



All members of the **Market Committee** are hereby summoned to attend a meeting of the  
**Market Committee**  
to be held on **Wednesday 11 April 2018 commencing at 2.30pm**  
at **Cullompton Town Hall**

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**  
**Date: 28 March 2018**

## **AGENDA**

**Members of the public are very welcome to attend this meeting.**

**Membership:** Councillors: Eileen Andrews, James Buczkowski, and Iain Emmett  
Dorothy Anderson (Cullompton Farmers Market)

**PUBLIC QUESTION TIME: 15 minutes is set aside at the beginning of the meeting to enable members of the public to bring issues relevant to the Committee to the attention of Councillors. Up to 3 minutes is allowed for each question.**

**It may not be possible to reply and the question may only be noted. The question will be recorded.**

1. **Apologies:** To receive apologies for absence.
2. **Declarations of Interest:** To receive declarations of Interest.
3. **Public question time :** To receive questions from members of the public present at the meeting.
4. **Minutes:** To approve the minutes of the previous meeting held on 7 February 2018 (Appendix A).
5. **Finance:**
  - (i) To review Income & Expenditure account (Appendix B).
  - (ii) To consider sale of market trailer.

6. **Street Market**
  - (i) To receive update report.
7. **Farmers Market:** Update report.
8. **Any other market matters.**
9. **To agree date and time of next meeting as Wednesday 6 June at 2.30pm**

**In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.**



# MINUTES

of the

**Market Committee meeting**

held on

**Wednesday 7 February 2018 commencing at 2.30pm**

**at Cullompton Town Hall**

**PRESENT:** Cllr Eileen Andrews (in the chair), Cllr Iain Emmett and Dorothy Anderson (Farmers' Market)

Judy Morris (Town Clerk)

1. **Apologies:** Cllr James Buczkowski (personal), Paul Gear (Street Market) and Naomi Lihou (Street Market).
2. **Declarations of Interest:** None.
3. **Public question time:** None
4. **Minutes:** The Minutes of the previous meeting held on 15 November 2017 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Dorothy Anderson.
5. **Finance:**
  - (i) **To review Income & Expenditure:** The Income and Expenditure report was discussed and it was noted that the invoice for the four new marquees has not yet been paid as waiting for replacement sidewalls (white delivered instead of white and green).
  - (ii) **To receive details of month-by-month market stall income comparison:** It was noted that the month-by-month income is fairly consistent with no particular time of the year attracting more stalls.
6. **Street Market**
  - (i) **To receive update report:** Clerk reported that there are currently 4 regular stalls but concerns that the Fruit & Veg stall has not turned up for the last two weeks. Children's Hospice South West has booked to come 18 April to promote their Rainbow Run in Exeter. This provides an opportunity to promote the market.
  - (ii) **To receive confirmation that new gazebos have been received:** Clerk confirmed that 4 no. gazebos have been delivered but the sidewalls were white whereas green/white had been ordered. Awaiting replacement of sidewalls before using the gazebos.

7. **Farmers Market: Update report:** Dorothy reported that there had been more stalls in January than was usual for the time of year but concerns about footfall. Discussion ensued about ways to promote the markets. The Farmers' Market distribute cards listing the dates of markets, social media and a fresh poster/flyer campaign were suggested.

The FM will be celebrating its 20<sup>th</sup> Birthday with a market on 30 June, still waiting to hear from MDDC re request to use Forge Way car park. Cllr Eileen Andrews suggested that, if necessary, the Festival Market could be held on the second Saturday of the Festival i.e. 7 July and the FM could be held in the Higher Bullring area on 30 June.

Discussion about the layout of the market and making it more visible by creating a walk through with stalls on both sides. It was thought this might be achievable once the scaffolding has been removed from the old Barclays Bank building.

8. **Any other market matters:**

- (i) **Market Stall application form:** The Street Market application form was reviewed as there is currently no cost penalty if a stall holder doesn't show up. It was agreed that no change is made to the terms and conditions at present as need to encourage rather than deter at present, but will make it clear to stallholders that it is expected that they will notify the Council if they will not be attending the market.
- (ii) **Market Strategy:** It was noted that a market trader had raised a concern that if the Committee delays developing a strategy then it could find that the market is back where it was a year ago. It was agreed to look at ways to promote the market with a new poster/flyer campaign and on social media.

9. **To agree date and time of next meeting as Wednesday 4 April at 2.00pm/2.30pm?**

The meeting closed at 3.25pm.

Chairman's signature:

Date:

## APPENDIX B

### CULLOMPTON TOWN COUNCIL

#### CULLOMPTON MARKET INCOME & EXPENDITURE 1 APRIL 2017 - 20 MARCH 2018

<b>BALANCE FORWARD 2016/17</b>		<b>9273.21</b>
<b>INCOME</b>		
Market stall income 1 April 2017- 21 March 2018		2910.00
Insurance		24.00
Contribution to Premises Licence		35.00
Christmas Market		160.00
Electricity		162.00
		<b>12564.21</b>
<b>EXPENSES</b>		
Contribution towards erection of gazebos	1275.00	
Premises Licence	70.00	
Advertising	50.00	
Market expenses	7.75	
Market development consultancy	2083.35	
Laser Creations (labels for meter box)	24.00	
Insurance	75.00	
Scottish Power (electricity)	252.75	
Cables covers	58.68	
"Care cable" signs	55.96	
Buskers	240.00	
Labdons	41.76	
Garage plot rent (storage)	225.00	
Replacement gazebos	2801.50	
	<b>7260.75</b>	7260.75
Balance		<b>5303.46</b>

