



**Minutes of the Market Committee held In the Town Council Offices on  
Wednesday 24<sup>th</sup> July 2024 at 4.30pm**

**Present:** Councillors: N. Kenneally, D. De ste Croix, P. Brown, S. Preston, P. Shepherd.

**In Attendance:** Town Clerk (TC), Assistant to the Town Clerk (ATTC)  
Market Trader Representative(s): Hannah L.

**1124. Apologies for Absence.**

No apologies received.

**1125. Declarations of Interests** - To receive declarations of personal and prejudicial interests in respect of items on this Agenda.

Councillor D. De ste Croix asked Councillors to declare any relevant interests as they arose.

**1126. Minutes of the Last Meeting** – To sign the Minutes of the Market Committee Meetings held on the 19<sup>nd</sup> June 2024

**Cllr. P. Shepherd proposed that the Minutes of the Meeting held on the 19<sup>th</sup> June 2024 be approved. This was seconded by Cllr. N. Kenneally and agreed. (Unanimous)**

**1127. Matters Arising** – To consider matters arising from the Minutes of the 22<sup>nd</sup> May 2024, not already covered by the agenda.

No Matters arose.

**1128. Market Accounts - to discuss the Income and Expenditure breakdown for Holsworthy Market**

Councillors had a brief discussion on the Market's income & Expenditure.

**1129. To hear from a Market Trader representative regarding the Market**

The market seems to be doing okay although there is a feeling of loss regarding the recent departure of one of the long-standing traders at Holsworthy Market. There are a few teething issues with the Code of Conduct such as parking and wondering when new traders will be joining. Discussion ensued. Cllrs agreed that the Code of Conduct was introduced to protect traders, staff and members of public and each trader has been given the opportunities to work alongside the Market Committee with each change and the introduction of the Code of Conduct. It was also noted that the square outside of the market is managed by Devon County Council and individuals parking longer than the current parking restrictions may receive a ticket from parking attendants that observe this area.

**1130. To receive an update from the Market Manager- Including the code of conduct. (Appendix 1)**

The code of conduct has been signed by all current traders except 1 that has not been at the market. 1 trader is parking within the market closure and has been asked to remove their vehicle during trading hours as stated in the code of conduct. Councillors would like the code of conduct to be reinforced. To notify traders that the market manager is the point of contact for attendance, not the market assistants. It was clarified that traders can pay with either Cash or invoice as we do not have a card machine.

The market manager has been instructed to visit the market each morning to ensure traders are complying with the code of conduct and to address any issues that may arise at the beginning of the market day. Councillors created a process for failure to comply with the code of conduct.

- First warning, Verbal.
- Second warning, Written letter.
- Then an investigation.

The Market manager informed the committee that there has been a loss of interest in new traders since the recent social media post that was aimed negatively at the market however, they will contact the traders and continue to encourage new traders onto the market. The market manager also informed the committee that a trader feels the market is shrinking and suggested bringing back the free stalls to assist with filling the market up. Discussion ensued.

**1131. To give an update on the purchase of market sides and advertising signage.**

The TC informed the committee that the market sides have been ordered and are due within the next 2 to 3 weeks.

*Councillor N. Kenneally & H. Parker entered the meeting at 17:24*

The committee suggest the TC and ATTC research signage options further and suggested a banner on the bridge located near the community college. ATTC informed councillors that current office staff would struggle to add Research on top of their daily workload. Discussion ensued. The committee decided to look at signage at a later date.

**1132. To give an update on the Town Council's Lease of the Market.**

A new head of estates has been appointed and will need to settle into their new post before investigating the Market's Lease.

**1133. To give an update on the Road Closure order.**

The Road Closure is in place and there has been a mix of opinions however, mainly positive.

**1134. To discuss signage and or measures to slow vehicles down through the Square.**

Councillors discussed signage and or measures to slow vehicles down through the Square during the Market. This is a DCC issue, to contact James Morrish & Meg Booth. Discussion ensued.

**1135. Town Clerk's Report.**

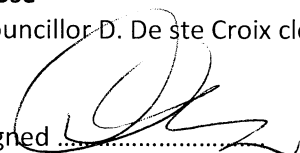
It is to be noted that the storage for our barriers ceases on 18<sup>th</sup> August 2024.

