



BIDEFORD TOWN COUNCIL

MINUTES

Meeting: Town Council

Meeting Date: Thursday, 21 May 2026

Meeting Time: 6:30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

Present:

North Ward

Councillor D Bushby
Councillor K Hind (Chairman)
Councillor D McGeough
Councillor S Smith

South Ward

Councillor R Clarke
Councillor S Inch

West Ward

Councillor C Hawkins

East Ward

Councillor J Craigie
Councillor J Gubb
Councillor L Hellyer
Councillor J McKenzie

Also Present:

J Gardner, Town Clerk
R D Coombes, Deputy Town Clerk

26. Apologies for Absence

Apologies for absence were received and approved by Councillors T Inch, J Hellyer and P Lawrence.

27. Declarations of Interest and Dispensations

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

28. Minutes of the Previous Meeting

It was proposed by Councillor S Inch, seconded by Councillor J McKenzie and **resolved** to adopt the minutes of the Town Council meeting on 7 May 2026.

(Vote – For: 10, Against: 0, Abstention: 1)

29. Committee Minutes

It was proposed by Councillor K Hind, seconded by Councillor J McKenzie and **resolved** to approve and adopt the minutes of the Tourism Committee meeting held on 17 March 2026.

(Vote – For: 11, Against: 0)

30. List of Payments

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

(Vote – For: 10, Against: 0)

Councillor J Gubb did not participate in the vote.

Part II (Closed Session)

31. Exclusion of the Press and Public

Due to the sensitive or confidential nature of the following item it was proposed by Councillor L Hellyer, seconded by Councillor J McKenzie 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: 11 Against: 0, Abstentions: 0)

32. Pannier Market Refurbishment – Tender Evaluation and Contract Award

The Clerk introduced a report recommending the appointment of a main construction contractor for the refurbishment of the Pannier Market in accordance with the Council's Financial Regulations.

The recommendation followed a restricted procurement procedure which had been led by Torridge District Council's procurement service and following a tender evaluation procedure

carried out by the project team consisting of the architect, quantity surveyor, project manager and the Clerk.

The original submissions had all been returned in excess of the budget and a subsequent value engineering process sought to enable the delivery of the project within the available budget.

The Council discussed additional funding, completion date implications and other projects within Torridge.

It was proposed by Councillor D Bushby, seconded by Councillor S Smith and **resolved** to

- a. notify Arque that the Council appointed them the preferred contractor and utilise the standstill period to finalise the financial negotiations and reduce the tender figure in line with budget and increase the risk allowance accordingly.
- b. undertake a detailed credit check for financial and commercial standing prior to formal appointment.

(Vote – For: 11, Against: 0)

The business of the meeting having been concluded the Chairman thanked the councillors for their attendance at the meeting, which concluded at 6:59 pm.

Signature of Town Mayor:

Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Town Council Meeting - 21 May 2026				Agenda Item 6				
	Invoice Date		Allocation	VAT	NET	TOTAL	Payment	Governance
1	01/05/2026	Triangle	Broadband Provision	£70.12	£350.59	£420.71	27/05/2026	Market
2	08/05/2026	Clear Sky Publishing	Public Notice - Gazette website / social media	£15.00	£75.00	£90.00	27/05/2026	TC
3	08/05/2026	Peninsula Business Services Limited	HR/H&S/EAP	£65.15	£344.97	£410.12	27/05/2026	TC
4	12/05/2026	Acorn	Seasonal Worker	£80.83	£404.14	£484.97	19/05/2026	TC
5	18/05/2026	Jewson	Maintenance Items	£4.38	£21.90	£26.28	27/05/2026	TC
6	18/05/2026	Tamar	Maintenance Items	£36.41	£182.10	£218.51	27/05/2026	TC
7	06/04/2026	Blakewell Services Ltd	Vehicle Test - Intermittent Fault	£5.50	£27.50	£33.00	27/05/2026	TC
8	14/05/2026	DVLA	Renault - WD18LXA - Vehicle Tax + Admin Fee		£362.50	£362.50	CC015	TC
9	14/05/2026	BJ's Value House	Maintenance Items	£7.17	£35.83	£43.00	CC016	TC
10	15/05/2026	Genuine Centre Ltd	Stationery	£3.58	£17.91	£21.49	CC017	TC
11	15/05/2026	Vista Print	Bideford Fair items	£24.63	£121.78	£146.41	CC018	TC
12	15/05/2026	Hobby Toys Ltd	Water	£3.50	£17.49	£20.99	CC019	TC
13	15/05/2026	Amazon EU	Refuse sacks	£0.57	£2.83	£3.40	CC020	TC
14	15/05/2026	We Can Source It Ltd	Napkins	£2.99	£14.95	£17.94	CC021	TC
15	16/05/2026	Sara DM Enterprises Ltd	Bideford Fair items	£2.18	£10.91	£13.09	CC022	TC
16	20/05/2026	South West Councils	Membership 2026-27	£110.00	£550.00	£660.00	27/05/2026	TC
17	31/03/2026	Jonathan Rhind Architects	Market Project	£2,098.08	£10,490.39	£12,588.47	27/05/2026	TC
18	18/05/2026	Nick Sampson Mechanical Engineering	Crane hire 11 and 12 May 2026	£960.00	£4,800.00	£5,760.00	27/05/2026	TC
19	19/05/2026	RGB	Maintenance Items	£6.15	£31.16	£37.31	27/05/2026	TC
20	19/05/2026	Acorn	Seasonal Worker	£135.94	£679.69	£815.63	27/05/2026	TC
				£3,632.18	£18,541.64	£22,173.82		
			Bank Balances at 21/5/2026 - Current	£ 45,655.03				
			Bank Balances at 21/05/2026 - Deposit	£ 580,000.00				
			Bank Balances at 21/05/2026 - Reserves Account	£ 180,107.85				