



BIDEFORD TOWN COUNCIL

Minutes of the Town Council Meeting held in the Town Hall, Bideford on

Thursday 23 January 2025 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby Councillor J Gordon Councillor K Hind Councillor D McGeough Councillor S Smith
	South Ward:	Councillor Ms R Clarke (Chairman) Councillor S Inch Councillor P Lawrence
	East Ward:	Councillor Mrs J Gubb Councillor J Hellyer Councillor Mrs L Hellyer
	West Ward:	Councillor C Hawkins Councillor M Taylor
IN ATTENDANCE:		Mr Paul Swan (Town Clerk) Mr R D Coombes (Deputy Town Clerk)

111. APOLOGIES FOR ABSENCE

Members noted the apologies received and reasons for absence from:

Councillor	J A	McKenzie
Councillor	T	Inch

No apologies and reasons for absence were received from:

Councillor	J	Craige
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112. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

No Declarations were proffered.

113. **PUBLIC PARTICIPATION SESSION**

There were no members of the public in attendance.

114. **MINUTES**

The Minutes of the Meeting held on 12 December 2024 were approved, and signed as a correct record.

(Vote – For: 10, Against: 0, Abstention: 3)

115. **ACCOUNTS**

To approve the payments listed.

It was proposed by Councillor S Inch, seconded and

RESOLVED: That the List of Payments be approved.

(Vote – For: 12, Against: 0, Abstention: 1)

116. **COMMUNICATION BROUGHT FORWARD ON THE DIRECTION OF THE MAYOR / TOWN CLERK**

The Mayor advised that Councillor Wilton-Love had not responded to requests to attend the Council Meeting.

Councillors McGeough and Hind explained his absence from the Meeting. Councillor Hind would restate, to Councillor Wilton-Love, the need to attend the Council, in the future, though.

The Town Clerk advised:

- a. That Torridge District Council (TDC) had risk assessed and declared it unsafe to attend the Town Hall flag pole.
- b. TDC had served Notice on the Council to vacate the Town Hall, within a few months, for roof and electrical works to be addressed. Offices will be provided at Riverbank House with the “Green House,” made available for Council Meetings.
- c. Further insurance monies had been received to refund expenditure on ceiling / floor damage at the Market (Shop Unit).
- d. The Rangers Facility will be formally opened on 31 January 2025; members are encouraged to attend.

117. **STAFFING, FINANCE AND GENERAL PURPOSES COMMITTEE**

Councillor Lawrence indicated that the Mayor’s vote should be recorded, “abstained.”

The Minutes of the Meeting held on 9 January 2025 were approved and adopted.

(Vote – For: 11, Against: 0, Abstention: 2)

118. **MARKET MANAGEMENT COMMITTEE**

The Minutes of the Meeting held on 16 January 2025 were approved and adopted.

(Vote – For: 12, Against: 0, Abstention: 1)

119. **PLANNING COMMITTEE**

The Minutes of the Meeting held on 8 January 2025 were approved and adopted.

(Vote – For: 12, Against: 0, Abstention: 1)

120. **TOURISM COMMITTEE**

Councillor Lawrence, who had not attended the Meeting, advised that the Cream Tea Festival would not take place (in 2025). He confirmed that the Jigsaw Festival remained set for an, as yet, unconfirmed date in October (2025).

The Minutes of the Meeting held on 21 January 2025 were approved and adopted.

(Vote – For: 12, Against: 0, Abstention: 1)

121. **DEVON COUNTY COUNCIL (DCC) (COUNCILLOR) REPORT**

Members had sight and noted the report provided by Councillor Mrs Hellyer.

Councillor Bushby thanked Councillor Mrs Hellyer for “a very good report.”

The Chairman provided Councillor Hind the opportunity to address members following Councillor Mrs Hellyer’s report, which had highlighted the Local Government Reorganisation.

He, with the Town Clerk, had visited the Town Clerk of Falmouth to discuss the Council’s experience following Cornwall becoming a unitary authority.

Staff levels had risen from seven to eighty five, the budget from £150,000 to £4,000,000 as a result of services and assets having been transferred from their former District to the Town Council.

The Band D (Council Tax) valuation is set at £400, which provides for the Council to run a number of operations that could otherwise have been sold – Art Gallery, Pavillion Theatre (4,000 members of the population voted for establishments to be retained, albeit at a cost). Parks, car parks, park benches had been taken on.

Councillor Hind indicated that approaches should be made to TDC to acquisition assets suggesting the Park, Market and car parks, as a means to prepare the way forward.

Councillor S Inch suggested the item should be established for future agendas to provide updates.

Discussion followed where Councillor Hind considered forming a Working Group that would make recommendation to S,F& GP. Councillor Mrs L Hellyer saw merit in succession planning highlighting the Park and Market (assets).

Councillor S Inch reiterated his belief that the Town Council was the appropriate forum as it affected the whole Town; Councillor Bushby agreed that there should be a standard agenda item but not on the (full) Town Council agenda.

