



BIDEFORD TOWN COUNCIL

Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 1 August 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor K Hind
	East Ward:	Councillor Mrs J Gubb Councillor J Hellyer Councillor Mrs L Hellyer
	South Ward	Councillor Ms R Clarke (Chairman)
	West Ward	Councillor C Hawkins
	Market Complex	Mrs K Austin Mr P Jeffers
IN ATTENDANCE:		Mr R Coombes (Deputy Town Clerk) 0 x Tenant 1 x Public

27. **APOLOGIES FOR ABSENCE**

Councillor D Bushby (North Ward – personal).

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

There were no declarations of interest.

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

N/A.

30. **MINUTES**

Councillors Mrs L Hellyer and J Hellyer raised their concerns over the procedure and the syntax of Minute Number 17. Public Participation.

Proposed by Councillor Mrs Gubb and seconded by Councillor Hind, the Minutes of the Meeting held on 20 June 2024 were approved and signed as a correct record.

(Vote – For: 5, Against: 1)

31. **ACCOUNTS**

It was proposed by Councillor Mrs Hellyer and seconded by Councillor Ms Clarke, and

RESOLVED: That the lists of payments for 1 August 2024 be approved.

(Vote – For: 6, Against: 0)

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

The Chairman explained that he had met with a Mr Whitelaw, representative from Real Ideas, who would be conducting a Basic Feasibility Study of the Market (Minute Number 113. 18 April 2024 refers).

Initially they spoke with the Town Clerk and then visited the Market Complex where the Deputy Town Clerk introduced Mr Whitelaw to a number of the Tenants, the Market Hall and then through the Town highlighted five outlets run by former Market Tenants.

Discussion developed around DTAL suspending trading from the Market Hall, the implications and need to utilise the Hall. Community “buy in” would only be possible through turning around the negative perception / spectre associated with the facility.

Mrs Austin referenced the “rebranding initiative,” meeting, 13 August 2024, following on from the Presentation at the last Market Management Committee Meeting that would provide for positive ideas.

Experience suggested that the large open Hall was intimidating, appeared “too empty,” and that divided up, a smaller trading area would be more intimate and an attractive proposition.

Councillor Hind concurred referring to the success of the monthly Hartland Farmers’ Markets.

33. **MARKET HALL**

- a. Market Hall Event – 14 December 2024. Members had sight of correspondence between Town Trader representatives, Bideford Regeneration Board and the Town Clerk.

The Chairman explained the intention to work with Mill Street, High Street and Grenville Street traders culminating in the Town’s Late Night Shopping, “Victorian Event.”

SWEMS would coordinate the Market offer.

Mrs Austin, having attended “(Town) Trader” Meetings indicated that there would be District Council finance. She indicated that Butcher’s Row Tenants would take part in

the “window decorating,” competition but asked if the Committee would support decoration costs for the thoroughfare. (The Clerk requested that she provide cost details.)

She spoke of the Victorian element, including a Penny Farthing appearance and Merlin!

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

RESOLVED: That the Council host and support the Market Element of the Bideford Traders’ Late Night Victorian Event on 14 December 2024.

(Vote – For: 6, Against: 0)

- b. Signing of the Lease, rescheduling. Members noted that currently the Civic Event, historically scheduled for the first Saturday of December, would be held in an empty Market Hall. They considered recommending to Council moving the Commemoration to coincide with the aforementioned Event scheduled for 14 December 2024.

Councillor Mrs Hellyer having proposed recommending that the Signing of the Lease be rescheduled to 14 December 2024 (seconded by Councillor Mrs Gubb) subsequently withdrew her proposal following an interjection by Councillor J Hellyer and subsequent discussion.

It was proposed by Councillor J Hellyer, seconded by Councillor Mrs L Hellyer and

RECOMMENDED: That the Signing of the Lease is rescheduled to be held on Saturday 14 December 2024 unless a future booking provides the opportunity for the Civic Event to be held on 7 December 2024.

(Vote – For: 3, Against: 1, Abstention: 2)

34. **TENANT / TRADER REPRESENTATIVE**

- a. To receive reports/requests:

Mr Jeffers raised various points that included:

- Council’s Plan for the Market.
- Introduction of Farmers’ Markets during the winter months.
- Rent reduction.
- Rent tables in the Butcher’s Row thoroughfare.
- Host Burton art / photography.
- Town Band Market Hall performance(s).

