



Swaffham Town Council

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PLEASE REPLY TO: Claire Smith, Deputy Town Clerk email: deputyclerk@swaffhamtowncouncil.gov.uk

Swaffham Town Council **Market, Events & Tourism Committee**

You are hereby summoned to a meeting of the **Market, Events & Tourism Committee** on **Monday, 16th March 2020** at **6.30pm** in the Council Chamber, Town Hall, Swaffham.

N.B. In case of non-members this agenda is for information only.

Claire Smith
Deputy Town Clerk

For information the Committee members are as follows: -

Councillors: J Skinner, K Sandle, L Beech, S Bell, S Matthews, B Holmes, I Pilcher

Non-Councillors: P Cross, F Eagle, H Eagle, K Wells

Summons issued 11th March 2020

AGENDA

1. **To receive apologies and reasons for absence**
2. **To receive declarations of interest for items included on the Agenda**

To adjourn the meeting to allow any traders or members of the public to address the Market, Events & Tourism Committee in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes)
3. ****To receive and agree the Minutes:** Market Events and Tourism Committee 17th February 2020.
4. **To welcome and receive a report from the chair of the Retail Forum.**
5. **To report on outstanding actions agreed at previous meetings.**
6. **To receive and consider a report from the Deputy Town Clerk regarding Market issues *with input from the Market Superintendent:***
7. **To receive and consider reports from Market Trader Representatives**
 - 7.1. Saturday Market and Auction
 - 7.2. Friday market
 - 7.3. Poultry Auction

8. **Review Terms of Reference of the Market, Events and Tourism Committee** – To consider recommending any proposed changes to Full Council e.g. if the day to day market issues should be dealt with by a bi-monthly Market Sub Committee meeting, who would continue to report to this committee on a bi-monthly basis.

9. ****Swaffham Market Tenant Mix – to review the current market mix**

10. ****Amendment to Swaffham Market Terms and Conditions**

11. **How to promote Swaffham as a Tourist Hub**

12. **To receive and consider reports on Events**
 - 12.1. Christmas Lights Event
 - 12.2. VE Day plans
 - 12.3. VJ Day update

13. **To receive and consider late or urgent matters at the Chairman's discretion, *not included elsewhere on the agenda (prior notice must be given)***

14. **To agree date for next meeting and items for a future agenda: Monday, 20th April 2020**