



BIDEFORD TOWN COUNCIL

Mayor's Office
Town Hall
Bideford
Devon
EX39 2HS

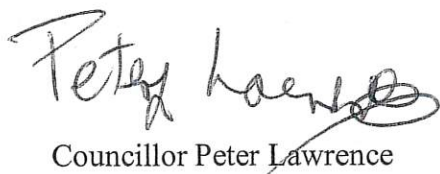
Telephone:
Bideford (01237) 428938

Mr Paul Swan
Town Clerk and Responsible Financial Officer
To: Members of the Council

29 August 2025

You are hereby summoned to attend an Extra Ordinary Meeting of Bideford Town Council in the Town Hall on **Wednesday 3 September 2025 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.



Councillor Peter Lawrence
Town Mayor

AGENDA

1. To accept apologies and reasons for absence.
2. To receive declarations of interest on items on the agenda and note the requests for dispensation received by the Clerk prior to the meeting.
3. Public participation session of 15 minutes duration on items submitted prior to the meeting by Bideford residents, which fall within the scope of the Council's activities.
4. To approve the minutes of the meeting held on 21 August 2025 as a correct record.

PART II (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 (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

5. To consider and resolve upon Staffing Matters.

Date of the next meeting – Thursday 2 October 2025

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 Town Council Meeting held in the Town Hall, Bideford on

Thursday 21 August 2025 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby Councillor J Gordon Councillor D McGeough
	South Ward:	Councillor S Inch Councillor Ms R Clarke Councillor P Lawrence (Chairman)
	West Ward:	Councillor A T Inch Councillor C Hawkins
	East Ward:	Councillor J Craigie Councillor Mrs J Gubb Councillor Mrs L Hellyer Councillor J A McKenzie

IN ATTENDANCE:	Mr Paul Swan (Town Clerk) Mr R D Coombes (Deputy Town Clerk) 1 x Member of the Public
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42. APOLOGIES FOR ABSENCE

Members noted the apologies received and reasons for absence from:

Councillor	J	Hellyer
Councillor	K	Hind

No apologies and reasons for absence were received from:

Councillor	M	Taylor
Councillor	Mrs S	Smith

43. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Councillor Mrs Gubb declared a pecuniary interest in agenda item 5. (Accounts – payments to family member).

44. **PUBLIC PARTICIPATION SESSION**

Mr Steer, Railfuture's Devon and Cornwall Regional Branch Chairman, thanked the Town Clerk for successfully applying for monies through the Devon County Councillor Barry's Locality Fund. The bounty makes up the shortfall to enable the Northern Devon Railway Development Alliance's two Strategic Outline Business Cases to move forward.

45. **MINUTES**

The Minutes of the Meeting held on 10 July 2025 were approved and signed as a correct record.

(Vote – For: 11, Against: 0, Abstention: 1)

46. **ACCOUNTS**

To approve the payments listed.

It was proposed by Councillor Lawrence, seconded and

RESOLVED: That the List of Payments be approved.

(Vote – For: 10, Against: 0, Abstention: 2)

47. **COMMUNICATION BROUGHT FORWARD ON THE DIRECTION OF THE MAYOR**

The Town Clerk advised that the Office staff would vacate the Town Hall in early October.

Council Meetings will be held at the District Council's Caddstown facility.

(Councillor T Inch left the Chamber.)

48. **STAFFING, FINANCE AND GENERAL PURPOSES COMMITTEE**

The Minutes of the Meeting held on 31 July 2025 were approved and adopted.

(Vote – For: 11, Against: 0)

(Councillor Bushby left the Meeting)

49. **MARKET MANAGEMENT COMMITTEE**

The Minutes of the Meeting held on 14 August 2025 were approved and adopted.

(Vote – For: 10, Against: 0)

(Councillor T Inch returned to the Chamber.)

50. **TOURISM COMMITTEE**

a. The Minutes of the Meeting held on 8 July 2025 were approved and adopted.

(Vote – For: 11, Against: 0)

- b. The Minutes of the Meeting held on 19 August 2025 were approved and adopted.

(Vote – For: 11, Against: 0)

51. **PLANNING COMMITTEE**

- a. The Minutes of the Meeting held on 16 July 2025 were approved and adopted.

(Vote – For: 11, Against: 0)

- b. The Minutes of the Meeting held on 6 August 2025 were approved and adopted.

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

52. **MAYORAL DAY CHAIN**

The Chairman led discussion on improving the Day Chain to reflect the prestige of the Town believing that it compared unfavourably to other Councils civic regalia. It was noted the formal Ceremonial Chains stood comparison with all comers.

Councillor T Inch believed there was a “Consort’s Badge,” also and suggested that the Deputy Mayors Badge of Office should be considered for aesthetic improvement.

Councillor Gordon questioned whether the expense incurred would sit well with the tax payer believing that even modest outlays were subject to scrutiny.

Councillor S Inch recalled the response, not wholly supportive, regarding the inclusion of the Jubilee Medal to the Ceremonial Chains.

Proposed by Councillor T Inch, seconded and

RESOLVED: That the Clerk investigates further (costed) options.

(Vote – For: 8, Against: 0, Abstention: 3)

53. **DEVON COUNTY COUNCIL (COUNCILLOR) REPORT**

There was no report.

54. **TORRIDGE DISTRICT COUNCIL – UPDATE**

Councillor S Inch advised that Devolution was taking up a lot of time.

55. **BRIDGE TRUST**

Councillor Mrs Gubb briefed Members on the income, expenditure, charitable donations and grants figures.

