



# Skipton Town Council

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## Market Committee Minutes Wednesday 6 February 2019 at 5.30 pm

Present: Cllrs: P Madeley (Chairman), J Dawson, R G Heseltine, K McIntyre and P Whitaker.

Officers: Dave Parker (Chief Officer), Stefan Bodnarczuk (Market Manager), Sam Poole (Finance Manager), Trevor Burton (Market Officer) and Jenny Dean (Administration Assistant).

Trader Representatives: Mark Howard, Lee Grover and Mohammed Saghir.

1. To accept representations from the Public between 5.30 pm and 5.45 pm.

None

2. To accept apologies for absence.

Apologies were accepted from Cllr Harbron and Jeff Yates (Trader Representative)

3. To record declarations of pecuniary and non-pecuniary interests in items on the agenda.

None.

4. To consider the recommendations of the Chief Officer relating to requests for dispensations to Members on items requiring a declaration of pecuniary and non-pecuniary interests.

None.

5. To approve the minutes from the previous meeting held on 8 August 2018.

It was **RESOLVED** to accept the minutes from the Market Committee meeting held on the 7 November 2018 as a true and accurate record of what transpired at that meeting.

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6. To report and receive information arising from the minutes of items not on the agenda from Members and the Chief Officer.

Cllr Heseltine raised Item 8 on the minutes from the 7 November 2018. Members **NOTED** that an invitation to those who agreed to sit on the working group would be sent by the Chief Officer.

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Chairman: .....

7. To consider matters relating to Credit Control Procedures for the Market.

Members **NOTED** the report provided by the Finance Manager.

Members **APPROVED** recommendation 4.1 to move to a yearly invoice and instalment plan.

Members **APPROVED** recommendation 4.2. Trader Representatives felt this scheme would have a good uptake from Traders. Members **NOTED** the need to reduce the amount of cash handling in the future, and **AGREED** that how Casual Traders pay their fees would need to be reviewed in the future.

Members **APPROVED** recommendation 4.3, with an amendment to the First Reminder. Members **AGREED** that there should be no charge for the First Reminder, and that a phone call or face to face meeting should be built into the process at that stage. The Finance Manager will provide an updated protocol to reflect this. The charges following the First Reminder were **AGREED** as per the recommendation.

8. To consider an extension to the Monday Market concession.

Members **NOTED** the report provided by the Market Manager.

A discussion followed on the need to secure, develop and reinvigorate the Market for the future. It was **AGREED** that the working group set up to look at the Consent to Trade Agreement should also consider these issues.

Members **APPROVED** the recommendation to retain the Monday Market Incentive Scheme, with an early review of the details of the scheme.

9. To receive an update on the review of the Consent to Trade Agreement.

Members **NOTED** the report provided by the Chief Officer and Market Manager.

Members **AGREED** that the working group needed to meet as soon as possible, and the remit of this working group would be widened to include the issues discussed in Item 8. The Working Group will also conduct site visits to the Market.

10. To receive an update from the Finance Manager on the Skipton Market Revenue Budget.

Members **NOTED** the oral report from the Finance Manager. A financial schedule will be provided to the committee from the 1<sup>st</sup> April onwards.

The Finance Manager left the meeting at 6:24pm

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11. To receive an update from the Council's Market Manager.

Members **NOTED** the report provided by the Market Manager. Congratulations to the Market Team and Traders for receiving Britain's Best Small Market at the NABMA Awards.

A discussion followed regarding Vans On/Vans Off. Market Staff reported that this is the most contentious issue that they have to deal with. It was noted that there has been a recent incident where a Trader refused to move their vehicle when requested by a member of market staff. It was agreed that this Trader will receive a written warning.

12. To note any matters raised by Trader Representatives for inclusion on a future agenda.

Chairman: .....

Traders raised concerns regarding a missing sign from a loading bay, the Chief Officer will investigate.

Traders suggested that any promotion on the recent Award should include information about what availability there is for stalls on the Market.

Traders reiterated the need to look at the future of the Market. Traders will be represented on the Working Group.

Cleanliness of the Setts and pavement is still a concern. The Chief Officer reported that from April the Council will be facilitating Craven District Council undertaking a more regular deep clean of the area. Following the upcoming BID ballot there may also be resources for some additional cleansing/litter picking on the High Street, but this is dependant on the BID vote being positive.

The Chief Officer reported that he will be looking at setting up the Facebook Group for Traders.

13. To receive notification of matters that members would like including on a future agenda.

Members requested that they receive a spreadsheet of Market Attendances and Payments as a confidential item for Members only.

The meeting closed at 7:17 pm