



BIDEFORD TOWN COUNCIL

MINUTES

Meeting: Town Council

Meeting Date: Thursday, 18 June 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor D Bushby

Councillor K Hind (in the chair)

Councillor J Gordon

Councillor S Smith

South Ward

Councillor S Inch

West Ward

Councillor C Hawkins

East Ward

Councillor J Craigie

Councillor J Gubb

Councillor J Hellyer

Councillor J McKenzie

Also Present:

Inspector Ewan Seear, Torridge Sector Inspector, Devon and Cornwall Police

Tim Steer, Railfuture, Devon and Cornwall regional branch chair

J Gardner, Town Clerk and Responsible Financial Officer

One member of the public

33. Apologies for Absence

Apologies for absence were received from Councillors R Clarke, L Hellyer, T Inch and P Lawrence.

34. Declarations of Interest and Dispensations

No declarations of interest or requests for dispensations were received.

35. Public Participation

The Chair of Rail Future appealed to the Council to support his organisation's ambition to reinstate a rail link to Bideford.

36. Minutes of the Previous Meeting

It was proposed by Councillor K Hind, seconded by Councillor S Inch and **resolved** to approve the minutes of the meeting held on 21 May 2026 as a correct record.

(Vote – For: 9, Against: 0, Abstention: 1)

37. Items Brought Forward by the Chair

The Council agreed to host the Bideford & District Community Archive for a presentation at a future Council meeting.

38. Devon and Cornwall Police

The Torridge Sector Inspector for Devon and Cornwall Police summarised recent crime statistics for Bideford and the wider Torridge district, and explained the Police's response to illegal commercial activities, modern slavery and the illegal use of motor vehicles in the town centre and East-the-Water.

The Torridge Sector Inspector agreed to investigate the feasibility of spot action on illegal motoring activities in Bideford and highlighted the importance of reporting offences in order to provide the evidence base on the basis of which police resources could be deployed. The Council suggested appealing to residents via its social media channels to report any suspicious, criminal and/or illegal activities to Devon and Cornwall Police.

39. Annual Governance and Accountability Return

a) Report by the Internal Auditor

The Council considered the report by the Internal Auditor and noted that he had responded positively to internal control objective D in his report to the external auditor, but that he had commented that the Council had not met that control objective last year in his underlying qualitative report.

It was proposed by Councillor J Hellyer, seconded by Councillor D Bushby and **resolved** to note the report by the Internal Auditor for submission to the external auditor, subject to clarifying the Internal Auditor's treatment of internal control objective D.

(Vote – For: 10, Against: 0, Abstentions: 0)

b) Section 1 – Governance Statement

The Council considered Section 1 of the annual governance and accountability return 2025-26, the governance statement.

It was proposed by Councillor K Hind, seconded by Councillor S Inch and **resolved** to respond individually and positively to each of the eight assertions in Section 1 of the annual governance and accountability return 2025-26, the governance statement, in consecutive order.

(Vote – For: 10, Against: 0, Abstentions: 0)

c) Section 2 – Statement of Accounts 2025-26

The Council considered the Statement of Accounts 2025-26 set out in Section 2 of the annual governance and accountability return.

It was proposed by Councillor K Hind, seconded by Councillor S Inch and **resolved** to approve the Statement of Accounts set out in Section 2 of the annual governance and accountability return.

(Vote – For: 10, Against: 0, Abstentions: 0)

d) Period for the Exercise of Electors' Rights

The period for the exercise of public rights was the period during which the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. The period would last for 30 working days and must include the first 10 working days of July.

It was proposed by Councillor K Hind, seconded by Councillor S Inch and **resolved** to approve the period for the exercise of public rights from Monday, 29 June 2026 until Friday, 7 August 2026.

(Vote – For: 10, Against: 0, Abstentions: 0)

40. Maintenance of Defibrillators

The Council considered a report following the gifting of two defibrillators into the Town Council's ownership by the South Western Ambulance NHS Foundation Trust in December 2025.

It was proposed by Councillor D Bushby, seconded by Councillor J McKenzie and **resolved** to:

a) retain the defibrillators located at the fire station and Harbour Master's office.

b) note the costs associated with the replacement of batteries and pads.

(Vote – For: 10, Against: 0, Abstentions: 0)

41. Live Streaming of Council Meetings

The Council considered a report following a Council decision in 2024 to live-stream Council meetings.

The Council debated the public desire to access audiovisual recordings, particularly in light of the usage figures by Devon County Council and Torridge District Council.

