

BIDEFORD TOWN COUNCIL



Town Hall
Bideford
Devon
EX39 2HS

Telephone:
Bideford (01237) 428817/8

Richard Coombes
Acting Town Clerk and Responsible Financial Officer

Friday 23 January 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 the Council Chamber, Town Hall, Bideford, on **Thursday 29 January 2026 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.

R Coombes
A/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 11 December 2025 as a correct record. (Approved at Town Council Meeting 18 December 2025.) Enc
5. Accounts - To approve the payments listed. Enc
6. Market Hall Project – To discuss the impact of the Market Hall works on the Market Complex stakeholders, including Butcher's Row and Market Place Tenants.
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. Market Hall Project update – consider and resolve, accordingly.
11. Market and Development Strategy update – consider and resolve, accordingly.
12. 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.
 - c. To consider and resolve upon Tenant rent arrears.

MARKET MANAGEMENT COMMITTEE

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

Traders/Tenants: Mrs Austin

Date of Next Meeting: 12 March 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 11 December 2025 at 6.30 pm

PRESENT:	North Ward:	Councillor K Hind Councillor J Gordon Councillor Mrs Smith
	East Ward:	Councillor Mrs J Gubb Councillor Mrs L Hellyer Councillor J McKenzie (Chairman)
	Market Complex	Mrs K Austin
IN ATTENDANCE:		Mr R Coombes (Deputy Town Clerk) 1 x Public

56. **APOLOGIES FOR ABSENCE**

Councillor P Lawrence (Mayoral commitment).

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

There were no declarations of interest.

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

A member of the public offered the Market Complex their stand up piano, having canvassed Butcher's Row tenants who were agreeable to the idea replicating an idea seen at both Barnstaple and South Molton Markets.

Members discussed the opportunity, including siting, transport arrangements and a trial period.

The consensus was to accept the offer for a six week trial.

59. **MINUTES**

Proposed by Councillor McKenzie and seconded by Councillor Gordon, the Minutes of the

Meeting held on 13 November 2025 were approved and signed as a correct record.

(Vote – For: 6, Against: 0)

60. **ACCOUNTS**

Proposed by Councillor McKenzie, seconded by Councillor Hind, and

RESOLVED: That the lists of payments for 11 December 2025 be approved.

(Vote – For: 6, Against: 0)

61. **OPERATING HOURS**

Councillor Gordon from the outset proposed that Tenants should have the opportunity to set their own (minimum) twenty five hours, that they choose, that they will commit to.

Councillor Mrs Hellyer seconded the proposal.

Members discussed the proposal indicating that it would provide greater flexibility both embracing those that wish to trade during the day and those that seek to operate later during the twilight / nighttime.

The hours though, would need to be published.

It was proposed by Councillor Gordon, seconded by Councillor Mrs Hellyer and

RESOLVED: That Market Complex tenant on site operating:

1. **Minimum twenty five hours.**
2. **Tenants choose their twenty five hours *on site* opening time.**
3. **The individual tenant opening hours are to be published on the premises.**
4. **Tenant published chosen times to be adhered to.**
5. **Tenants to sign agreement / addendum to current agreement effective 1 April 2026.**

(Vote – For: 6, Against: 0)

62. **TENANT SECURE WASTE STORAGE**

Mrs Austin and the Clerk reminded Members on the lead up to the removal of the Council's waste concession, the tenants' agreement clause to remove rubbish and the demand to make provision for (contracted) waste bin storage.

Members discussed the onus, through the tenancy agreement, for the individual tenant to be responsible for and removal of their waste. They considered that where the Council have encouraged and wish to encourage hospitality and service operators in the future, provision should be made to allow for the consequence of their work including storage of waste to allow for their contracted collection.

In the immediate term, whilst the Hall is awaiting renovation, the former room annex that stored the Council waste bins in the past, could be utilised.

Members further discussed providing the opportunity to individual tenants, who would retain full responsibility for their secured bin, the collection of their waste, the return of the emptied bin to the allocated room space – hired at a modest monthly cost – without causing nuisance or disquiet to their fellow tenants.

It was proposed by Councillor Lawrence, seconded by Councillor Mrs L Hellyer, and

RESOLVED: That:

1. **Storage provision for contracted lockable waste bin be made available within the complex.**
2. **Tenants solely responsible for their secured bin, for the collection and return of the emptied bin.**
3. **Emptied bin not to be left unattended during normal working hours.**
4. **Bin and its operation must not cause nuisance / disquiet to market stakeholders.**
5. **Nominal monthly cost (to use the facility).**
6. **Operation to be reviewed.**
7. **Tenants to sign agreement.**

(Vote – For: 6, Against: 0)

63. **KITCHEN APPLIANCE**

The Clerk explained that the induction hob element of the Café range cooker and ceased working.

In the meantime a portable twin induction unit had been purchased.

The item to consider quotations was deferred, awaiting quotations.

64. **TENANT / TRADER REPRESENTATIVE**

The Chairman invited Mrs Austin to address the Committee.

She had sought out and wished to repurpose some old “A” board signs, with a view to promoting the Complex and providing the opportunity for individual tenants to promote their offer.

Members expressed agreement to the initiative and provision of appropriate security device(s).

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

65. **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)

66. **MARKET HALL**

Councillor Hind appraised members on meetings, engagement of officers, liaison with the Architects and TDC, surveys and completion date timelines.

67. **MARKET AND DEVELOPMENT STRATEGY**

Councillor Hind indicated that there were no further developments.

68. **TENANT / TRADER**

Members noted that no further payments had been made nor any schedule for the debt to be cleared.

Proposed by Councillor McKenzie, seconded by Councillor Hind, and

RESOLVED: That in keeping with previous Resolutions the outstanding debt must be cleared by 31 December 2025. Failure to comply will initiate (a month’s) Notice to quit be effective 1 January 2026.

(Vote – For: 6, Against: 0)

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.37 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 11 December 2025

Number (All)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	13/11/2025	(blank)	TV Licence	Monthly Licence Fee	9.75	0.00	9.75
2			Mkt recharge	TC Costs	3,721.97	0.00	3,721.97
3			Vodafone Limited	Mobile	28.18	5.63	33.81
4			South West Water	Unit charge	34.07	0.00	34.07
5	27/11/2025	(blank)	Triangle	Broadband	64.45	12.89	77.34
6			Lloyds	Service Charges	11.25	0.00	11.25
7			Janette Fisher	Security	280.00		280.00
8			EDF	Electricity	946.52	189.30	1,135.82
9				Gas	8.25	0.41	8.66
10	04/12/2025	BSPM32	Mkt recharge	TC Costs	3,721.97	0.00	3,721.97
11			Ashton Electrical Ltd	Callout cooker fault	112.50	22.50	135.00
12			Nicholsons Hygenie Speci	Cleaning Materials	226.85	45.37	272.22
13			Amazon	Portable Induction Hob	66.07	13.22	79.29
14			Benchmark Exeter Ltd	Topographic & MBS	7,220.00	1,444.00	8,664.00
15			Lakeway Ecological Consu	Bldg Inspection - Prelim Eco	300.00	60.00	360.00
16			McBain Refrigeration SW L	Callout cooker fault	70.00	14.00	84.00
Grand Total					16,821.83	1,807.32	18,629.15

Bank Balances at 05/12/2025 - Current Account £ 6,763.92
 Bank Balances at 05/12/2025 - Deposit Account £ 35,000.00

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	Grand Total				9,585.41	1,114.03	10,699.44

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