



BIDEFORD TOWN COUNCIL

Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 10 April 2025 at 6.30 pm

PRESENT	East Ward:	Councillor Mrs J Gubb Councillor J Hellyer Councillor Mrs L Hellyer Councillor J McKenzie (substitute for Councillor D Bushby)
	South Ward	Councillor Ms R Clarke (Chairman)
	West Ward	Councillor C Hawkins
	Market Complex	Mrs K Austin
IN ATTENDANCE:		Mr R Coombes (Deputy Town Clerk)

105. **APOLOGIES FOR ABSENCE**

Members noted the Apologies received and reasons for absence from:

Councillor D Bushby

No apologies and reasons for absence were received from:

Councillor K Hind

106. **DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**

There were no declarations of interest.

107. **PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION**

None.

108. **MINUTES**

Proposed by Councillor McKenzie and seconded by Councillor Hawkins, the Minutes of the

Extra Ordinary General Meeting held on 10 March 2025 were approved and signed as a correct record.

Given the vote was tied the Chairman gave her casting vote providing for the Minutes to be approved:

(Vote – For: 3, Against: 2, Abstention: 2)

109. **ACCOUNTS**

It was proposed by Councillor McKenzie and seconded by Councillor Ms Clarke, and

RESOLVED: That the lists of payments for 10 April 2025 be approved.

(Vote – For: 6, Against: 0)

110. **CHAIRMAN’S / MARKET ADMINISTRATOR’S REPORT**

There was no report.

111. **MARKET COMPLEX STRATEGY PILLARS**

The Chairman provided details on the Marketing and Development Strategy, (the urgent need to obtain funding and make headway), Community Engagement (the importance of giving clear and accurate information) and the adherence to a sustainable / decarbonization future strategy.

In highlighting Capital Grant Investment she referred to the Town Clerk’s Cash Flow Forecast that saw payments / contracts / engagement beginning in May 2025 leading to Construction commencing October 2025.

Given the Hall construction works including timber roof structure repairs and roofing renewal the Chairman warned about the potential impact upon the Hall usage and the real likelihood that access would be denied, simply from a Health and Safety standpoint.

The Clerk advised that the Town Clerk had organised funding for a Foot Fall Counter which, “should provide a base line for demonstration of growth long term...(and) provide marketing data.”

The Clerk had introduced the two successful applicants of the “Save our High Street,” initiative to members of the Butcher’s Row Community and their respective Units; there had been forty three applications.

112. **WASTE REMOVAL**

Mrs Austin had canvassed interest from four tenants. She had researched Devon County Council who would not cover, the vehicles operated by Biffa precluded any collection and Coastal would not accept multi payments.

The Clerk reminded members of the previously circulated change to the recycling regulations effective 1 April 2025.

He noted Coastal Recycling had advised that the need for additional recycling containers to allow for the greater segregation would have increased cost implications.

Proposed by Councillor McKenzie, seconded and

RESOLVED: To give notice to quit the Coastal Recycling contract.

(Vote – For: 4, Against: 0, Abstention: 2)

113. **MARKET HALL SECURITY**

Members discussed the present arrangements for opening and closing the Hall, allowing access, providing for security during the week including Saturdays.

The Chairman believed given the use and availability of the Hall could be severely restricted to the point of shutting during the works and that the current arrangements should remain.

The Café tenant should be advised to forward plan in the event of closure, though.

Proposed by Councillor Ms Clarke, seconded and

RESOLVED: That the Café Tenant be advised to forward plan in the event of closure of the Market Hall and Café during the Capital Works Project.

(Vote – For: 5, Against: 1)

114. **TENANT / TRADER REPRESENTATIVE**

The Chairman invited Mrs Austin to address the Committee.

Mrs Austin thanked the Chairman and advised she would be attending the Royal Cornwall Show over three days. This would provide a perfect opportunity to distribute some flyers / leaflets promoting the Market Complex.

Members expressed agreement; Mrs Austin would produce a leaflet with Shop Unit specific detail and printing costs.

The Chairman thanked Mrs Austin for her attendance and contribution.

115. **PART II (CLOSED SESSION)**

Proposed by Councillor Ms Clarke, seconded and

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

(Vote – For: 6, Against: 0)

116. **TENANT / TRADER**

a. Terminations / Applications. Two applications had recently been submitted for 24

Market Place. The Chairman, Vice Chairman, Town and Deputy Town Clerk were involved in interviewing both highly motivated and strong parties.

Members agreed to offer the Shop Unit to Ms A Jackson and the soon to be vacant Butcher's Row Unit 8 / 9 to the other applicants.

b. Tenant matters.

Two complaints had been received from Butcher's Row Tenants.

Both tenants had been interviewed and further enquiries had been made among other Butcher's Row Tenants.

Members reflected on the complaints and general feedback. They noted that the Community had seen in the past aggrieved parties strongly disagreeing with each other to the point of formally complaining.

Proposed by Councillor Ms Clarke, seconded and

RESOLVED: That letters of response be sent to both tenants.

(Vote – For: 4, Against: 0, Abstention: 2)

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.27 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:



BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 10 April 2025

Number (All)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	03/03/2025	BSPM36	TV Licence	(blank)	15.00		15.00
2			Mkt recharge	TC Costs	3,482.36		3,482.36
3		BSPM37	South West Water	Unit 20	8.68		8.68
4			Jonathan Rhind Architects	RIBA Stage II	6,340.75	1,268.15	7,608.90
5	13/02/2025	BSPM37	Vodafone Limited	Phone charges	26.49	5.30	31.79
6	18/03/2025	BSPM38	Lloyds	Service Charges	10.35		10.35
7	24/03/2025	BSPM39	Rosalind Jeffers	Deposit Refund	157.45		157.45
8	25/03/2025	BSPM38	Triangle Networks Ltd	Broadband / line	61.33	12.27	73.60
9	27/03/2025	(blank)	WEMCo Ltd	Heater Repair	191.00	38.20	229.20
10		BSPM39	EDF	Gas	333.44	16.67	350.11
11	23/03/2025	BSPM39	Janette Fisher	Security	160.00		160.00
12	31/03/2025	(blank)	Jewson	Maintenance Items March	0.00	0.00	0.00
13			RGB	Maintenance Items March	117.98	23.59	141.57
14			Tamar Trading	Maintenance Items March	42.20	8.44	50.64
15			ScrewFix	Maintenance Items March	0.00	0.00	0.00
16			Bowdens Cleaning Services Limited	Cleaning March	0.00	0.00	0.00
17			Allstar	Fuel March	0.00	0.00	0.00
18			Lineal Software Solutions Ltd	IT Support Items March	0.00	0.00	0.00
19		BSPM40	Coastal Recycling	Waste removal	77.44	15.49	92.93
Grand Total					11,024.47	1,388.11	12,412.58
Bank Balances at 03/04/2025 - Current Account					£		12,351.96
Bank Balances at 03/04/2025 - Deposit Account					£		35,000.00