

## BIDEFORD TOWN COUNCIL



Town Hall  
Bideford  
Devon  
EX39 2HS

Telephone:  
Bideford (01237) 428817/8

Janine Gardner  
Town Clerk and Responsible Financial Officer

Friday 6 March 2026

To: Members of the Market Management Committee

You are hereby summoned to attend a meeting of **Market Management Committee** of the above-named Council to be held in Greenhouse, Torridge District Council, Riverbank House, Bideford EX39 2QG **at 6.30 pm** for the purpose of transacting the following business.

In accordance with The Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. There is a legal right to film/record/photograph/report public meetings.

J Gardner  
Clerk to the Council

### AGENDA

1. To receive apologies and reasons for absence.
2. To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting. Enc
3. Public participation session of 15 minutes duration on items on the agenda.
4. To approve the minutes of the Meeting held on 29 January 2026 as a correct record. Enc
5. Accounts - To approve the payments listed. Enc
6. Market Hall Project.
7. Tenant / Trader representatives.
8. **PART II (Closed Session)**
9. **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.**

10. To consider and resolve upon replacement Café kitchen range.

Email

11. Tenant / Trader.

- a. To receive any terminations of leases by tenants / traders, give consideration to applications received for tenancies of premises and resolve accordingly.
- b. To consider and resolve upon tenant / trader / landlord matters / complaints.

**MARKET MANAGEMENT COMMITTEE**

**Councillors:**            J Gordon                    Mrs J Gubb                    Mrs L Hellyer  
                                  K Hind                        P Lawrence (Town Mayor)    J McKenzie (Chairman)  
                                  S Smith

**Traders/Tenants:**    Mrs Austin

**Date of Next Meeting: 23 April 2026**



## **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.

*Further details can be found in the Bidford Town Council Code of Conduct  
adopted 21.06.2012*



## BIDEFORD TOWN COUNCIL

### Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 29 January 2026 at 6.30 pm

<b>PRESENT:</b>	North Ward:	Councillor K Hind Councillor J Gordon Councillor Mrs Smith (Chairman)
	East Ward:	Councillor Mrs J Gubb Councillor Mrs L Hellyer Councillor J McKenzie
	South Ward	Councillor P Lawrence
	Market Complex	Mrs K Austin
<b>IN ATTENDANCE:</b>		Mr R Coombes (Deputy Town Clerk)

In the absence of Councillor McKenzie, Councillor Mrs Smith, Vice, assumed the Chair.

69. **APOLOGIES FOR ABSENCE**

Members were advised that the Chairman would be delayed; otherwise there were no absentees.

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

There were no declarations of interest.

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

There were no members of the public.

72. **MINUTES**

Proposed by Councillor Lawrence and seconded by Councillor Hind, the Minutes of the Meeting held on 11 December 2025 were approved and signed as a correct record.

(Vote – For: 6, Against: 0)

73. **ACCOUNTS**

Proposed by Councillor Hind, seconded by Councillor Mrs Gubb, and

**RESOLVED: That the lists of payments for 29 January 2026 be approved.**

(Vote – For: 6, Against: 0)

74. **MARKET HALL PROJECT – WORKS IMPACT ON STAKEHOLDERS**

Councillor Lawrence led discussion that could not, at this stage, provide any detail on whether, when and how the Market Hall works would impact the Butcher’s Row tenants and visitors to the Complex.

Whilst integral officers had been engaged the main contractor had not been established and was not in place.

Access could be restricted, noise too could be a negative factor.

There is no schedule of works earmarked for Butcher’s Row under the Project.

Should the Market Hall be available and there was disruption within Butcher’s Row tenants could have the opportunity to relocate for a period.

It was clear that there was a need for the Tenants to be informed not least for those operating a holistic service. (The Café tenant had been advised when it was thought there would be disruption, last summer.)

75. **TENANT / TRADER REPRESENTATIVE**

(Councillor McKenzie joined the Meeting.)

The Chairman invited Mrs Austin to address the Committee.

- Tenants are concerned that the waste contractor engaged by Jack in Box simply abandons the large empty blue bin in the entrance to Butcher’s Row where it can remain all morning until such times as the Tenant deigns to move it.

The Clerk advised that a formal agreement had yet to be entered into but the Tenants had been directed to read **Minute. No.62**, that included, “that Bin and its operation must not cause nuisance / disquiet to market stakeholders.”

Members noted that the now vacant Unit 1A had been made available for the arranged storage of secured waste at a nominal cost.

The Clerk advised that correspondence had been sent with a request that the Bin contractor uses the area, formerly used by the Council, by the railings outside the entrance to the Main Hall, and within close proximity of Unit 1A.

- Further discussion ensued leading to a noticeable reduction in core hours / commitment to Butcher’s Row attendance. All tenants had been advised of **Minute. No.61**, regarding the intention to provide for flexible opening hours albeit that when

introduced, effective 1 April 2026, it still would require tenants committing to the twenty five on site hours attendance. Poor attendance did provide for a negative impact.

The Chairman thanked Mrs Austin for her contribution (throughout the Meeting).

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

Proposed by Councillor McKenzie, seconded and

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

(Vote – For: 6, Against: 0)

77. **MARKET HALL**

Councillor Lawrence referred to meetings with the newly appointed officers, the architects and TDC personnel including discussion on tendering, procurement legislation and approval of contractors.

