

BIDEFORD TOWN COUNCIL



Town Hall
Bideford
Devon
EX39 2HS

Telephone:
Bideford (01237) 428817/8

Paul Swan
Town Clerk and Responsible Financial Officer

Thursday 17 October 2024

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 24 October 2024 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 Meeting held on 12 September 2024 as a correct record. Enc
5. Accounts - To approve the payments listed. To follow
6. Chairman's / Market Administrator's Report.
7. Draft Budget 2025 / 2026.
 - a. To consider and recommend approval of the Draft Budget for the financial Year 2025/2026. Enc

- b. To review the Rent for the next financial year and resolve accordingly.
- 8. Tenant / Trader representatives.

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

- 10. **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.**
- 11. Chairman’s Report – confidential, including staffing, matters.
- 12. 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.

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: 5 December 2024

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 Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 12 September 2024 at 6.34 pm

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

38. **APOLOGIES FOR ABSENCE**

None.

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

There were no declarations of interest.

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

None.

41. **MINUTES**

Proposed by Councillor Mrs L Hellyer and seconded by Councillor Hind, the Minutes of the Meeting held on 1 August 2024 were approved and signed as a correct record.

(Vote – For: 7, Abstention: 1, Against: 1)

42. **ACCOUNTS**

It was proposed by Councillor Ms Clarke and seconded by Councillor Mrs Hellyer, and

RESOLVED: That the lists of payments for 12 September 2024 be approved.

(Vote – For: 7, Against: 0)

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

The Clerk reminded Members of the unprecedented time where Butcher’s Row Units had remained vacant.

Members had previously floated the idea of “pop up,” shops as a means of occupying the Units providing a greater visitor experience.

Mrs Austin confirmed that she and the Clerk had spoken to a lady who was keen to obtain a short tenancy, offering “an Emporium,” locally sourced / handmade bags, jewellery, floral prints.

Members expressed agreement, in principle, but stated that any “shortened” / “pop up” tenancy would have to be on the same terms as that enjoyed by the current tenants the rent and commitment to hours honoured etc.

Councillor Bushby warned against any form of sub letting (contrary to the agreement) indicating that should more than one person be operating from the Unit then their responsibility and commitment would be shared i.e. any “collective,” would be required to sign a joint tenancy agreement.

44. **SOCIAL MEDIA POLICY**

Members considered the Draft Social Media Policy document.

The purpose was re-visited, limitations, rights and legislative implications were discussed.

In terms of tenant issues / matters it was felt important that they know and are encouraged to approach Council officers / Committee Members and that any cause or complaint is addressed. Open criticism can damage the reputation of tenants and the wider Market Complex.

Having reduced the document to one succinct sentence members were in agreement that the line should be incorporated into the Market Tenancy Agreements whereupon the Tenants would acquiesce.

It was proposed by Councillor J Hellyer, seconded and seconded by Councillor L Hellyer

RESOLVED: To incorporate into the Market Tenancy Agreement(s): “Market Tenants and Council officers should not bring the Market (stakeholders) / Town Council into disrepute, including through content posted in a personal capacity.”

(Vote – For: 7, Against: 0)

45. **MARKET HALL**

- a. Real Ideas (original proposal). Members reviewed the original proposal.
- b. Real Ideas (summary to date). Members reflected that the identified items were readily recognisable.

Mrs Austin had been approached by Real Ideas who would be re-visiting the Town and Market.

Members reflected upon the cost of the initiative.

Councillors Bushby and Hind spoke about potential improvements to the Hall indicating a desire to revisit the southern glass doors with a view to providing a wider more accessible entrance allowing for vehicles to enter.

Councillor Bushby requested that arrangements be made for a Dormakaba Engineer to re-visit the Market and quotation for automated swing doors.

- c. Ambient Music – Butcher’s Row.

Members discussed the opportunity to introduce background subscription music into Butcher’s Row through either the use of independent speakers or, alternatively, extending the current Market Hall facility.

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

RESOLVED: That a background subscription music package and a pair of speakers / cabling (iaw Woolacotts quotations) be obtained.

