

## BIDEFORD TOWN COUNCIL



**Town Hall  
Bideford  
Devon  
EX39 2HS**

Telephone:  
Bideford (01237) 428938

Mr Paul Swan  
Town Clerk & Responsible Financial Officer

Tuesday 22<sup>nd</sup> October 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 29<sup>th</sup> October 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.

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 17 September 2024 as a correct record. Dist. with TC Agenda
5. To debrief on Clean Up Day and set a date to coincide with the Great British Spring Clean / Keep Britain Tidy campaign and, if appropriate, recommend to Council any actions required. Enc.

6. To update on VE 80 Day and, if appropriate, recommend to Council any actions required.
7. To update on events for 2025 (Bideford Fair / BGT / Chudliegh Picnic) and, if appropriate, recommend to Council any actions required. Enc.
8. To set the budget for events for 2025/2026 and, if appropriate, recommend to Council any actions required. Enc.
9. To discuss and resolve on method to advance the two Twinning applications put forward by the Town Council.
10. 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 17<sup>th</sup> September 2024 at 6.00 pm**

**PRESENT:** East Ward: Councillor Mrs J Gubb (Chairman)

South Ward: Councillor Ms R Clarke (Town Mayor)

North Ward: Councillor D Bushby  
Councillor J Gordon

West Ward: Councillor P Lawrence  
Councillor C Hawkins

**IN ATTENDANCE:** Mrs L Dixon-Chatfield, Town Clerk’s Asst

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

Councillor K Hind (North Ward) – personal

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

No declarations were given at this point in the meeting.

031 **PUBLIC PARTICIPATION SESSION**

There were no members of the public present.

032 **MINUTES**

Proposed by Councillor Lawrence and seconded by Councillor Bushby that the minutes of the meeting held on 6<sup>th</sup> August 2024 were approved and signed as a correct record.

(Vote – For:5, Against: 0)

033 **TO DE-BRIEF ON CHUDLEIGH PICNIC.**

Members received the post event analysis and queried the Indirect/Direct Labour entry, asking what it was for and why it is included. They noted the comments that had been made in the analysis and agreed that the queue for the food was slow moving. They also noted that there were fewer stalls than last year.

The Chairman pointed out that the event was designed to be an afternoon where people could meet and relax, and the Councillors could mingle with everyone. She was cautious for it not to be on the scale of Bideford Fair.

Members agreed that the main point of the event was to bring the ETW community together and show that this Council provides for them as well as the West side of Bideford – the Chairman pointed out that there had been much criticism in the past of this happening.

Members discussed the food offering for next year and agreed that it would be good to provide something hot but that it was time for a change. After some discussion a BBQ was agreed, on a commercial scale. The Chairman and Councillor Bushby would make enquiries.

Overall members agreed that the event was relaxed and enjoyable, with the weather being kind. Members had a brief discussion on contingency plans should the weather be poor next year and considered purchasing or hiring a large gazebo but decided against the idea as bad weather will not encourage attendance.

034 **TO DISCUSS IDEAS FOR VE DAY 80 BEACON LIGHTING (8<sup>TH</sup> 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 regarding the venue. They discussed using the Pannier Market, as it is a Council venue, and making the evening about a Bring and Share supper with tables set up in a street party style. With a bar, food outlets, music and a dance floor, it was a strong contender although there would be costs involved ie hire of the Hall, costs for the Rangers to help with setting up, decorating and then re-setting the Hall.

Members then discussed the Pollyfield Centre and the hard work the volunteers had put in to make it a success. There had been some doubt over the charges and this was in the process of being resolved by the Chairman with the Pollyfield Committee. Members discussed which venue to use and were encouraged to make a decision as plans needed to be put in place as a matter of high importance.

The Chairman asked members if they were ready to vote on which venue to use.

Proposed by: Councillor Mrs Gubb, seconded by Councillor Lawrence and

**RECOMMENDED: That the VE Day 80 Beacon Lighting is held at the Pollyfield Centre on 8<sup>th</sup> May 2025. Subject to costs being agreed.**

(Vote: For: 4, Against: 2)

The Clerk advised members that there had been an update in the plans and that the event would include everyone singing “I vow to thee my country” at 9.30pm. She suggested

that perhaps Choirs could be introduced and she would be in contact with the St Mary's Church Choir leader who also leads the youth Choir, "The Treblemakers".

