



BIDEFORD TOWN COUNCIL

Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 24 October 2024 at 6.360 pm

PRESENT:	North Ward:	Councillor D Bushby Councillor K Hind
	East Ward:	Councillor J McKenzie (substitute for Councillor Ms R Clarke) Councillor J Hellyer Councillor Mrs L Hellyer
	West Ward	Councillor T Inch (substitute for Councillor Mrs J Gubb) Councillor C Hawkins
	Market Complex	Mrs K Austin Mr P Jeffers
IN ATTENDANCE:		Mr R Coombes (Deputy Town Clerk) 1 x Tenant 2 x Public

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 Mrs Hellyer, seconded by Councillor McKenzie and

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

(Vote – For: 7, Against: 0)

50. **APOLOGIES FOR ABSENCE**

Councillors Ms R Clarke (South Ward – personal) and Mrs J Gubb (East Ward - personal).

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

There were no declarations of interest.

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

None.

53. **MINUTES**

Proposed by Councillor Mrs Hellyer and seconded by Councillor Hawkins, the Minutes of the Meeting held on 12 September 2024 were approved and signed as a correct record.

(Vote – For: 5, Abstention: 0, Against: 2)

54. **ACCOUNTS**

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

RESOLVED: That the lists of payments for 24 October 2024 be approved.

(Vote – For: 7, Against: 0)

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

- a. Bustling Market. Councillor J Hellyer had seen detail from a coach firm providing a two day visit to the area including RHS Garden Rosemoor and the Bideford Pannier Market.

The Clerk advised that SWEMS had agreed to run a “a bustling” Event on 24 June 2025.

- b. Real Ideas. The Interim Report was circulated to Members after the publication of the Agenda. The Town Clerk had negotiated a phased payment schedule, at the outset, based on both parties satisfaction (to mitigate any risk).

Members agreed to formally address the report at the next Meeting, on 5 December 2024, to resolve whether or not to commit to a further payment and commission the final element of the report, on the basis of what has been received to date.

- c. Net receipt payment. TDC’s “self-insurance,” insurers provided for a net payment of £240 (after excess deduction) following shop unit water damage.

56. **DRAFT BUDGET 2025/6**

The Chairman led Members to review the Rent element of the budget in the first instance.

- a. Rent Review.

Proposed by Councillor T Inch, seconded by Councillor Mrs L Hellyer and

RECOMMENDED: That a rental increase of two per cent be implemented effective 1 April 2025; the resultant tariffs are either rounded up, or down, to the nearest

pound. That each tenant / trader is advised accordingly.

(Vote: – For: 5, Against: 2, Abstention: 1)

b. Draft Budget 2025 – 2026.

Members previously had sight of the Draft Budget Document.

Members discussed and ascertained the elements that made up the budget.

Proposed by Councillor T Inch, seconded by Councillor Bushby and

RECOMMENDED: That the Draft Market Budget 2025/2026 be supported by the Council.

(Vote: – For: 6, Against: 1)

57. **TENANT / TRADER REPRESENTATIVE**

The Clerk stated that Mr Jeffers had advised that he “will be stepping back,” as a Representative for personal reasons.

To receive reports/requests:

- a. That the “eaves” of Butcher’s Row be cleaned as the Christmas Decorations are put in placed. Members concurred.
- b. Confirmation was given that at the Signing of the Lease element of the “Victorian / Frost Fair,” to be held on Saturday 14 December 2024, mince pies and “Market” mead would be distributed by the councillors / Civic Party.
- c. The Perspex boards normally present in the Market Place entrance of Butcher’s Row be reinstated. Members concurred.
- d. That the Notice Board cork is replaced, as previously agreed.
- e. That £150.00 from the “Special Projects,” budgeted fund is invested in new additional Christmas Decorations (that would be reused for the future). Members expressed their agreement.

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

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

Proposed by Councillor T Inch, 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)

59. **CHAIRMAN’S REPORT**

There was no report.

60. **TENANT / TRADER**

a. Terminations / Applications.

The Clerk advised that two very promising applications had been received for 13 /14 and 20 Butcher’s Row. Interviews have been arranged.

b. Tenant matters.

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

The Clerk provided detail of concerns raised by a Tenant questioning tenant business practices.

Members requested full sight of the correspondence with a view to consideration at the Meeting to be held on 5 December 2024.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.41 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:



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

<u>Income</u>	<u>Budget</u> <u>2024/25</u>	<u>As At</u> <u>24/10/2024</u>	<u>Budget</u> <u>2025/26</u>
Market Stalls	4,000.00	-	
Market Shops	-	2,394.60	4,000.00
Butcher's Row	34,157.65	19,088.44	32,717.52
Perimeter shops	29,400.39	14,667.58	33,811.78
Deposits	-	1,552.00	
Other Events	10,886.65	6,879.62	8,000.00
Services	2,000.00	1,552.17	4,000.00
Interest On Investments	1,375.00	287.94	400.00
General Income	2,500.00	8,238.01	10,000.00
Total	84,319.69	54,660.36	92,929.30
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	16,031.45	20,000.00
Services	5,000.00	3,370.80	7,000.00
Bank Charges	475.00	267.05	475.00
Insurance/Rates/Rent	5,500.00	162.75	5,500.00
General (incl. Memberships)	2,575.00	941.95	2,575.00
Training	700.00	-	700.00
Promotions/ Special projects	5,500.00	4,140.00	13,500.00
Total	84,129.48	61,198.57	98,116.66
Balances			
Profit/(loss)	190.20	- 6,538.21	- 5,187.36
RoS	0.2%	-12.0%	-5.6%

AHC

9 (7)

8

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	Rent	2%	plus ridd	BR	Peri
Single Unit	£135.00	£2.70	£138	£ 964	£ 275
Double Unit	£216.00	£4.32	£220	£ 1,763	
Store Room	£162.00	£3.24	£165		£ 165
Triple Shop	£566.40	£11.33	£578		£ 578
Shop front	£343.00	£6.86	£350		£ 1,399
Shop front + single unit	£392.00	£7.84	£400		£ 400
				£ 2,726	£ 2,818
				£ 32,718	£ 33,812

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