

BIDEFORD TOWN COUNCIL



Janine Gardner
Town Clerk and Responsible Financial Officer

The Green House
Bideford
Devon
EX39 2HS

Telephone:
(01237) 428938

Thursday, 30 April 2026

To: Members of Bideford Town Council

You are hereby summoned to attend the following meeting:

Event: Annual Meeting of the full Council

Meeting Date: Thursday, 7 May 2026

Meeting Time: 6.30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

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.

J Gardner
Clerk to the Council

AGENDA

1. To Elect a Town Mayor

2. Declaration of Acceptance of Office

To receive the Town Mayor's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.

3. To Elect a Deputy Town Mayor

4. Apologies for Absence

To receive apologies and reasons for absence.

5. Declarations of Interest and Dispensations

To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting.

6. Public Participation

Public participation session of 15 minutes duration on items on the agenda.

7. Minutes of the Previous Meeting

To approve the minutes of the meeting held on 19 March 2026 as a correct record.

8. Communications

To receive such communications as the Town Mayor /Town Clerk may wish to lay before the Council.

9. Code of Conduct

To adopt the attached Model Councillor Code of Conduct published by the Local Government Association (LGA) as recommended by the National Association of Local Councils (NALC).

10. Standing Orders

To approve the national model Standing Orders as recommended by the Staffing, Finance and General Purposes Committee on 30 April 2026.

11. Finance

a) Financial Regulations

To note that the Council reviewed and adopted the national model Financial Regulations at its last meeting on 19 March 2026. The Regulations are published on the [Council's website](#).

b) Schedule of Regular Payments

Financial Regulation 6.6 requires the RFO for each financial year to draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council or a duly delegated committee may authorise in advance for the year.

c) Bank Signatories

To confirm/appoint bank signatories with “View and Submit” level of access (Janine Gardner and Richard Coombes) and “View and Authorise” level of access: Cllrs Doug Bushby, Peter Lawrence, Jamie McKenzie.

d) List of Payments

To approve the payments listed.

e) Verification of Bank Statements and Bank Reconciliations

Financial Regulation 2.6. stipulates that “At least once in each quarter, and at each financial year end, a councillor other than the Chair or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The councillor shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council’s Staffing, Finance and General Purposes Committee.”

To appoint a councillor who verifies and signs the Council’s bank statements and bank reconciliations.

f) Deeds in Custody of the Council

To inspect the deeds in the custody of the Council by prior appointment.

12. Publication Scheme

To approve the attached Publication Scheme.

13. Governance Structure

To consider the attached report.

14. Committee Memberships

To appoint councilors to serve on Committees and Working Groups resolved upon under the previous agenda item, and to appoint the chairmen of the Committees/Working Groups.

15. Appointments to Outside Bodies

To appoint representatives to outside bodies.

16. Terms of Reference and Review of Delegation Arrangements

To review and agree the terms of reference for

- a) Council Committees
- b) Working Groups

and associated delegation arrangements where applicable.

17. Review of Risk Management Arrangements

To note that the Council reviewed and approved its risk management strategy and risk register at its meeting on 19 March 2026, and that the Staffing, Finance and General Purposes Committee is considering the Council's Health and Safety Policy for approval at its meeting on 30 April 2026.

18. Meetings Calendar

To approve the attached calendar of meetings and functions for the civic year 2026-27.

19. Minutes

To approve and adopt the following minutes:

- a) Planning Committee on 1 April 2026
- b) Planning Committee on 22 April 2026 – *to follow*
- c) Market Management Committee 23 April 2026
- d) Tourism Committee on 28 April 2026 – *to follow*
- e) Staffing, Finance & General Purposes Committee on 30 April 2026 – *to follow*

20. Review of the Council's and Staff Subscriptions to Other Bodies

The Council subscribes to:

Ancient & Honourable Guild of Town Criers
Devon and National Associations of Local Councils
Information Commissioner's Office
National Allotment Society
National Association of British Markets (NABMA)
South West Councils

The Clerk is a member of the Society of Local Council Clerks.

21. Torridge District Council

To receive an update on Torridge District Council activities by one of the Councillors.

22. Bideford Bridge Trust

To receive an update on Bridge Trust activities by one of the Trustees.

Part II (Closed Session)

23. Exclusion of the Press and Public

To resolve to exclude members of the public and the press to progress a matter of a confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

24. Christmas Lights Switch-On Event

To consider quotes for the Christmas Lights switch-on event for approval in accordance with the Council's Financial Regulations.

25. Staffing Update

To receive an update regarding a staffing matter.

MEMBERS OF THE COUNCIL

Councillors D Bushby, R A Clarke, J Craigie, J Gubb, J Gordon, C Hawkins, J Hellyer, L Hellyer, K Hind, A Inch, S Inch, D McGeough, P Lawrence, J McKenzie, S Smith, M Taylor

Prayers will be said by Reverend Sean O' Rourke, in the Council Chamber at 6:20pm, prior to the start of the meeting. Councillors and members of the public are invited to participate if they so wish.

Date of Next Meeting: To be confirmed

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 Town Council Meeting held in the Town Hall, Bideford on

Thursday 19 March 2026 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby Councillor K Hind Councillor J Gordon Councillor S Smith
	South Ward:	Councillor R Clarke Councillor S Inch Councillor P Lawrence (Chairman)
	West Ward:	Councillor C Hawkins Councillor T Inch
	East Ward:	Councillor J Gubb
IN ATTENDANCE:		J Gardner (Town Clerk) R D Coombes (Deputy Town Clerk)

124. **APOLOGIES FOR ABSENCE**

Councillors J A McKenzie (East Ward – Personal) and D McGeough (North Ward – Personal).

Councillors M Taylor (West Ward), J Craige (East Ward), J and L Hellyer (East Ward) were absent but did not proffer apologies nor reasons for absence.

125. **DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

There were no declarations of interest.

126. **PUBLIC PARTICIPATION SESSION**

There were no public members present.

127. **MINUTES**

The Minutes of the Meeting held on 22 January 2026 were approved and adopted.

(Vote – For: 7, Against: 0, Abstention: 3)

128. **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: 9, Against: 0, Abstention: 1)

CHANGE OF ORDER OF BUSINESS

Agenda Item 6, Devon County Councillor report, was deferred allowing for the late arrival of Councillor Julian.

