



All members of the **Market Committee** are hereby summoned to attend a meeting of the
Market Committee
to be held on **Wednesday 15 March 2017 commencing at 2.00pm**
at **Cullompton Town Hall**

Judy Morris

Signed: Mrs Judy Morris, Town Clerk
Date: 7 March 2017

AGENDA

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

Membership: Councillors: Eileen Andrews and Iain Emmett
Dorothy Anderson (Cullompton Farmers Market) and Jonathon Baker (Cullompton Street 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.
4. **Minutes:** To approve the minutes of the previous meetings held on 7 December 2016 (Appendix A) and 8 February 2017 (Appendix B).
5. **Market Development initiative:** To receive report.
6. **Finance:** To review Income & Expenditure
7. **Market:** To receive update report and agree any actions required including:
 - (i) Charge for electricity
 - (ii) Signage

8. **Farmers Market:** Update report
- (i) Erection of gazebos
9. **Any other market matters.**
10. **To agree date and time of next meeting**

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.

APPENDIX B

CULLOMPTON TOWN COUNCIL

CULLOMPTON MARKET INCOME & EXPENDITURE 1 APRIL 2016 - 3 March 2017

BALANCE FORWARD 2015/16		11001.63
INCOME		
Market income 1 April -3 March 2017		2624.00
TAP Fund grant		1500.00
DCC Locality Grant		500.00
Donation from Farmers Market for power supply		100.00
Insurance		6.00
		15731.63
EXPENSES		
Contribution towards erection of gazebos	1350.00	
Busker	50.00	
Premises Licence	35.00	
Advertising	60.00	
Market expenses	159.04	
Insurance	70.00	
Western Power (electric connection)	1718.54	
Pillar for electricity supply	1960.00	
Advert for tender contract	117.60	
Market development expenses payment	500.00	
	6020.18	6020.18
Balance		9711.45

NOTE: Market tender £2,500 to pay



MINUTES

of the

Market Committee meeting

held on

Wednesday 7 December 2016 commencing at 2.00pm

at Cullompton Town Hall

PRESENT: Cllr Eileen Andrews (in the chair), Cllr Chaim Ebanks, Dorothy Anderson (Cullompton Farmers Market) and Jonathon Baker (Street Market).

Judy Morris (Town Clerk)

62. Apologies: None

RESOLVED:

1. That as Cllr Chaim Ebanks needed to leave by 2.30pm that item 12 is brought forward to the beginning of the meeting.
2. That, due to the commercially sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

PRIVATE AND CONFIDENTIAL

NOTE: Jonathon Baker declared a pecuniary interest in respect of the following item as he is a member of the association that submitted a tender for the development of the outdoor market contract. He left the meeting.

63. To consider applications for the Market Development tender contract: Clerk reported that the contract had been advertised in the Express & Echo, Council website and notice board and circulated to Culm Valley in Business and others. One tender received, which was read and discussed in detail.

RESOLVED: That the submitted tender is accepted on the following terms (subject to negotiaton).

- Period of contract to be 6 months from 1 January 2017 – 30 June 2017.
- £500 expenses to be paid upfront, with receipts to be provided to justify expenses and any monies remaining at the end of the 6 month period to be returned.

- £2,000 to be paid in 6 monthly instalments of £333.33, on receipt of invoice, and an additional £500 to be paid at the end of the six month period if target has been achieved. Target being: development of 4th Saturday street market and regular attendance of four additional stalls at the street market, meaning an increase in the number of stalls from 3 to 7.
 - Weekly up-date/informal report to Town Clerk, with monthly written reports to the Market Committee.
- Proposed Cllr Chaim Ebanks, seconded Cllr Eileen Andrews.

Cllr Chaim Ebanks left the meeting

The meeting went back into open session and Jonathon Baker re-joined the meeting.

- 64. Declarations of Interest:** No further interests declared.
- 65. Public question time:** None.
- 66. Minutes:** The minutes of the previous meeting held on 26 October 2016 were approved and signed as a correct record after correcting name of the person asking the question at Item 54 (Public Question Time) to Naomi Lihou (not Naomi Gear). Proposed Dorothy Anderson, seconded Eileen Andrews.
- 67. Finance:** The income and expenditure account was reviewed and discussed.
- 68. Street Market:**
- (i) **To receive update:** Town Clerk reported that there is currently one additional stall at the Wednesday street market. JB stated that the traders continue to be pleased with the running of the market.
- (ii) **Planning permission:** Town Clerk had obtained three estimates for scaled plans of the Higher Bullring area. Discussion about submitting a planning application to extend the number of stalls.

