



**Minutes of the Market Committee held in the Council Chambers, Market Hall
on Wednesday 24th September 2025 at 5pm.**

Present : Cllrs; I. Edwards, D. De ste Croix, J. Hutchings.

In Attendance : Town Clerk (TC) & Market Manager (MM).

Absentees: No absentees.

1226. Apologies for absence.

Cllrs; H. Parker, S. Preston & P. Brown.

1227. Declaration of Interests – To received declarations of personal and prejudicial interests in respect of items on this Agenda.

Councillor I. Edwards asked Councillors to declare any relevant interests as they arise.

1228. Public Open Question Time- To receive questions from the Public

No members of public were present.

1229. Minutes of the Last Meeting – To sign the Minutes of the Market Committee meeting held on 11th June 2025.

The Committee reviewed the minutes of the meeting held on 11th June 2025.

Councillor J. Hutchings proposed that the Minutes of the Meeting held on 11th June 2025 are a true record and be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous)

1230. Matters arising

Page 272, Item 1221 : Cllr D. De ste Croix queried if the Press release was published. TC confirmed it had been published.

Page 274, Item 1224 : Cllr. J. Hutchings queried if the Market Trader Representative position remained vacant. TC confirmed that there is no current Market Trader Representative in post.

1231. Action Items

The market committee reviewed the action items noting that no further response has been received from TDC regarding the Market's lease. The market barrier sponsorship will be reviewed during the relaunch discussions as this will be dependent on the operational months. The market consultant feedback will be discussed further in the meeting as it is on the agenda. The press release was published informing traders and the public of the current position and progress of the weekly market.

1232. To receive an update from the Market Manager

The Market Manager informed the committee that she is currently investigating the option to give the Market traders access to the Pannier Market toilets as previously done prior to Covid. This was brought up due to Market traders using the staff only toilets within the Manor

Offices. Further discussion ensued. The Market committee felt it would be more suitable for the Market traders to use the Pannier market toilets if Torridge District Council (TDC) are able to maintain the cleanliness of the toilets. Cllr. J. Hutchings informed the committee that the key to the Pannier Market was formerly held by a shop keeper who would provide access when the traders required. The MM will continue to investigate this through the Estates team at TDC and keep the committee and traders updated.

1233. Market Accounts

The committee reviewed the Market's income & expenditure, the net position and the monthly working budget. The committee reviewed the current financial position. The MM clarified that the July income includes June's income. TC noted that market income is now paid into the post office on the day of the market.

Councillor J. Hutchings proposed the committee move to Agenda Item 10, then 11 and return to Agenda Item 8 & 9 after approval and discussion and remain in Part 1. This was seconded by Councillor I. Edwards and approved. (Unanimous)

1234. To discuss and agree the Full Council decision to "run the market seasonally" from the extraordinary meeting on April 23rd, 2025, and agree on the dates and times of operation.

Councillor D. De ste Croix informed the committee that from her visit to the market today, the consensus is that traders are losing money on a weekly basis, and they would be willing to accept a seasonal market instead. However, they would like a decision to be made as soon as possible, as they want sufficient notice. It could be structured around seasonal events, such as a Christmas market or an Easter market. Further discussion ensued.

The committee discussed giving the traders the option to contact the Memorial Hall regarding their coffee mornings to enable the traders to continue trading during the winter closure. Further discussion ensued. The committee decided that their aim is to reopen the market in time for Easter next year(2026). Cllr. J. Hutchings suggested that the market will end on 29th October 2025 which provides five weeks' notice being given to traders and the public.

Discussions will then take place over the winter about how and when the market should reopen. The committee will also look at the courtyard and investigate its potential use, with the view to reopening in Spring 2026. It was noted that not all tenants within the courtyard were against the market being relocated there, and Cllr. J. Hutchings suggested during the closure to discuss with tenants regarding the possibility of the market being relocated to the courtyard. Further discussion ensued.

The committee will be working to support the relaunch of the market for the new year. The operating times will be reviewed and amended after the closure, as part of the relaunch decision-making. Pricing will not be amended until the location and relaunch arrangements have been decided.

The committee discussed creating a press release to inform residents, visitors, traders and the wider public of the closure for the 29th October 2025 and the relaunch. Further discussions ensued.

Cllr. J. Hutchings requested the TC to arrange a meeting with TDC, Estates to discuss the option of relocating the market to the Manor Courtyard, to discuss with tenants in addition to the relocation of the statue, which could be moved to Stanhope Park. Cllr. D. De ste Croix informed the committee her availability for the meeting.

Councillor J. Hutchings proposed the market for 2025 is closed from 29th October for a relaunch, to be reopened Spring 2026 during which the Market committee will continue to discuss and approve a relaunch and notifying Public & Traders via a press release. This was seconded by Councillor D. De ste Croix and approved. (Unanimous)

1235. To discuss and agree the Full Council decision to "continue running the market but increase pricing to cover all costs" from extraordinary meeting on April 23rd, 2025, and agree on the new rates.

The Market Manager queried with the committee how to progress with the bulk market payments. Further discussion ensued. The committee agreed that the rates of pay will remain the same, with a pro-rata rate until further decisions have been made by the Market committee after 29th October 2025.

Councillor J. Hutchings proposed the fees for the Market will remain the same until further discussions are made by the Market Committee in line with the relaunch and be agreed. This was seconded by Councillor I. Edwards and approved. (Unanimous)

The Meeting has now returned to Agenda Item's 8 & 9

1236. To discuss and agree the Market Consultants feedback and quote

The committee reviewed the feedback and quote received from the Market Consultant, noting that the quote is expensive and the feedback does not currently add any value to the Market Committee's decisions.

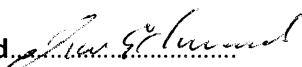
Councillor I. Edwards proposed the Market Committee reject the quote received by the Market Consultant and be agreed. This was seconded by Councillor D. De ste Croix and approved. (Unanimous)

1237. Town Clerk's Report

The Town Clerk had no further information to report to the Market Committee.

1238. Close

Councillor I. Edwards closed the meeting at 17:41

Signed 

Dated 23/1/2026

