

BIDEFORD TOWN COUNCIL



**Town Hall
Bideford
Devon
EX39 2HS**

Telephone:
Bideford (01237) 428938

Mr Paul Swan
Town Clerk & Responsible Financial Officer

Tuesday 10th September 2024

To: Members of the Tourism Committee

You are hereby summoned to attend a meeting of the **Tourism Committee** of the above-named Council to be held in the Council Chamber, Town Hall, on **Tuesday 17th September 2024 at 6.00 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.

A handwritten signature in black ink, appearing to read 'Paul Swan'.

Paul Swan
Town Clerk

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 Tuesday 6 August 2024 as a correct record. Dist. with
TC Agenda
5. To receive costings and debrief on Chudleigh Picnic and, if appropriate, recommend to Council any actions required. Encl.

6. To update, discuss ideas further and made decisions for VE 80 Day and, if appropriate, recommend to Council any actions required.
7. To update on the ideas put forward at the previous meeting and, if appropriate, recommend to Council any actions required. Encl.
8. Date of next meeting.

MEMBERS OF THE TOURISM COMMITTEE

Councillors: Ms R Clarke (Town Mayor), D Bushby, J Gordon, Mrs J Gubb (Chairman), C Hawkins, K Hind, P Lawrence.

(Please note, all the agenda items read: to give consideration to recommending....., as this Committee does not have delegated authority and all outcomes will be recommendations to Full Council)

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.



BIDEFORD TOWN COUNCIL

Minutes of the Tourism Committee Meeting

held in the Council Chamber, Town Hall

Tuesday 6th August 2024 at 6.00 pm

PRESENT:	East Ward:	Councillor Mrs J Gubb
	South Ward:	Councillor Ms R Clarke (Town Mayor)
	North Ward:	Councillor D Bushby Councillor J Gordon Councillor K Hind
	West Ward:	Councillor P Lawrence Councillor C Hawkins
IN ATTENDANCE:		Mrs L Dixon-Chatfield, Town Clerk's Asst

017 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

None.

018 **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

There were no declarations of interest received at this point in the meeting.

019 **PUBLIC PARTICIPATION SESSION**

There were no members of the public in attendance.

020 **MINUTES**

Proposed by Councillor P Lawrence and seconded by Councillor Ms R Clarke, the minutes of the meeting held on 25th June 2024 were approved and signed as a correct record.

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

021 **TO DE-BRIEF ON BIDEFORD'S GOT TALENT.**

The Chairman drew member's attention to the Financial Analysis (which forms part of these minutes) and they discussed the figures. They had also received a de-brief sheet with items to be discussed for next year's event. From this they concluded:

- More improvement is required on the backdrop ie the panels providing the "corridor" for contestants to enter the stage. Some sort of covering is required to make it look less industrial.
- They agreed that big generic banners are needed for outside the Pannier Market, not necessarily just for this event but designed so that they show an event is on in the Pannier Market Hall that has been organised by this Council. There needs to be a blank space that can have the event and date added.
- They agreed that an adjustment with the lighting is necessary, whilst it was an improvement on last year, more "fine-tuning" was needed. Councillor Lawrence suggested that Mr Clark from Up Close Theatre would be a good person to assist as he has extensive experience in stage lighting.
- Members discussed the age categories which this year were 13 years and
- under, 14 years and over. They agreed to keep them as they are for next year.
- Members did not see the need for skirting around the stage but were interested in looking at the costings of purchasing a modular stage, for this and other events in the Pannier Market.

Members were very pleased with how the event had run and had received positive feedback. They all agreed, however, that whoever is invited in to run the bar will need to be asked for a donation to the event. Councillor Bushby made a suggestion of the Council running its own bar.

The Chairman pointed out that the allocated budget had been £3,500 and that there had been a clear underspend. All members agreed and discussed the allocation of funds for providing entertainment for the Town.

The Clerk notified members that she had sent out seven letters to larger businesses to request a donation for sponsorship; she had received two donations. The Chairman pointed out that perhaps the timing was wrong and that the letters need to go out earlier as businesses do receive requests for other Town events.

