

BIDEFORD TOWN COUNCIL



Town Hall
Bideford
Devon
EX39 2HS

Telephone:
Bideford (01237) 428817/8

Paul Swan
Town Clerk and Responsible Financial Officer

Thursday 3 April 2025

To: Members of the Market Management Committee

You are hereby summoned to attend a meeting of **Market Management Committee** of the above-named Council to be held in the Council Chamber, Town Hall, Bideford, on **Thursday 10 April 2025 at 6.30 pm** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. There is a legal right to film/record/photograph/report public meetings.

Paul Swan
Clerk to the Council

AGENDA

1. To receive apologies and reasons for absence.
2. To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting. Enc
3. Public participation session of 15 minutes duration on items on the agenda.
4. To approve the minutes of the Extra Ordinary General Meeting held on 10 March 2025 as a correct record. Enc
5. Accounts - To approve the payments listed. Enc
6. Chairman's / Market Administrator's Report.
7. To receive an update on the Market Complex Strategy Pillars including marketing and development, capital grant investment, community engagement and sustainability. Chairman

8. To consider and resolve upon withdrawing from contracted Market waste removal.
9. To consider and resolve upon the security arrangements, including cost, for the Market Hall.
10. Tenant / Trader representatives.

11. **PART II (Closed Session)**

12. **To resolve to exclude members of the public and the press to progress a matter of a confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.**
13. Tenant / Trader.
 - a. To receive any terminations of leases by tenants / traders, give consideration to applications received for tenancies of premises and resolve accordingly.
 - b. To consider and resolve upon tenant / trader / landlord matters / complaints.

MARKET MANAGEMENT COMMITTEE

Councillors: Bushby Ms R Clarke (Town Mayor) Mrs J Gubb
 C Hawkins J Hellyer Mrs L Hellyer
 K Hind

Traders/Tenants: Mrs Austin

Date of Next Meeting: 22 May 2025

Declaration of Interests at meetings

- Where a matter relates to an interest in list A, the member shall not participate in a discussion or vote on the matter. He /she only need declare it if it is not already noted on the register of interests.
- Where the matter is in list A, but is a sensitive interest, the member shall not participate in a discussion or vote; the member shall disclose that there is an interest but not the nature of it.
- Where a matter relates to an interest on list B the member shall not vote and may only speak as a member of the public.
- A member only has to declare an interest in list B if it is not already on the register of interests.
- If the interest is in list B and is sensitive in nature and not already registered then the member shall disclose the interest but not the nature of it.
- Where a matter relates to the financial interest of a friend, relative or close associate (other than in list A) the member shall disclose the interest and not vote. He or she may speak but only as a member of the public.

List A:

- 1 **Employment, office, trade or vocation** – carried on for profit by member or spouse or civil partner.
- 2 **Sponsorship** – any payments for the previous 12 months, other than by the Council, to assist in Council duties
- 3 **Contracts** – any current contracts between the Council and the member or his/ her spouse or civil partner or a company the member is a director or partner of.
4. **Land** – any beneficial interest in land within the area of the Council by member, spouse or civil partner.
- 5 **Licenses** - any license, alone or with others, by spouse, civil partner or member to occupy land in area of Council.
- 6 **Corporate Tenancies** - any tenancy where the Council is the landlord and the member, spouse or civil partner has a beneficial interest in the tenant.
7. **Securities** – a beneficial interest is held in a body that has land or business in the area of the Council by the member, spouse or civil partner that either exceeds £25,000 or the total share capital is in excess of one hundredth of the of the total shares issued.

List B:

Any interests which relate to or is likely to affect:

1. Any body where the member has general control or management and was appointed by the Council.
2. Any body that the member is in a position of control or management and either:
 - (a) exercises functions of a public nature;
 - (b) is for charitable purposes; or
 - (c) has the purpose of influencing public opinion or policy (including political parties and trade unions)
3. Any gifts or hospitality that the member has received by virtue of his or her office in excess of £50.

*Further details can be found in the Bidford Town Council Code of Conduct
adopted 21.06.2012*



BIDEFORD TOWN COUNCIL

Minutes of the Extra Ordinary Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 10 March 2025 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby (Chairman)
	East Ward:	Councillor J McKenzie (substitute for Councillor J Gubb)
	West Ward	Councillor C Hawkins Councillor T Inch (substitute for Councillor Ms R Clarke)
	Market Complex	Mrs K Austin
IN ATTENDANCE:		Mr R Coombes (Deputy Town Clerk) Ms A Jackson (Pretty Damn Fine Marketing)

97. **ELECTION OF CHAIRMAN FOR THE MEETING**

Prior to the commencement of the Meeting it was established that neither the Chairman nor Deputy Chairman were in attendance.

