



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