



All members of the **Market Committee** are hereby summoned to attend a meeting of the  
**Market Committee**  
to be held on **Wednesday 15 November 2017 commencing at 2pm**  
at **Cullompton Town Hall**

*Judy Morris*

**Signed: Mrs Judy Morris, Town Clerk**  
**Date: 8 November 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 27 September 2017 (Appendix A).
5. **Finance:** To review Income & Expenditure account (Appendix B).
6. **Street Market**
  - (i) To receive update report.
  - (ii) To consider estimates for replacement gazebos and agree way forward (Appendix C).

7. **Farmers Market:** Update report.
8. **Developing a strategy for the town's markets:** How to get started.
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.**



# MINUTES

of the

**Market Committee meeting**

held on

**Wednesday 27 September 2017 commencing at 2.15pm**

**at Cullompton Town Hall**

**PRESENT:** Cllr Eileen Andrews (in the chair), Cllr Iain Emmett, Cllr James Buczkowski, Dorothy Anderson (Farmers' Market), Naomi Lihou and Paul Gear (Street Market) and Alan Ottey (Tiverton Town Centre and Market Manager)

Judy Morris (Town Clerk)

1. **Apologies:** None
2. **Declarations of Interest:** None.
3. **Public question time:** None
4. **Minutes:** The Minutes of the previous meeting held on 23 August 2017 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Dorothy Anderson.
6. **Finance: To review Income & Expenditure:** The Income and Expenditure report was discussed and noted. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.
7. **Street Market: To receive update report, including update on purchase of replacement gazebos:** Clerk reported that she had only been able to find one company that makes a 3mx2m blue & yellow stripe gazebo. They have offered to demonstrate their product, including a unique rigging tool, to the Council staff and anyone else that would like to attend. This demonstration has been arranged for Monday 16 October at 10am.
8. **Farmers Market: Update report:** Dorothy Anderson reported that a pop-up market will be in Mole Valley Farmer's car park on 30<sup>th</sup> September.

Discussion about arrangements for the Farmers Market on 11 November as this is Armistice Day. Will need to ensure that the War Memorial area is kept clear.

9. **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.

One of the stallholders at the Farmers' Market on 14 October has applied for a Temporary Event Notice (TEN) due to this being the Food & Drink Festival and the stalls will remain after 2pm. Liaising with the Farmers' Market re changes to the current Premises Licence but need to find someone that holds a current personal licence.

**10. Any other market matters**

**(a) Entertainment:** The Market Development Group arranged street buskers which went down well with customers.

**RESOLVED:** That street entertainment such as buskers are organised on Wednesday mornings, fortnightly, at the outdoor market. Cost to be in the region of £40 per session.

*Naomi Lihou and Paul Gear left the meeting.*

**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.

**11. Street Market development tender: To consider tentative submission and agree way forward:** Clerk reported that the Market Development Group had resubmitted their tender and have asked the Committee to consider extending their contract for a further six months.

Discussion ensued, it was felt that the Committee first needs to prepare a strategy or long term vision for the town centre and the town centre markets before making any decisions about committing funds. It was suggested that the Committee looks at the Tiverton Town Centre strategy.

**RESOLVED:** That, before the Committee commits any funding to employing anyone to develop the market further, it prepares a long term strategy in order to understand the most effective way to ensure that the street market achieves its aim of improving the long term viability of the town centre.

**12. To agree date and time of next meeting:** Wednesday 15 November at 2pm

Chairman's signature:

Date:

## APPENDIX B

### CULLOMPTON TOWN COUNCIL

#### CULLOMPTON MARKET INCOME & EXPENDITURE 1 APRIL 2017 - 31 OCTOBER 2017

<b>BALANCE FORWARD 2016/17</b>		<b>9273.21</b>
<b>INCOME</b>		
Market stall income 1 April - 31 October 2017		1902.00
Christmas Market		160.00
Electricity		120.00
		<b>11175.21</b>
<b>EXPENSES</b>		
Contribution towards erection of gazebos	750.00	
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	
Cables covers	58.68	
	<b>3151.73</b>	3151.73
Balance		<b>8023.48</b>

## CULLOMPTON TOWN COUNCIL

Report to: Market Committee  
 Re: Replacement of gazebos  
 Prepared by: Town Clerk  
 Date: November 2017

The Council currently has 12 dark green gazebos purchased in October 2012 at a cost of £6014.00. One of the gazebos is unusable as it has been used to for spare parts for the others. Several of the other have small tears or parts missing etc.

The gazebos are starting to look “tatty”, they are heavy and hard work to erect/dismantle. There is also a thought that the dark green colour blends with the surroundings and are not “eye catching”.

The original brief was to find 3mx2m yellow and blue stripe gazebos. I was only able to find one company that make gazebos in this colour. The company concerned came to the Town Hall and gave a demonstration to Council staff to show the ease of erection and dismantling. Council staff were impressed by the ease when compared with the Council’s gazebos and the Farmers Market gazebos.

The Farmers’ Market purchased their gazebos, which are green, purple and orange from Gala Tents but they do not make a 3mx2m size. The Farmers’ Market gazebos are pro40 and are 3mx4m.

The Council’s gazebos were purchased from Sun Leisure, there are several companies that sell one colour gazebos but I struggled to find many that have a 3mx2m heavy duty gazebo in a stripe.

Company	Product	Price	Comments
Sun Leisure	Protex 50 3mx2m pop-up gazebo	£649.00	The same as current gazebos Heavy to lift, sides are loose fit  Weight 66kilos
Instant Marquees	3mx2m marquee plus PVC canopy and polyester sides – plus stability bar	835.00 (possible discount to be confirmed)	Lighter than the above, easier to erect and have polyester sides rather than PVC so better fit.
Zingerlemetal Event Equipment	3mx2m	£1014 (to include printing)	Polyester sides and roof

