



BIDEFORD TOWN COUNCIL

Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 7 March 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby
	East Ward:	Councillor Mrs J Gubb Councillor Mrs L Hellyer Councillor J McKenzie
	South Ward	Councillor Ms R Clarke (Chairman) Councillor S Inch
	West Ward	Councillor C Hawkins
	Market Complex	Mrs K Austin
IN ATTENDANCE:		Mr R Coombes (Deputy Town Clerk) Councillor K Hind (North Ward)

94. **APOLOGIES FOR ABSENCE**

Mrs N Bennett (personal).

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

There were no declarations of interest.

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

There were no public members.

97. **MINUTES**

Proposed by Councillor Inch and seconded by Councillor Ms Clarke, the Minutes of the Meeting held on 25 January 2024 were approved and signed as a correct record.

(Vote – For: 6, Against: 0, Abstention: 1)

98. **ACCOUNTS**

It was proposed by Councillor Inch and seconded by Councillor Mrs Hellyer and

RESOLVED: That the list of payments for 7 March 2024 be approved.

(Vote – For: 7, Against: 0)

99. **CHAIRMAN’S / MARKET ADMINISTRATOR’S REPORT**

The Chairman advised that he had made a point of visiting the Complex, with the Clerk, on successive Tuesdays to meet largely all the Tenants.

She had specific discussions with the DTAL representative reiterating the Committee line of hiring the Hall at the given rates.

The Chairman, Deputy Chairman, Town Clerk and Deputy Town Clerk had had a meeting with an applicant for the Market Street Shop Unit. They were impressed with the openness, belief in their offer, opportunity and would recommend the offer of a tenancy.

The Chairman had attended a Burton Gallery Event meeting obtaining a number of the local artists details that could provide for a staged event in the Market Hall.

The Chairman and Clerk had also had a meeting with a curator of the Burton who is providing a photographic display that will be staged in the Burton, through the Town (shops) and to the Hall.

100. **WORKING GROUP OUTCOMES**

Following the Meeting held on 20 February 2024 members had receipt of the Notes that had identified tasks with individual actions.

The Clerk highlighted an “Options Appraisal and Basic Feasibility Study” document presented to the Cultural Development Officer at TDC, highlighting finance items for Carbon Neutral Heating / Cooling, Roof, Racked Seating, AV Equipment, by the Town Clerk.

He referred members to Market Accounts / Budget statement. Whilst there was an application for funding from the Locality Budget for Items identified by the Group, he suggested that the Committee could proceed with the purchase of the identified tables / trolleys.

It was proposed by Councillor Bushby and seconded by Councillor Ms Clarke and

RESOLVED: That the identified tables and trolleys be purchased.

(Vote – For: 7, Against: 0)

Councillor Bushby spoke about the success of *the* Band practise in the Hall on 17 February and the potential to hire them (they do have a good following), a DJ, for an Event in the Hall. A bar could be run on terms that provide a favourable return for the Market.

Discussion continued opening the opportunity for collaborative work with SWEMS and a wider offer that could provide for the “Open Event,” day.

Other points included heating, the Ice Rink opportunity and Café improvements.

101. **TENANT / TRADER REPRESENTATIVES**

The Chairman invited Mrs Austin to address the Committee.

Mrs Austin thanked the Members for the opportunity to join them raising the following points:

- a. The gate on the south side of Butcher’s Row is very difficult and takes much time to open.

Councillor Bushy will attend.

- b. Having seen an old picture of the Pannier Market with Hanging Baskets she requested that Tenants, on a self-help basis, brighten the Butcher’s Row thoroughfare by replicating the initiative. Members acquiesced.

Mrs Austin requested, also that Devon flags / bunting be obtained for Butcher’s Row. The Members were again supportive; the Clerk requested that source details be provided.

- c. Mrs Austin indicated that where there is full occupancy of units by tenants it provided for a better impact, attraction for the visitor; similarly, it improves morale.

It was noted that there have been absences through sickness and medical grounds but there were those tenants who by not having an open door policy did not encourage engagement.

The Chairman intends to visit the Complex on a regular basis.

The Members thanked Mrs Austin for her contribution and positive outlook.

102. **PART II (CLOSED SESSION)**

Proposed by Councillor Inch, seconded and

RESOLVED: That in view of the confidential nature of the business about to be discussed, it is advisable, in the public interest, that the public be excluded for the remainder of the meeting; the tenants were instructed to withdraw.

(Vote – For: 7, Against: 0)

103. **CHAIRMAN’S REPORT**

The Chairman spoke about an agreement that had been made in terms of attendance, notification of absenteeism and rental payments.

104. **LETTING INFORMATION**

Members noted the details provided by a letting agent offer in terms of promoting Market Complex shop units.

105. **TENANT / TRADER**a. Application.

It was proposed by Councillor Ms Clarke and seconded by Councillor Mrs Gubb and

RESOLVED: That Ms Andrews be offered the tenancy for 26 Market Street effective 1 April 2024.

(Vote – For: 7, Against: 0)

Members agreed to defer a decision on Shop Units 13 / 14.

Councillor McKenzie saw merit in returning double units to a single unit providing for an increased visitor offer, broader range and maximise opportunity.

b. Tenant matters / increase in deposit payment.

Further to the Chairman's detail Members gave full consideration to a Butcher's Row Tenant's period of occupancy and commitment to the basic tenets of their agreement.

In order to ensure effective management arrangements are upheld

It was proposed by Councillor McKenzie and seconded by Councillor Mrs Hellyer, and

RESOLVED: That the Tenant concerned be given One Month's Notice to Quit the Shop Unit in Butcher's Row. The Tenant must settle their account in full within the month or be subject to legal action.

(Vote – For: 7, Against: 0)

Members considered increasing the Deposit payment, for new tenants, following discussions during the Working Group Meeting.

It was proposed by Councillor McKenzie and seconded by Councillor Bushby and

RESOLVED: That the deposit payment for new tenants would be the equivalent of two months' rent.

(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 7.47 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

BIDEFORD TOWN COUNCIL - Market Accounts for approval at the Market Management Committee Meeting - 7 March 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
29/01/24	BSPM34	Anglers Heaven	Electrical work	217.36		217.36
31/01/24	BSPM34	Coastal Recycling	Waste collection/bin hire	102.05		102.05
1 Feb 24	BSPM35	TV Licence	TV Licence	13.25		13.25
	BSPM36	Vodafone	Line Rental (Jan 24)	26.49	5.30	31.79
7/02/2024	(blank)	Ashton Electrical	Electrical work on water heater	40.50	8.10	48.60
08/02/2024	BSPM36	EDF (985)	Gas	334.63		334.63
15/02/2024	BSPM36	Lloyds	Service Charge	42.91		42.91
		EDF (995)	Electricity	762.79		762.79
22/02/2024	(blank)	In-Stitches	PPE	45.75	9.15	54.90
29/02/2024	(blank)	Tamar	Maintenance Items	399.43	79.87	479.30
01/03/2024	(blank)	Vodafone	Line Rental (Feb 24)	26.49	5.30	31.79
	BSPM38	TV Licence	(blank)	13.25		13.25
		Triangle	internet / landline	56.84	11.37	68.21
		Coastal Recycling	Waste collection/bin hire	91.54		91.54
05/03/2024	(blank)	Nicholson	Hygiene Items	250.65	48.13	298.78
07/03/2024	(blank)	RGB	Maintenance Items	23.64	4.73	28.37
Grand Total				2,447.57	171.95	2,619.52

Bank Balances at 07/03/2024 - Current Account

£ 7,396.27

Bank Balances at 07/03/2024 - Deposit Account

£ 46,686.69