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

The Town Clerk suggested the withdrawal of the female gender title reference and marital status recorded in the minutes, questioning the Council's protocol indicating that the continued use was an anachronism and not relevant to Council business.

Following discussion it was agreed to refer to all councillors in the same manner.

The Mayor took the opportunity to thank Members, before the Annual Town Council Meeting, for their collective support and patience during his tenure. He also thanked the Deputy Town Clerk for covering the Town Clerk role during this period.

Councillor T Inch countered, leading thanks, on behalf of his fellow councillors, to the Chairman for his leadership and representation during what had been a challenging period for the Council.

130. **PLANNING COMMITTEE**

(Councillor R Julian joined the Meeting.)

a. The Minutes of the Meeting held on 28 January 2026 were approved and adopted.

(Vote – For: 9, Against: 0, Abstention: 1)

b. The Minutes of the Meeting held on 18 February 2026 were approved and adopted.

(Vote – For: 9, Against: 0, Abstention: 1)

c. The Minutes of the Meeting held on 11 March 2026 were deferred until Meeting to be held on 7 May 2026.

131. **BIDEFORD WEST AND HARTLAND DEVON COUNTY COUNCILLOR**

(Councillor T Inch left and returned during the Item.)

a. The Chairman welcomed Councillor Robin Julian and invited him to address the Meeting.

- b. Councillor Julian thanked the Chairman and proceeded to give his report. Points included:
- County Councillor for Bideford East absence.
 - Clovelly Road changes / improvements.
 - Infrastructure build / flooding / drainage issues en route to Abbotsham.
 - Talks to address sewerage provision in the light of new developments.
- c. The Chairman led Members in questioning the County Councillor with points including:
- Clovelly Road footpaths / pavement need for improved access / extensions of paths.
 - Poor state of roads more keenly felt by motorcyclists.
 - Delineated cycle ways – better provision would encourage more use.
 - Request to County Councillor to inform both District and Council Ward Members of road works details.
 - Further request for the County Councillor to “fight the corner,” for those Event organisers, who will incur additional costs given the impact of road closures and their detours, not least Clovelly Road / Torridge Hill, on Town centric Events, including Carnival.
 - Inadequate enforcement / policing of Mill Street pedestrian only access during 10.00 am – 4.00 pm.
 - Offer by Councillor Bushby to arrange erection / withdrawal of DCC “A” boards emphasising the restricted vehicular access.
 - Councillor Julian referenced Foster Care and reiterated the need to improve transport connectivity, for the benefit of the young.
- d. The Chairman thanked Councillor Julian for his contribution.

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

- a. The Minutes of the Meeting held on 19 February 2026 were approved and adopted.
(Vote – For: 10, Against: 0)
- b. The Minutes of the Meeting held on 26 February 2026 were approved and adopted.
(Vote – For: 10, Against: 0)

133. **MARKET MANAGEMENT COMMITTEE**

- a. The Minutes of the Meeting held on 19 February 2026 were approved and adopted.
(Vote – For: 9, Against: 0, Abstention: 1)
- b. The Minutes of the Meeting held on 26 February 2026 were approved and adopted.
(Vote – For: 10, Against: 0)

134. **TOURISM COMMITTEE MEETING**

- The Chairman noted page numbering inconsistency; the Clerk to correct anomalies.
- a. The Minutes of the Meeting held on 3 February 2026 were approved and adopted.

(Vote – For: 10, Against: 0)

- b. The Minutes of the Meeting held on 17 March 2026 were approved and adopted.

(Vote – For: 10, Against: 0)

135. **DECARBONISATION AND ENVIRONMENT COMMITTEE**

(Councillor Clarke left the Meeting.)

Councillors S Inch and Bushby led discussion on Agenda Item 15 providing for the Council applying for a Tree Preservation Order to cover the whole of Ford Woods whilst the Chairman of the Committee sought to downplay hurdles in the management of the Woods and promote benefit to the Area of Ancient Woodland.

The Minutes of the Meeting held on 3 February 2026 were approved and adopted subject to subsequent further detail providing for costs, ongoing costs and implications of a blanket TPO.

(Vote – For: 7, Against: 2)

(Councillor Clarke returned.)

136. **NOTICE OF MOTION**

Submission by Councillor Hind.

“To elect three Town Councillors to form a Working Group to consider the acquisition of Torridge District Council assets and their viability after Local Government Reform and report back to Full Council.”

Councillor Hind had viewed the Asset Register of TDC noting that the Working Group should look at the Bideford Assets, their cost, those that generate income and return to Council with a view to opening negotiations.

The Motion was seconded by the Chairman.

Councillor Bushby, Chairman of TDC, reiterated that the District Council had been advised not to enter into discussion by Central Government. (It was noted that North Devon Council had written to their Town and Parish Councils.)

It was proposed by Councillor Hind, seconded by Councillor Lawrence and

RESOLVED: The Motion was supported. Councillors Hind, T Inch, Clarke and the Mayor of the Day will form the Working Group to consider the acquisition of Torridge District Council assets and their viability after Local Government Reform and report back to Full Council.

(Vote – For: 9, Against: 0, Abstention: 1)

137. **APPOINTMENT OF BANK SIGNATORIES**

The Clerk reminded Members that, the recently adopted, Financial Regulations provides for the annual review of Bank Signatories.

The Chairman indicated that Agenda Items 14 and 15: appointment of signatories and online of approved payments by two authorised signatories should be considered together.

The Clerk explained the process going forward effective 1 April 2026 satisfying the Council's Financial Regulations 1.7, 7.1 and 7.9.

It was proposed by Councillor Lawrence, seconded by Councillor Bushby and

RESOLVED: That Councillors Lawrence, Bushby and McKenzie, subject to Councillor McKenzie confirming acceptance of the online authorisation effective 1 April 2026.

(Vote – For: 10, Against: 1)

138. **IT POLICY**

Members previously had sight of the national model IT policy provided by the National Association of Local Councils (NALC).

The Clerk explained to Members the implications of the national model IT policy which is required in order to meet governance requirements set out in paragraph 1.54 of the proper practices.

Compliance with this requirement would be tested under the newly included Assertion 10 of the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) made at financial year end.

