

## CHARTER MARKET WORKING PARTY

### Report of Meeting Held on 28 June 2016 at 10.00am

#### TUESDAY

**Present:** Cllr Bob Barnes (BB) Cllr Annette Crowe (AC)  
Cllr Martin Eager (ME)

**Apologies:** Cllr Elaine Fieldhouse (EF) Cllr Nick Morris (NM)

**In attendance:** Tracey Smith, Junior Clerical Officer (TS)

#### 1.0 Reports of previous meetings:

##### 1.1 **2 November 2015**

This report was approved as an accurate record.

##### 1.2 **14 June 2016**

This report was approved as an accurate record, following an amendment to be made as follows:

Item 4 to be amended to read: The administration of the Charter Market will continue to be under the office staff of Ledbury Town Council with Cllr Morris acting as Market organiser.

#### 2.0 Matters Arising from previous Meeting Reports

##### 2.1 **2 November 2015**

(1.2) Contact to be made with Tewkesbury and Ross Councils to arrange research visits at these Markets. Paul Russell at the Market Towns Forum to be contacted to arrange a visit to Leominster Market.

**(Action: TS)**

(1.5) Newsagent to be contacted to obtain Trade Magazine.

**(Action: ME)**

##### 2.2 **14 June 2016**

(5.) Griff Holliday to be contacted in order for us to obtain the Ledbury Food Group mailing list. Kevin Price at Hereford Market also to be contacted for a list of their Market Traders.

**(Action: NM/TS)**

(6.) Amendments to the Traders' Rules and Regulations had not yet been completed.

**(Action: All)**

(7.) Four regular Charter Market stallholders attended the Armed Forces Day market.

(8.) Members understood that the matter had now been resolved amicably with the Stallholder involved; no further action was required.

### **3.0 Traders' Regulations - Amendments**

#### ***Regulation 1. Hours of Opening***

3.1 Amend trading hours opening to read *from 8.00am to 4.00pm.*

3.2 Add regulation at 1. *(d) Stallholders leaving early must cone off their pitch to avoid cars parking in pitches; cones will be provided. Note: No Stallholder is to leave the Market before 2.00pm.*

#### ***Regulation 2. Absence from the Market***

3.3 Delete regulation 2. (a) regarding absence due to sickness.

3.4 Amend regulation 2.(b) *Absence: Each regular Stallholder is permitted up to a maximum of three days absence (exempt from payment) in the 12 month period from April to March.*

#### ***Regulation 4. Change in Nature of Goods***

3.5 Insert Regulation that *Any sale of alcoholic goods must be accompanied by the correct, approved Licence. Proof of this Licence **must** be obtained by Ledbury Town Council before trading can commence.*

#### ***Regulation 6: Use of Spaces***

3.6 Insert regulation at 6. *(d) Please find attached plan illustrating the Pitch layout.*

#### ***Regulation 9: Conduct***

3.7 Insert: *During trading, stallholders must ensure their Stalls are tidy and free of rubbish.*

#### ***Regulation 10 : Termination of Occupancy***

3.8 Amend regulation at 10.(c) to read *Stallholders wishing to terminate their contract must give one month's written notice.*

#### ***Regulation 11: Charges***

3.9 Add charges for Casual Traders; pitches both beneath the Market House and outside the Market House will both be charged at £20 per pitch, per day for all Casual Traders. (When or if a Casual Trader becomes permanent then their weekly charge will reduce to that of permanent Stallholder.

#### ***Regulation 12: Public Liability***

In date/current Public Liability Insurance must be held by Stallholders; evidence of this Insurance must be provided to Ledbury Town Council before trading can commence.

### **4.0 Stallholders selling/preparing food**

4.1 Investigate whether Stallholders need to provide Food Handling/Food Hygiene Certificates; contact Kevin Price at Herefordshire Council.

**(Action: TS)**

## **5.0 Charter Market Plan**

- 5.1 Investigate the possibility of drawing the Market Plan, possibly to scale.
- 5.2 The new plan should also show the curtilage in the area immediately surrounding the Market House; this projection should be no more than 3 feet.
- 5.3 Contact Herefordshire Council Highways Department to confirm the depth measurement of the High Street pitches i.e. are the pitches the same depth as that of the Market House.

## **6.0 Next Charter Market Working Party meeting**

- 6.1 Cllr Morris requested that all Market Traders, all Councillors and Griff Holliday of Ledbury Food Group are invited to the next meeting of the Charter Market Working Party.