(Vote – For: 7, Against: 0)

46. **TENANT / TRADER REPRESENTATIVE**

To receive reports/requests:

- a. Mr Jeffers noted that the traffic sign directing road users to the Pannier Market along Grenville Street was pointing to the floor.
- b. Members noted and applauded the Butcher’s Row tenant for advertising the vacant shop units offer having accrued “thirty six shares,” eliciting four enquiries in one day.

Councillor Bushby requested that a standard wording be drafted and sent to each Committee member to share. Mrs Austin volunteered to script the wording.

- c. Mrs Austin questioned the availability of the Office / Shop Unit 28 and defined Market Hall areas for smaller “seminar” / “workshop” events.

The Chairman agreed to meet Mrs Austin, with the Clerk on site in the forthcoming week.

- d. Concern was raised that an advertisement on “the Voice” radio was promoting

markets at the Market Hall.

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

The Chairman thanked the Market Tenants for their attendance and contributions.

Proposed by Councillor Hawkins, 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: 7, Against: 0)

48. **CHAIRMAN’S REPORT**

There was no report.

49. **TENANT / TRADER**

a. Terminations / Applications.

The Clerk confirmed that 18 Butcher’s Row Shop Unit had been vacated but left spotless and to a very high standard by the outgoing tenants.

Members confirmed their desire to offer “short term,” “pop up” tenancies but strictly adhering to the same terms as all Butcher’s Row / Market Shop Tenants.

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

RESOLVED:

- i. To offer short term / pop up tenancies under the same terms as all Butcher’s Row / Market Shop tenants.**
- ii. Ms Haywood be offered a short term tenancy for 18, Butcher’s Row Shop Unit.**

(Vote – For: 7, Against: 0)

b. Tenant matters.

The Clerk confirmed receipt of payment in lieu of rental arrears.

Members considered a claim for damages.

Proposed by Councillor Mrs Hellyer, seconded by Councillor Bushby and

RESOLVED:

That a full and final settlement of the claim be made to the claimant and the Clerk continues to pursue the Council’s insurers, to cover the loss.

(Vote: For: 7, Against: 0)

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 8.10 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 12 September 2024

Number (All) ▾

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	06/08/2024	(blank)	RGB	Maintenance Items	83.37	16.68	100.05
2	08/08/2024	BSPM14	Triangle	Broadband / line	61.33	12.27	73.60
3		BSPM13	Vodafone	Phone charges	26.49	5.30	31.79
4	15/08/2024	(blank)	Tamar Trading	Maintenance Items	144.38	28.89	173.27
5		BSPM13	EDF (995)	Electricity	195.38	9.77	205.15
6	16/08/2024	(blank)	Bideford Cobblers and Keys	Key cutting	48.00		48.00
7	02/09/2024	(blank)	Vodafone	Phone charges	26.49	5.30	31.79
8	03/09/2024	BSPM13	Braddicks Furnishers Ltd	Flooring 50% payment	385.00	77.00	462.00
9	04/09/2024	(blank)	Nicholsons	Hygiene Items	160.38	32.08	192.46
10			SWW	Water / sewerage charges	106.03		106.03
11	09/09/2024	(blank)	Triangle	Broadband / line	61.66	12.33	73.99
12	12/09/2024	(blank)	Dormakaba	Maint contract renewal	364.00	72.80	436.80
13	02/08/2024	BSPM14	Morrisons	Hygiene Items	32.00	6.40	38.40
14	20/08/2024	(blank)	ScrewFix	Maintenance Items	14.97	2.99	17.96
15	22/08/2024	BSPM13	Ashton Electrical	Electrical repair	97.47	19.49	116.96
16			Braddicks Furnishers Ltd	Flooring 50% payment	385.00	77.00	462.00
17	28/08/2024	BSPM14	EDF (985)	Gas	7.25	0.36	7.61
18	30/08/2024	BSPM14	Llyds	Service Charges	33.70		33.70
19			Coastal Recycling	Waste removal	133.03		133.03
20			Devon Balustrad	Laminated glass window door	460.00		460.00
21	02/09/2024	BSPM15	TV Licence	(blank)	13.25		13.25
22			Mkt recharge	TC staff costs	3,482.36		3,482.36
23	Grand Total				6,321.54	378.66	6,700.20