It was proposed by Councillor J Craigie, seconded by Councillor J McKenzie and **resolved** to

- a) live-stream Council and committee meetings to the public.
- b) record audio recordings of Council and committee meetings on existing Council devices as a matter of record until the minutes of the meeting have been approved at the following meeting.

The motion was not carried.

It was then proposed by Councillor J Hellyer, seconded by Councillor D Bushby and **resolved** to

- a) not live-stream Council and committee meetings to the public.
- b) record audio recordings of Council and committee meetings on existing Council devices as a matter of record until the minutes of the meeting have been approved at the following meeting.

(Vote – For: 6, Against: 2, Abstentions: 2)

42. Youth Council

The Council considered a report regarding the reinstatement of a youth council in Bideford.

It was proposed by Councillor J Craigie, seconded by Councillor S Smith and **resolved** to support the reintroduction of a Youth Council for Bideford in principle, subject to:

- a) identifying funding to enable set up the Youth Council, ideally by employing a dedicated support worker.
- b) ensuring that the above arrangement becomes financially sustainable, e.g. by including ongoing support for a dedicated support worker in the Town Council's precept.

(Vote – For: 9, Against: 1, Abstentions: 0)

43. Committee Minutes

It was proposed by Councillor J McKenzie, seconded by Councillor S Inch and **resolved** to adopt the minutes of the Amenities Committee on 28 May 2026 as amended. Jack Gordon remove from attendance list, add S Smith to attendance list

(Vote – For: 9, Against: 1, Abstentions: 0)

The minutes of the Planning Committee meeting on 3 June 2026 would be submitted to the next meeting of the full Council on 30 July 2026.

44. Committee Memberships

The Council appointed the following councillors to its committees:

Amenities Committee:

Mayor, Deputy Mayor, Councillors Clarke, Craigie, Gordon, Gubb, Hawkins, S Inch, McKenzie, Smith and Taylor

Planning Committee:

Mayor, Deputy Mayor, Councillors Clarke, L Hellyer, S Inch, T Inch and McKenzie

Resources Committee:

Mayor, Deputy Mayor, Councillors Bushby, Clarke, Gubb, Hawkins, J Hellyer, L Hellyer, S Inch and McKenzie

Events working group

Mayor, Deputy Mayor, Councillors Bushby, Craigie, Gubb, S Inch, Smith

45. List of Payments

Councillor J Gubb declared a disclosable pecuniary interest in this agenda item 6 by virtue of payments being made to her spouse.

It was proposed by Councillor J McKenzie, seconded by Councillor S Inch and **resolved** to approve the payments listed.

(Vote – For: 9, Against: 0, Abstentions: 0)

Councillor J Gubb did not participate in the vote.

Part II (Closed Session)

46. Exclusion of the Press and Public

Due to the sensitive or confidential nature of the following item it was proposed by Councillor J McKenzie, seconded by Cllr J Craigie and **resolved** to exclude the press and public from the remainder of the meeting on the basis of Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 which stipulated that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

(Vote – For: 10, Against: 0, Abstentions: 0)

47. Pannier Market

a) Construction Contract

The Council considered a Joint Contracts Tribunal (JCT) Intermediate Building Contract governing the refurbishment works at the Pannier Market which were due to commence imminently. The Council noted that the contract had to be signed by deed. The execution and signing of legal deeds were governed by the Council's Standing Order 23 as follows:

Execution and Sealing of Legal Deeds

a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b) Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

It was proposed by Councillor J Hellyer, seconded by Councillor D Bushby and **resolved** to enter into the Joint Contracts Tribunal (JCT) Intermediate Building Contract governing the refurbishment works at the Pannier Market to be signed as a deed in accordance with the Council's Standing Order 23.

(Vote – For: 10, Against: 0, Abstentions: 0)

b) Refurbishment

The Council considered a report appraising options to potentially bridge the funding gap for the Pannier Market refurbishment works.

It was proposed by Councillor D Bushby, seconded by Councillor J McKenzie and **resolved** to agree to maintain a general reserve for the Town Council at three months of net revenue expenditure at £210,000 and to offer £40,000 to contribute towards the funding shortfall at the Pannier Market to Torridge District Council, subject to:

a) attracting additional Community Regeneration Programme funding.

b) the currently excluded and currently unfunded works being capable of being completed at a later date.

(Vote – For: 8, Against: 0, Abstentions: 2)

Cllr Doug Bushby left the meeting.

48. Trust Port

The Council received a verbal update by Cllr Ken Hind.

49. Mayor's Robe

The Council considered a report recommending the replacement of the Mayor's robe.

The Council queried the potential suppliers' availability and capacity to deliver the works and requested a further report to the next meeting of the full Council to include quotes for the replacement of the fur with faux fur as well as any necessary repairs to the existing robe.