122. **TORRIDGE DISTRICT COUNCIL – UPDATE**

Councillor Bushby advised:

- a. Operation Services Centre. Turf cutting week commencing 27 January and subsequent work commencement with a target completion October 2025 and full operation from January 2026.
- b. Quay Study. Hardisty Jones Associates (Economic Development Consultants) have been commissioned with stakeholder meeting to be held in the coming weeks.
- c. Levelling Up Partnership. “Final sign off” news anticipated, imminently. TDC to receive £10 million in February and £10 million in April to support a range of projects across the District.
- d. Town Hall. Preparation and groundwork has commenced.
- e. Devolution. Government to provide timetable for devolution and potential Local Government Reorganisation (week commencing 27 January).
- f. Playzones. Project preparation in place and awaiting final sign off from the Football Foundation before proceeding (including Pollyfield Site).
- g. (Refreshed) Estuary Strategy. Working to a June presentation (to Committee). The commercial and leisure use of the Estuary and Bideford Harbour / Port operation will be considered.

123. **BRIDGE TRUST**

Councillor Mrs Gubb briefed Members on Estate works, income, expenditure, charitable donations and grants figures.

The business of the meeting having been concluded the Mayor thanked the members for their attendance at the meeting which concluded at 6.57 pm.

Signature of Town Mayor:

Date:



BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting- 23 January 2025

Number (All)
Total2 (All)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	18/12/2024	BSTC33	Royal Hotel	Mayor's Allowance Contribution to Staff Meal	70.00		70.00
2	19/12/2024	(blank)	Post Office	Postage	11.65		11.65
3			D S Electrical	Xmas Light Install	25,000.00	5,000.00	30,000.00
4			Canva	Design Software	83.32	16.67	99.99
5		BSTC35	James Lee Electrical	M&E Fit out at Ranger Depot	2,622.80	524.56	3,147.36
6	24/12/2024	BSTC34	EDF (D513)	Xmas Lights, 14A	43.19	2.16	45.35
7	27/12/2024	BSTC34	Clarity Copiers	Copier Charges	38.23	7.65	45.88
8			Lloyds	Bank Charges	8.50		8.50
9	31/12/2024	BSTC34	RGB	Maintenance Items	312.15	62.42	374.57
10			Tamar Trading	Maintenance Items	1,956.04	391.21	2,347.25
11			Focus Group	Line / Broadband provision	57.68	11.54	69.22
12	01/01/2025	(blank)	Lloyds	Cashback	(3.56)		(3.56)
13		BSTC35	Market recharge	TC staff + Overhead	(3,482.36)		(3,482.36)
14	02/01/2025	BSTC35	Torridge District Council	T Hall Offices rent	313.72	62.74	376.46
15				T Hall Offices Service Charge	230.42	46.08	276.50
16	03/01/2025	(blank)	Amazon EU S.A.R.L. UK Branch	Prime Subscription	8.99		8.99
17		BSTC36	Bowdens Cleaning Services Limited	Office Cleaning	69.33	13.87	83.20
18			GD Ford Builders	Internal Walls New Depot	2,566.00	513.20	3,079.20
19	05/01/2025	(blank)	Amazon EU S.A.R.L. UK Branch	Fire Door Signage	15.00	3.00	18.00
20			Amazon EU S.A.R.L.	Window Restrictor	16.64	3.34	19.98
21				Fire Assembly Signage	8.74	1.75	10.49
22	07/01/2025	(blank)	BigDug	Lockers	595.35	119.07	714.42
23	08/01/2025	(blank)	Staff salaries inc Pension	SALARY	32,587.14		32,587.14
24			Value House Stores	Shelf and Mirror	67.73	0.00	67.73
25			Spotted Penguin	Signage For Depot	42.90	8.58	51.48
26			WH Smith	Pen Refill	4.99	1.00	5.99
27			O. Heap & Son (Derby) Limited	First Aid Kit	17.49	3.50	20.99
28	10/01/2025	(blank)	Wills Tree Services	Ford Wood	600.00	120.00	720.00
29			Allstar	Fuel	132.89	26.58	159.47
30			T Bartlett	Removal of fallen trre stump	136.00		136.00
31			Guild of Mace-Bearers	Subscription	10.00		10.00
32			Howdens Joinery Limited	Fire Door	630.70	126.14	756.84
33				Fittings	67.26	13.45	80.71
34			Ryzan Online Limited	Post Box	20.37	4.08	24.45
35		BSTC36	PWLB	Loan repayment	12,811.94		12,811.94
36	13/01/2025	(blank)	Bideford Cobblers and Keys	Engravings	45.00		45.00
37				Key Cutting	9.00		9.00
38			West of England Fire Protection Service Limited	Fire Extinguishers for Depot	396.50	79.30	475.80
39			Newbery Recycling Limited	Skip for Depot	403.73	80.75	484.48
40			Lidl	Toilet Roll	7.07	1.42	8.49
41	16/01/2025	(blank)	Lineal	Software renewal	165.18	33.04	198.22
42				Software Support	51.00	10.20	61.20
43	31/01/2025	(blank)	RGB	Maintenance Items	70.95	38.76	109.71
44			Tamar Trading	Maintenance Items	412.22	82.45	494.67
45	Grand Total				79,231.89	7,408.51	86,640.40

Bank Balances at 16/01/2025 - Current Account £ 41,350.82
 Bank Balances at 16/01/2025 - Deposit Account £ 127,156.70