The Clerk spoke of best practise and the data protection risk inherent when personal equipment e.g. mobile 'phones, E mail addresses. are used when conducting Council business.

Whilst Members could indicate acceptance of the additional risk in relation to Council employees, it did not apply to councillors individually as they were data controllers in their own right.

It was proposed by Councillor Bushby, seconded by Councillor Lawrence and

RESOLVED: That the Council adopt the national model IT policy provided by NALC with the understanding that Council employees would continue to use personal equipment in the execution of their duties.

(Vote – For: 10, Against: 0)

The Clerk indicated that loan working procedures, including specific related products (issue of Council mobile 'phones / alarm equipment) will be presented to the S,F&GP Committee Meeting to be held on 9 April 2026.

139. **DEVON, PLYMOUTH AND TORBAY LOCAL GOVERNMENT REORGANISATION (LGR)**

Members considered the submission, drafted by the Clerk, to the [government's consultation on local government reorganisation in Devon, Plymouth and Torbay](#) .

The Clerk indicated that Town and Parish Councils are expected to play a larger role in community empowerment, yet they did not form part of the formal consideration by central government or upper tier authorities. The Town and Parish sector must be included in the discussions on arrangements for future engagement, cooperation and collaboration with central government and any proposed unitary body.

It was proposed by Councillor S Inch, seconded by Councillor Clarke and

RESOLVED: That the Bideford Town Council letter, in response to the Central Government's consultation on Local Government Reorganisation in Devon, Plymouth and Torbay, would be submitted to the Ministry of Housing, Communities and Local Government by 26 March 2026.

(Vote – For: 10, Against: 0)

140. **TORRIDGE DISTRICT COUNCIL – UPDATE**

Councillor Bushby confirmed that there would be an open day at the new Operational Services Centre, East-the-Water.

141. **BRIDGE TRUST**

Councillor Mrs J Gubb briefed Members on the income, expenditure, charitable donations and grants figures.

142. **BIDEFORD MARLAND SCHOOLS BOARD OF GOVERNORS**

Members considered an invitation from the Chairman of Marland School to appoint one or two Bideford Town Councillors to join the Bideford Marland Schools Board of Governors.

The Chairman invited those interested councillors to liaise with the Council office.

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

Proposed by Councillor Gubb, 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: 10, Against: 0)

144. **HISTORIC ENGLAND**

Members had sight of a letter addressed to Historic England regarding the Regeneration of the Town. The Leader of the District Council had signed the document with a view to other

stakeholders, including Bideford Town Council, to endorse and cement a joint partnership approach.

Councillors Hind and Bushby led a robust examination of the opportunities, merits and benefits of engaging with TDC and alternatively, given the prospects of local government reorganisation, a singular approach.

It was proposed by Councillor Hind, seconded by Councillor Smith to address Historic England singularly as a Council still in support of protecting / regenerating the central area of Bideford.

(Vote – For: 3, Against: 3, Abstention: 4)

The Chairman exercised his right to a casting vote (against); the proposal failed.

Proposed by Councillor Bushby, seconded by Councillor S Inch and

RESOLVED: To sign a letter together with Torridge District Council, in enthusiastic pursuance of the opportunity to develop a formal partnership with Historic England as a Town, to secure direct investment and also to stimulate other interest and partners.

(Vote – For: 6, Against: 2, Abstention: 2)

The business of the meeting having been concluded the Mayor thanked the members for their attendance at the meeting, which concluded at 8.20 pm.

Signature of Town Mayor:

Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 19 March 2026						
	Date Entered		Allocation	VAT	NET	TOTAL
1	26/02/2026	Clarity Copiers	Copier Charges	1.93	9.67	11.60
2	2/03/2026	Focus Group	TR Depot / Townhall Broadband	20.54	102.72	123.26
3	2/03/2026	Lloyds	Service Charges	-00	8.50	8.50
4	28/02/2026	Bowdens Cleaning Services Limited	Cleaning	13.87	69.33	83.20
5	28/02/2026	Tamar Trading	Maintenance Items	6.49	32.37	38.86
6	28/02/2026	RGB	Maintenance Items	0.32	1.58	1.90
7	20/02/2026	Allstar	Fuel	39.65	198.28	237.93
8	02/03/2026	Torrige District Council	Town Ranger Depot Rates	267.67	1,338.33	1,606.00
9	02/03/2026	Market recharge	TC staff + Overhead	-	3,721.97	-3,721.97
10	02/03/2026	Torrige Trees Services	Tree work		3,040.00	3,040.00
11	02/03/2026	Mimick Signs	Bideford Town Council Sign	16.57	82.86	99.43
12	02/03/2026	Lineal	Licenses / Remote labour	54.61	273.06	327.67
13	02/03/2026	The Planning Portal	Full planning / LBC (Market)	14.17	364.83	379.00
14	02/03/2026	Amazon	Amazon Prime		8.99	8.99
15	02/03/2026	Future Garden Ltd	Round plant pot	9.66	48.29	57.95
16	02/03/2026	MDL Powerup Limited	Spare parts: chipper / bolts for blades	25.00	125.00	150.00
17	02/03/2026	Future Garden Ltd	Round plant pot	5.32	26.63	31.95
18	02/03/2026	BJ's Value House	2 Gang Pattress Box	0.29	1.46	1.75
19	02/03/2026	B&Q	Water butt	12.67	63.33	76.00
20	02/03/2026	Motor Parts Direct	Cockpit Matt / Lucas 12v	2.74	13.72	16.46
21	06/03/2026	Bideford Cobblers and Keys	Key Cutting		20.00	20.00
22	06/03/2026	Torrige District Council	Full planning / LBC (Market)	25.50	127.50	153.00
23	16/03/2026	B&M Bideford	Maintenance Item	3.26	16.33	19.59
24	16/03/2026	Mow-it	Maintenance Item	3.82	19.13	22.95
25	16/03/2026	Torrige Trees Services	Tree work		2700.00	2,700.00
26	16/03/2026	EDF	Electricity Quay Lights	11.20	223.94	235.14
27	17/03/2026	Clarity Copiers	Relocation of printer / copier	40.00	200.00	240.00
28	17/03/2026	Glendale Countryside Limited	Ford Woodland Survey	152.47	762.35	914.82
29	17/03/2026	Peninsula Business Services Limited	HR/H&S/EAP	65.15	344.97	410.12
30	17/03/2026	G J Heaman	MOT - Ford Transit		50.00	50.00
31	17/03/2026	Clarity Copiers	Relocation of printer / copier	40.00	200.00	240.00
32	17/03/2026	Peter Lawrence	Mayoral Expenses / mileage		87.34	87.34
33	17/03/2026	Railfuture Limited	(DCC) Grant		2000.00	2,000.00
34	17/03/2026	DVLA	Vehicle Tax - BD70 BWA		347.50	347.50
35	17/03/2026	Mr A Powell Manor Court Speaker	Charitable payment in lieu of expenses		150.00	150.00
				832.90	9,336.04	10,168.94
			Bank Balances at 19/3/2026 - Current	£ 46,923.47		
			Bank Balances at 19/3/2026 - Deposit	£ 10,000.00		
			Bank Balances at 19/3/2026 - 95 Day Account	£ 300,000.00		



