



BIDEFORD TOWN COUNCIL

Minutes of the Market Management Committee

held in the Council Chamber of the Town Hall on,

Thursday 5 December 2024 at 6.30 pm

PRESENT:	North Ward:	Councillor D Bushby Councillor K Hind Councillor S Smith (substitute for Councillor Mrs J Gubb)
	East Ward:	Councillor J McKenzie (Chairman) (substitute for Councillor Ms R Clarke)
	West Ward	Councillor M Taylor (substitute for Councillor Hawkins)
	Market Complex	Mrs K Austin
IN ATTENDANCE:		Mr R Coombes (Deputy Town Clerk)

ELECTION OF CHAIRMAN FOR THE MEETING

Prior to the commencement of the Meeting it was established that neither the Chairman nor Deputy Chairman were in attendance.

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

RESOLVED: That Councillor McKenzie assume the Chair for the duration of the Meeting.

(Vote – For: 5, Against: 0)

61. **APOLOGIES FOR ABSENCE**

Members noted the Apologies received and reasons for absence from:

Councillor	Ms R	Clarke
Councillor	Mrs J	Gubb
Councillor	J	Hellyer
Councillor	Mrs L	Hellyer

Councillor C Hawkins

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

There were no declarations of interest.

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

None.

64. **MINUTES**

Proposed by Councillor Hind and seconded by Councillor Bushby, the Minutes of the Meeting held on 24 October 2024 were approved and signed as a correct record.

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

65. **ACCOUNTS**

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

RESOLVED: That the lists of payments for 5 December 2024 be approved.

(Vote – For: 5, Against: 0)

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

Architectural Heritage Fund (AHF). The Clerk advised Members that the Town Clerk is working with a firm of architects to use the grant obtained from the Architectural heritage Fund that provides for RIBA Stage 2 concept and design work for the Market Hall.

The Clerk explained that, “RIBA Stage 2, also named “Concept Design,” is the stage where the project's compass points towards creative realisation - what it will look like, feel like, and how it will function. Initial concepts are nurtured, shaped, and refined into architectural designs that capture the essence of your aspirations.”

The Town Clerk had early requested, that the Project really needs input from the Committee in terms of the vision and strategy direction of the Market. He welcomes ideas and vision for the space that can be input into the design.

He warned against any smaller ideas that are in the pipeline, intimating them to be shelved for the time being until we have a wider space on the concept and design.

67. **FINANCIAL UPDATE**

The Clerk provided a financial update, identifying costs incurred, monies generated through the Hall, reserves and overall budget performance.

Councillor Bushby believed the funding stream heading: Cleaning and Maintenance should be separated.

Members noted the Market's financial position.

68. **MARKET HALL**

- a. Members discussed generally the state of the Market in terms of following on from decisions made to promote the facility as an Events opportunity.

Clearly, the budget performance reflected the need to generate interest in the facility and draw revenue from it.

The success of the newly opened climbing facility was noted; the concept had, in the past, been mooted (for the Hall).

Improvements to the Hall including the doors with greater accessibility (cost versus benefit) and the Café facility (bringing up to date but also wider hire offer – receptions / parties) were considered although mindful of the architectural design outcomes.

The Clerk referenced Butcher's Hall at the Tavistock Market, indicating how the Hall space was being regularly used with Events Management Teams involvement. He noted Miss Ivy Events whilst operating in and around the Tavistock and Totnes areas also had links to Affinity. Approaches would be made to both "Miss Ivy," and NABMA, examples of facilities being "turned round;" Councillor Hind made reference to a market in Altrincham.

Councillor Mrs Smith whilst noting the number of Events held in and around the Town saw the potential of the Market to be used by wider range of the Community - an opportunity for those members of society who are poorly catered for / represented.

Further discussion included the forming of a Focus Group, with core members, but with the flexibility to engage outside stakeholders to drive improved perception, ideas and use of the facility.

Councillor Hind volunteered indicating that the Chairman of the Committee should have involvement along with Tenants, indicating that the Market should be self-funding; Mrs Austin agreed volunteering her services and that of Ms Jackson.

Members agreed that there would be a standard agenda item for each meeting providing for updates.