Members agreed that the Pipes and Drums be invited as well as the Town Band. The Clerk asked about further entertainment, as The Liberty Sisters had been pre-booked elsewhere immediately after D-Day 80. Councillor Bushby suggested Tamsin Ball, who had been involved in a previous Beacon Lighting. The Clerk agreed to contact Miss Ball.

## 035 TO DISCUSS IDEAS FOR OTHER EVENTS

The Chairman asked for updates on the ideas put forward at the last meeting:

### **Tractor Run (2025) - Town Centre**

Councillor Gordon suggested that this would need to be held nearer to Christmas but it was too late to organise for this year.

Councillor Bushby had a contact who has a vintage tractor – he would make enquiries. He pointed out that this would probably be less than a Farmer's event and more of a Collector's Event.

Members discussed a date and the start / finish. No road closure was necessary. There would be a prize for the Best decorated and lit tractor. Other categories could be introduced as plans progressed.

Members all agreed that this type of event, whilst spectacular, was not enough on its own and would need to be part of another event taking place in the Town Centre. Indeed, the participants would want it to be part of another event. Perhaps a Late Night Shopping evening which could, with the Tractor Run, encourage Traders to organise an event.

### **Jigsaw Puzzle Day/Event (2025) - Pannier Market**

Councillor Lawrence advised that he has access to the contacts of the group who had organised the Torrington event. He would need to contact manufacturers of puzzles and a competition would be good for the fastest puzzler – sponsored by the manufacturer. Puzzlers would pay to enter and the takings be donated to the Mayor's Charity.

Councillor Lawrence suggested that the first Sunday in October would be a suitable time to hold the event. He would update the Committee further.

### **Cream Tea Festival (2025) - Pannier Market**

Councillor Lawrence felt that this event should be expanded from Cream Tea Festival to Afternoon Tea and Cream Tea Festival, this would make a bigger and more interesting event. To be held the third weekend in May.

He would look at what had been organised before, when the event was cancelled due to Covid.

**Toy Fair – Pannier Market**

Councillor Lawrence had been speaking with the owner of Hadoken, a Games and Cosplay outlet in Market Place, who was keen to put on an event of this type. The third week of November had been discussed.

**Railway Festival & Model Train Event**

Councillor Bushby had spoken with one contact who has Model Railway interests and would speak with another in Bideford as well as Tim Steer of the Northern Devon Railway Development Alliance.

036 **DATE OF THE NEXT MEETING**

The Chairman informed members that the next meeting would be Tuesday 29<sup>th</sup> October at 6.00pm.

The business of the meeting having been completed, the Chairman thanked the members for their attendance, and the meeting concluded at 6.55 pm.

Signature of Town Mayor: .....Date: .....

Signature of Chairman: .....Date: .....



AGENDA ITEM 5 – CLEAN UP DAY

Link to Great British Spring Clean

<https://tinyurl.com/yh53366y>

## **IDEAS WORK IN PROGRESS FROM LAST MEETING**

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## TOURISM BUDGET FY25/26

	Budget FY24/25	Actual YTD	Forecast	Var. To Forecast Fav/(Unfav)	Suggested Budget FY25/26	Notes
Bideford Fair	3,500.00	3,471.99	3,471.99	28.01	4,000.00	Last Year Spend + 15% Contingeny
D-Day 80	3,500.00	2,708.00	2,708.00	792.00	3,500.00	VE Day 80 Celebration
Port Memorial Decorative Bed	1,500.00	1,218.20	1,218.20	281.80	0.00	Moved to SFGP as one Floral Quote
Bideford's Got Talent	3,000.00	2,507.50	2,507.50	492.50	2,875.00	Last Year Spend + 15% Contingeny
Cudliegh Picnic	3,000.00	2,630.00	2,630.00	370.00	3,000.00	Change of Supplier
Other	1,000.00	-	-		0.00	Not Required - Balance as FY24/25 Budget did not Add Up
	<u>15,500.00</u>	<u>12,535.69</u>	<u>12,535.69</u>	<u>2,964.31</u>	<u>13,375.00</u>	