



**Minutes of the Market Committee held in the Council Chambers, Market Hall**  
**on Wednesday 29<sup>th</sup> January 2025 at 4.30pm**

**Present:** Cllrs: N. Kenneally, D. De ste Croix I. Edwards & S. Preston

**In Attendance:** Town Clerk (TC) & Market Manager (MM)  
Market Trader Representative (MTR) Mr K. Brown.

**Absentees:** Cllr. P. Brown

**1177. Apologies for Absence**

No apologies received.

**1178. Declaration of Interests** – To received declarations of personal and prejudicial interests in respect of items on this Agenda.

Councillor N. Kenneally asked Councillors to declare any relevant interests as they arise.

**The Chairman Suspended Standing Orders.**

**1179. Public Open Question Time** – To receive questions from the Public.

No members of public in attendance.

**1180. To hear from the elected Market Trader Representative regarding the Market.**

The Market Traders' Representative informed the committee that many parents from local schools have requested an extension of market trading hours to 3:30pm. The majority of traders in attendance have confirmed they would be happy with this change. Councillors noted the request and asked for it to be added to the February Market Committee agenda.

Regarding empty stalls, seven traders have expressed interest, with one declining. Most traders are willing to trade through the season. The MTR noted that winter has been quieter than expected, though local regulars continue to visit.

To address empty stalls, traders are open to splitting them between two or hiring them together at a discounted rate. The MTR supports running a poll to gather data and recommends implementing a rota system to ensure fairness.

**The Chairman resumed Standing Orders**

**1181. Minutes of the Last Meeting** – To sign Minutes of the Market Committee Meeting held on the 18<sup>th</sup> December 2024.

**Councillors were unable to agree and sign the previous meetings of the Market Committee Meeting held on 18<sup>th</sup> December 2024 due to insufficient attendees present at the previous meeting.**

**1182. Action Items** – To consider Matters arising from the minutes of the 18<sup>th</sup> December 2024, not already covered by the Agenda. For Information Only. *(Appendix 1)*

No action items reviewed that weren't already discussed in the Market Trader Representative Report.

**1183. Market Accounts-** To discuss the Income and Expenditure breakdown for Holsworthy Market *(Appendix 2)*

The Committee reviewed the Market Accounts. TC pointed out to the committee that since reducing Market Assistants January is in just about breaking even.

**1184. To receive an update from the Market Manager.**

The MM informed the committee that the Market was cancelled for today by TC & MM due to weather concerns and staff unavailability. This was advertised on Facebook, website and in the Market Traders WhatsApp Channel. The MM advised Committee members to join the WhatsApp Channel if they have not already. MM advised traders that due to the Market cancellation, if they still wish to trade whilst the market is cancelled, they are welcome to contact the Coffee Morning organisers to secure a one-off pitch.

Following discussions with the Market Traders' Representative, there are currently too few traders to assess summer and winter trading hours. However, as suggested in a previous meeting, a poll on WhatsApp could help gather data to support an informed decision at the February Market Committee Meeting. Discussion ensued. Market Committee asked for this to be actioned. Cllr. N. Kenneally also requested a contingency plan be created to prevent future cancellations. Discussion ensued. The Committee agreed and requested this to be on the February Market's Agenda.

**1185. To discuss and agree on advertising signage quotes**

The MM provided the committee with the quotes received from Pid Signz and Jag signs. It was noted that Jag signs did not provide a like for like quote for the planter signage as they do not feel it's viable to drill into the concrete planters. Therefore, Jag signs provided a quote for freestanding signage which can be cemented in front of the planters. Discussion ensued. The committee queried the material used for Pid Signz quotation. Further discussion ensued. The committee requested MM to request clarification on the material Pid Signz have quoted for, in addition to samples of each barrier quote from both companies. This is to discuss and agree in February.

**1186. To discuss and agree the Market Barrier Signage Sponsorship Letter.**

The ATTC provided a copy of the previously agreed sponsorship which has been brought back due to queries on the number of weeks the barriers are likely to be used for. Discussion ensued.

**Councillor N. Kenneally proposed the sponsorship letter be agreed with the inclusion of minimum of 30 weeks, including usage at any HTC event, such as the Christmas lights switch-on. This was seconded by Councillor D. De Ste Croix and approved. (Unanimous)**

**1187. Town Clerk's Report.**

The Town Clerk had no additional items to report on.

**PART 2**

**P:d de ste croix**

**S: S. Preston**

**(Unanimous)**

**1188. Correspondence**

Correspondence was received from a Market Trader regarding updating the code of conduct to include a no compete clause, to prevent current/new traders selling similar products.

Discussion ensued. The committee requested to discuss this further in February's Meeting.

