

BIDEFORD TOWN COUNCIL



Town Hall
Bideford
Devon
EX39 2HS

Telephone:
Bideford (01237) 428817/8

Richard Coombes
Acting Town Clerk and Responsible Financial Officer

Wednesday 28 January 2026

To: Members of the Tourism Committee

You are hereby summoned to attend a meeting of **Tourism Committee** of the above-named Council to be held in the Council Chamber, Town Hall, Bideford, on **Tuesday 3 February 2026 at 6.30 pm** 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.

R Coombes
Acting Clerk to the Council

AGENDA

1. To receive apologies and reasons for absence.
2. To receive declarations of interest on items on the agenda and note any requests for dispensation received by the Clerk prior to the meeting. Enc
3. Public participation session of 15 minutes duration on items on the agenda.
4. To approve the minutes of the Meeting held on 11 November 2025 as a correct record. (Approved at Town Council Meeting 13 November 2025.) Enc
5. To receive a request, and information, from Torridge District Council regarding the use of the “Christmas Tree holders,” to display “wayfinding aids.” Email/To follow
6. To discuss the preparation, allocation of resources including personnel, for 2026/2027 Events and make recommendations accordingly:
 - a. Bideford Fair, incorporating Mayor’s Introduction Parade, Saturday, 6 June 2026.
 - b. Landivisiau Twinning.

- c. Chudleigh Picnic.
- d. Jigsaw Event.
- e. Afternoon Tea and Cream Tea Festival.
- f. Other Events.

TOURISM COMMITTEE

Councillors:	D Bushby	J Craigie	C Hawkins
	J Hellyer	K Hind	P Lawrence (Chairman)
	S Smith		

Date of Next Meeting: 17 March 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

held in the Council Chamber of the Town Hall on,

Tuesday 11 November 2025 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby Councillor K Hind Councillor Mrs S Smith
	East Ward:	Councillor J Craigie Councillor J Hellyer
	South Ward:	Councillor P Lawrence (Chairman)
	West Ward:	Councillor C Hawkins
IN ATTENDANCE:		Mr R Coombes (Deputy Town Clerk)

21. **APOLOGIES FOR ABSENCE**

N/A.

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

There were no declarations of interest.

23. **PUBLIC PARTICIPATION SESSION OF 15 MINUTES DURATION**

There were no members of the Public present.

24. **MINUTES**

Proposed by Councillor Lawrence and seconded by Councillor Hind, the Minutes of the Meeting held on 30 September 2025 were approved and signed as a correct record.

(Vote – For: 5, Against: 0, Abstention: 1)

25. **PORT MEMORIAL THEME DISPLAY**

The Chairman advocated commemoration of the fifty years association between the Bideford / Landivisiau Twinning Towns.

He promoted the reinstatement of the back board, to the Port Memorial display, and an approach to the Bideford Twinning Association to provide detail.

Members suggested a photograph opportunity be taken when the Landivisiau Twinning personnel visit Bideford in May 2026.

(Councillor Craigie joined the Meeting.)

Proposed by Councillor Lawrence, seconded by Councillor Mrs Smith, and

RECOMMENDED: That fifty years of Bideford / Landivisiau Twinning be commemorated in the Port Memorial floral display, with reintroduced back board, (detail to be sourced from the Bideford Twinning Association).

(Vote – For: 7, Against: 0)

26. **EVENTS / DRAFT BUDGET 2026 / 2027**

- a. Events. The Chairman led discussion on the Bideford Fair, Chudleigh Fort Picnic and Jigsaw Events.

Members expressed a desire to continue the Events into 2026 awaiting confirmation of the Fair date, based on the availability of a star attraction, and tide (times).

They were wary of clashing dates marking Chudleigh Fort Picnic provisional for Sunday, 13 September 2025, the day following Bideford Carnival. It was agreed that more attractions would be sought also, noting that the food provision on the day had been very good.

The Chairman indicated that the Jigsaw Competition / Event would be expanded and run over a full weekend. More people, including Committee members, would be needed. He noted that the remit of the to be appointed Administrative Officer extended to Event provision / engagement. The format and advertising would be improved upon.

The Chairman also hoped to re-visit the Cream Tea Festival in May 2026, and had received positive feed back from the most recent Butcher's Row Tenant, the Henley Larder.

He felt by establishing the two Events support / funds could be generated for the Mayor's Charity.

- b. Draft Budget 2026 – 2027.

Members previously had sight of the Draft Budget Document.

Proposed by Councillor Lawrence, seconded by Councillor Bushby and

RECOMMENDED: That the Draft Market Budget set at £10,000.00 for 2026/2027 be supported by the Council.

(Vote: – For: 7, Against: 0)

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 6.47 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

Minute Number 26.b. Draft Budget

	Budget FY 25/26	Actual YTD	Suggested Budget FY 26/27
Bideford Fair	£4,000.00	£4314.59	£4,500.00
Chudleigh Picnic	£3,000.00	£1651.1	£2,000.00
Other	£0.00	£156.87	£3,500.00
			<u>£10,000.00</u>