

## TOWN HALL & PREMISES COMMITTEE

Date: 2<sup>nd</sup> November 2021 **to follow Planning**  
Venue: Council Chamber  
Time: After Planning  
Enquiries: Town Hall - Tel: 01579 384039  
Portreeve & Mayor: Cllr Mike Tagg  
Councillors: BROOKS, COAKLEY, GOLD, LONG, MOORE (CHAIR), MORGAN, POUND,  
STENTIFORD, SMITH, TOLMAN & WATSON

**1. APOLOGIES**

**2. MINUTES**

Approval of the minutes of 5<sup>th</sup> October 2021.

**3. MATTERS ARISING**

**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.

**5. DISPENSATIONS** – To consider any requests for dispensations.

**6. FINANCE**

Approval of Payments

**7. FOR DECISION** – To discuss the Operation Manager's report, namely maintenance work completed and scheduled; agree any course of action, per the recommendations.

**8. FOR DISCUSSION** – To receive any updates concerning the Sunday Town Markets and plans for the coming months. To include costings for the new gazebos and resale price of the trailer. To also discuss the comments from traders regarding stall fee. **Cllr Coakley to lead.**  
**(scroll down for supporting information)**

**9. FOR DECISION** – To discuss and decide whether separate market meetings should resume. **Cllr Coakley**

**10. FOR DISCUSSION** – Rationalisation of the responsibility for the Cemetery Chapel. Should it be Town Hall and Premises or Outside Services? **Cllrs Gold and Moore**

**11. FOR DISCUSSION** – Jubilee update. **Cllr Smith**

**12. ANY OTHER URGENT BUSINESS**

Jo Taylor  
Town Clerk  
27<sup>th</sup> October 2021

## Supporting Information

Item 8: Please see below updated price for the gazebos

### Quote 1:

3m x 2m 50 series frame **£435 + VAT**

3m x 2m 50 series canopy **£79 + VAT** (currently available in green, black, silver/black and navy)

3m x 2m set of four sides **£169 + VAT** (currently available in green, black, silver/black and navy)

X 2 Pair of gazebo weights **£59 + VAT £118 + vat**

The total cost is £801 + vat per unit plus delivery cost.

If we were to purchase 6 new gazebos the total cost would be - £4806 + vat plus delivery cost



### Quote 2:

Gazebo shop - 3m x 2m Extreme 50 HEX Series Gazebo supplied with sides and weights.

Costing is 661 + vat per unit plus delivery.



### Quote 3:

Gala tents – 3 x 2m gazebo supplied with sides and weights.

Cost – £1129 + vat plus delivery



**We currently have a market reserve of approximately £17000 saved from not using the marquees so it would be possible to fund this purchase from this source.**

**This would give an inventory of 10 gazebos for hire to traders**

### Trailer resale:

Vincent tractor have offered us 2800 +vat for the market trailer.

Breakdown:

Original purchase price £3250 + vat = £3900

Offered sale price £2800 +vat = £3360

We have owned the trailer since April 2019 so we have seen a depreciation of £540

### **Stall fee:**

Traders have been querying the cost of stalls (£15). Now there is no additional staff required to erect the marquees, they feel that the cost of a stall should be reduced to £10, in line with what the Christmas Fair traders pay. Especially as those traders who do not have their own gazebos pay £5 to hire the Town Council ones and they also have insurance to pay on top of this. I feel they do have a valid point and if we wanted to encourage more traders in, a £10 fee would be more attractive.