A further Meeting had been arranged, including the soon to be appointed Town Clerk, to engage with those other TDC officers who will help facilitate the works, including Planning. (TDC want the Council to succeed.)

Proposed by Councillor Mrs Smith, seconded by Councillor Mrs L Hellyer, and

**RESOLVED: That Devolved Authority is given to provide for Councillors Lawrence, Hind, McKenzie and the, soon to be appointed, Town Clerk, following professional advice, to make recommendation to Council the preferred Contractor from the Tender process.**

(Vote – For: 6, Against: 0)

78. **MARKET AND DEVELOPMENT STRATEGY**

Councillor Hind led discussion considering the opportunity for the Architects to develop and draw up plans for “Phase II,” of the Market Hall, to allow further funding to be sourced.

It was requested that the adopted Market Strategy be circulated providing Members with the opportunity to ensure “Phase II,” was in keeping with that which was agreed.

79. **TENANT / TRADER**

There is a confidential note associated with this item.

Members noted that two tenants had vacated their respective premises and a third had given Notice to quit Butcher’s Row. There had been interest expressed, and applications received, following social media / website / word of mouth promotion.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 8.07 pm.

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

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

**BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 29 January 2026**

Number (All)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	17/12/2025	BSPM33	Vodafone Limited	Mobile	28.18	5.63	33.81
2			South West Water	Water	257.50	0.00	257.50
3			Ignyte Ltd	Visit ND website	275.00	55.00	330.00
4			EDF	Electricity	1,013.80	202.76	1,216.56
5				Gas	35.17	1.76	36.93
6			D S Electrical	EICR (five year)	2,000.00	400.00	2,400.00
7			Lineal	Equipmnt to spt Bband upgrade	2,029.60	405.91	2,435.51
8	19/12/2025	BSPM33	Bideford Appliance Store	Fridge - remove old fridge Café	186.66	37.34	224.00
9	23/12/2025	BSPM34	Lloyds	Service Charges	9.35	0.00	9.35
10	05/01/2026	BSPM35	Mkt recharge	TC Costs	3,721.97	0.00	3,721.97
11	12/01/2026	(blank)	Vodafone Limited	Mobile	28.18	5.63	33.81
12	<b>Grand Total</b>				<b>9,585.41</b>	<b>1,114.03</b>	<b>10,699.44</b>

Bank Balances at	23/01/2026	- Current Account	£	8,708.27
Bank Balances at	23/01/2026	- Deposit Account	£	30,015.87

Agenda Item 5

BIDEFORD TOWN COUNCIL - Pannier Market Accounts as at 12 March 2026				VAT	NET	TOTAL
Ser No	Date Entered		ALLOCATION			
1	31/01/2026	Tamar Trading	Maintenance Items	51.26	256.32	307.58
2	28/01/2026	Lloyds	Service Charges	0.00	9.35	9.35
3	28/01/2026	EDF	Gas	2.24	44.70	46.94
4	28/01/2026	EDF	Electricity	212.88	1064.41	1277.29
5	28/01/2026	Triangle	Broadband	66.69	333.45	400.14
6	28/01/2026	Torridge District Council	Business Rates	0.00	222.05	222.05
7	28/01/2026	Jonathon Rhind Architects Ltd.	Architect's Fees	1506.16	7530.80	9036.96
8	28/01/2026	Lakeway Ecological Consultancy Ltd	EclA Report	80.00	400.00	480.00
9	04/02/2026	Mkt recharge	TC Costs	0.00	3721.97	3721.97
10	04/02/2026	Torridge District Council	Building Insurance	0.00	3685.70	3685.70
11	28/02/2026	RGB	Maintenance Items	3.32	16.60	19.92
12	28/02/2026	Tamar Trading	Maintenance Items	65.43	327.12	392.55
13	13/02/2026	Vodafone Limited	Mobile	5.63	28.18	33.81
14	13/02/2026	Ashton Electrical Ltd	Electrical repair 22 M Plce	11.04	55.21	66.25
15	13/02/2026	Nicholsons Hygenie Specialist	Cleaning Materials	30.60	153.00	183.60
16	13/02/2026	South West Water	Unit charge	0.00	33.70	33.70
17	13/02/2026	Encompass Security Solutions	Alarm System Ann insp test	48.33	241.67	290.00
18	13/02/2026	Howdens Joinery Limited	Door panel / latch pack	6.80	34.00	40.80
19	13/02/2026	Skip & Stones Skip Hire	2 x skips	148.00	740.00	888.00
21	25/02/2026	EDF	Gas	2.77	55.33	58.10
22	25/02/2026	EDF	Electricity	202.04	1010.19	1212.23
23	25/02/2026	Lloyds	Service Charges	0.00	10.20	10.20
24	25/02/2026	Triangle	Broadband	66.70	333.48	400.18
25	02/03/2026	Mkt recharge	TC Costs	0.00	3721.97	3721.97
26	02/03/2026	Myles Clough	Quantity Surveying Services	323.07	1615.33	1938.40
27	03/03/2026	Myles Clough	Project Management Services	471.25	2356.25	2827.50
				<b>3304.21</b>	<b>28000.98</b>	<b>31305.19</b>
			<b>Bank Balances at 6 Mar 26 - Current Account</b>	<b>7,358.98</b>		
			<b>Bank Balances at 6 Mar 26 - Deposit Account</b>	<b>35,000.00</b>		