59	44.83
VO2012	Bude Tyre Supplies	Wheel replacement (WJ18 GXB)	242.82	48.56	291.38	291.38
VO2013	Chadd's of Bude Ltd	Café Supplies	9.64	0.00	9.64	
VO2014	Chadd's of Bude Ltd	Café Supplies	108.66	9.32	117.98	
VO2015	Chadd's of Bude Ltd	Café Supplies	36.04	3.04	39.08	
VO2016	Chadd's of Bude Ltd	Café Supplies	46.53	0.00	46.53	
VO2017	Chadd's of Bude Ltd	Café Supplies	9.64	0.00	9.64	
VO2018	Chadd's of Bude Ltd	Café Supplies	12.53	0.00	12.53	
VO2019	Chadd's of Bude Ltd	Café Supplies	132.99	5.91	138.90	
VO2020	Chadd's of Bude Ltd	Café Supplies	39.29	0.00	39.29	
VO2021	Chadd's of Bude Ltd	Café Supplies	94.98	8.22	103.20	
VO2022	Chadd's of Bude Ltd	Café Supplies	35.82	3.17	38.99	555.78

VO2023	Coralie Jenkins-Packer	Shop Stock	18.00	0.00	18.00	18.00
VO2024	Devondale	Lamp	3.13	0.63	3.76	
VO2025	Devondale	LED Lights for Castle	24.20	4.84	29.04	
VO2026	Devondale	Switch for Wharf Kiosk	1.41	0.28	1.69	
VO2027	Devondale	Switch for Wharf Kiosk	17.02	3.40	20.42	54.91
VO2028	Dulux Decorators Centre	Paint for Parkhouse Centre	36.74	7.35	44.09	
VO2029	Dulux Decorators Centre	Paint for the Works Unit	91.47	18.29	109.76	
VO2030	Dulux Decorators Centre	Paint for the Bandstand	57.32	11.46	68.78	222.63
VO2031	Hop Oils	Diesel	1,309.50	261.90	1,571.40	1,571.40
VO2032	Katie Taylor	Agent Sales (BSTC £7.37)	13.11	0.00	13.11	13.11
VO2033	M & E Alarms (Barnstaple) Ltd	Replace Fire Alarm Control Panel in Parkhouse Centre	384.14	76.83	460.97	
VO2034	M & E Alarms (Barnstaple) Ltd	Library - Demonstrate alarm to staff	45.50	9.10	54.60	515.57
VO2035	N E Truscott (Bude)Ltd	Facilities Supplies (Various)	103.07	20.61	123.68	123.68
VO2036	Neetside Community Centre	Funding Contribution to the delivery of the Warm Rooms project	15,328.40	0.00	15,328.40	15,328.40
VO2037	Nisbets	replacement Microwave for Hall kitchen	279.99	55.99	335.98	335.98
VO2038	NM Technical Services	2 Foot Tubes	46.80	9.36	56.16	56.16
VO2039	Polmorla Cornish Pasties Ltd	Café Supplies	19.90	0.00	19.90	19.90
VO2040	Savona Foodservice	Café Supplies	183.07	0.00	183.07	183.07
VO2041	Secol Limited	Plastic Pockets for Archive Team	32.45	6.49	38.94	38.94
VO2042	Sign O Times	Memorial Plaque (To be recharged)	12.00	2.40	14.40	14.40
VO2043	Screwfix	Laser Distance Measurer	33.33	6.66	39.99	
VO2044	Screwfix	Hand Cleaner	14.99	3.00	17.99	
VO2045	Screwfix	Drill Bit	19.24	3.85	23.09	
VO2046	Screwfix	Silicone	19.13	3.82	22.95	
VO2047	Screwfix	Metal Cutting Discs	10.65	2.13	12.78	116.80
VO2048	Simon Floyd (The Tree Inn, Stratton)	Warm room Provison 29/01/23 - 26/02/23	320.00	0.00	320.00	320.00
VO2049	South West Water	Bude Library Water	23.78	0.00	23.78	23.78
VO2050	Tamar Trading	Credit Note for Thermal Insulation	-137.82	-27.56	-165.38	-165.38
VO2051	The Cornish Farmhouse Bacon Co Ltd	Café Supplies	85.88	0.00	85.88	85.88
VO2052	Viking Direct	Office Supplies	222.46	44.49	266.95	266.95
VO2053	West Creative	Bude Lit Fest Website updates	90.00	0.00	90.00	90.00
			19,760.51	653.91	20,414.42	20,414.42
Grand Total			92,225.23	1,687.16	93,912.39	93,912.39
					BACS Due	20,701.17