



**Minutes of the Market Committee held In the Town Council Offices on
Wednesday 25th September 2024 at 4.30pm**

Present: Cllrs: N. Kenneally, D. De ste Croix, P. Brown

In Attendance: Town Clerk (TC), Cllr. D. Cole,
V Saunders, Market Trader (MT), Hannah L

1137. Apologies for Absence.

Cllrs. W. Dentlinger & S. Preston.
ATTC

1138. To Elect a New Chair for 2024/2025

Cllr. N. Kenneally in the absence of any other nominees, agree to act as Chair of the Committee for 2024/2025.

Cllr. Kenneally proposed that he be elected as Chair of the Markets Committee for 2024/2025. This was seconded by Cllr. De ste Croix and agreed. (Unanimous)

1139. Declarations of Interests - To receive declarations of personal and prejudicial interests in respect of items on this Agenda.

Cllr. Kenneally asked Councillors to declare any relevant interests as they arose.

1140. Minutes of the Last Meeting – To sign the Minutes of the Market Committee Meetings held on the 24th July 2024

Cllr. Kenneally proposed that the Minutes of the Meeting held on the 24th July 2024 be approved. This was seconded by Cllr. De ste Croix and agreed. (Unanimous).

1141. Action Items – To consider matters arising from the Minutes of the 24th July 2024, not already covered by the agenda. For Information Only.

The Code of Conduct has been completed and is in use. The Market is being attended by the Market Manager every Wednesday morning to resolve any issues.

Regarding the Market Lease the new TDC Head of Estates has been contacted and a response is awaited.

1142. Market Accounts - to discuss the Income and Expenditure breakdown for Holsworthy Market

The TC went through the Market Accounts and explained that the current deficit was due to the purchase of the Barriers and Jockey Wheel in June.

Cllr. Brown whilst recognising all the work that has been done to improve the Market expressed his concerns that the Market couldn't continue to make a loss each year. The Market Trader mentioned that trade is normally down in the winter months from the end of October with less traders. It was agreed the options for the future trading of the Market be looked at the next meeting of the Committee.

Cllr. Cole joined the meeting at 16.47.

1143. To hear from an unelected Market Traders regarding the Market

The MT had nothing personally to bring to the attention of the Committee but asked if Cllrs had any questions for her? Cllr. Kenneally asked what the atmosphere was like generally amongst the traders. It was explained that there did not appear to be any problems this week apart from the inclement weather.

1144. To receive an update from the Market Manager- Including the code of conduct. (Appendix 1)

The TC explained that the issues that had arisen the previous week had been dealt with promptly, professionally and effectively with the use of the Code of Conduct.

1145. To discuss and agree on advertising signage in the square on market day.

Several options for advertising signage with their costings were brought to the attention of the meeting. After discussion it was agreed that options be investigated for advertising banners to be placed on the planters at all the entrances to the town and that two barrier Banners be also purchased.

Regarding the other barriers it was agreed that businesses be contacted to see if they wanted to sponsor a banner for a barrier at a cost of £200 per year plus the cost of the banner.

It was agreed that the advertising banners should advertise the Market being open every Wednesday from 9am.

Cllr. Kenneally also requested that it be looked into to see if Feather flags could be placed into ground by the bollards along Fore Street

Cllr. Kenneally proposed that the Advertising Signage as discussed be purchased and that businesses be contacted to see if they wanted to sponsor a banner for a barrier at a cost of £200 per year plus the cost of the banner. This was seconded by Cllr. Brown and agreed. (Unanimous).

1146. To discuss and agree on the Weather policy for Market Day cancellations

The TC went through the draft Weather Policy and the reasons behind it. The MT requested early communication particularly to the food traders if the Market was to be cancelled.

Cllr. Kenneally proposed that the Weather Policy be adopted. This was seconded by Cllr. De ste Croix and agreed (Unanimous).

1147. To discuss and agree on an Election process for a Market Representative

The MTR role description was circulated along with a suggested election process with any feedback on this welcome. Cllr. Kenneally requested that notice of the election is given in advance to all traders so that anyone not able to attend the election on the day could still vote.

The Market Trader said that she was happy to continue until the election could be held.

Cllr. Kenneally proposed that the MTR role description and Election Process be adopted. This was seconded by Cllr. Brown and agreed (Unanimous).

1148. Town Clerk's Report.

The incident at the Market involving traders had been addressed quickly and professionally using the Code of Conduct.

Cllr. D. Cole asked if consideration could be given to having a 'Meet your Councillor' stall at the Market/ if was suggested that he bring this matter up at the next Council meeting.

1149. Close

Councillor Kenneally closed the meeting at 17:09

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



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

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: _____