



BIDEFORD TOWN COUNCIL

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

Thursday 16 May 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor K Bines Councillor D Bushby Councillor J Gordon Councillor K Hind Councillor D McGeough
	South Ward:	Councillor S Inch Councillor Ms R Clarke Councillor P Lawrence
	West Ward:	Councillor A T Inch Councillor C Hawkins Councillor M Taylor
	East Ward:	Councillor J Craigie Councillor Mrs J Gubb Councillor J Hellyer Councillor Mrs L Hellyer Councillor J A McKenzie
IN ATTENDANCE:		Mr Paul Swan (Town Clerk) Mr R D Coombes (Deputy Town Clerk) Mrs L Dixon-Chatfield (Town Clerk's Assistant) 6 x Member of the Public

1. ELECTION OF TOWN MAYOR

Proposed by Councillor McGeough, seconded by Councillor T Inch that Councillor S Inch be elected to fill the role of Town Mayor. (Vote: - For: 6.)

Proposed by Councillor Craigie, seconded by Councillor Hind that Councillor Ms Clarke be elected to fill the role of Town Mayor. (Vote: - For: 9.)

RESOLVED: That Councillor Ms Clarke is appointed Town Mayor for the Civic Year 2024/2025.

ORDER OF BUSINESS

The Chairman directed that the Meeting moved to Agenda Item 3 to allow for the Declaration of Acceptance of Office to be prepared for signature.

2. ELECTION OF DEPUTY TOWN MAYOR

Proposed by Councillor Ms Clarke, seconded by Councillor McKenzie that Councillor Lawrence be elected to fill the role of Deputy Town Mayor. (Vote: - For: 16.)

RESOLVED: That Councillor Lawrence is appointed Deputy Town Mayor for the Civic Year 2024/2025.

3. APOLOGIES FOR ABSENCE

N/A.

4. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Councillor Bines non-pecuniary interest in agenda item 14.c.5a.1 19.ii. (Handy Cross Allotment Site, Allotment Holder).

5. PUBLIC PARTICIPATION SESSION

Mr T Steer, the ACE Rail campaign lead and vice chair for the Tarka Rail Association thanked the outgoing mayor, Councillor McKenzie for all his support for the ACE Rail campaign.

He advised that the ACE Rail campaign has been absorbed into the newly formed Northern Devon Railway Development Alliance as a transport project.

Mr Steer extolled the virtues of investing into the national rail network to stimulate the (local) economy.

A further member of the public questioned why the Citizens' Award item was scheduled for consideration in Part II.

The Town Clerk explained the confidential nature of the item.

6. MINUTES

The Minutes of the Meeting held on 4 April 2024 were approved and signed as a correct record.

(Vote – For: 13, Against: 0, Abstention: 3)

7. DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Ms Clarke expressed appreciation to her fellow members, gave thanks to Councillor and Mrs McKenzie for their tenure and resolved to promote the Office of Mayor and Town; she assumed the Chair having made (and signed) her Declaration of Acceptance of Office.

8. **ACCOUNTS**

To approve the payments listed.

It was proposed by Councillor T Inch, seconded and

RESOLVED: That the List of Payments be approved.

(Vote – For: 16, Abstention: 0)

9. **TO CONSIDER AND APPROVE THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDED 31ST MARCH 2024**

It was proposed by Councillor Bushby, seconded by Councillor T Inch, and

RESOLVED: That the Annual Governance Statement for the year ended 31st March 2024 is approved.

(Vote – For: 16, Against: 0)

10. **TO CONSIDER AND APPROVE THE ACCOUNTING STATEMENTS WITH THE ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2024**

It was proposed by Councillor Bushby, seconded by Councillor T Inch, and

RESOLVED: That the Accounting Statements with the Annual Return for the year ended 31st March 2024 is approved.

(Vote – For: 16, Against: 0)

11. **GENERAL POWER OF COMPETENCE**

The Town Clerk advised Members that providing the specific criteria was met the General Power of Competence enabled Councils to act in a manner that a regular person could. Formerly Councils would have to use statutory powers provided by the Local Government Act 1972.

