



All members of the **Market Committee** are hereby summoned to attend a meeting of the
Market Committee
to be held on **Wednesday 23 August 2017 commencing at 2.15pm**
at **Cullompton Town Hall**

Judy Morris

Signed: Mrs Judy Morris, Town Clerk
Date: 16 August 2017

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) and Jonathan 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 present at the meeting.
- 4. Minutes:** To approve the minutes of the previous meetings held on 13 July 2017 (Appendix A).
- 5. Market Development initiative:** To receive final report (to follow).
- 6. Finance:** To review Income & Expenditure (Appendix B).

7. **Street Market:** To receive report (Appendix C) and consider the following:
 - (i) Purchase of cable safety matting for power cables.
 - (ii) Purchase of replacement gazebos.
8. **Farmers Market:** Update report.
9. **Premises Licence:** To consider submitting a revised application
10. **Any other market matters.**
11. **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.



MINUTES

of the

Market Committee meeting

held on

Wednesday 13 July 2017 commencing at 2.00pm

at Cullompton Town Hall

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

Judy Morris (Town Clerk)

Also in attendance: Naomi Lihou (Market Development Group)

1. **Apologies:** Paul Gear (Market Development Group).
2. **Declarations of Interest:** None.
3. **Chairman/Vice-Chairman:** To elect a Chairman and Vice-Chairman for the 2017/18 civic year.

RESOLVED:

- (i) That Cllr Eileen Andrews is elected Chairman for the 2017/18 civic year. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.
- (ii) That Cllr James Buczkowski is elected Vice-Chairman for the 2017/18 civic year. Proposed Cllr Eileen Andrews, seconded Cllr Iain Emmett.

4. **Public question time:** None
5. **Minutes:** The Minutes previous meeting held on 10 May 2017 were approved and signed as a correct record. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.
6. **Terms of Reference:** To review as follows:
 - To manage, monitor and regulate the Council's market activities.
 - To control the market finances, subject to the limits of the budget agreed by the Council.
 - To undertake quarterly reviews of market expenditure against the approved budget and to report to the Council highlighting any concerns.

RECOMMENDATION: That the Market Committee's terms of reference remain as is, no changes required. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

7. **Market Development initiative: To receive report:** Naomi Lihou answered questions with regard to the report which had been circulated to all members prior to the meeting. This included:
- **Power supplies:** Can the Town Council take responsibility for setting up power supplies to stalls? Clerk to discuss with Council staff.
 - **Setting up gazebos:** Ensure sides and backs are available if required.
 - **Advertising:** Discussion about promotional banners and locations. Market Development Group to obtain prices for the next meeting.
 - **Branding:** Investigate appropriate 'branding' for banners, leaflets etc.
 - **Town Team:** Looking for someone to represent the outdoor market at Town Team meetings. Cllr Eileen Andrews offered to do this as she attends the meetings to represent the Disability Action Group.
 - **Entertainment:** Live entertainment organised every week for 4 weeks proving to be very popular.

NOTE: The Chairman thanked the Farmers' Market and the Street Market for supporting the Festival Market on 24 June.

8. **Finance: To review Income & Expenditure:** Noted.

9. **Street Market:**

- (i) **To consider purchase of cable safety matting for power cables.**
- (ii) **To consider purchase of replacement gazebos.**

RESOLVED: That the purchase of cable safety matting and replacement gazebos is placed on the agenda for next meeting for further discussion. Obtain costing for next meeting.

10. **Farmers Market: Update report:** Dorothy Anderson considered that it was important the the markets were seen as a group but, at the same time, kept their own identities. Joint market to be held on Saturday 29 July in Higher Bullring.

Farmers' Market to have a presence at the Mid Devon Show. They have recently had new cards printed with the dates of the markets for the next 6 months. Website nearing completion. She suggested a survey of local shops to assess the impact the markets are having on their trade.

Concern that the garage they are currently renting from MDDC leaks in heavy rain. Would like to make more space by getting rid of the old Farmers' Market tents. It was agreed to contact a local scrap merchant to find out if he would be interested in taking the poles etc.

