



BIDEFORD TOWN COUNCIL

Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Tuesday 23 May 2024 at 6.30 pm

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

1. **TO ELECT A CHAIRMAN**

Councillor Ms Clarke was proposed by Councillor Hind and seconded by Councillor Mrs Gubb.

RESOLVED: That Councillor Ms Clarke is appointed Chairman of the Committee for the coming year.

Vote: For: 3, Against: 0, Abstention: 2)

2. **TO ELECT A DEPUTY CHAIRMAN**

Councillor Mrs Gubb was proposed by Councillor Hind and seconded by Councillor Bushby.

RESOLVED: That Councillor Mrs Gubb is appointed Deputy Chairman of the Committee for the coming year.

Vote: For: 5, Against: 0)

3. **APOLOGIES FOR ABSENCE**

Councillors Ms R Clarke (South Ward – Mayoral commitment) and Mrs L Hellyer (East Ward – AGM, DCC).

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

There were no declarations of interest.

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

There was no public participation.

6. **MINUTES**

Proposed by Councillor Bushby and seconded by Councillor Hind, the Minutes of the Meeting held on 18 April 2024 were approved and signed as a correct record.

(Vote – For: 4, Against: 0, Abstention: 1)

7. **ACCOUNTS**

The Clerk advised Members that the trestle tables and trolleys had been received but the tables were not varnish finished, the wider (18 mm) had not been sent and the trolleys had been damaged. (The supplier had been advised.)

It was proposed by Councillor Bushby and seconded by Councillor Hind, and

RESOLVED: That the lists of payments for 23 May 2024 be approved.

(Vote – For: 5, Against: 0)

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

The Clerk referred Members to Minute 113. from the Minutes of the Meeting held on 18 April 2024, the Basic Feasibility Study to be conducted by “Real Ideas,” confirming that TDC will pay the remaining £8,000 (in addition to the Council’s commitment of £2,000).

(The Clerk circulated “Looe,” Business and Learning Initiative Report compiled by Real Ideas.)

Holsworthy Market (open air – Wednesdays), has undergone a (positive) transformation in the last twelve months; a visit could be coordinated.

Mrs Austin confirmed, following a visit last December, that it was very busy.

Councillor Hind welcomed the opportunity for a visit.

The Clerk would liaise with Holsworthy Town Council and offer dates to the Members.

9. **MARKET HALL:**

- a. Deposit Payments for future bookings. Councillor Bushby felt the introduction of Deposit Payments could make the hiring of the Hall more difficult for DTAL; there was the potential for them to lose commitment from their stall holders. The introduction could be a deterrent.

Councillor Hind concurred stressing that the Market needs to attract new traders / business.

Councillor J Hellyer did not believe that there was a need for deposit payments from regular / repeat hirers. It was reasonable though where someone needed a venue e.g. (wedding) reception.

Councillor Bushby indicated that it was important to remain fair noting that the Committee / Council had received criticism, in the past. He ventured that DTAL should be approached for their take; it would be wrong to impose upon them.

Councillor Hind recommended the item be deferred noting that the parties were acting in good faith; they needed to be encouraged.

The Chairman agreed and deferred the item until the next Meeting.

- b. Market Hall Public Liability.

The Clerk referred Members to Minute Number 112. from the Minutes of the Meeting held on 18 April 2024 where Members had resolved upon a basic level of Public Liability Insurance set at £5 million rising to £10 million for all those trading at the Market Complex.

He spoke about the recent Boxing Tournament where the Hirer's Insurance Cover (for four events a year) was £5 million. They provided a risk assessment in mitigation of a higher premium - through having qualified personnel on the ground including a doctor / medical staff. The Council's insurers had been approached but to date no response elicited.

Councillor Bushby recommended an approach to NABMA.

Mr Jeffers indicated that he had been approached by someone enquiring about trading in the Market but had been put off by the minimum £5 million insurance.

The Clerk stated that it was the minimum charged by Tavistock Market, the premiums were not extortionate and would provide cover at other Markets.

The Clerk was asked to contact the Council's insurers to establish whether there was at "no extra cost" global insurance cover that could be provided to the Council.

The Chairman deferred the item until the next Meeting.

10. **STRUCTURAL SURVEY – EXPRESSION OF INTEREST GRANT APPLICATION**

Members noted the request.

11. **TENANT / TRADER REPRESENTATIVE**

The Chairman invited Mrs Austin to address the Committee.

Mrs Austin thanked the Chairman and raised the following points:

a. Background / piped music for Butcher's Row.

Mrs Austin asked if there was licence cover for music to be played in the background of the thoroughfare to improve the atmosphere.

Butcher's Row had been covered by PRS/PPL but had proved cost prohibitive.