The business of the meeting having been concluded the Chair thanked the councillors for their attendance at the meeting, which concluded at 8:25pm.

Signature of Town Mayor:

Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 18 June 2026				Agenda Item 13				
	Invoice Date	Supplier	Allocation	VAT	NET	TOTAL	Payment	Governance
1	1/04/26	EDF	Gas	£1.72	£34.45	£36.17	16/04/2026	PM
2	1/04/26	Triangle	Broadband	£70.12	£350.59	£420.71	27/04/2026	PM
3	7/04/26	Nicholsons	Hygiene Items	£28.19	£140.95	£169.14	27/04/2026	PM
4	17/04/26	EDF	Electricity	£172.23	£861.16	£1,033.39	17/04/2026	PM
5	20/04/26	Llyds	Service Charges	£0.00	£10.20	£10.20	20/04/2026	PM
6	27/04/26	K Riley	Refund deposit less (electricity) expenses	£0.00	£136.62	£136.62	27/04/2026	PM
7	30/04/26	Vodafone	Mobile	£6.65	£33.26	£39.91	10/05/2026	PM
8	26/05/2026	First Aid At Hand Ltd	First aid training for all staff 20 May 2026	£0.00	£500.00	£500.00		TC
9	28/05/2026	Ms C Heller	Refund of misc BTC expenses		£44.79	£44.79	28/05/2026	TC
10	28/05/2026	Merry Harriers	Port Memorial (display) plants + delivery	£269.80	£1,349.00	£1,618.80		TC
11	28/05/2026	Merry Harriers	Floral display plants inc P Mkt, Mill/Cooper/All Halland Sls	£2,516.67	£12,583.37	£15,100.04		TC
12	29/05/2026	Myles Clough Management Services	Project management Pannier Market	£591.25	£2,956.25	£3,547.50		TC
13	06/06/2026	Songbird Music	Musical Direction - Carry On Choir		£130.00	£130.00		TC
14	31/05/2026	Bea Engineering Design Ltd	Design and tender Pannier Market refurbishment	£0.00	£1,685.00	£1,685.00		TC
15	31/05/2026	Myles Clough Management Services	Quantity surveying services Pannier Market refurbishment	£323.07	£1,615.33	£1,938.40		TC
16	31/03/2026	Myles Clough Management Services	Project management Pannier Market	£401.25	£2,006.25	£2,407.50		TC
17	01/06/2026	M & R Marqueses	Marquee / matting / groundsheet	£228.00	£1,144.00	£1,372.00		TC
18	26/05/2026	Acorn	Season worker	£82.67	£413.33	£496.00	02/06/2026	TC
19	31/05/2026	Clarity	Printer meter copy charge	£3.01	£15.07	£18.08	DD	TC
20	02/06/2026	Topregal	Scrubber dryer SWM 1200m ² /h	£172.60	£862.99	£1,035.59	03/06/2026	PM
21	29/05/2026	Clear Sky Publishing	North Devon Scene	£26.00	£130.00	£156.00		PM
22	03/06/2026	South West Clearing Ltd	Karcher KM 70/20 c 2SB Sweeper	£124.17	£620.83	£745.00	03/06/2026	PM
23	05/05/2026	EDF	Decorative Lighting - Bideford Quay	£9.77	£195.83	£205.60	03/06/2026	TC
24	03/06/2026	Ecoremoval systems	Warehouse Service Pack Eco Gum Remover + batteries	£198.35	£991.76	£1,190.11	03/06/2026	TC
25	03/06/2026	Pontins Petals	Mayor Intro 4 x presentation bouquets / 1 x Myr Alice		£120.00	£120.00	03/06/2026	TC
26	04/06/2026	D S Electrical	Long Bridge works	£851.25	£4,256.25	£5,107.50		TC
27	01/06/2026	Scribe	Monthly subscription financial software	£34.80	£174.00	£208.80		TC
28	04/06/2026	Mayor of Bideford Charity Fund	Mayor's Allowance		£1,800.00	£1,800.00	04/06/2026	Myr Alice
29	30/04/2026	Allstar	Fuel	£91.54	£457.71	£549.25	05/06/2026	TC
30	31/05/2026	Allstar	Fuel	£64.09	£320.53	£384.62		TC
31	22/05/2026	Tamar	Maintenance Items	£27.56	£137.79	£165.35		TC
32	01/06/2026	Lineal	Licenses / Remote Engineer	£51.47	£257.34	£308.81		TC