The business of the meeting having been concluded the Mayor thanked the members for their attendance at the meeting which concluded at 6.59 pm.

Signature of Town Mayor:

Date:

**BIDEFORD TOWN COUNCIL - Town Council Meeting - 21 August 2025**

PV (All)

Date Invoice (All)

Row	Date Entered	Description	Extended Description	Net	VAT	Gross
1	09/07/2025	Safety Signs 4 Less	Deep water Sign	32.49	6.50	38.99
2	11/07/2025	Robeda Joinery	Wood for Bench Repair	79.39	15.88	95.27
3		Peninsula Business Services Limited	HR/H&S/EAP	344.97	65.15	410.12
4	14/07/2025	G J Heaman	Repair WD18 LXA	710.42	142.08	852.50
5		Wills Tree Services	32 Rowe Close	1,250.00	250.00	1,500.00
6		Zurich Municipal	Insurance	5,192.66	70.00	5,262.66
7		Torridge District Council	T Hall Offices rent	3.01	0.00	3.01
8			T Hall Offices Service Charge	4.27	0.00	4.27
9		Acorn Recruitment Ltd	Temp Head	381.48	76.30	457.78
10		Zonkey	Annual Wesite Host	595.00	119.00	714.00
11		RDHC	Tickets for Chemo Hero Gala	90.00	0.00	90.00
12		ALDI	Sanitary Supplies	3.03	0.61	3.64
13		Scarlett Entertainment & Management Ltd	BMX Display Team	1,900.00	380.00	2,280.00
14	15/07/2025	EDF	Xmas Lights	18.00	0.90	18.90
15			Bridge Lights	23.50	1.18	24.68
16	17/07/2025	EDF	Electricity Quay Lights	560.70	108.81	669.51
17		Torridge District Council	Town Rangers Depot - Rates	1,607.25	0.00	1,607.25
18		Acorn Recruitment Ltd	Temp Head	381.48	76.30	457.78
19		Peter Lawrence	Expenses	247.80	0.00	247.80
20		E-On Next Energy Limited	Town Ranger Depot Electric	52.65	2.63	55.28
21	21/07/2025	Mow-It Garden Machinery	Spares	19.58	3.92	23.50
22	24/07/2025	Motor Parts Direct	?	1.46	0.00	1.46
23		Staff salaries inc Pension	SALARY	28,449.30	0.00	28,449.30
24		Amazon EU SarL	Flags	13.72	2.75	16.47
25	28/07/2025	BJ's Value House	Tools	58.29	11.66	69.95
26		Clarity Copiers	Copier Charges	61.56	12.31	73.87
27		Acorn Recruitment Ltd	Temp Head	381.48	76.30	457.78
28		Emcompass Security Solutions Limited	Weed control Pump	24.99	5.00	29.99
29		Tudor Enviornmenal	PPE	25.60	5.12	30.72
30		Whaleco UK Limited	Stationery	11.18	2.24	13.42
31		Nigel Hunt	Calligraphy	279.50	0.00	279.50
32		Thomas Fattorini Ltd	Mayoral Pendant	3,267.71	653.54	3,921.25
33			Silver Bar	55.43	11.09	66.52
34	31/07/2025	Allstar	Fuel March	376.47	75.29	451.76
35		RGB	Maintenance Items March	19.29	3.86	23.15
36		Tamar Trading	Maintenance Items March	215.25	31.22	246.47
37		Lloyds	Service Charges	8.50	0.00	8.50
38		Focus Group	TR Depot / Townhall Broadband	139.01	27.80	166.81
39		Amazon EU SarL	COSHH Substance Cabinet	224.99	45.00	269.99

40	45869	Amazon EU SarL	Decibel Meter	24.99	5.00	29.99
41		Bowdens Cleaning Services Limited	Cleaning March	69.33	13.87	83.20
42		Emcompass Security Solutions Limited	?	5.83	1.17	7.00
43			Weed control Pump	24.99	5.00	29.99
44		Lineal Software Solutions Ltd	IT Support Items March	338.20	67.64	405.84
45		The Works Bideford	?	6.88	1.38	8.26
46	01/08/2025	Torridge District Council	T Hall Offices rent	324.22	64.85	389.07
47			T Hall Offices Service Charge	229.79	45.96	275.75
48	05/08/2025	Wills Tree Services	27/28 Rowe Close	800.00	160.00	960.00
49		Torridge District Council	T Hall Offices rent	3.03	0.00	3.03
50			T Hall Offices Service Charge	4.27	0.00	4.27
51		Acorn Recruitment Ltd	Temp Head	390.15	78.03	468.18
52		Amazon EU SarL	Amazon Prime	8.99	0.00	8.99
53		Kersten (UK) Ltd	Weed Brush	286.20	57.24	343.44
54		Whaleco UK Limited	Stationery	135.96	27.31	163.27
55	08/08/2025	Acorn Recruitment Ltd	Temp Head	381.48	76.30	457.78
56		Fresh Bread Marketing Limited	Elisabeth Deneys Plaque	485.00	97.00	582.00
57	31/08/2025	Tamar Trading	Maintenance Items March	22.46	4.49	26.95
58	Grand Total			50,653.18	2,987.68	53,640.86

Bank Balances at	08/08/2025	- Current Account	£ 7,814.30
Bank Balances at	08/08/2025	- Deposit Account	£ 70,000.00
Bank Balances at	08/08/2025	- 95 Day Account	£ 333,989.03