11. **Any other market matters.**

- (i) **Street Market 29 July:** Request for gazebos and tables, if needed. Also will Council staff be available to assist with collection and erection/dismantling of gazebos?

RESOLVED: That the Committee grants permission for the use of gazebos and tables and Council staff for the street market on 29 July. Proposed Eileen Andrews, seconded Iain Emmett.

- (ii) **Autumn Food & Drink Festival:** To be held in the town centre on Saturday 14 October. Craft Fayre to be held in the Town Hall.

12. To agree date and time of next meeting. Wednesday 6 September at 2.15pm ?

Chairman's signature:

Date:

DRAFT

APPENDIX B

CULLOMPTON TOWN COUNCIL

CULLOMPTON MARKET INCOME & EXPENDITURE 1 APRIL 2017 - 31 JULY 2017

BALANCE FORWARD 2016/17		9273.21
INCOME		
Market stall income 1 April - 31 July 2017		1157.00
		10430.21
EXPENSES		
Contribution towards erection of gazebos	525.00	
Premises Licence	70.00	
Advertising	50.00	
Market expenses	7.75	
Market development consultancy	1666.68	
Laser Creations (labels for meter box)	24.00	
	2343.43	2343.43
Balance		8086.78

NOTE: Market tender one final payment of £416.67 to pay

APPENDIX C

CULLOMPTON TOWN COUNCIL

REPORT TO: Market Committee

PREPARED BY: Town Clerk

DATE: 16 August 2017

1. **Purchase of safety matting for power cables:** There is some matting but not sufficient if several stall holders request electricity as could happen at a large market such as the October Food Festival. Would like to purchase 6 lengths each 1.8 metres in length at a cost of £11.31 plus VAT (total cost £67.86 plus VAT).
2. **Purchase of replacement gazebos:** Current gazebos purchased from Sun Leisure, they are 3m x 2m in size and the frames are 50mm which makes them heavy when erecting. The Farmers' Market tents are 3m x 3m and 3m x 4.5m. The reason the Council choose the smaller size gazebos was to ensure that they would fit into the space on the public highway and comply with planning/highway regulations.

The 50mm gazebo plus frame for a 3mx2m weighs 68kgs whereas a 40mm gazebo plus frame weighs 43kgs-45kgs.

The cost for a 3m x 2m gazebo with 40mm frame is £369 - £399 and a 50mm frame gazebo is £489.98. Branding is about £100 per gazebo.

We could look at purchasing gazebos the same as the Farmers' Market i.e. 3m x 3m (419.97) or 3m x 4.5m but have concerns about whether we would be able to comply with the width of pavement that DCC require to be available for pedestrians.

RECOMMENDATION: That when replacing gazebos we purchase the same size as we already have i.e. 3mx2m as these work for the existing traders and will allow sufficient space for pedestrian access but 40mm frames instead of 50mm as these are lighter and easier for Council staff to handle and erect although it is appreciated that they may not last as long as the heavier ones.

3. **Premises Licence:** The current licence is in the name of Cullompton Farmers Market and the designated premises supervisor is Mr William Barnaby Carlyle Butterfield. The licence is for the supply of alcohol only between 9am and 2pm Wednesdays and Saturdays.

At present there is no requirement to use the licence for the Wednesday Street Market. It is generally just required for the sale of bottled cider at the Farmers' Market on the second Saturday of each month which Mr Butterfield attends.

When there is a Festival such as the October Food & Drink Festival or the Christmas Festival it is possible that market stall holders may wish to sell alcohol such as mulled wine to drink

on the premises and the hours may extend later than 2pm then a Temporary Event Notice is applied for at a cost of £21. If a Temporary Event Notice (TEN) is in place then the stall holders do not need a personal licence, however the person who applies for the TEN i.e. the Town Clerk, is the responsible person. Alternatively we could ask the person who is running the stall to apply for their own TEN.

The current Premises Licence only covers one stall in a specific location in the Higher Bullring which is another reason that the TEN is applied for.

RECOMMENDATION: That a new Premises Licence is applied for to cover the entire market area and for the of sale of alcohol both on and off the premises, also extend the hours e.g. 9am – 6pm. This will negate the need to apply for a TEN for each festival etc.