Councillors considered section 8 of the Localism Act 2011

Proposed by Councillor Bushby, seconded by Councillor Craigie, and

RESOLVED: That, in accordance with the Localism Act 2011, Section 8, as set out in the Statutory Instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Bideford Town Council hereby considers itself an ‘eligible council’ having met the following criteria:

- **At the time of this resolution two thirds of the members of the Council have stood for election.**
- **The Clerk holds the Certificate in Local Council Administration (CiLCA), which includes Section 7 of CiLCA 2012.**

(Vote for: 16, Against: 0)

12. **COMMUNICATION BROUGHT FORWARD ON THE DIRECTION OF THE MAYOR**

The Town Clerk advised:

Market Management Committee Meeting. Thursday, 23 May 2023 Council Chamber 6.30 pm
(please collect agendas from the Deputy Town Clerk at the end of the Meeting).

13. **APPOINTMENT TO COMMITTEES, WORKING GROUPS**

a. Staffing, Finance & General Purposes Committee

Town Mayor, Deputy Town Mayor, Bushby, Mrs Gubb, Mrs L Hellyer, S Inch, T Inch, McGeough and McKenzie.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

b. Market Management Committee

Town Mayor, Councillors Bushby, Mrs Gubb, Hawkins, Hind, J Hellyer and Mrs L Hellyer

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

c. Planning Committee

Town Mayor, Councillors Bines, Gordon, Mrs L Hellyer, S Inch, McKenzie and Taylor.

It was proposed by Councillor Bines, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

d. Tourism Committee

Town Mayor, Councillors Bushby, Gordon, Mrs J Gubb, Hawkins, Hind and Lawrence.

It was proposed by Councillor Mrs Gubb, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

e. Allotments Committee

Town Mayor, Councillors Craigie, Mrs Gubb, K Hind, T Inch, S Inch and J McKenzie.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

f. Decarbonisation and Environment Committee

Town Mayor, Councillors Bines, J Craigie, Gordon, Mrs J Gubb and McKenzie.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

g. Levelling Up Working Group

Town Mayor, Councillors Bines, Craigie, Gordon, Hawkins, Mrs L Hellyer, J Hellyer, Hind, Lawrence and McKenzie.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 15, Against: 1)

h. Grievance / Disciplinary / Complaints Panel

Deputy Town Mayor, Councillors Bushby, T Inch and McKenzie.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

i. Personnel Appeals Panel

Town Mayor, Councillors J Craigie, Hawkins and S Inch.

It was proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

j. Emergency Planning Working Group

Town Mayor, Councillor J Craigie.

It was proposed by Councillor Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

Note: The Committee Voting Summary and “Excess Member Voting Forms” for the originally over subscribed S,F&GP and Tourism Committees are attached and form part of these Minutes.

14. **APPOINTMENT OF INTERNAL AUDITOR OF ACCOUNTS**

Proposed by Councillor Bushby, seconded and

RESOLVED: That Councillor Craigie is appointed Internal Auditor of Accounts for the financial year 2023/24.

(Vote – For: 14, Against: 2)

15. **APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

The Deputy Town Clerk advised the Members that in the past they had voted en bloc following the appointing of representatives to Outside Bodies; it was found to ease the process.

Bideford & District Community
Archive Council:

Town Mayor
Deputy Mayor
Councillor T Inch
Councillor Mrs Gubb

Bideford Bridge Trust:

Town Mayor
Councillor McKenzie (Nov 24)
Councillor Mrs Gubb (Jul 24)
Mrs S Langford (Jul 25)

Bideford Twinning Association:

Town Mayor
Councillor McKenzie

Bideford Regatta Committee:

Town Mayor
Councillor Lawrence

Bideford Town Band
Management Committee

Councillor S Inch

Citizens Advice Bureau:

Councillor Craigie

DALC County Committee:

Councillor Hind

DALC Larger Councils Sub-Cttee:

Councillor Hind

Pollyfield Community Association:	Councillor Mrs J Gubb
Bideford Bay Children’s Centre:	Councillor Craigie
Taw/Torridge Estuary Forum:	Councillor Ms Clarke
UNESCO Biosphere Champion:	Councillor J Craigie
Snow Warden:	Councillors K Hind, S Inch and McKenzie
Bideford Town Centre Partnership	Town Mayor Councillor Bushby
Fire Liaison:	Councillor Mrs L Hellyer
Police Liaison	Councillor Mrs L Hellyer
One Atlantic	Councillors Hawkins
West Croft School Governors Board	Councillors Taylor

Proposed by Councillor Ms Clarke, seconded and

RESOLVED: That Councillors are appointed as stated.

(Vote – For: 16, Against: 0)

16. **CIVIC YEAR 2024/2025 MEETINGS AND FUNCTION DATES**

The Members noted the content of the document, which was circulated with the agenda.

Proposed by Councillor Ms Clarke, seconded and

RESOLVED: The dates of meetings and functions for the Civic Year 2024/2025 are approved.

(Vote – For: 16, Against: 0)

17. **INSPECTION OF THE DEEDS AND TRUST INVESTMENTS IN THE CUSTODY OF THE COUNCIL**

The Town Clerk drew the Members’ attention to the deeds and documents held by the Council and invited Members to make arrangements with the Town Clerk to inspect them and the trust investments at an appropriate time.

18. **MARKET MANAGEMENT COMMITTEE**

Members indicated their desire to revisit and resolve upon Minute 118.b. – Tenant matters / debt recovery – at the next Meeting to be held on Thursday, 23 May 2024.

The Minutes of the Meeting held on 18 April 2024 were approved and adopted.

(Vote – For: 12, Against: 0, Abstention: 4)

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

The Minutes of the Meeting held on 2 May 2024 were approved and adopted.

(Vote – For: 14, Against: 0, Abstention: 2)

20. **TOURISM COMMITTEE**

The Minutes of the Meeting held on 14 May 2024 were approved and adopted.

(Vote – For: 15, Against: 0, Abstention: 1)

21. **PLANNING COMMITTEE**

a. The Minutes of the Meeting held on 24 April 2024 were approved and adopted.

(Vote – For: 14, Against: 0, Abstention: 2)

b. The Minutes of the Meeting held on 15 May 2024 were approved and adopted.

(Vote – For: 14, Against: 0, Abstention: 2)

22. **TORRIDGE DISTRICT COUNCIL – UPDATE**

Councillor Bushby advised that the AGM (Annual General Meeting) will be held at Caddsdawn on Monday, 20 May 2024; all are welcome to attend.

23. **BRIDGE TRUST**

Councillor McKenzie briefed Members on the income, expenditure, charitable donations and grants figures.

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

Proposed by Councillor McKenzie, 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: 16, Against: 0)

25. **CITIZENS AWARD**

The Members discussed the nominations received for the Citizen's Award.

Proposed by Councillor Bushby, seconded and

RESOLVED: That three nominations received for the Citizen’s Award are each recognised and awarded accordingly.

(Vote For: 16, Against: 0)

The business of the meeting having been concluded the Mayor thanked the members for their attendance at the meeting which concluded at 8.09 pm.

Signature of Town Mayor: Date:

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BIDEFORD TOWN COUNCIL - Accounts for approval at theTown Council Meeting - 16 May 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
07/05/2024	(blank)	MS Auto Repairs	MOT - Renault	35.00		35.00
		Tamar Trading	Maintenance Items	67.40	13.48	80.88
08/05/2024	(blank)	D S Electrical	Unit 13 Daddon Court	1,200.00		1,200.00
		EDF	Decorative Lighting, Bideford Quay	369.48	73.90	443.38
		Just Office	Stationery	63.82	12.77	76.59
24/05/2024	(blank)	Staff salaries inc Pension / HMRC	PAYE/NI/SALARY	28,150.68		28,150.68
		Allowances	Councillor Allowances	4,494.00		4,494.00
15/05/2024	(blank)	Lineal	Microsoft 365 x 1 User	5.88	1.18	7.06
		SLCC	Membership Fee - Town Clerk	416.00		416.00
		Acom	Seasonal worker	741.60	148.32	889.92
		Zonkey	Website rebuild stage 2	1,172.50	234.50	1,407.00
9/5/2024	(blank)	Post Office	Stamps	3.05		3.05
16/05/2024	(blank)	ACE Shelters	Manufacture install taxi shelter	4,035.00	807.00	4,842.00
		DVLA	Renalult	335.00		335.00
		Coop	Refreshments	3.54	0.71	4.25
Grand Total				41,092.95	1,291.86	42,384.81