It was proposed by Councillor McKenzie, seconded and

RESOLVED: That Councillor Bushby assume the Chair for the duration of the Meeting.

(Vote – For: 4, Against: 0)

98. **APOLOGIES FOR ABSENCE**

Members noted the Apologies received and reasons for absence from:

Councillor	Mrs J	Gubb
Councillor	Mrs L	Hellyer
Councillor	Ms R	Clarke
Councillor	K	Hind

No apologies and reasons for absence were received from:

Councillor J Hellyer

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

There were no declarations of interest.

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

None.

101. **MINUTES**

Proposed by Councillor McKenzie and seconded by Councillor Bushby, the Minutes of the Meeting held on 27 February 2025 were approved and signed as a correct record.

(Vote – For: 4, Against: 0)

102. **ACCOUNTS**

It was proposed by Councillor Bushby and seconded by Councillor McKenzie, and

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

(Vote – For: 4, Against: 0)

103. **CENTRAL GOVERNMENT FUNDING FOR CAPITAL WORKS**

Members noted the Council's successful application to Central Government, via TDC, of £1.475m funding for capital expenditure on improvement works to the Market Complex. (Formerly announced on Monday, 3 March 2025 and advised at the Town Council Meeting, Thursday, 6 March 2025.)

104. **MARKET HALL CONCEPT**

Members considered the item as a whole.

The Clerk explained that the Jonathan Rhind Architects' Market Hall Concept Plan had been drawn up in support of the Capital Works funding application.

Members discussed the scope of works that provided for the £1.475m funding.

The Chairman felt strongly that car parking needed to be addressed. He speculated on developing the area outside the south entrance to be for more flexible use i.e. loading / unloading area, café / restaurant overflow, install area and temporary parking.

He wondered if the itemised scope of works could address the outside area.

Members agreed on the importance of parking for the future, citing an opportunity within

close proximity to the Complex but felt that the monies had been awarded on the basis of the application detail; concerns were raised that deviating from the detail might preclude the draw down of funds.

The Clerk advised that the Town Clerk would oversee / Project Manage the works in the same manner that the Caddstown facility had been successfully delivered. He would engage the Architects, structural engineers, scaffolders, tradesmen and set up the tendering processes as required.

The Chairman affirmed that the Market Management Committee would be fully appraised.

Members noted comments in the public domain suggesting that the funding could have been spent on other “more necessary,” areas such as pot holes. They agreed it was important to engage with the Community explaining the necessity of the works and help dissipate the ill informed and negative rhetoric.

Proposed by Councillor Bushby, seconded by Councillor Hawkins, and

RESOLVED: That the Town Clerk commences with the Project, engage with the necessary stakeholders to deliver on the bid. That he works with TDC to draw down the funding and appraise the Market Management Committee on the progress.

(Vote – For: 4, Against: 0)

Ms Jackson re-iterated that an important element of the adopted Strategy was Community Engagement. It is vital for Brand Reputation; Community engagement is part of the solution. She indicated that a specific social media account could be created for the Building Works Project and re-purposed for the Strategy Project.

The Chairman confirmed that he and Ms Jackson will be meeting to discuss the implementation of the Strategy and (the importance) to source funding. He would liaise with the Economic Development Officer, TDC noting that time was of the essence and it was imperative to engage a professional to start implementing the Strategy.

Mrs Austin advised that she, too had made enquiries on funding and will appraise member of the results of a meeting arranged for later this week.

Councillor McKenzie wondered if there was an opportunity for TDC to provide an officer / officer time. (The Chairman will investigate.)

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.21 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:



BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 3 March 2025

Number (All)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	21/02/2025	(blank)	South West Water	Water / sewerage charges	150.89		150.89
2		BSPM35	WEMCo Ltd	Annual heating Contract	408.80	81.76	490.56
3			The Sage Apothecary Limited	Marketing Report	4,000.00		4,000.00
4	25/02/2025	BSPM35	Triangle Networks Ltd	Broadband / line	61.37	12.27	73.64
5	28/02/2025	(blank)	Bideford Cobblers and Keys	(blank)	18.00		18.00
6		BSPM35	Coastal Recycling	Waste removal	84.14	16.83	100.97
7	Grand Total				4,723.20	110.86	4,834.06

Bank Balances at 03/03/2025 - Current Account £ 3,053.80
Bank Balances at 03/03/2025 - Deposit Account £ 45,000.00



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