Members discussed "royalty free" music.

Councillor J Hellyer explained the "backgroundsounds.com" website, and felt that with Bluetooth speakers a package would not be cost prohibitive.

The Chairman agreed to investigate.

b. Site officers.

Mrs Austin noted that the Market Officer was no longer a permanent site fixture.

Councillor Bushby indicated that the role had been incorporated into the Town Rangers overall area of responsibility. It was confirmed that the Rangers do open and close the Market Hall and do ensure that the toilet facilities are cleaned during the day. The Team will remain available to the facility should the need arise (when working away). He suggested that the Repls be provided with the Supervisor's contact number.

(Note: when off site the dedicated contact number is written on the white board at the south entrance in the Market Hall.)

c. Butcher's Row Gates' padlocks.

Mrs Austin requested that the padlocks are oiled.

Mr Jeffers continued:

d. Request from DTAL regarding the Hire Agreement clause:

"Bideford Town Council reserves the right to cancel an event without notice (although notice will be given if practicable) and without liability of any kind..."

Following on from the earlier deposit item, Councillor Bushby indicated that where people had booked iaw (in accordance with) current practise then it would be treated as such, however, if over a longer term period – six months – where the Council had a desire to stage an event, with a broader reach, they would engage, negotiate and work with the hirer.

The Clerk added that the question had been put to him, before and that in his response

he had also cited, loss of utilities, building requirement and public safety.

(Councillor Hind left the Meeting.)

e. Re-instatement of Child's Play area.

Mr Jeffers questioned why the Child's Play area was so small. Concerns had been voiced, by those with "early years" child care experience that a gate should be in place.

It was noted that erecting and dismantling the facility took up much resource.

The Clerk was asked to view the Area in terms of size and liaise with the Rangers.

The Chairman thanked Mrs Austin and Mr Jeffers for their contribution.

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

Proposed by Councillor Mrs Gubb, 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: 4, Against: 0)

13. **CHAIRMAN'S REPORT**

There was no report.

14. **TENANT / TRADER**

a. Applications.

It was proposed by Councillor Mrs Gubb and seconded by Councillor Bushby and

RESOLVED: That Mrs Sharkey be offered the Tenancy to Market Place Shop Unit 25 on vacation by the present tenant.

(Vote – For: 4, Against: 0)

b. Tenant matters.

The Committee re-visited the item of debt recovery in terms of Court action to recover "public money."

Councillor J Hellyer explained the process of application.

It was proposed by Councillor Hawkins and seconded by Councillor Mrs Gubb and

RESOLVED: That Court action is taken to recover outstanding tenant debt.

(Vote – For: 4, Against: 0)

Councillor J Hellyer advised that a letter explaining the Council’s intent be sent recorded delivery to the debtor indicating offer of repayment strategy, in the first instance. Failure to respond (within a deadline time) will trigger the Court action.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.32 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:

BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 23 May 2024

Number (All) ▾

Date Entered	PV	Description	Extended Description	Net	VAT	Gross
19/04/2024	(blank)	EDF (995)	Electricity	659.32	131.86	791.18
		Mkt recharge	TC staff costs	10,000.00		10,000.00
26/04/2024	(blank)	Devon Balustrades	26 Market Place - laminate	378.00		378.00
25/04/2024	(blank)	EDF (985)	Gas	99.34	4.97	104.31
	BSPM3	Llyds	Service Charges	37.57		37.57
30/04/2024	(blank)	Tamar Trading	Maintenance Items	404.62	80.92	485.54
		EDF (995)	Electricity	438.09	87.62	525.71
1/05/2024	(blank)	Mimick Signs	Market Banners x 3	115.00	23.00	138.00
3/5/2024	(blank)	Stockton Property Ltd	20 x Trestles + 2 x trolleys	1,863.90	372.78	2,236.68
		Coastal Recycling	Waste removal	147.55		147.55
		From TC a/c	wrong invoice payment	-43.20		-43.20
	BSPM4	TV Licence	(blank)	13.25		13.25
7/05/2024	(blank)	RGB	Maintenance Items	7.96	1.59	9.55
		Amazon	Key Fobs	4.99	1.00	5.99
		SunGift Solar	Inspection	495.00	99.00	594.00
20/05/2024	(blank)	Vodafone	Phone charges	26.49	5.30	31.79
		EDF (985)	Gas	8.59	0.43	9.02
23/05/2024	(blank)	Jewson	Maintenance Items	36.50	7.30	43.80
Grand Total				14,692.97	815.77	15,508.74

Bank Balances at 5/23/2024 - Current Account

£ 5,859.30

Bank Balances at 5/23/2024 - Deposit Account

£ 36,829.02