

Swaffham Town Council Market Committee

Draft Minutes of the **Market Committee** held on **Monday 16 January 2023** at **6.30pm** in the Council Chamber.

Present:	Councillors:	J Skinner, L Beech, S Bell, S Matthews, W Bensley, P Darby, (arrived at 6.35pm)
	Non-Councillors:	F Eagle (Chair), H Eagle, L Martin, D Smith, E Ratcliffe.
	Deputy Clerk:	H Carrier
	Market Superintendent:	R Ostler
	Public:	0

1. To receive apologies for absence

No apologies had been received.
Cllr Houghton was marked as absent.

2. To receive declarations of interest for items included on the agenda

F Eagle is the older brother of H Eagle.

3. Public Open Forum no members of the public attended so the meeting was not adjourned.

4. To receive and agree the Minutes: Market Committee 3 October 2022

Agreed and signed.

5. To receive and consider a report from the Deputy Town Clerk regarding Market issues with input from the Market Superintendent:

The Market Superintendent reported that Swaffham Climate Action attended on 12 November and felt they had a successful day. They were asking people to sign up to have solar panels installed and benefit from being part of a group that could achieve a reduced price.

The Holly Fair was well supported, although there wasn't much holly available. It raised £185 for Charity.

New Casual Traders - there have only been two new Casual Trader namely Ghilly Brace-Clemens, who sold gift ware. She had decided to try and trade in the Assembly Rooms as outside was too cold for her dad. The other was Fabulous Fungi who attended once, selling fungi they had grown. Several traders extended their Christmas break owing to the poor weather. They appreciated the mince pies and port the Mayor took round on 17 December. It was nice the Salvation Army chose that Saturday to play carols on the Buttercross.

Two traders have suffered from poor health recently and have decided to trade in the Assembly Rooms for the rest of the Winter. Both plan to return to their Pitches when the better weather returns. One Casual trader, Phillip Seaman trading as Simply Just Coffee, has ceased trading as he has sold his trailer.

There has been one Application from a lady who attended the Christmas Market, selling candles, bath salts, diffusers, and wax melts.

Alan Roberts would like to become a Regular Trader. He is on the War Memorial, selling toilet paper, kitchen roll, hats, gloves, socks, and vapes, among many other items. Following a complaint about the vapes when he first started, there have not been any issues.

The Deputy Clerk reported that, with changes to pitch sizes over the summer, there were several traders whose invoices increased as a result. Having reverted to normal pitch size and normal invoicing unfortunately the payments are still being received at the higher amount, despite email requests to reduce bank payments accordingly.

The accounts system is unable to run credits on market accounts and so it is necessary to issue refunds to traders – a resource hungry task involving Cllrs and additional bank charges.

Additionally, there is a long-term regular trader who, despite requests not to, continues to make a higher payment each month, resulting in close monitoring and refunds being issued.

We have one regular trader whose market account is in arrears – relating to the November 2022 invoice. The Office Administrator has emailed and spoken with the trader several times but to no avail.

The Deputy Clerk informed the meeting that, following the collapse of the Assembly Rooms ceiling, the Assessor had attended, and contractors were in place to start once the go ahead was given. Iceni will put a statement out in due course.

The Committee discussed the reports and suggested that Traders should lose their Pitch if the situation continued. Traders would prefer it if the Market Mix was considered when stalls were booked for Events.

6. To review the renting of gazebos to stall holders due to the H&S policy review for manual handling.

The review had highlighted that one person should not lift more than 25kg. As gazebos weigh 68kg it would be necessary for two trained members of staff to put them out. H Eagle suggested the man who helps put tables up in the Assembly Rooms may be willing to do this, via Iceni.

7. To receive and consider reports from Market Trader Representatives

- 7.1. Saturday market: L Martin reported that the recent Markets had been windy and wet resulting in some Traders not attending and quiet days.
- 7.2. Auction: P Cross and H Robinson were absent.
- 7.3. Friday market: H Eagle reported that the Friday Market was now closed due to the damage in the Assembly Rooms but hoped to open in early February.
- 7.4. Poultry auction: F Eagle reported that the Poultry Auction had still been unable to open, due to bird flu. He cancelled the Christmas Auction.

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

L Martin requested some Events during the year to support the Market.

9. To agree the date of the next meeting for Monday 17 April 2023 to be held in the council chamber at the Town Hall, and agree items for a future agenda

Agreed.

The Meeting closed at 7.15

Chairman.....