



## 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

<b>PRESENT:</b>	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
<b>IN ATTENDANCE:</b>		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: .....

<b>BIDEFORD TOWN COUNCIL - Pannier Market Accounts as at 12 March 2026</b>						
<b>Ser No</b>	<b>Date Entered</b>		<b>ALLOCATION</b>	<b>VAT</b>	<b>NET</b>	<b>TOTAL</b>
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
				<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>		