

BIDEFORD TOWN COUNCIL



Janine Gardner
Town Clerk and Responsible Financial Officer

Riverbank House
Bideford
Devon
EX39 2GQ

Telephone:
(01237) 428938

Thursday, 16 April 2026

To: Members of the Market Management Committee

You are hereby summoned to attend the following meeting:

Name of Committee: Market Management Committee

Meeting Date: Thursday, 23 April 2026

Meeting Time: 18.30

Venue: Greenhouse, Riverbank House, Bideford EX39 2GQ

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. Apologies for Absence

To receive apologies and reasons for absence.

2. 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.

3. Public Participation

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

4. Minutes of the Previous Meeting

To approve the minutes of the meeting held on 12 March 2026 as a correct record.

5. Accounts

To approve the payments listed.

6. Market Hall Project

To receive an update.

7. Tenant representative

To receive an update.

Part II (Closed Session)

8. 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.

9. Market and Development Strategy

To revisit the Market and Development Strategy and resolve accordingly.

10. Market Complex

- 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 / landlord matters / complaints.

MEMBERS OF THE MARKET MANAGEMENT COMMITTEE

Councillors: J Gordon, J Gubb, L Hellyer, K Hind, P Lawrence, J McKenzie and S Smith

Tenant: Mrs K Austin

Date of Next Meeting: 4 June 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 Biddeford 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 12 March 2026 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby (sub for Councillor J Gubb) Councillor J Gordon Councillor Mrs Smith
	East Ward:	Councillor Mrs L Hellyer Councillor J Hellyer (sub for Councillor K Hind) Councillor J McKenzie (Chairman)
	South Ward	Councillor P Lawrence
IN ATTENDANCE:		Mrs J Gardner (Town Clerk) Mr R Coombes (Deputy Town Clerk)

80. APOLOGIES FOR ABSENCE

Councillors Mrs J Gubb (East Ward – personal) and K Hind (North Ward – personal). Mrs K Austin (Market Representative).

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

There were no declarations of interest.

82. PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION

There were no members of the public.

83. MINUTES

Proposed by Councillor McKenzie and seconded by Councillor Mrs L Hellyer, the Minutes of the Meeting held on 29 January 2026 were approved and signed as a correct record.

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

84. **ACCOUNTS**

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

RESOLVED: That the lists of payments for 12 March 2026 be approved.

(Vote – For: 7, Against: 0)

85. **MARKET HALL PROJECT**

The Town Clerk advised that the Tender documentation has been progressed, will be issued at the end of the month and is “on track.”

The return Tender date has been set at 28 April 2026 consideration period and award of contract scheduled for 22 May 2026 and commencement of works to 5 / 6 July allowing for completion date of 26 March 2027.

The Town Clerk confirmed that the refurbishment would be “like for like” in line with the Listed Building Consent; the structural fabric will not change. There would be improvements, though to the roof access of Butcher’s Row allowing for a “man safe” access system including a line to attach a harness.

The Project Manager has submitted the cash flow forecast to TDC which will allow for the processing of claims.

Members discussed the budget, drawdown of funds and payment stream for the Project Manager. Further discussion explored the potential for a rain water capture system.

86. **TENANT / TRADER REPRESENTATIVE**

Councillor Lawrence alerted members to the Scarecrow Competition to be held in Butcher’s Row.

He advised that a tenant occupying the southern most Butcher’s Row Unit i.e. furthest from the Office, was suffering connectivity issues to the Free public Wi Fi provision.

The Deputy Town Clerk confirmed that the IT support company had been notified, they had made an onsite visit, as well as having remote connectivity, and had been hastened.

87. **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)

88. **CAFÉ KITCHEN RANGE**

Members considered quotations and alternative suppliers / options to the replacement of the Café Kitchen range.

Proposed by Councillor Bushby, seconded by Councillor Mrs Hellyer, and

RESOLVED: That the Bideford Appliance Store be invited to supply and fit the Rangemaster 90cm Professional+ Induction Range Cooker [L SEP] 73ltr Left Hand Fan Oven with Handy rack and Catalytic side Liners and remove / dispose of the old appliance.

(Vote – For: 6, Against: 1)

89. **TENANT / TRADER**

Councillor Lawrence advised Members on the selection and results of the application process for 22 and 25 Market Place, 3 4 Butcher’s Row Shop Unit.

The Clerk advised members of the efforts made by the Rangers to make the Units suitable for letting.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.01 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

BIDEFORD TOWN COUNCIL - Pannier Market Accounts as at 12 March 2026						
Ser No	Date Entered		ALLOCATION	VAT	NET	TOTAL
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 Plice	11.04	55.21	66.25
15	13/02/2026	Nicholsons Hygienic 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
				3304.21	28000.98	31305.19
			Bank Balances at 6 Mar 26 - Current Account	7,358.98		
			Bank Balances at 6 Mar 26 - Deposit Account	35,000.00		

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

R Coombes
Deputy Town Clerk
16 Apr 26