33	03/06/2026	Acorn	Seasonal Worker	£82.67	£413.33	£496.00	10/06/2026	TC
34	03/06/2026	RGB	Maintenance Items	£24.57	£122.86	£147.43		TC
35	08/06/2026	Peninsula	HR	£65.15	£344.97	£410.12		TC
36	05/06/2026	Encompass Security Solutions	Depot - Annual inspection + test / access system	£52.00	£260.00	£312.00		TC
37	31/05/2026	E.On Next	Caddsdwn Electricity	£3.76	£75.29	£79.05	DD	TC
38	01/06/2026	Triangle	Pannier Market broadband / landline	£70.12	£350.59	£420.71		TC
39	09/06/2026	R Dymond	Beadle mileage	£0.00	£41.00	£41.00		TC
40	09/06/2026	P Lawrence	Landvisium embarkation point mileage / car parking (Myr Alice)	£0.00	£117.00	£117.00		Myr Alice
41	09/06/2026	Robeda	Ireko timber	£14.54	£72.69	£87.23		TC
42	27/05/2026	Mow It	Maintenance Items	£2.08	£10.42	£12.50	C0023	TC
43	03/06/2026	Amazon Prime	Amazon Prime	£0.00	£8.99	£8.99	CC024	TC
44	03/06/2026	Screwfix Ltd	Trailer Hitchlock x 2	£14.33	£71.65	£85.98	CC025	TC
45	03/06/2026	Screwfix Ltd	Trailer Hitchlock x 1 return	-£7.17	-£35.82	-£42.99	CC025	TC
46	04/06/2026	Toolstation	Maintenance Items	£2.98	£14.91	£17.89	CC026	TC
47	04/06/2026	Aldi	Maintenance Items	£4.65	£23.25	£27.90	CC027	TC
48	08/06/2026	Screwfix Ltd	Maintenance Items	£0.42	£2.07	£2.49	CC028	TC
49	09/06/2026	Blakewell Services Limited	Maintenance Items	£5.41	£27.06	£32.47	CC029	TC
50	09/06/2026	Ancient & Honourable Guild of Town Criers	Annual Membership - Jim	£0.00	£30.00	£30.00		TC
51	09/06/2026	Mother Clucking Farm Ltd	Reimbursement of damaged stock	£0.00	£245.08	£245.08	11/06/2026	PM
52	10/06/2026	Devon Association of Local Councils	Staff training Clerk's Essentials 2	£6.00	£30.00	£36.00		TC
53	09/06/2026	Bideford Baptist Church	Hire of Church Hall - 4 June 2026	£0.00	£100.00	£100.00		TC
54	11/06/2026	Torridge Tree Services	Removal of snapped limb onn large sycamore tree in Ford Woods	£0.00	£90.00	£90.00		TC
55	09/06/2026	Acorn	Seasonal Worker	£82.67	£413.33	£496.00	17/06/2026	TC
56	10/06/2026	C Heller	Refund misc items purchased for Bideford Fair / office equipment	£0.00	£99.93	£99.93	12/06/2026	TC
57	10/06/2026	Blanchards	Maintenance Items	£5.00	£24.99	£29.99	CC030	TC
58	10/06/2026	Aldi	Maintenance Items	£1.00	£4.98	£5.98	CC031	TC
59	11/06/2026	Nicholsons	Hygiene Items	£32.75	£163.75	£196.50		Mkt
60	11/06/2026	Nick Sampson MES Ltd	Transport Planter	£120.00	£600.00	£720.00		TC
61	09/06/2026	Parish and Town Auditing Services	Internal audit 2025-26	£0.00	£325.00	£325.00		
62	15/06/2026	Jag Signs	Flower bed signs	£77.85	£389.25	£467.10		
63	15/06/2026	D S Electrical	Call out Quay lights	38.73	193.63	£232.36		
64	16/06/2026	South West Communications Group Ltd	Service charges Caddsdwn Depot	9.88	49.39	£59.27		
65	18/06/2026	Safepoint	Lone worker devices initial setup and one month's subscription	161.38	£806.88	£968.26		
66	16/06/2026	Acorn	Seasonal Worker	82.67	413.33	£496.00	23/06/2026	
				£6,380.13	£36,565.15	£42,945.28		
			Bank Balances at 17/06/2026 - Current	£ 15,758.74				
			Bank Balances at 17/06/2026 - Deposit	£ 550,317.00				
			Bank Balances at 17/06/2026 - Reserves Account	£ 175,085.36				
			Bank Balances at 17/06/2026 - Current (Mkt)	£ 20,652.28				
			Bank Balances at 17/06/2026 - Deposit (Mkt)	£ 36,187.40				