Bank Balances at	12/09/2024	- Current Account	£	5,736.19
Bank Balances at	12/09/2024	- Deposit Account	£	44,813.11



BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 24 October 2024

Number (All)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	30/09/2024	BSPM17	Llyds	Service Charges	32.56		32.56
2			TDC	Premises Licence	70.00		70.00
3			Coastal Recycling	Waste removal	175.15		175.15
4	01/10/2024	BSPM18	TV Licence	(blank)	13.25		13.25
5			Mkt recharge	TC staff costs	3,482.36		3,482.36
6	02/09/2024	BSPM16	Vodafone	Phone charges	26.49	5.30	31.79
7	04/09/2024	BSPM15	Nicholsons	Hygiene Items	160.38	32.08	192.46
8			SWW	Water / sewerage charges	106.03		106.03
9	09/09/2024	(blank)	Triangle	Broadband / line	61.66	12.33	73.99
10	17/09/2024	(blank)	EDF (995)	Electricity	168.18	8.41	176.59
11	26/09/2024	(blank)	Bideford Cobblers and Keys	Key cutting	59.00		59.00
12	02/10/2024	(blank)	RGB	Maintenance Items	3.85	0.77	4.62
13	03/10/2024	(blank)	Tamar Trading	Maintenance Items	707.60	141.52	849.12
14			EDF (985)	Gas	18.99	0.95	19.94
15	04/10/2024	(blank)	J Fisher	8 x secure bldg	300.00		300.00
16		BSPM19	Vodafone	Phone charges	26.49	5.30	31.79
17	11/10/2024	(blank)	Realideas	Report Stage Payment	2,925.00	585.00	3,510.00
18	24/10/2024	(blank)	Lloyds	Service Charges	12.05		12.05
19	Grand Total				8,349.04	791.66	9,140.70

Bank Balances at	24/10/2024	- Current Account	£	9,711.28
Bank Balances at	24/10/2024	- Deposit Account	£	39,033.17

Pannier Market
Expenditure Against Budget

Agenda Item. 7a. + b.

<u>Income</u>	<u>Budget</u> 2024/25	<u>As At</u> 04/10/2024	<u>Budget</u> 2025/26
Market Stalls	4,000.00	-	
Market Shops	-	2,082.20	4,000.00
Butcher's Row	34,157.65	18,089.44	33,359.04
Perimeter shops	29,400.39	13,454.58	34,474.75
Deposits	-	1,552.00	
Other Events	10,886.65	6,879.62	8,000.00
Services	2,000.00	1,455.36	4,000.00
Interest On Investments	1,375.00	254.77	400.00
General Income	2,500.00	8,000.00	10,000.00
Total	84,319.69	51,767.97	94,233.79
Expenditure			
Re-charge	42,179.48	33,078.18	43866.66
Advertising	200.00	1,043.14	500.00
Equipment	2,000.00	2,163.25	4,000.00
Cleaning/Maintenance	20,000.00	15,881.81	20,000.00
Services	5,000.00	3,282.98	7,000.00
Bank Charges	475.00	255.00	475.00
Insurance/Rates/Rent	5,500.00	162.75	5,500.00
General (incl. Memberships)	2,575.00	641.95	2,575.00
Training	700.00	-	700.00
Promotions/ Special projects	5,500.00	1,215.00	3,500.00
Total	84,129.48	57,724.06	88,116.66
Balances			
Profit/(loss)	<u>190.20</u>	<u>- 5,956.09</u>	<u>6,117.13</u>
RoS	<u>0.2%</u>	<u>-11.5%</u>	<u>6.5%</u>

AHC

	Rent	4%	plus mdd	BR	Peri
9 (7)	£135.00	£5.40	£140	£ 983	£ 281
8	£216.00	£8.64	£225	£ 1,797	
1	£162.00	£6.48	£168		£ 168
1	£566.40	£22.66	£589		£ 589
4	£343.00	£13.72	£357		£ 1,427
1	£392.00	£15.68	£408		£ 408
				£ 2,780	£ 2,873
				£ 33,359	£ 34,475

Draft Budget