*The TC & MM exited the meeting at 17:00*

**Councillor N. Kenneally proposed that in view of the special or confidential nature of the following business to be transacted, it is advisable, in the public interest, that the public and press temporarily be excluded and they will be instructed to withdraw. This was seconded by Councillor S. Preston and agreed (Unanimous)**

*The TC & MM entered the meeting at 17:30*

The committee discussed another piece of correspondence received and will respond formally.

**1189. Close.**

Councillor N. Kenneally closed the meeting at 17:32

Signed .....

Dated .....

## Appendix 1: Action List

### **Actions from Markets on 29<sup>th</sup> January 2025**

	<b>Action</b>	<b>Who</b>	<b>Completed</b>
1. 24.07.24	Research options for signage to go in various places around Holsworthy such as the Community College Bridge, The wall at Waitrose and other high traffic areas of Holsworthy.	Office	Taken to Markets on 25.09.24
25.09.24	Investigate advertising banners for planters at entrances to the entrances to the Square and purchase 2 barrier banners. Contact businesses for sponsorship of banners at a cost of £200 per year plus Banner cost.	Office	ATTC received renewed quotes RE: Signage for planters at entrances to the Town.  To discuss and agree the signage quotes – On Agenda.
2. 24.07.24	To contact the new head of estates regarding the Market's Lease – Once they are in post	Office	To review when more data has been sourced.
3. 18.12.24	Investigate the impact cancellations have on the takings of the Market and agree whether amendments should be made to the Code of Conduct to rectify this.	Committee	Currently cancellations are not impacting takings. Income is being received and will increase due to Action Item 4.
4. 18.12.24	To confirm with traders that if an empty stall is available then the pitch fee is £5 for the gazebo and can be split with another trader.	Office	To publish notice of this agreement in Market Trader's WhatsApp Group.
5. 18.12.24	To do a vote on summer & winter hours for the Market (to do by Vote)	MTR	MTR to report however, due to limited attendance currently, recommend a poll in the WhatsApp Channel.
6. 18.12.24	To review and agree Market Times in the New Year	Committee	To investigate via a poll in the WhatsApp Channel alongside Action Item 5.
7. 18.12.24	To amend the Market Barriers Sponsorship letter to include that the market is open 49 weeks of the year, weather permitting.	Office	Amended but is on Agenda to review.

## Appendix 2: Market Accounts

Month	Expenditure Details	Amount	Income Details	Amount		Difference	Overall
Apr-24							
04.04.24	Market Assistant	£60.00	Market takings 03.04.24	£92.00			
25.04.24	Market Assistant	£60.00	Market takings 17.04.24	£66.00			
			Market takings 24.04.24	£108.00			
		<b>£120.00</b>		<b>£266.00</b>		<b>£146.00</b>	<b>£146.00</b>
May-24							
01.05.24	Market Assistant	£240.00	Market Takings (Winder)	£44.00			
01.05.24	Welding Repairs	£405.30	Market Takings 01.05.24	£139.00			
01.05.24	Ramp to container	£90.00	Market Takings 08.05.24	£110.00			
10.05.24	Market Assistant	£60.00	Market Takings 15.05.24	£86.00			
17.05.24	Market Assistant	£30.00	Market Takings 22.05.24	£55.00			
22.05.24	Market Assistant	£30.00	Market Takings 29.05.24	£57.00			
29.05.24	Market Assistant	£30.00					
29.05.24	Market Assistant	£300.00					
29.05.24	No Parking Signage	£84.00					
		<b>£1,269.30</b>		<b>£491.00</b>		<b>-£778.30</b>	<b>-£632.30</b>
Jun-24							
07.06.24	Market Assistant	£30.00	Market Takings 05.06.24	£270.00			
14.06.24	Market Assistant	£60.00	Market Takings 12.06.24	£144.00			
14.06.24	Barriers	£746.40	Market Takings 19.06.24	£98.00			
14.06.24	Jockey Wheel	£67.63	Market Takings 26.06.24	£231.00			
17.06.24	Market Assistant	£60.00					
		<b>£964.03</b>		<b>£743.00</b>		<b>-£221.03</b>	<b>-£853.33</b>
Jul-24							
05.07.24	Hardware items	£24.00	Market Takings 03.07.24	£83.00			
11.07.24	Market Assistants	£240.00	Takings 10th & 17th July	£144.00			
26.07.24	Market Barrier storage	£100.00	Market Takings 24.07.24	£84.00			
			Market Takings 31.07.24	£268.00			
		<b>£364.00</b>		<b>£579.00</b>		<b>£215.00</b>	<b>-£638.33</b>
Aug-24							
02.08.24	Market Assistants	£420.00	Market Takings 07.08.24	£93.00			
06.08.24	Market stall sides	£2,905.00	Transfer from Earmarked Res	£2,905.00			
			Market Stall Town Band	£43.00			
			Market Takings 14.08.24	£60.00			
			Market Stall Gale	£53.00			
			Market Takings 21.08.24	£84.00			
			Market Takings 28.08.24	£71.00			
		<b>£3,325.00</b>		<b>£3,309.00</b>		<b>-£16.00</b>	<b>-£654.33</b>