ATTC suggested advertising for a backup temporary market assistant for when the maintenance operative is away. Cover is being managed for the upcoming holiday.

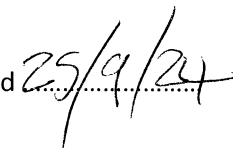
**1136. Close**

Councillor D. De ste Croix closed the meeting at 17:33

Signed .....



Dated .....



# Market Traders Code of Conduct (Appendix 1)



Holsworthy Town Council,  
Manor Offices, North Road,  
Holsworthy EX22 6DJ

## Code of Conduct for Market Traders

Holsworthy Market is an outdoor market that runs every Wednesday (weather dependent), in the Square from 9am until 3pm. Holsworthy's Market is dated from 1155, the rights to the Market Charter were granted to the Lord of the Manor in November of 1632.

The Purpose of this 'Code of Conduct' is to protect and enhance the reputation of Holsworthy Market as a positive, vibrant and safe environment for the Public, Market Stall Holders, their Employees, Council Employees and Holsworthy Town Councillors.

Name: \_\_\_\_\_

Business/Trading Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Holsworthy Market Stall Holders, their Employees,  
Council Employees and Holsworthy Town Councillors should:

1. Be expected to behave in a professional and socially acceptable manner, having regard to the interests of all other persons in the market as a whole. The use of any verbal or physical aggressive or offensive behaviour will not be tolerated.
2. Conduct themselves responsibly and lawfully and exhibit a high degree of personal integrity, ethics, and professionalism at all times.
3. Never discriminate against age, gender, race, sexual orientation, disability, gender reassignment, religion or belief.
4. Not smoke or vape in the confines of any stall or gazebo within the Market.
5. Not use recreational substances prior to or during your trading hours at Holsworthy Market.
6. Not cause or encourage any nuisance or annoyance to the public or other users of the market or surrounding area. (This includes shouting and/or throwing of items)
7. Not play music without the relevant PRS/PPL licence or play music that is considered to be a nuisance or inconvenience to other users of the market or surrounding area.
8. Not shout, play loud music or any other action intended to attract shoppers' attention to a particular stall. 'Pitching' is not permitted.
9. Not cook on their stall except where this is part of their product line and all the relevant food hygiene certificates have been submitted to the Council.
10. Be responsible for keeping the immediate area around their stall(s) unobstructed and/or free of litter, rubbish, spillages or other items and hazards at all times. Any business waste is to be taken away and not placed in the town waste bins surrounding the square.
11. Report any relevant problems and complaints (including damage to market premises and equipment) to Holsworthy Town Council by phoning 01409 253 312 or emailing [townclerk@holsworthytowncouncil.gov.uk](mailto:townclerk@holsworthytowncouncil.gov.uk)



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12. Maintain a valid contract of public liability insurance, the minimum cover provided by that contract shall be £5,000,000. The stallholder shall produce the required contract of insurance before trading is permitted.
13. Not sell the following items without agreement from the Market Committee along with the relevant licence: knives (other than domestic cutlery), fireworks, flammable liquids or gasses. Offensive Publications, firearms, replica firearms, counterfeit goods or weapons that can propel an item or other weapons are forbidden.
14. Ensure all electrical appliances used/sold are PAT tested to confirm their safety in accordance with relevant standards and to provide appropriate evidence of compliance upon request.
15. Stay at their pitch between 9am - 3pm to ensure the market remains vibrant, functional and safe for our Customers & Traders. Vehicles are only permitted within the Road Closure when loading/unloading between (07:00-8:45 & 15:00- 18:00) unless prior arrangements have been made and approved by the Market Manager.
16. If the market needs to be cancelled due to weather, stallholders will be contacted usually via phone or email by 10am on the Tuesday before the Market.
17. Inform the Market Manager, at least 48 hours prior to the market, if you will be absent. Failure to inform prior to 48 hours may result in full pitch fees being charged.
18. If unforeseen circumstances arise, be notified by Holsworthy Town Council that the market is cancelled, as soon as possible.

*This list is not exhaustive and may be reviewed by Holsworthy Town Council as and when necessary.*

**Failure to comply with this Code of Conduct may result in an investigation which could result in the dismissal of your trading at Holsworthy Market.**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_