



BIDEFORD TOWN COUNCIL

Minutes of the Tourism Committee Meeting

held in the Council Chamber, Town Hall, Bideford

Tuesday 14th May 2024 at 6.00 pm

PRESENT: East Ward: Councillor Mrs J Gubb (Chairman)
Councillor J Hellyer

North Ward: Councillor D Bushby

South Ward: Councillor S Inch
Councillor P Lawrence

West Ward: Councillor C Hawkins

IN ATTENDANCE: Mrs L Dixon-Chatfield, Town Clerk's Asst

086 **TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

None.

087 **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**

Councillor Mrs Gubb (Chairman) declared a non-pecuniary interest in Items 5 (Bideford Fair and 6 (D-Day 80) – her son is providing the outside PA system for both events.

088 **PUBLIC PARTICIPATION SESSION**

There were no members of the public in attendance.

089 **MINUTES**

Proposed by Councillor Lawrence and seconded by Councillor Mrs Gubb that the minutes of the meeting held on 2nd April 2024 were approved and signed as a correct record.

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

090 **TO UPDATE ON BIDEFORD FAIR AND THE MAYOR’S PARADE**

The Chairman advised that the Parade walk-through had been useful and that a wet weather contingency plan had been put in place, with the Mayor’s dais being placed nearer to the path so that the marching units do not need to go across the grass.

She added that there were some great attractions and lots of stalls booked in for the event and that everything was going very well.

The Clerk had circulated the update of costs from SWEMS which had come in just a little over the expected spend for this event. Councillor Bushby was confident that this would not affect the overall Events spend for the period. Members were happy with the organising costs too, especially as SWEMS have organised virtually the whole event.

The Clerk had secured a donation of rosettes from Cobblers and Keys for the Dog Show and would approach the pet shop for more prizes.

Councillor Bushby confirmed that he had Classic Cars and Bikes for display and that it would make it a bit more interesting if perhaps a couple of trophies could be donated/purchased for prizes for best in each category. It would be the people’s choices and trophies awarded by the Mayor. He asked the Clerk to make up 2 boxes with slits in and marked Classic Cars and Classic Bikes, and also to make up some voting slips for each category.

The Chairman would be promoting the event on air with The Voice at 9.20am on 29th May.

091 **TO DISCUSS AND RECEIVE UPDATES FOR THE D-DAY 80 BEACON LIGHTING ON 6TH JUNE 2024 AND CONTINUE FORMING A PLAN AND SET A PROGRAMME.**

The Chairman was pleased with how the meeting with Pollyfield had progressed and was confident that they would meet all the requirements needed. A copy of the interim notes from that meeting form part of these minutes.

The Clerk mentioned that a wet weather contingency had also been discussed and that the Pollyfield Centre has capacity to take everyone expected there. She explained that the Roll Call, Tribute and Cry could be done indoors but of course the Beacon would be lit regardless of the weather.

The Clerk advised members that she had received 10 names in all for the Roll Call and would be able to make up a nice display of what she had been given. She also confirmed that she had three SIA door stewards for the evening, just to ensure we don’t exceed numbers and that no-one’s enjoyment of the evening is marred.

The Chairman was happy with the organisation of the event and was looking forward to it.

092 **TO UPDATE ON BIDEFORD'S GOT TALENT**

The Chairman felt that it was important to get the D-Day 80 and Bideford Fair events underway but was pleased that applications were going out.

The Clerk advised that a social media push would be going out this week and that posters and flyers had been distributed.

The Chairman felt that sponsorship of the event was necessary, in order to bring in the prize money. Councillor Bushby asked the Clerk to drop a line to some of the more prominent businesses to invite them to make a cash donation for the prize money.

The Clerk had already spoken with Cobblers and Keys about trophies.

Councillor Bushby noted that he preferred not to use scaffolding for the judges to be raised up, he felt that they could be positioned well enough at ground level. A meeting at a later date in the Pannier Market can be arranged when this can be discussed along with seating, staging.

The Clerk preferred not to open the bottom doors of the Pannier Market, using only one paying entrance at the South end. Also not to have the central glass doors open (although we know they will open in the event of a fire). This can also be discussed at a site meeting.

093 **TO DEBRIEF ON THE FIRST CLEAN UP DAY THAT TOOK PLACE ON SUNDAY 28TH APRIL.**

The Chairman, and members, agreed that the first Clean up of this year had gone very well and that the areas that were cleared had looked really good and made a big difference. She thanked all Councillors and volunteers who attended.

She added that the next one would be the last Sunday in September and would be in Councillor's wards.

Councillor Bushby suggested that McDonald's be contacted to see if they still had a litter-picking detail who could be involved in the next Clean up. The Clerk would write to them.

094 **TO UPDATE ON CHUDLEIGH PICNIC**

The Chairman was happy that the organisation was progressing.