Local Government Association

Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Bideford Town Council
07/05/2026
Schedule of Regular Payments

Agenda Item Number 11(b)

Payment	Fixed / Variable	Pay Frequency			How Paid
		Monthly	Quarterly	Annually	
Staffing Costs					
Salaries	Variable*	£23,771.00			BACS
National Insurance employer contributions	Variable*	£2,124.00			BACS
Pension employer contributions	Variable*	£5,206.00			BACS
Insurance	Fixed			£5,262.66	BACS
Internal and external audit	Fixed			£3,170.00	BACS
Business rates (maintenance depot)	Fixed	£1,478.00			SO
Business rates (Mkt Hall)	Fixed	£112.00			SO
Subscriptions					
Amazon Prime Business Basic	Fixed	£8.99			DD
Ancient & Honourable Guild of Town Criers	Fixed			£10.00	BACS
Information Commissioner	Fixed			£52.00	DD
National Allotment Society	Fixed			£84.00	BACS
National / Devon Association of Local Councils (NALC/DALC)	Fixed			£2,364.74	BACS
National Association of British Markets (NABMA)	Fixed			£509.00	BACS
Society of Local Council Clerks (SLCC)	Fixed			£505.00	BACS
South West Councils	Fixed			£555.00	BACS
IT and Communications					
Broadband Pannier Market	Fixed	£429.00			DD
Broadband maintenance depot	Fixed	£59.00			DD
Website hosting	Fixed			£714.00	BACS
Domain renewal - to be confirmed					
Microsoft 365 subscriptions and endpoint detection and reponse (EDR)	Variable	£184.10			
Printer annual service and printing costs	Variable			£853.26	DD
Adobe Professional	Fixed			£198.96	BACS
Canva	Fixed			£83.33	BACS
Professional Fees					
Payroll services	Fixed			£640.00	BACS
Peninsula HR, health and safety, employee assistance	Fixed	£344.97			BACS
Banking charges	Variable			£270.00	DD
Financial software	Fixed			£2,088.00	BACS
Assets					
Heating	Variable	£215.00			DD
Electricity	Variable			£11,295.94	DD
Water and sewage	Variable		£268.52		BACS
Leases					
Bridge Trust (Handy Cross Allotments)	Fixed			£250.00	BACS
Devon County Council (Marland Allotments)	Fixed			£500.00	BACS
Public Works Loan Board	Variable		£9,338.36		DD

* Pending 2026-27 National Joint Councils pay award

Electricity					Clarity (Printer)
					0
Bridge Xmas	Quay	Pannier Market	Caddsdown		£48.62
£1,828.60	£6,626.80	Expenses £10,351.97			£156.50
		Income £8,927.76	£84.01		£73.87
		£1,424.21	£44.06		£64.14
			£47.03		£39.19
			£55.28		£61.37
			£51.19		£18.29
			£62.51		£41.98
			£81.31		£20.45
			£199.43		£11.60
			£227.96		£240.00
			£338.64		£20.42
			£224.91		£853.26
			£1,416.33		



Bideford Town Council

Information available from Bideford Town Council under the model publication scheme

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the **Open Government Licence**.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published **guidance** on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Class1 - Who we are and what we do

Information	How the information can be obtained	Cost
Who we are and what we do (Organisational information, structures, locations and contacts)	Website Hard Copy	Free 10p per sheet
Who's who on the Council and its Committees	Website Hard Copy	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard Copy	Free 10p per sheet
Staffing structure	Website Hard Copy	Free 10p per sheet

Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum

Information	How the information can be obtained	Cost
Annual Governance and Accounting return, public inspection dates will be displayed on the Council notice board for 30 days including the first 10 working days of July.	Website Hard Copy	Free 10p per sheet
Finalised Budget and Precept	Website Hard Copy	Free 10p per sheet
Borrowing Approval letter	Hard Copy	10p per sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per sheet
Grants given and received	Website Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Hard Copy	10p per sheet
Members' allowances and expenses	Website Hard Copy	Free 10p per sheet

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p per sheet
Quality status	N/A	
Local charters	N/A	

Class 4 – How we make decisions

Decision making processes and records of decisions, current and previous. Current and previous Council year as a minimum.

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per sheet
Agendas of meetings (as above)	Website Hard Copy	Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet
Responses to consultation papers	Hard Copy	10p per sheet
Responses to planning applications	Website	Free

	Hard Copy	10p per sheet
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Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.

Policies and procedures for the conduct of council business:		
Procedural standing orders	Website / Hard Copy	10p per sheet
Committee and sub-committee terms of reference	Hard Copy	10p per sheet
Delegated authority in respect of officers	Hard Copy	10p per sheet
Code of Conduct	Website / Hard Copy	10p per sheet
Policy statements	Hard Copy	10p per sheet
Policies and procedures for the provision of services and about the employment of staff:		
Internal instructions to staff and policies relating to the delivery of services	Hard Copy	10p per sheet
Equality and diversity policy	Website / Hard Copy	10p per sheet
Health and safety policy	Website / Hard Copy	10p per sheet
Recruitment policies (including current vacancies)	Hard Copy	10p per sheet
Policies and procedures for handling requests for information	Website / Hard Copy	10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / Hard Copy	10p per sheet
Information security policy	Hard Copy	10p per sheet
Records management policies (records retention, destruction and archive)	Hard Copy	10p per sheet
Data protection policies	Hard Copy	10p per sheet
Schedule of charges (for the publication of information)		

Class 6 – Lists and Registers

Currently maintained lists and registers only. Some information may only be available by inspection.