RESOLVED: To defer this item for further consultation.

- (iii) **Premises Licence:** Current licence allows for the sale of alcohol OFF the premises between 9am and 2pm on Saturdays and Wednesdays. Would like to extend the time and also apply for the sale of alcohol ON premises so that it is possible for stall holders to sell alcoholic drinks such as mulled wine.

RESOLVED: To defer submission of a revised application until such time as someone willing to act as the Designated Premises Supervisor can be found.

- 69. Farmers Market:** DA reported that the Farmers' Market are in the process of having new banners made, also printing advertising cards with the dates of future markets which they hope to circulate around the town.

They have storage problems now that they have the new gazebos. JM explained that the Town Council is unable to assist at present as it also has problems finding sufficient storage

space for its equipment but will ask maintenance staff whether it is possible to move equipment around in the garage at St Andrews Estate to make more space.

The Council currently has a trailer, containing the old Farmers Market tents which it has nowhere appropriate to store and no-one wants to use them as they are difficult to erect. It was suggested that the tents and trailer are sold, wait until the Spring and erect, take photos and sell.

- 70. Higher Bullring Power Supply:** Town Clerk reported Western Power has been contracted to install the power supply. Waiting for confirmation of date for this work to be carried out. The company that makes the feeder pillar can pre-wire the pillar and have it ready to install. This means it will be custom made and door made to close, pre-cut to allow for cables. Only able to find one company that make a feeder pillar suitable for a Conservation Area. The MDDC Conservation Officer has approved the design of the pillar. The total cost of the pillar, to include gold trimpaint finish, pre-wired electrical equipment and delivery is £2,020.00 plus VAT.

RESOLVED: That a feeder pillar is ordered from Fisher & Company at a cost of £2020.00 plus VAT to include electrical equipment. It is recognised that this is more expensive than originally estimated but will provide a safer and better finished job as it will mean that the door can be locked when in use. Proposed Cllr Eileen Andrews, seconded Jonathon Baker.

- 71. Forward planning: Promotional ideas and future events action plan:** Will ask the Market Development contract group to submit their ideas at the next meeting.

- 72. Any other market matters:** None

- 73. Date for the next meeting:** Wednesday 25 January at 2pm

Chairman's signature:

Date:



MINUTES

of the

Market Committee meeting

held on

Wednesday 8 February 2017 commencing at 2.00pm

at Cullompton Town Hall

PRESENT: Cllr Eileen Andrews (in the chair), Cllr Iain Emmett, Dorothy Anderson (Farmers' Market) and Jonathan Baker (Street Market).

Judy Morris (Town Clerk)

87 Apologies: None

88 Declarations of Interest: Jonathan Baker declared a pecuniary interest in respect of Item to consider the market tender bid as he is a member of the group that submitted the bid.

89. Public question time: None

90. Minutes: The minutes of the previous meeting held on 25 January 2017 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Jonathan Baker

91. Farmers Market

(i) Erection of gazebos: Town Council staff will assist with erection of Farmers' Market gazebos, JB offered to meet staff at 7am on the day of the market to explain layout requirements.

(ii) Power cables: These have now been located, hope to keep them in the garage which the Farmers' Market has arranged to rent from MDDC. Town Council to be provided with a key to the garage. Cables will need to be PAT tested.

RESOLVED: That Clerk obtains estimates for PAT testing of electric hook-up cables. Town Council will contribute 50% of the cost.

92. Any other market matters: None

RESOLVED: That, due to the commercially sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the press and public are requested to

leave at this point and the next section of the meeting is conducted in private. Proposed Cllr Eileen Andrews, seconded Cllr Iain Emmett.

NOTE: Jonathan Baker declared a prejudicial interest in respect of the following item and left the meeting.

93. To consider response from successful market tender bid and agree way forward

The Clerk reported that the group which submitted the successful tender were not willing to accept a condition that £500 is held back until the end of the contract and only paid if the target has been achieved. Target being: development of 4th Saturday street market and regular attendance of four additional stalls at the street market, meaning an increase in the number of stalls from 3 to 7.

RESOLVED: That, following negotiation, the submitted tender is accepted on the following terms:

- Period of contract to be 6 months
- £500 expenses to be paid upfront, with receipts to be provided to justify expenses and any monies remaining at the end of the 6 month period to be returned.
- £2,500 to be paid in 6 monthly instalments of £416.50, on receipt of invoice.
- Weekly up-date/informal report to Town Clerk, with monthly written reports to the Market Committee.

94. Date for the next meeting: Wednesday 15 March 2017 at 2pm

Chairman's signature:

Date: