



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