

BIDEFORD TOWN COUNCIL



Janine Gardner
Town Clerk and Responsible Financial Officer

The Green House
Bideford
Devon
EX39 2HS

Telephone:
(01237) 428938

Wednesday, 22 April 2026

To: Members of the Tourism Committee

You are hereby summoned to attend the following meeting:

Committee: Tourism Committee

Meeting Date: Tuesday 28 April 2026

Meeting Time: 6.30pm

Venue: Greenhouse, Riverbank House, Bideford EX39 2QG

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.

J Gardner
Clerk to the Council

A G E N D A

1. Apologies for Absence

To receive apologies and reasons for absence.

2. Declarations of Interest and Dispensations

To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting.

3. Public Participation

Public participation session of 15 minutes duration on items on the agenda.

4. Minutes of the Previous Meeting

To approve the minutes of the meeting held on Tuesday 17 March 2026 as a correct record.

5. Landivisiau Twinning 50th Anniversary

Councillor P Lawrence to present the findings of his review of the budget and reception details for the 50th Twinning Event in Bideford on Saturday 22 August 2026.

6. Christmas Lights Switch-On 2026

Update from Councillor Jude Gubb and Claire Heller

7. Christmas Lights Switch-On 2026

Recommendation that the date of Sunday 28 November 2026 be resolved upon.

8. Bideford Fair and Cream Tea Festival Saturday 6 June 2026

Update from Councillor Peter Lawrence and Claire Heller

9. Chudleigh Picnic Sunday 23 August 2026

10. Jigsaw Event

Event scheduled to be held from 10-11 October 2026 with a budget of £1,000. Awaiting update as to whether the Pannier Market will be available following the appointment of a construction contractor in June 2026.

MEMBERS OF THE TOURISM COMMITTEE

Councillors P Lawrence (Chair), J Craigie, D Bushby, S Smith, J Hellyer, K Hind and C Hawkins

Date of Next Meeting: 9 June 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.



BIDEFORD TOWN COUNCIL

Minutes of the Tourism Committee Meeting

held in the Green House, Riverbank House, Bideford on,

Tuesday 17 March 2026 at 6.30 pm

PRESENT:

South Ward:	Councillor P Lawrence
East Ward:	Councillor Mrs J Gubb Councillor J Craigie
North Ward:	Councillor D Bushby Councillor Mrs S Smith Councillor K Hind
West Ward:	Councillor C Hawkins

IN ATTENDANCE: J Gardner (Town Clerk)
C Heller (Administrative Officer)
Councillor Mrs T Tinsley

33. APOLOGIES FOR ABSENCE

Councillor J Hellyer - Personal.

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

Councillor Mrs J Gubb declared a non-pecuniary interest in Agenda Item 38 a by virtue of a family member's paid involvement with the Bideford Fair.

35. PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION

There were no members of the public present.

36. MINUTES

It was proposed by Councillor P Lawrence, seconded by Councillor Mrs S Smith, that the minutes of the meeting held on 3 February 2026 be approved and signed as a correct record.

(Vote – For: 5, Against: 0, Abstentions: 0)

37. MARITIME COLLABORATION

Councillor T Tinsley provided a presentation on maritime collaboration with Alboala/Spain, thanked the committee for inviting her to give the presentation and agreed to form a steering group that would co-ordinate future plans.

38. REQUEST TO REPURPOSE THE CHRISTMAS TREE HOLDERS

Torrige District Council's Cultural Development Officer had approached the Tourism Committee with a view to placing "Way Finding Aids" in their Christmas tree holders throughout the town. The Cultural Development Officer had withdrawn from the previous Tourism Committee meeting, 3 February 2026, as she had been awaiting further information to present to councillors.

It was proposed by Councillor D Bushby, seconded by Councillor Ken Hind and

RECOMMENDED: that the Clerk ascertain whether Torrige District Council wished to proceed but it was agreed in principle pending a risk assessment.

(Vote – For: 5, Against: 0)

(Councillor K Hind left the meeting)

39. EVENTS PLANNED FOR 2026-2027

- a. Bideford Fair** (incorporating Mayor's Parade and The Cream Tea Festival. Saturday, 6 June 2026). It was agreed at the meeting that Councillor P Lawrence meet with Lucy Lowe (South West Entertainments) and Claire Heller and discuss the status of the Cream Tea Festival.

b. Landivisiau Twinning 50th Anniversary

It was requested that Councillor P Lawrence would review the budget and reception details for the 50th Twining Event in Bideford on Saturday 22 August 2026 at the next Tourism Committee meeting on 28 April 2026.

c. Frost Fair and Christmas Lights Switch On

It was noted that Torridge District Council would be organising the Frost Fair this year.

It was proposed by Councillor P Lawrence, seconded by Councillor K Hind and

RECOMMEND: that the organisation of the Christmas Lights event be brought in-house, that the event would take place on Sunday 29 November and that lights would not be switched off until after Wednesday 6 January 2027.

(Vote – For: 5, Against: 0)

e. Chudleigh Picnic

It was proposed by Councillor P Lawrence, seconded by Councillor D Bushby and

RECOMMENDED: that Chudleigh Picnic would take place on Sunday 23 August 2026.

(Vote – For: 4, Against; 0, Abstain;1)

f. Jigsaw Event

It was suggested that the decision on where this event would be held, on the weekend 10 to 11 October 2026, be delayed until the schedule of repairs to the Pannier Market Hall be confirmed.

PART 11 (Closed Session)

To resolve to exclude members of the public and the press to progress a matter of a confidential nature under The Public Bodies (Admission to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

40. UK TOWN OF CULTURE 2028 EXPRESSION OF INTEREST

At the Tourism Committee meeting on 3 February 2026, it was resolved that consideration would be given to Bideford submitting an Expression of Interest for Town of Culture 2028.

It was proposed by Councillor P Lawrence, seconded by Councillor Mrs S. Smith and

RECOMMENDED: That the Town Council approve the submission of the UK Town of Culture 2028 Expression of Interest for Bideford to the Department for Culture, Media & Sport by 31 March 2026.

(Vote – For: 5, Against: 0)

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.54 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date: