

**CALLINGTON TOWN COUNCIL
Market Stall Initiative Minutes**

19th February 2019 at 6.30pm in the Council Chambers

PUBLIC SESSION

Cllr Gold gave thanks to SI for the marquee idea, which has been very well reserved by all.

SI noticed that we have been comparing prices to Launceston, but pointed out that they are trying to make a profit whereas we are aiming more for a community enhancing event. Could we try to keep the fees around the £10 beyond the initial period?

Cllr M Smith explained that we have looked at the marquee costs and insurance implications. The Town Council insurers are unable to provide insurance cover, however traders could be signposted to the NFU (who provide assurance to Country Markets) or a local insurance broker.

KO explained that he attends an event whereby stall holders can arrange a joint policy together. He could find out more about this, which would be much appreciated.

GdP has looked at potential external lockable electric power points in the Pannier Market, and now awaiting quotes. Discussed the possibility of having the points made suitable for charging electric cars.

GdP explained the type of marques we could purchase; looking at acquiring two for the Pannier Market. Have sources marquees that are middle of the range, with suitable ground bolts and straps.

The square footage of the marquees would be better than the individual gazebos.

Tamar Grow explained the necessity for drying facilities for the marques, as they can deteriorate if not dismantled and stored correctly. Very valid point.

Discussed the idea of a Sunday event, to avoid clashing with other events and trading times. But this can be reviewed. Traders may need to work with us on how the hours work out based on the footfall patterns.

10am-3pm is a common time for a many markets.

What are we going to do about advertising? And discussed Facebook and other social media opportunities.

SI kindly offered to send out links to her crafting network, KO can send out to his local business contacts.

A question was raised about WIFI cover in the Pannier Market – could this be considered please.

SI raised the point about traders being randomly located, but asked that due consideration be given to not putting similar traders together. Staff can monitor this to ensure that traders are evenly spread.

JD asked if a particular weekend in the month has been considered. It was generally felt that the 1st Sunday in the month would be positive.

SI asked about the provisions for loading and unloading? Staff have recognised this being a major factor and timing will be very limited. It may need to be a military system when allocated time slots are arranged with traders. Also discussed the idea of opening up the Town Hall complex to offer refreshments and toilets. Parking would be free in New Road carpark on Sundays. Tamar Grow could also open up their café.

A free cup of tea/coffee to traders would be very well received.

Looking at starting around June/July and hold 6 events until Christmas. It was recommended to avoid Royal Cornwall Show weekend.

PS mentioned that consideration should be given to the Town's Christmas event (first Saturday in December, which this year falls on 7th). We could hold it the weekend before on the 1st or the same weekend, being the 8th.

The public session was closed at 7.10pm and the public left.

**1. APOLOGIES
CLLR BURROWS & WATSON**

**PRESENT: CLLRS COAKLEY, * FOX, GOLD, RAPHAEL, D SMITH, M SMITH (CHAIR)
& TOLMAN *HAS AGREED TO JOIN THE COMMITTEE**

MEMBERS OF THE PUBLIC: 10 OFFICERS: CLERK & OPERATIONS MANAGER

2. MINUTES

The minutes from the meeting held on the 29th January 2019 were proposed by Cllr Tolman seconded by Cllr Coakley and agreed unanimously.

3. **MATTERS ARISING -**

None.

4. **DISCLOSURES OF INTEREST**

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

None.

5. **FOR DECISION – TO DISCUSS ANY POINTS RAISED FROM THE PUBLIC SESSION**

GdP circulated the proposed marques and explained what kit would be required to secure them. He went to explain the additional costs namely the trailer and electric sockets.

Resolved. It was proposed by Cllr Coakley seconded by Cllr D Smith and agreed unanimously to recommend to Full Council the purchase of the following items, once the staffing provisions have been satisfied:

Item	Cost
2 Marques (8 meters x 16 meters), with straps and fixings points	£3940.00
3 Additional Gazeboes (in the same colour scheme as the one purchased before Christmas)	£2550.00
Trailer to store this equipment	£4140.00
8 Electric Sockets and installation of them (estimated) in Pannier Market	£1000.00
20 6 foot tables	£2000.00
Storage Container (estimated)	£1000.00
Misc. items and contingency	£1370.00
Total Spend on Equipment	£16000.00

GdP went on to discuss the amount of staffing resources which would be required to assemble and dismantle the equipment. The marque supplier has indicated it can take 6 people up to 4 hours to assemble one gazebo, this equates to 96 hours in total (based on 2 marques, putting up and taking down).

Consideration for staff resources to man the café and refreshments was discussed, and also the idea of outsourcing to local organizations as a fundraising opportunity for themselves.

ACTION: The Clerk would seek guidance from HR on how to cover such duties and report to Full Council in March.

Advertising was discussed and appointing a main point of contact for this duty. The idea of business cards was also raised.

ACTION: When the Town Forum attends Full Council invite them to be our marketing partner with this idea.

Marketing and advertising is critical and needs an entire meeting to focus on this. **Agreed.**

ACTION: GdP to get costs for WIFI coverage across the entire Pannier Market.

Loading and unloading needs to be quite regimented. Having access through the Town Hall may help.

ACTION: Clerk to check availability of the complex based on the 1st Sunday in the month.

Resolved. It was proposed by Cllr D Smith seconded by Cllr Gold and agreed unanimously to recommend to Full Council that the first market is held on the 7th July.

6. **DATE OF NEXT MEETING**
12TH MARCH (NO PUBLIC SESSION) AND 9TH APRIL (WITH A PUBLIC SESSION)

There being no further business the meeting was closed at 8.30 pm.