



All members of the **Market Committee** are hereby summoned to attend a meeting of the
Market Committee
to be held on **Wednesday 27 September 2017 commencing at 2.15pm**
at **Cullompton Town Hall**

Judy Morris

Signed: Mrs Judy Morris, Town Clerk
Date: 20 September 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)

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 23 August 2017 (Appendix A).
- 5. Finance:** To review Income & Expenditure account (Appendix B).
- 6. Street Market:** To receive update report, including update on purchase of replacement gazebos.

7. **Farmers Market:** Update report.
8. **Premises Licence:** Update report
9. **Any other market matters.**

RECOMMENDATION: 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.

10. **Street Market development tender:** To consider tentative submission and agree way forward.
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 23 August 2017 commencing at 2.00pm
at Cullompton Town Hall**

PRESENT: Cllr Eileen Andrews (in the chair), Cllr Iain Emmett, Dorothy Anderson (Farmers' Market), Jonathan Baker (Street Market) and Alan Ottey (Tiverton Town Centre and Market Manager)

Judy Morris (Town Clerk)

Also in attendance: Naomi Lihou (Market Development Group)

1. **Apologies:** Cllr James Buczkowski (personal) and Paul Gear (Market Development Group).
2. **Declarations of Interest:** None.
3. **Public question time:** None
4. **Minutes:** The Minutes of the previous meeting held on 13 July 2017 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.
5. **Market Development initiative: To receive final report:** Jonathan Baker presented the final report and highlighted the following:
 - Consider an evening market with an emphasis on food.
 - Three tables purchased, can be hired to market traders at £2 per table.
 - Concern that some traders leave before the 2pm closing time. Can traders be encouraged to stay until the end.
 - Consider purchase of promotional banner.
 - Try to find a butcher and street food stalls to enhance the current market offer.
 - The market has developed well over the past 6 months, this has been particularly noticeable since the addition of a Fruit & Veg stall.
 - Concern about the closure of Barclays Bank and the loss of the cash machine.
 - Last musician booked for 6 September. Consider whether regular street music entertainment at the market will continue.

- Hope that the Town Council will continue to build on the work of the market development group, market is moving forward but not yet thriving. Actively canvass to ensure that stall numbers are consistent.

NOTE: The Market Development Team handed the Town Clerk receipts for the £500 expenses provided at the outset of the project. There is a balance of £3.69 remaining.

6. Finance: To review Income & Expenditure: The Income and Expenditure report was discussed and noted.

7. Street Market:

(i) 4th Saturday Street Market: Struggling to get traders to attend, there will be no market on Saturday 26 August due to lack of interest.

RESOLVED: That the Council concentrates its efforts on the Wednesday Street Market. Talk to Fruit & Veg stall holder to find out his view about continuing with a Saturday market.

(ii) Purchase of cable safety matting for power cables: Although there is some matting purchased by the Farmers Market it is not sufficient if there is a busy market such as the October Food & Drink Festival.

RESOLVED: That the Council purchases an additional 6 lengths of safety matting. Proposed Cllr Iain Emmett, seconded Jonathan Baker.

(iii) Purchase of replacement gazebos: It was felt that the green gazebos blend with the surroundings, the gazebos need to be brighter in order for the market to be visible to passing traffic etc. Blue & Yellow stripes was suggested. The current gazebos have 50mm frames which makes them heavy for staff to erect. The Farmers Market gazebos have 40mm frames and are far easier for Council staff to handle.

RESOLVED: That the Council replaces two gazebos with blue & yellow stripe canvas and 40mm frames. Clerk to bring prices to the next meeting.

(iv) Improvement of the Street Market: Alan Ottey put forward the following ideas/thoughts for the Committee to consider:

- Join the National Association of British Market Authorities (Clerk to investigate cost).
- Involve the Town Team.
- Consider drafting a strategy for the Town Centre (to include the market). Vision for the market, linked to the town centre.
- Consider a 'Youth Market'.
- Integration with the surrounding retail offer and the community.
- Stall holders need to feel valued, part of the market.
- Find out about market 'rights'.
- Promotions budget.
- Retail map.

Naomi Lihou left the meeting.

8. **Farmers Market: Update report:** Dorothy Anderson reported that they had been invited to hold a market in Mole Valley Farmer's car park on 30th September. Market Manager has recently resigned but has offered some voluntary help.

9. **Any other market matters.**

(i) **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 when 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. A Temporary Event Notice is applied for at a cost of £21.00. If a Temporary Event Notice (TEN) is in place then the stall holders do not need a personal licence. Alternatively we can 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 Higher Bullring which is another reason that the TEN is applied for.

RESOLVED: That the Committee liaises with the Farmers' Market re submission of the new Premises Licence and suggests that they apply for a Temporary Event Notice for the October Food & Drink Festival.

(ii) **Resignation:** Jonathan Baker announced his resignation as he will be working away from home in Cornwall. Look for a replacement.

10. **To agree date and time of next meeting.** Wednesday 27 September at 2.15pm.

Chairman's signature:

Date:

APPENDIX B

CULLOMPTON TOWN COUNCIL

CULLOMPTON MARKET INCOME & EXPENDITURE 1 APRIL 2017 - 15 SEPTEMBER 2017

BALANCE FORWARD 2016/17		9273.21
INCOME		
Market stall income 1 April - 15 September 2017		1529.00
Electricity		75.00
		10802.21
EXPENSES		
Contribution towards erection of gazebos	650.00	
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	32.95	
	2993.05	2993.05
Balance		7809.16