Bank Balances at	5/16/2024	- Current Account	£	37,851.45
Bank Balances at	5/16/2024	- Deposit Account	£	585,000.00

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MINUTE 13 - APPOINTMENT TO COMMITTEES, WORKING GROUPS SUMMARY FORM

		S,F&GP	Market	Planning	Tourism	Allocments	Decarbonisation	Levelling Up Working Group	Personnel Appeals Panel	Grievance & Disciplinary Panel	Emergency Planning Working Group	
Cllr K Bines				X			X	X				13
Cllr D Bushby		X	X		X					X		
Cllr J Gordon				X	X		X	X				
Cllr K Hind			X		X	X		X				
Cllr D McGeough		X										
Cllr R Clarke	MAYOR	X	X	X	X	X	X	X	X		X	
Cllr P Lawrence	DEPUTY MAYOR	X			X			X		X		
Cllr S Inch		X		X		X			X			
Cllr C Hawkins			X		X			X	X			
Cllr T Inch		X				X				X		
Cllr M Taylor				X								
Cllr J Craigie						X	X	X	X		X	
Cllr J Gubb		X	X		X	X	X					
Cllr L Hellyer		X	X	X				X				
Cllr J Hellyer			X					X				
Cllr J McKenzie		X		X		X	X	X		X		
TOTAL Subscribed		9	7	7	7	7	6	10	4	4	2	
Total per S.O.		9	7	7	7	7	7					
Mayor - Mandatory		1	1	1	1	1	1					
Deputy Mayor - Mandatory		1	0	0	0	0	0					
Over/(Under Subscribed)		0	0	0	0	0	(1)					

KEY:
X = Proposed

Primary C'ttee	North Ward
Secondary C'ttee	South Ward
Tertiary / W Grp	Vest Ward
	East Ward

EXCESS MEMBER VOTING FORM

S,F&GP					
		For	Against	Abstention	TOTAL
Cllr K Bines					
Cllr D Bushby		13			13
Cllr J Gordon					
Cllr K Hind					
Cllr D McGeough		12			12
Cllr R Clarke	MAYOR				
Cllr P Lawrence	DEPUTY MAYOR				
Cllr S Inch		11			11
Cllr C Hawkins		8			8
Cllr T Inch		11			11
Cllr M Taylor					
Cllr J Craigie					
Cllr J Gubb		10			10
Cllr L Hellyer		10			10
Cllr J Hellyer		5			5
Cllr J McKenzie		11			11

Required Per Standing Orders	9
Mayor - Mandatory	1
Deputy Mayor - Mandatory	1
Non Mandatory Members	7

EXCESS MEMBER VOTING FORM

Tourism		For	Against	Abstention	TOTAL
Cllr K Bines					
Cllr D Bushby		13			13
Cllr J Gordon		14			14
Cllr K Hind		13			13
Cllr D McGeough					
Cllr R Clarke	MAYOR				
Cllr P Lawrence	DEPUTY MAYOR	12			12
Cllr S Inch					
Cllr C Hawkins		10			10
Cllr T Inch					
Cllr M Taylor					
Cllr J Craigie					
Cllr J Gubb		13			13
Cllr L Hellyer					
Cllr J Hellyer		7			7
Cllr J McKenzie					

Required Per Standing Orders	7
Mayor - Mandatory	1
Deputy Mayor - Mandatory	0
Non Mandatory Members	6