*Appendix Continues*

## Appendix 2: Market Accounts

Month	Expenditure Details	Amount	Income Details	Amount		Difference	Overall
Sep-24	Market Assistants	£315.00	Market Takings 04.09.24	£102.00			
	Market Barrier storage	£100.00	Market Takings 18.09.24	£249.00			
	Electricity	£10.30	Market Takings 25.09.24	£98.00			
	Market Assistants	£180.00					
		<b>£605.30</b>		<b>£449.00</b>		<b>-£156.30</b>	<b>-£810.63</b>
Oct-24	Market Assistants	£690.00	Market Takings 02.10.24	£111.00			
	Electricity	£13.68	Market Stall - Gale	£44.00			
			Market Stall - Lindley	£44.00			
			Market Stall - Cornish Crepes	£42.00			
			Market Takings October	£172.00			
		£300.00		£253.00		<b>-£290.68</b>	<b>£1,101.31</b>
Nov-24	Market Assistants	£420.00	Market Takings 06.11.24	£159.00			
	Electricity	£18.32	Market Takings 13.11.24	£73.00			
			Market Takings 20.11.24	£38.00			
			Market Takings 27.11.24	£126.00			
		<b>£438.32</b>		<b>£413.00</b>		<b>-£25.32</b>	<b>£1,126.63</b>
Dec-24	Market Assistant (NR)	£90.00	Market Takings 04.12.24	£51.00			
	Market Assistant (NR)	£30.00	Market Takings 11.12.24	£101.50			
	Market Assistant (RR)	£180.00	Market Takings 18.12.24	£51.00			
			Market Stall Gale	£49.50			
		<b>£300</b>		<b>£253.00</b>		<b>-£47.00</b>	<b>£1,173.63</b>
Jan-25	Market Assistant (RR)	£60.00	Market Takings 15.01.25	£88.50			
	Market Assistant (RR)	£60.00	Market Takings 22.01.25	£40.00			
		<b>£120.00</b>		<b>£128.50</b>		<b>£8.50</b>	<b>£1,164.50</b>
			LOSS AS AT 30.12.23	<b>-£950.44</b>			
			LOSS AS AT 30.12.22	<b>-£1,457.64</b>			
			LOSS AS AT 30.12.21	<b>-£1,737.02</b>			
			LOSS AS AT 31.12.20	<b>-£1,942.50</b>			

## **Appendix 3: Sponsorship Letter**



### **Holsworthy Town Council**

Manor Office, North Road

Holsworthy, EX22 6DJ

**Dear Local Business Owner,**

### **Re: Sponsorship Opportunity: Promote Your Business at Holsworthy's Historic Charter Market**

Holsworthy Market is more than just a weekly event—it is a cherished tradition rooted in the town's history. Every Wednesday from 09:00 to 15:00, in the Square, the market attracts locals and visitors alike, offering a diverse range of goods and a unique atmosphere that celebrates our heritage. When weather permits this.

We are excited to offer you the opportunity to sponsor an advertising banner on one of the market's barriers. This sponsorship will not only showcase your business but also support and promote this vital part of Holsworthy's history and economy. The barriers will be used 49 weeks of the year (weather dependant). Sponsorship is available for just **£200 per year**, plus the cost of producing the banner.

Your banner will highlight your business ensuring regular visibility in the heart of town. By sponsoring a barrier banner, you will:

- Connect with a wide variety of market visitors each week.
- Align your business with an ongoing local tradition.
- Support the continued success of our historic market.

Spaces are limited due to a set number of barriers available, so sponsorships will be offered on a first-come, first-served basis.

If you're interested in proudly sponsoring Holsworthy's market tradition, please get in touch at **[townclerk@holsworthytowncouncil.gov.uk](mailto:townclerk@holsworthytowncouncil.gov.uk)** or call **01409 253 312**.

Thank you for considering this unique opportunity to partner with Holsworthy Market. Together, we can celebrate and support this cornerstone of our community.

Should you have any questions or need more information, please do not hesitate to reach out.

Yours sincerely,

Tegan Parry

Assistant to the Town Clerk / Market Manager

Holsworthy Town Council

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Website: [www.holsworthytowncouncil.gov.uk](http://www.holsworthytowncouncil.gov.uk)