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website Hard Copy	Free 10p per sheet
Assets register	Hard Copy	10p per sheet
Register of members' interests	Inspection	
Register of gifts and hospitality	Inspection	

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.
Current information only.

Allotments	Website / Hard Copy	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet
Pannier Market	Website / Hard Copy	10p per sheet
Maintenance depot	Website / Hard Copy	10p per sheet
Bus Shelters	Hard Copy	10p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Janine Gardner, Town Clerk
Bideford Town Council
Riverbank House
Bideford
EX39 2QG

Tel: 01237 428938

Email: townclerk@bideford-tc.co.uk

Website: www.bideford-tc.gov.uk

Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost of copying and administration time
	Photocopying @ 20p per sheet (colour)	Actual cost of copying and administration time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Next Review: May 2027

GOVERNANCE STRUCTURE

Introduction

Reviewing the Council's governance structure gives the Council an opportunity to

- streamline roles and responsibilities
- enhance decision-making
- ensures alignment with strategic goals while proactively managing risks and improving transparency
- combine some of the purposes which would enable the Council to deploy officer and councillor resources more efficiently and deal with a greater number of subjects in fewer meetings – resulting in the production of fewer agendas and minutes, and less officer and member time required to attend meetings

It also gives the Council the opportunity to future-proof its governance structure in anticipation of the Town Council's remit and asset base growing.

Review of Governance Arrangements

Allotments Committee

A local council is not legally required to have a dedicated allotments committee. While local authorities have a statutory duty to provide allotments if demand exists, the legal obligation to establish a specific committee was repealed, allowing councils to determine their own management arrangements.

Council officers already manage the allotments and the Allotments Committee could be discontinued. Any issues can be reported by exception to either the Staffing, Finance and General Purposes Committee or the full Council (or, indeed, a new Amenities Committee – please see below); annual rents can be set as part of the wider Council budget setting process.

Planning Committee

Continues unchanged.

Staffing, Finance & General Purposes

Suggested to rename into Resources Committee; otherwise unchanged.

Tourism Committee

It appears that the Tourism Committee mainly concerns itself with the oversight of events being held in the town for the residents of Bideford, and not to encourage tourism as such. While it is right for the councillors to determine the annual events calendar, in order to assist officers in their organisation of events, it is suggested that the Tourism Committee becomes an informal events working group of the Resources

Committee. That way councillors remain involved with the organisation of events but no formal committee meetings are required for that purpose. If anything requires reporting by exception – perhaps if a problem is encountered which requires political input – then an item can be brought to the Resources Committee.

SUGGESTION: Amenities Committee

It is suggested that the Council could establish a new committee which concerns itself with the amenities and facilities in the town, including providing strategic overview for the Pannier Market. Regarding the latter, officers can deal with any complaints, terminations of leases, tenancy applications etc and report anything by exception to councillors, rather than having those as standing items on the **Market Management Committee** agendas – even when there might be nothing to report.

An amenities committee could also provide strategic overview for **Decarbonisation and Environment**.

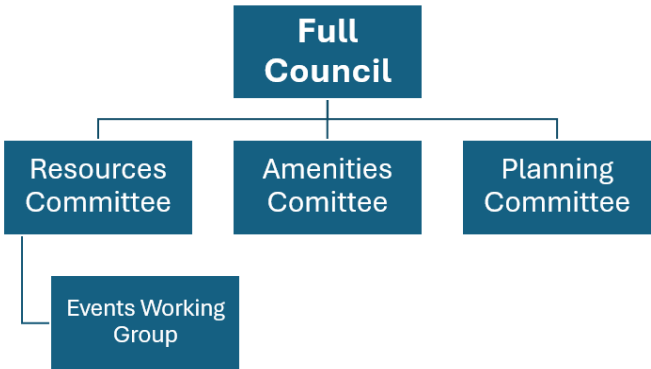
Any voting rights by third parties can be managed via a sectioned and timed agendas.

An amenities committee will also be able to concern itself with any future assets which might become transferrable to the Town Council – preventing the need to establish additional dedicated committees for that purpose in the future, and making the Council’s governance structure scalable and fit for the future.

Full Council

The full Council could meet monthly and approve all payments, rather than some payments being authorised by other committees. The Resources and Amenities Committees would meet six weekly and the Planning Committee three weekly.

A revised governance structure could look like this:



Recommendation(s)

- a) To determine the Council’s governance structure for the 2026-27 year.
- b) If implemented, to review the Council’s revised governance structure initially after six months.

**REPRESENTATIVES ON OUTSIDE BODIES****Organisation****Incumbent 2025/2026**

Bideford & District Community Archive Council:	Town Mayor Deputy Mayor Councillor T Inch
Bideford Bridge Trust:	Councillor Mrs Gubb Town Mayor Councillor D Bushby (Dec 25) Councillor K Hind (Dec 25)
Bideford Twinning Association:	Town Mayor Councillor T Inch
Bideford Regatta Committee:	Town Mayor Councillor Mrs L Hellyer Councillor Craigie Councillor T Inch
Bideford Town Band Management Committee	Councillor S Inch
Citizens Advice Bureau:	Councillor Craigie
DALC County Committee:	Councillor Hind
DALC Larger Councils Sub-Committee:	Councillor Hind
Pollyfield Community Association:	Councillor Mrs Gubb
Bideford Bay Family Hub:	Councillor Craigie
Taw/Torridge Estuary Forum:	Town Mayor
UNESCO Biosphere Champion:	Councillor Craigie
Snow Warden:	Councillors 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	Councillor Mrs Smith
West Croft School Governors Board	Councillors Taylor

It is incumbent upon Councillors, as representatives of Bideford Town Council, to update the Council of any pertinent issues resulting from attending "Outside Body" meetings on a regular basis.

BIDEFORD TOWN COUNCIL

COMMITTEE STRUCTURE

STAFFING, FINANCE & GENERAL PURPOSES COMMITTEE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concern to Bideford excluding those matters specifically dealt with by another Committee.