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

RESOLVED: That a Focus Group is convened including Councillors Ms Clarke and Hind with tenants represented by Mrs Austin and Ms Jackson supplemented by other invited stakeholders.

(Vote – For: 5, Against: 0)

- b. Southern Electric Door Replacement. Councillor Bushby had led discussion on the item extolling the merit of providing for vehicular access: ease of trader set up, opportunity for indoor car boot sales.

Funding generally was discussed, the Chairman did not believe the outlay would see a

worthwhile return on costs incurred / investment. Potential opportunity could be addressed through Levelling Up funding.

Members deferred a decision.

- c. Café repair and refurbishment. Members saw benefit in improving the facility that again would improve the overall Market offer. It was clear that it needed updating, not least the floor. Levelling Up funding could again provide the catalyst.

Members deferred a decision.

69. **REAL IDEAS INTERIM REPORT**

Members had received both a progress and Interim Report when provided.

They noted the detailed work including reference to those Bideford agencies and stakeholders; Mrs Austin reflected upon her engagement with the author and detail that was attributed to her.

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

RESOLVED: That did not wish to take up the final element of the report based on that which had been received to date.

(Vote – For: 5, Against: 0)

70. **TENANT / TRADER REPRESENTATIVE**

Mrs Austin advised that footfall had been poor but Butcher’s Row had been busy on Sunday, “Light’s Switch On.” She looked forward to the Victorian Christmas Frost Fair, including Signing of the Lease, in conjunction with the Town traders who were positively engaged.

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

The Chairman thanked the Market Tenant for her attendance and contributions.

Proposed by Councillor McKenzie, 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)

72. **CHAIRMAN’S REPORT**

There was no report.

73. **TENANT / TRADER**

a. Terminations / Applications.

The Clerk confirmed the tenancies of Butcher’s Row 20 and soon to be occupied 13/14.

Councillors noted also the Tenant’s Notice to quit 15/16, effective 18 February 2025.

b. Tenant matters.

Members had considered a tenant’s business operation / purpose for use of “Demised Premises,” in the light of concerns raised by another tenant. They reflected on both the respective offers but did not believe that it was appropriate to intervene.

The business of the meeting having been completed, the Chairman thanked the members for their attendance and the meeting concluded at 7.52 pm.

Signature of Town Mayor: Date:

Signature of Chairman: Date:



BIDEFORD TOWN COUNCIL - Accounts for approval at the Market Management Committee Meeting - 24 October 2024

Number (All)

Row	Date Entered	PV	Description	Extended Description	Net	VAT	Gross
1	30/09/2024	BSPM17	Llyds	Service Charges	32.56		32.56
2			TDC	Premises Licence	70.00		70.00
3			Coastal Recycling	Waste removal	175.15		175.15
4	01/10/2024	BSPM18	TV Licence	(blank)	13.25		13.25
5			Mkt recharge	TC staff costs	3,482.36		3,482.36
6	02/09/2024	BSPM16	Vodafone	Phone charges	26.49	5.30	31.79
7	04/09/2024	BSPM15	Nicholsons	Hygiene Items	160.38	32.08	192.46
8			SWW	Water / sewerage charges	106.03		106.03
9	09/09/2024	(blank)	Triangle	Broadband / line	61.66	12.33	73.99
10	17/09/2024	(blank)	EDF (995)	Electricity	168.18	8.41	176.59
11	26/09/2024	(blank)	Bideford Cobblers and Keys	Key cutting	59.00		59.00
12	02/10/2024	(blank)	RGB	Maintenance Items	3.85	0.77	4.62
13	03/10/2024	(blank)	Tamar Trading	Maintenance Items	707.60	141.52	849.12
14			EDF (985)	Gas	18.99	0.95	19.94
15	04/10/2024	(blank)	J Fisher	8 x secure bldg	300.00		300.00
16		BSPM19	Vodafone	Phone charges	26.49	5.30	31.79
17	11/10/2024	(blank)	Realideas	Report Stage Payment	2,925.00	585.00	3,510.00
18	24/10/2024	(blank)	Lloyds	Service Charges	12.05		12.05
19	Grand Total				8,349.04	791.66	9,140.70

Bank Balances at 28/11/2024 - Current Account
 Bank Balances at 28/11/2024 - Deposit Account

£ 6,090.40
 £ 39,306.57