Councillor Hind and Councillor Ms Clarke both wished to formally recognise that the event was very well organised and came under budget. They congratulated the organising team.

022 **TO UPDATE ON CHUDLEIGH PICNIC.**

The Chairman reminded members that the event date is Sunday 1st September from 12.30pm until 4.30pm. She requested that as many members as possible help in setting up. This would be from 10.30am.

The Clerk gave a brief history on how the event was started (to celebrate 100 years of the Chudleigh Memorial) and Councillor Bushby added that this was an event essentially for East the Water residents, although not exclusively.

The Clerk advised that the portaloos were booked and would arrive on the Friday, the Rangers would secure them into the same positions as before and they would be collected on the Monday. The Rangers would also provide wheelie bins which would be labelled for rubbish/recycling as necessary.

Booked are:

- North Devon Hog Roast
- Hockings Ice Cream van
- Splat the Rat
- Bideford Youth Pipe Band
- Swiss Miss Bakes
- Burton Activity
- Up Close radio providing background music and PA

The Clerk would make sure there were vouchers for the ice creams and would arrange for flyers to be delivered to the immediate neighbourhood outlining that there would be activity in the Chudleigh Fort park area.

Members discussed a “wet weather contingency” and asked the Clerk to contact ND Hog Roast (as this is the highest expense of the event) to find out more.

The Chairman concluded that the event is a really nice, relaxed afternoon and looked forward to seeing her fellow members there.

023 **TO DISCUSS IDEAS FOR VE DAY 80 BEACON LIGHTING (8TH MAY 2025).**

Members noted the ideas already put forward from the previous meeting and the Chairman called upon them for further ideas or expansion of those put forward.

The Clerk gave a very brief explanation of the Beacon Lightings (historically) for the benefit of a “new to Tourism Committee” member.

The Chairman pointed out that she personally favoured using the Pollyfield Centre again as they have all the facilities and are a big space. She added, that with more improvements being made to the Centre, it could be an even better venue next year.

Members discussed an idea to hold the event in the Pannier Market and light the Beacon on one end or the other of Longbridge, but logistically this could be very difficult, if indeed possible with permissions required from Highways.

Councillor Bushby noted the idea of using the Pannier Market and added that this was a good space that would be of no cost. He also noted that the Pollyfield Centre had done an excellent job for D-Day 80, so either venue would be good. There was as much to see of the Beacon itself from Pollyfield as from the Pannier Market. It was more about facilities. The Pannier Market would require a lot of organising which could fall flat on its face whereas the Pollyfield Centre is less work and easy to organise.

Members asked if it would be possible that the Pollyfield Centre would let the Council have the space for no charge at all. For D-Day there had been some charges. The Chairman said they could be approached.

They also considered making up banners ready for the event.

The Chairman suggested that a decision is made at the next meeting as time would soon start slipping away.

024 **TO DISCUSS IDEAS FOR OTHER EVENTS**

The Chairman invited members to put forward ideas:

- A Tractor Run (Councillors Gordon & Bushby)
- Jigsaw Puzzle Day/Event – (Councillor Lawrence)
- Cream Tea Festival
- Toy Fair
- Railway Festival & Model Train Event (Councillors Bushby & Hind)

025 **SET DATES FOR BIDEFORD FAIR, BIDEFORD'S GOT TALENT AND CHUDLEIGH PICNIC FOR 2025**

The Chairman requested that the dates be set for the Tourism Committee led events. The Clerk explained that the Mayor's Parade had already been agreed to be integrated into Bideford Fair in 2025 – on 7th June.

Members set the dates as follows:

Bideford Fair/Mayor's Parade – Saturday 7th June 2025

The Clerk has pencilled in this date with Torridge District Council and will contact them to confirm.

Members agreed that SWEMS be invited to organise the Bideford Fair side of the event as previously done.

Bideford's Got Talent

Members agreed that Auditions would take place on Friday 18th July 2025 with the Finals on Friday 25th July. They further agreed that SWEMS be invited to organise the event.

Chudleigh Picnic

Members agreed Sunday 31st August 2025.