- To pre-investigate all financial decisions to ensure they fit with best value and are in the best interest of the tax payer and general public.
- To prepare and recommend to Council annually, no later than its January meeting, a budget for the following financial year.
- To consider and approve orders and expenditure which are within the Council's existing budget and expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- To consider and approve/refuse all applications for grants, loans or other financial assistance received by the Council. The SFGP Committee will resolve upon monies less than £5,000 and make recommendations for sums greater than £5,000. However, decisions regarding recommended items may only be altered where new information is available, and where this is the case, the item will be sent back to SFGP review.
- To approve and oversee any contracts or agency agreements entered into by the Council.
- To monitor the financial affairs of the Council and spending against the agreed budget.
- To consider and report to Council matters of a financial nature which may result in write-off of public monies.
- To monitor spending and use of resources to ensure the Council obtains best value.
- To consider all matters relating to the running of the Council, including administration, subscriptions, insurance arrangements, staffing and property management. This includes employment policies, staff appraisals, pay and conditions of service, disciplinary, complaints and grievance procedures and sub committees thereof.
- Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
- To review and ensure Financial Regulations and Standing Orders are kept up to date.
- To ensure compliance with Financial Regulations and Standing Orders.
- To ensure clear communication with other Council Committees where matters under consideration have an impact across more than one Committee.
- Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

PLANNING COMMITTEE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concern to Bideford excluding those matters specifically dealt with by another Committee.

- To consider all planning applications received from the County and District Councils for observations and decide the Council's response in each case.
- To respond to consultations on Planning Policy Documents such as the Local Development Framework
- To consider any matters of general relevance to town planning and development control affecting Bideford, including comments and contributions to the development plans of other councils.
- To consider any matters concerning the physical environment of Bideford, including land usage, enhancement schemes, tree protection and development schemes.

MARKET MANAGEMENT COMMITTEE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concern to Bideford excluding those matters specifically dealt with by another Committee.

- To be responsible for the day to day management of the Market.
- To promote a sustainable social, environmental and economic regeneration of the Market.
- To foster co-operation with traders and tenants in the delivery of projects and initiatives.
- Committee constituent:
 - Six Councillors.
 - Four traders/tenants (two Market Hall, one Butcher's Row, One Market Place to be elected annually via a secret ballot organized by the Market Administrator). (Note: substitutes must be representative of the member's area of responsibility.) Their mandate will be to provide two way dialogue, canvas opinions(s) and raise concerns to the Committee. Items to be considered for the Agenda must be received by the Clerk, in written form, at least six working days before the next meeting.
 - The non-council members have no vote, will not be privy to Part II, but will be regarded as bona fide committee members. (While (list of) contractors may be raised in Part I, financial detail/decision making to be moved to Part II.
- To prepare and recommend to Council annually, no later than its December meeting, a budget for the following financial year.
- To consider and approve orders and expenditure which are within the Market's existing budget.
- To approve and oversee any contracts or agency agreements entered into by the Council.
- To monitor the financial affairs of the Market and spending against the agreed budget.
- To consider and report to Council matters of a financial nature which may result in write-off of public monies.
- To monitor spending and use of resources to ensure the Council obtains best value.
- To allocate shop units following receipt of applications and interviews with prospective tenants.

ALLOTMENTS COMMITTEE

To exercise on behalf of the Council powers and duties within existing policies and practices of general concern to Bideford excluding those matters specifically dealt with by another Committee.

- To prepare and recommend to Council annually, no later than its December meeting, a budget for the following financial year.
- To consider and approve expenditure which is within the Council's existing budget.
- To monitor the financial affairs of the allotments and spending against the agreed budget.
- To promote improvements to the allotments in conjunction with self-help by the allotment holders.
- To foster co-operation with the allotment holders in the delivery of projects and initiatives.
- To support the Self-Management Scheme at Marland with a view to creating a template for other sites.
- To approve and oversee any contracts or agency agreements entered into by the Council.
- To consider all matters relating to the running of the allotments, including maintenance of the waiting list, revised tenancy agreements, property management, access issues and site security.
- To encourage the promotion of the allotments via the web site, newsletter, vegetable, flower shows and prize giving initiatives.

DECARBONISATION AND ENVIRONMENT COMMITTEE

- To fulfil the Council ambition for the Town to be carbon neutral by 2030 through encouragement of emission reductions and increasing the number of carbon sinks.
- To establish and organise a number of working groups to deliver the wider environmental wellbeing objectives of the Council in the Town.
 - Energy and Heat
 - Transport
 - Carbon sinks and biodiversity (CSB).
- To audit the Council activities ensuring maximum emissions reductions and use of Council land as carbon sinks, wherever possible.
- To support community organisations that help achieve the principal aim of the Committee.
- To improve energy efficiency and tackle fuel poverty within the Town.

Terms of Reference

Assets and Services Transfer Working Group

1. Purpose

The informal working group is established to support the Town Council in exploring, assessing, and advising on the potential transfer of assets and services from Torridge District Council during and following local government reorganisation in the potential transfer of former Bideford Borough Assets.

The Group will act in an advisory capacity only and will make recommendations to the Town Council for formal decision.

2. Objectives

The objectives of the Group are to:

- Identify assets and services which may be suitable for transfer to the Town Council; these assets to include:
 - The Pannier Market
 - Town Hall
 - Old Library
 - Victoria Park Gardens and Rugby Ground.
 - Bideford AFC Football Ground and skate Park
 - Bideford Quay
 - Car Parks in the Town
 - Play areas
 - Chudleigh Park
 - And any others identified and seen as appropriate
- Assess the financial, legal, operational, and community implications of potential transfers
- Consider risks, opportunities, and long-term sustainability
- Open negotiations with Torridge District Council, Devon County Council and the newly established unitary authority in/after 2027 with a view to acquiring former assets of the Bideford Borough Council abolished in 1972, with a view to expanding the services the Town Council provides to residents
- Engage with relevant stakeholders, including the upper-tier authorities, community groups, and residents where appropriate
- Develop recommendations and options for consideration by the Town Council
- Include a progress report to every Staffing, Finance and General Purposes Committee until all issues of local government reform are resolved, which can be reviewed by Full Council

3. Scope

The Group's work may include (but is not limited to):

- Land and property assets (e.g., parks, open spaces, buildings)
- Community facilities and local services
- Associated budgets, liabilities, and staffing considerations
- Governance and management arrangements for transferred assets

The Group will not have decision-making powers or enter into negotiations on behalf of the Council without prior approval.

