

**CALLINGTON TOWN COUNCIL  
Market Stall Initiative Minutes**

**12<sup>th</sup> March 2019 at 6.30pm in the Council Chambers**

1. **APOLOGIES**  
**CLLR BURROWS**  
  
**PRESENT: CLLRS COAKLEY, FOX, GOLD, RAPHAEL, D SMITH, M SMITH (CHAIR),  
TOLMAN & WATSON**  
  
**OFFICERS: CLERK & OPERATIONS MANAGER**
2. **MINUTES**  
The minutes from the meeting held on the 19<sup>th</sup> February 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 & ACTION POINTS**  
  
**BUDGET** - February Full Council had agreed to the proposed budget of £16,000 from the Council Tax Support Grant to finance the equipment for this project.  
  
**TOWN FORUM** - At February Full Council the Town Forum were invited to be our marketing partner with this idea and this has been met with positivity.  
  
**WIFI** - Staff have been investigating the practical aspects of installing WIFI coverage across the entire Pannier Market.  
  
**TOWN HALL** – The main hall has been provisionally booked out for each 1<sup>st</sup> Sunday between July and November, for this project.

**ELECTRIC SOCKETS** – The Chair & Operations Manager have inspected the Pannier Market and consider there are seven potential points for secure sockets, which wouldn't impact on the tenants' own electricity supplies.

**Resolved.** It was proposed by Cllr Fox seconded by Cllr Tolman and agreed unanimously (subject to ratification by Full Council) for the Operations Manager to clarify the lead times for them to be installed but have permission to proceed with their installation.

**SIZE OF MARQUEES** - The Operations Manager took the Committee through the various options, and the manpower required to erect and dismantle for each. A lively debate then followed. The two larger marquees can accommodate 40 stallholders but requires considerable more manpower, whereas the two small marquees accommodate 24 stallholders but take less manpower.

**Resolved.** It was proposed by Cllr Fox seconded by Cllr Coakley and agreed (subject to ratification by Full Council) (1 Abstention, Cllr Watson) to proceed with the larger marquees (8 meters x 16 meters).

A debate then followed on advertising and what costs could be associated with that; deliberated banners, newsletters, approaching radio stations and other free advertising opportunities.

The Committee then went on to debate how the stalls need to be managed and having a variety of businesses. Stall holders need to also indicate how long they need to set up and prepare.

Promoting an initial launch and having flyers and posters designed for this was discussed. Cllr Raphael kindly agreed to prepare some form of marketing plan but would require support from other Committee Members. He would bring some ideas to the next Full Council meeting.

A discussion then following on having some training sessions for erecting the marquees and using these to gain public support.

## **6. FOR DECISION – TO AGREE A RECOMMENDATION TO FULL COUNCIL REGARDING A BUDGET PROVISION FOR STAFFING COSTS**

**STAFFING** – Prior to the meeting the Clerk had circulated an indicative budget on what the staffing related costs might be. Guidance has also been requested from HR on suitable contracts for workers on this project and will be presented to Full Council.

The proposals were as follows:

	Recommendation
Income	That stall income is ring-fenced for repairs and renewals (to finance any replacement equipment). If insufficient income is generated this questions the level of interest in sustaining the project, or we put the fees up to reflect the wear and tear on the gear.
Expenditure (primarily staffing costs)	Costs have been based on the marquee manufacturers' recommendations, but there is hope that manpower efficiencies will be made once the team become established and experienced. However, we also need to consider potential loss of income from the hall complex, and other costs (such as indirect staff time)
Precept & Budget Requirement	<p>For the 6 events in 2019, we have already have earmarked reserves of £10,000 from the TH&amp;P Committee agreed.</p> <p>In 2020/21 we set aside £5,000 from the Council Tax Support Grant (Assuming we get any) and put a rise on the precept of £5,000 . If we don't get any or insufficient Council Tax Support Grant in 2020/21 then £5,000 has to be found within our existing budgets.</p> <p>In 2021/22, we increase the precept again by £5,000 (making a total of £10,000 in the budget for this scheme).</p> <p>In 2022,23 we reflect on the actual costs for the last few years and adjust the budget accordingly, we may for example be holding more events and need additional equipment/manpower.</p>

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Fox and agreed unanimously with the recommendations as presented in the table above (subject to ratification by Full Council) and to proceed with the purchases as budgeted at £16,000 (and agreed at February Full Council) with the exception of the tables. Mr Oliver has kindly sourced some suitable alternatives, which the Operations Manager is happy with, so to proceed with these alternative tables. Also, that after two months there is an aspiration to develop a supervisory role to deputise for the Operation Manager in order to oversee these events going forward.

Prior to the meeting Cllr Tagg had posed some questions to this committee for consideration, which were briefly discussed.

7. **DATE OF NEXT MEETING**  
**9<sup>TH</sup> APRIL (WITH A PUBLIC SESSION) TO FOCUS PRIMARILY ON ADVERTISING**

**There being no further business the meeting was closed at 7.45pm.**