026 **DISCUSS DESIGN FOR PORT MEMORIAL DECORATIVE BED 2025**

Members felt that the theme of VE-80 should be the design for the Port Memorial Bed. The Clerk showed them the basic logo and they agreed to work on that as the flower bed with a backboard with a similar message to the D-Day-80 design, using the information in the Beacon Lighting guide from the Pageant Master.

The Clerk agreed to get costings.

027 **DISCUSS SUPPORTING THE PROVISION OF PRIZES FOR A TOWN CHRISTMAS EVENT**

The Chairman asked the Clerk to explain, who briefed members on the Town Christmas Event on 14th December involving the Town Centre and the Pannier Market with a Food Festival in the Market Hall, street entertainment in the Town Centre and involvement of the Traders. Main details are yet to be confirmed but the Town Clerk had requested that this Committee discuss the provision of prizes for a Christmas Window Display competition.

Members unanimously felt that this type of competition is already covered with trophies that are awarded at the Mayor’s Introduction each year and that it would be a duplication. They therefore felt that this Council could not support the provision of prizes for a trader’s event.

Proposed by: Councillor Bushby and seconded by Councillor Lawrence, and

RECOMMENDED: That the event is not financially supported by this Council.

(Vote: For: 7, Against: 0)

028 **DATE OF THE NEXT MEETING**

The Chairman informed members that the next meeting would be Tuesday 17th September 2024 at 6.00pm.

The business of the meeting having been completed, the Chairman thanked the members for their attendance, and the meeting concluded at 7.25 pm.

Signature of Town Mayor:Date:

Signature of Chairman:Date:



Bideford's Got Talent Financial Analysis

Agenda Item 5

	Actual	Budget	Variance	Explanation
Income				
Cash	455.00	500.00	45.00	
Credit Card	49.13	-	(49.13)	
Total Income	504.13	500.00	(4.13)	
Revenue Expenditure				
Indirect Labour	337.50	-	(337.50)	
Direct Labour	675.00	-	(675.00)	
Sound and Lighting	350.00	-	(350.00)	
Security	204.00	-	(204.00)	
Prizes	350.00	-	(350.00)	
SWEMS	697.62	-	(697.62)	
Stage	75.00	-	(75.00)	
General	-	3,500.00	3,500.00	
Total Income	2,689.12	3,500.00	3,425.00	
Profit / (Loss)	(2,184.99)	(3,000.00)	(815.01)	

Notes:-

Set up worked better for:

- Changing rooms
- Stage
- Judges table, sound & light, broadcast siting
- No access to Butcher's Row
- Bar

Items to discuss for next year:

- Increase footfall via improved marketing
- More improvement on the backdrop ie the panels
- Skirting for bottom of the stage – banner style BGT or BTC or plain
- Re-visit age category
- Big banners to go outside the Pannier Market building – banners that can have the dates changed on them.
- S&L would like to work on the lighting
- Push for More Contactless Payment -Cheaper easier and more secure.



Chudliegh Fort Picnic Financial Analysis

Agenda Item 5

	Actual	Budget	Variance	Explanation
Income				
Cash	-	-	0.00	
Credit Card	-	-	0.00	
Total Income	-	-	0.00	
Revenue Expenditure				
Indirect Labour	337.50	-	(337.50)	
Direct Labour	150.00	-	(150.00)	
Licence TDC	-	-	0.00	
Hog Roast	1,650.00	-	(1,650.00)	
Sweets	100.00	-	(100.00)	
Ice Cream (estimate)	270.00	-	(270.00)	
	-	-	0.00	
General	-	3,000.00	3,000.00	
Total Income	2,507.50	3,000.00	3,000.00	
Profit / (Loss)	(2,507.50)	(3,000.00)	(492.50)	

Notes:-

Set up worked better for:

Items to discuss for next year:

- Queue times for serving food 1:30 - 2:00 Hours
- Lack of other stalls for interest

EVENT IDEAS PUT FORWARD AT LAST MEETING

The Chairman invited members to put forward ideas:

- A Tractor Run (Councillors Gordon & Bushby)
- Jigsaw Puzzle Day/Event – (Councillor Lawrence)
- Cream Tea Festival
- Toy Fair
- Railway Festival & Model Train Event (Councillors Bushby & Hind)

Members would update at next meeting