4. Status

The Group is an informal, non-decision-making body.

It has no delegated authority to commit the Town Council financially or legally.

All recommendations must be approved by the Town Council (or relevant committee) before implementation.

5. Membership

The Group will comprise four councillors and the Clerk.

Cllrs Rachel Clarke, Ken Hind, Tony Inch and the Mayor will serve on the group, supported by the Clerk.

6. Roles and Responsibilities

Chair:

- Lead meetings and ensure effective discussion
- Liaise with officers and report back to the Town Council

Councillors:

- Contribute actively to discussions and analysis
- Review documentation and provide informed input
- Declare any relevant interests

Officer:

- Provide administrative and professional support
- Prepare reports and background information
- Advise on legal, financial, and governance matters

7. Meetings

Meetings will be held as required, determined by the Chair in consultation with members.

The Group may meet informally and is not subject to formal committee procedural rules.

Notes or summary records of meetings will be maintained.

8. Reporting

The Group will report regularly to the Staffing, Finance and General Purposes Committee.

Recommendations will be presented in written form where appropriate.

Key findings and proposals will be formally minuted at Council meetings.

9. Decision-Making

The Group will seek to reach consensus in its recommendations.

Where consensus is not possible, differing views may be reported to the Town Council.

10. Duration

The Group will operate for a time-limited period linked to the asset transfer process.

Its continuation will be reviewed periodically by the Town Council.

The Group may be dissolved by resolution of the Town Council.



BIDEFORD TOWN COUNCIL

Minutes of the Planning Committee Meeting

held in the Greenhouse, Riverbank House on,

Wednesday 1 April 2026 at 6.30 pm

PRESENT: South Ward: Councillor R Clarke
Councillor P Lawrence
Councillor S Inch (Chairman)

North Ward Councillor D Bushby (sub for Councillor McKenzie)

West Ward Councillor T Inch

IN ATTENDANCE: Mr R Coombes (Deputy Town Clerk)

In the absence of Councillor L Hellyer, Councillor S Inch assumed the Chair.

93. **APOLOGIES FOR ABSENCE**

Councillors L Hellyer and J McKenzie (East Ward - personal).

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

There were no declarations of interest.

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

A member of the Public provided detail on the Agenda Item 6. Appeal of Planning decision: 109 – 111 Meddon Street, [1/0604/2025/LBC](#) .

Members noted their original decision to the Planning Authority with the caveat “subject to the Conservation Officer being satisfied with the application;” indicating their position remained the same.

Councillor T Inch stated that South Ward members, if they so wished, could make comments on the Planning Inspectorate website at <https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>.

96. **MINUTES**

Proposed by Councillor S Inch and seconded by Councillor Lawrence, the Minutes of the Meeting held on 11 March 2026 were approved and signed as a correct record.

(Vote – For: 5, Against: 0)

97. **PLANNING APPLICATIONS**

a. **Application No.** [1/0136/2026/ADV](#)

Retrospective consent for a non-illuminated freestanding entrance sign at Pollyfield Community Centre.

Location: The Pollyfield Community Association, Pollyfield Community Centre, Avon Road, Bideford

Applicant: Mr Kevin Cannon (above address)

Date Received: 16 March 2026

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

RESOLVED: That the application is approved.

(Vote – For: 5, Against: 0)

b. **Application No.** [1/0201/2026/LBC](#)

Conversion of First and Second Floors into 4no. Flats including Lime Render Repairs, Replacement Painted Windows and Doors.

1,2 And 2A Market Place Bideford Devon EX39 2DR

Applicant: Mr Jennings, 7 Brynsworthy Park, Roundswell, Barnstaple EX31 3RB

Date Received. 16 March 2026.

It was proposed by Councillor Bushby, seconded by Councillor Lawrence and

RESOLVED: That the application is approved subject to the Conservation Officer being satisfied with the application.

(Vote – For: 5, Against: 0)

c. **Application No.** [1/0207/2026/FUL](#)

Conversion of ground floor flat to two flats. Use of basement for storage and external works.

Location: 1-2 Market Place, Bideford EX39 2DR

Applicant: Mr Jennings, 7 Brynsworthy Park, Roundswell, Barnstaple EX

3RB

Date Received. 19 March 2026

It was proposed by Councillor Lawrence, seconded by Councillor Bushby and

RESOLVED: That the application is approved subject to the Conservation Officer being satisfied with the application.

(Vote – For: 5, Against: 0)

d. **Application No.** [1/0208/2026/LBC](#)

Conversion of ground floor flat to two flats. Use of basement for storage and external works.

Location: 1-2 Market Place, Bideford EX39 2DR

Applicant: Mr Jennings, 7 Brynsworthy Park, Roundswell, Barnstaple EX31 3RB

Date Received. 19 March 2026

It was proposed by Councillor Lawrence, seconded by Councillor Bushby and

RESOLVED: That the application is approved subject to the Conservation Officer being satisfied with the application.

(Vote – For: 5, Against: 0)

e. **Application No.** [1/2022/2026/FUL](#)

Erection of two storey extension.

Lower Winsford, Abbotsham Road, Bideford EX39 3BP

Applicant: Mr Cooper (above address)

Date Received. 24 March 2026

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

RESOLVED: That the application is approved.

(Vote – For: 5, Against: 0)

f. **Application No.** [1/0147/2026/FUL](#)

Single storey extension.

4 Brookfield, Bideford EX39 3DP

Applicant: Mrs K Johnson (above address)

Date Received. 24 March 2026

It was proposed by Councillor Bushby, seconded by Councillor R Clarke and

RESOLVED: That the application is approved.

(Vote – For: 5, Against: 0)

g. **Application No.** [1/0216/2026/FUL](#)

Conversion of first and second floors to four flats

Location: 1-2 Market Place, Bideford EX39 2DR

Applicant: Mr Jennings, 7 Brynsworthy Park, Roundswell, Barnstaple
EX31 3RB

Date Received. 25 March 2026

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

RESOLVED: That the application is approved subject to the Conservation Officer being satisfied with the application.

(Vote – For: 5, Against: 0)

98. **PLANNING AUTHORITY UPDATE**

(During this item Councillor T Inch left, and returned to, the Meeting.)