The Clerk confirmed that the Hog Roast was booked, as were the portaloos. The Burton Art Box would not be available, but they would certainly bring a gazebo and set up activities for the kids. She also confirmed Swiss Miss would be there and she had arranged for sweets for the little children (with Minxy's at the Pannier Market). She was hoping to get more stalls in place and would work on that.

095 **TO UPDATE ON PROVISION OF A BIDEFORD HERITAGE INFORMATION SIGN FOR SKERN LODGE/BIDEFORD BIKE HIRE**

The Clerk advised that a spare sign was in store and that permission has been granted for it to be installed by our Rangers team.

- 096 Date of next meeting 25 June 2024 at 6.00pm
As the next meeting is after the June events, the Chairman suggested to members that should they feel a meeting is necessary before 6th June, an informal meet specifically for events on 6th and 8th June could be arranged.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 6.35 pm.

Signature of Town Mayor:Date:

Signature of Chairman:Date:



D-DAY 80 BEACON LIGHTING EVENT 6TH JUNE 2024

ORGANISING MEETING

WEDNESDAY 1ST MAY 2024 AT 4.30PM

POLLYFIELD COMMUNITY CENTRE

IN ATTENDANCE: **TOURISM COMMITTEE - CLLRS MRS J GUBB, S INCH,
P LAWRENCE,
JIM WEEKS (TOWN CRYER)
KATE HARRISON (CHAIR OF BIDEFORD ARCHIVE)
POLLYFIELD CENTRE COMMITTEE MEMBERS
MRS LESLEY DIXON-CHATFIELD – ASST TO TOWN CLERK**

POINTS FOR DISCUSSION:

- **Physically check the Beacon**

Whilst we did not see the Beacon, we were assured that it is okay but needs painting and greasing. Pollyfield Committee members were happy to do this.

- **Discuss who will have the light for the Beacon to hand to the Mayor.**

Pollyfield have the correct implement for this and a designated person to hand the lighter to the Mayor.

The Clerk suggested they check that it is in perfect working order, so that the Beacon can be lit at the designated time. She expressed the importance of the timing (9.15pm).

- **Room for the entertainment to use as a dressing room.**

The secondary office area (currently being used as a store-room) will be made good in time. The space is big enough and has natural light from windows which have working blinds for the band to have privacy.

- **Discuss the layout for the evening inside and outside.**

All present looked at the set up for outside with regards to the dais, beacon, flagpole and Bideford Youth Pipes and Drums. The correct areas were identified which included the positioning of the Tommies. The area for the dais would be properly cordoned off with barriers and it was confirmed that only the torch-bearer and the Mayor would be in that area. The Clerk pointed out that the Macebearer/Beadle would insist on being very close by as the Mayor would be in full regalia.

Bideford Pipes and Drums could use the hard-standing area for their performance(s).

INSIDE:

It was agreed that the skittle alley room would be used for catering and for the memorabilia sections.

The Bideford Archive would use tables to display their history items. The Town Council cabinet would go against the closed off bar area with the Roll of Honour for WWII hanging on the wall. The display boards showing the D-Day heroes will be mounted on a table in that room also.

There would be plenty of room for the buffet table(s) to go towards the end of the room in the middle. There is a door at the end that goes into the main hall, this would work very well to avoid any bottlenecks. People would come in through the top doors make their way to buffet and walk around the table and out.

The small bar would have one hatch open, into the main hall. The other hatch would be kept closed.

- **Check how the decorations are coming along**

Pollyfield Committee members have enough bunting and will make up more “Tommies” using a template. The two “Tommies” we have here in the Town Hall will be taken to the Pollyfield also. The Clerk would send a photo of what they look like. The poppies that were mentioned before could certainly be used around the building.

- **Discuss Catering and bar facilities.**

Pollyfield Committee members were happy to provide the small “roasties” later in the evening (9.30pm). They would buy the potatoes (as they have a catering account) and charge us accordingly. This would make a fitting “nod” to the farmers who kept the country going throughout the war years.

The bar facilities were discussed, and Pollyfield Committee members confirmed that they will open both bars (the smaller one being accessed from the main hall) and that they now have a much more efficient system of payment - hand-held card readers. There was a discussion about making the smaller bar for bottles only but that could be fine-tuned nearer the time. They also confirmed that they would have enough staff to man both bars.

- **Discuss bad weather contingency plan.**

The Clerk asked for the facility's capacity and was assured that it was a over 400 seated (taking in the Hall, Bar and Skittle Alley), this would certainly be sufficient should everyone need to be inside at one time (bearing in mind that many would be standing). Regardless of the weather, the Beacon would be lit at the designated time, whilst all other activities, ie the Tribute, Roll Call etc could (if necessary) be held inside.