He conceded that no liaison / approach had been made (with the Burton).

(The Clerk will sound out the Secretary of the Town Band.)

Mrs Austin advised that:

- She had researched a “background sound,” provider that for an annual licence fee of £150 (for the building), without recourse to PPL / PRS allow for music to be played. Modest priced blue tooth speakers had been identified. A computer link / mobile ‘phone would be required.

- Tenants should like access to the Market Hall to avail themselves of the toilet facilities, in the absence of the Café Tenant.
 - The Clerk indicated that a tenant did have key / access. Back up provision can be arranged in their absence.
- The hand dryer in the ladies washer is no longer effective; there is also a sign precluding the use of hand towels.
 - Councillor J Hellyer indicated that reintroducing hand towels would be a cheaper alternative to replacing the hand dryer. (The Clerk to action.)

(Councillor Hind left the Meeting.)

b. Promote Butcher's Row Units.

Councillor J Hellyer suggested that local artists could exhibit in the vacant Units.

Mr Jeffers and Mrs Austin led with the introduction of “pop up” shops in the vacant Butcher's Row Units. Mrs Austin further suggested that a Tourist Information Hub could be set up and moved from one Unit to another including historical pictures / maps / information.

Mr Jeffers did wonder if the “business plan,” element of the application form discouraged submission (the Chairman did confirm that it provided a simple but necessary tool).

The Clerk advised that he invited potential applicants to field questions during the process, offering help.

Councillor J Hellyer described the Bridge Trust mentoring process.

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

Proposed by Councillor Hawkins, seconded and

RESOLVED: To exclude members of the public and the press to progress matters of a confidential nature under the Public Bodies (Admissions to Meetings Act) 1960 and Local Government Act 1972, ss 100 and 102.

(Vote – For: 5, Against: 0)

The Chairman invited the Market Tenant to remain.

36. **CHAIRMAN'S REPORT**

There was no report.

37. **TENANT / TRADER**

- a. Terminations / Applications. The Clerk confirmed that 26 Market Place Shop Unit had been vacated to be occupied by Mr Wade.

b. Tenant matters.

The Clerk confirmed receipt of payment in lieu of rental arrears.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.36 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 1 August 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
24/06/2024	(blank)	E.ON Next	26 Mkt Plce 1 - 28 Apr 24	64.11	4.78	68.89
25/06/2024	(blank)	Encompass Security Solutions	Call out / re-set alarms	60.00	12.00	72.00
28/06/2024	(blank)	Llyds	Service Charges	39.77		39.77
		Coastal Recycling	Waste removal	140.64		140.64
01/07/2024	BSPM7	TV Licence	(blank)	13.25		13.25
		Mkt recharge	TC staff costs	3,482.36		3,482.36
10/07/2024	(blank)	Vodafone	Phone charges	26.49	5.30	31.79
12/07/2024	(blank)	EDF (995)	Electricity	179.49	35.90	215.39
19/07/2024	BSPM10	Real Ideas	Feasibility Study	1,215.00		1,215.00
	BSPM11	DCS Pest Ctrl (Crmwll) Ltd	Pest Control	120.00		120.00
23/7/2024	BSPM11	J Fisher	5 x secure bldg	200.00		200.00
25/7/2024	BSPM11	Triangle	Broadband / line	61.75	12.35	74.10
29/7/2024	BSPM11	EDF (985)	Gas	7.25	0.36	7.61
		SES/SWW	Business Water	174.94		174.94
30/7/2024	BSPM11	Llyds	Services Charges	30.82		30.82
31/07/2024	(blank)	Coastal Recycling	Waste removal	123.70		123.70
	BSPM11	Valda Energy	Electricity	23.65	1.18	24.83
	(blank)	Tamar Trading	Maintenance Items	71.07	14.22	85.29
		Jewson	Maintenance Items	10.47	2.09	12.56
	BSPM16	TV Licence	(blank)	13.25		13.25
		Mkt recharge	TC staff costs	3,482.36		3,482.36
Grand Total				9,540.37	88.18	9,628.55
Bank Balances at	01/08/2024	- Current Account	£	2,953.75		
Bank Balances at	01/08/2024	- Deposit Account	£	44,731.78		