The Chairman gave an update on planning application decisions and appeals received from TDC.

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:



BIDEFORD TOWN COUNCIL

MINUTES

Name of Committee: Market Management Committee

Meeting Date: 23 April 2026

Meeting Time: 18.30

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor K Hind
Councillor J Gordon
Councillor S Smith

South Ward

Councillor P Lawrence

East Ward

Councillor J Gubb
Councillor J McKenzie (Chairman)

Tenant

Mrs K Austin

Also Present:

J Gardner, Town Clerk
R D Coombes, Deputy Town Clerk

90. Apologies for Absence

Apologies for absence were received from Councillor Mrs L Hellyer (East Ward – personal).

91. Declarations of Interest and Dispensations

No declarations of interest or requests for dispensations were received.

92. **Public Participation**

No members of the public attended the meeting.

93. **Minutes of the Previous Meeting**

It was proposed by Councillor Lawrence, seconded by Councillor Hind and **resolved** to approve the minutes of the meeting held on 12 March 2026 as a correct record.

(Vote – For: 7, Against: 0)

94. **Accounts**

It was proposed by Councillor McKenzie, seconded by Councillor Lawrence and **resolved** to approve the List of payments for 23 April 2026.

(Vote – For: 7, Against: 0)

Anticipating the next Item, Councillor Lawrence indicated that the Project Manager had been advised by North Devon + that the first claim, draw down of funds, could be made.

95. **Market Hall Project**

The Town Clerk advised members on the positive engagement by (six) Companies to the tender process noting that one asked for a week's extension for submission (1 May 2026).

96. **Tenant Representation**

Mrs Austin reported on a positive Tenant meeting with a view to staging a "Bideford Hand Made, Market Event," in the Market Hall over the weekend of 18 and 19 July 2026, subject to availability.

Members expressed support and a willingness to work with the Tenants on providing for a Council / Market Event. Councillor Lawrence noted that the Contractor should be in place to allow for Hall restrictions to be made clear.

Mrs Austin reported that a mouse had caused damage to stock, a waste pipe and left evidence of its presence. She confirmed, gratefully, that the Maintenance Team had acted swiftly and effectively to discourage further rodent interest.

The Clerk noted that another tenant in the Row had experienced an unwelcome visitor, October last year that had similarly been efficiently dealt with.

It was noted that there have been food outlets trading from the thoroughfare for many years, without incident, not least when a butcher last occupied Units (both 5 and 24).

The Clerk noted that a former trader had left food stuffs unprotected in the Market Hall that had attracted unwarranted attention.

The Chairman instructed the Clerk to write to all Market Complex tenants advising of the need to leave their units not to be attractive rodents i.e. not to leave food / sweets open unattended, use appropriate storage / sealed containers and general cleanliness.

Mrs Austin spoke about improving the look of Butcher's Row, the Devon flags are tired, not least during *the* project works. She raised the potential to instal flag holders outside the Units, that tenants could utilise and personalise. It was noted that the Units have (tenant) bespoke signs and options to hang baskets.

Discussion led to (outside) signage, indicating that despite the works to the Market Hall, Butcher's Row and the Market front shops remained open for business. Members discussed pressure "washing" templates, perhaps footprints, directing visitors to the Market, not unlike during COVID-19, albeit using water, not paint, to delineate the direction to the Complex.

Mrs Austin indicated a willingness to design the template.

The Town Clerk will liaise with the Highway Officer.

Part II (Closed Session)

97. Exclusion of the Press and Public

Due to the sensitive or confidential nature of the following item it was proposed by Councillor McKenzie, seconded by Councillor Hind and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulated that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

(Vote – For: 7, Against: 0)

The Chairman invited the Market Tenant to remain for the next Item (Members were in agreement).

98. Market and Development Strategy

The Chairman drew Members' attention to considering the next stage for the Market, at this juncture, ready for when the Project Works is completed 31 March 2027.

The Town Clerk intimated that the Committee should formulate a strategy and carry out some business planning. Whilst Frome had been considered an aspirational model ideas could be developed providing for an application to be submitted in time for any funding opportunities (that would work for Bideford.)

Discussion followed, with reference to the Strategy document, the future look of the Market Hall as an Event space, community hub, place to meet, trading and commercial offering.

The Town Clerk agreed to engage with the District Economic Development Officer, with reference to funding stream ideas, and report to the Committee. (Mrs Austin left the Meeting.)

99. Market Complex

The Deputy Town Clerk indicated there were no items to address. The business of the meeting having been concluded the Mayor thanked the councillors for their attendance at the meeting, which concluded at 7.42pm.

Signature of Town Mayor:

Date:

Signature of Chairman:

Date:

PAYMENT LIST

Pannier Market Accounts as at 31 March 2026

<u>Ser No</u>	<u>Date Entered</u>	<u>Allocation</u>	<u>VAT(£)</u>	<u>NET(£)</u>	<u>TOTAL(£)</u>
1.	11 Mar 26	Tamar Trading – Maintenance Item	31.22	156.14	187.36
2.	11 Mar 26	Devondale - Maintenance Item	3.30	16.50	19.80
3.	16 Mar 26	Vodafone Limited – Mobile	5.63	23.18	33.81
4.	16 Mar 26	Ashton Electrical Ltd – Electrical Repairs	59.01	295.03	354.04
5.	16 Mar 26	SWW – Water Services		209.74	209.74
6.	16 Mar 26	Valda Services – Electricity Charges	1.44	68.68	70.12
7.	24 Mar 26	EDF -Gas	3.22	64.31	67.53
8.	24 Mar 26	EDF – Electricity	198.20	990.99	1189.19
9.	24 Mar 26	Lloyds – Service Charges		9.35	9.35
10.	27 Mar 26	Triangle – Broadband	66.70	333.50	400.20
11.	31 Mar 26	J Fisher – Market Hall Security		360.00	360.00
Totals			368.72	2172.42	2541.14

Pannier Market Accounts as at 16 April 2026

1.	16 Apr 26	Vodafone Limited – Mobile	5.63	23.18	33.81
2.	16 Apr 26	NABMA – Annual Subscription		509.00	509.00
3.	16 Apr 26	EDF - Gas	1.72	34.45	36.17
Totals			7.35	566.63	578.98