

WETHERBY TOWN COUNCIL MINUTES OF THE MARKETS COMMITTEE MEETING

Date: Thursday 15th February 2024
Time: 3.00 pm
Location: Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

Summons: Councillor Bradley (Chair)
Councillor Buckle
Councillor Moss
Councillor Riddell (*From 3:07pm*)

In attendance: Iona Taylor, Clerk
Rowann Fitzpatrick, Assistant Clerk
Helena Briden, Communications and Events Officer

MINUTES

1. **Apologies** – None.
Local Government Act 1972, s 85 (3)
2. **Declarations of interests and requests for dispensations** - None.
Localism Act 2011, s 31
Members' Code of Conduct, para. 13-18, 19-20
3. **Public Participation** - None.
Public bodies (Admission to Meetings) Act 1960, s 1 (3)
4. **Minutes.**
Local Government Act 1972, Sch 12, para. 41(1)
The minutes of the Markets Committee meeting held on the *Thursday 18th January 2024*, as approved at Full Council on *Tuesday 13th January 2024*, were **RECEIVED** and **NOTED**.
5. **Matters arising from the last meeting** – None.
 - 5.1 **Motion.**
It was **NOTED** that the motion to revisit the decision to hold Markets Committee meetings at 3pm on the third Thursday of the month did not receive enough signatures to proceed.
 - 5.2 **Communication with market traders.**
Following discussions from the previous Markets Committee meeting, a ballot box has been installed to provide additional avenues for traders to raise questions to Markets Committee. The Assistant Clerk also collated approval from market traders to send Markets Committee meeting agendas to them prior to the meeting. This will allow traders time to familiarise themselves with topics of discussion and submit comments prior to the meeting.
 - 5.3 **Parking on Market days.**
The committee received notification from a local business of a traffic collision on the junction between Cross Street and the Shambles. It was suggested this could have been due to the proximity of parking bays to the junction.

Ward Councillors have been informed of the incident.

Councillor Riddell joined the meeting at 3:07pm

6. Survey.

Local Government Act 2003, Section 116

It was **NOTED** that the Markets Committee received a recommendation for survey proposal from the Communications Committee on *Tuesday 23rd January 2024*.

The survey proposal outlined that the Markets survey will capture qualitative and quantitative data from 3 angles: from members of the public, from local businesses, and from Wetherby Market traders.

The majority of surveys will make use of QR codes to allow for data capture through Microsoft Forms to reduce the manpower and costs required to administer the survey. However, paper copies will also be provided, with councillors providing in-person aid to members of the public filling out paper-based surveys as part of their councillor surgery duties.

In order to reach the widest number of respondents, the survey will be advertised through posters displayed in shop windows, A5 fliers to be handed out to members of the public, online via the Wetherby Town Council website, and through social media.

It was **AGREED** that Councillor Buckle would head conversations with local businesses, in order to maximise survey responses.

The tentative timescale is as follows:

- Launch the survey on 29th February 2024.
- Survey period of 4 weeks.
- Close survey period: 28th March 2024.
- Analyse and publish data: April/May 2024.

It was proposed by Councillor Buckle and seconded by Councillor Riddell that the committee progress with the survey as outlined in the proposal.

7. NABMA Diagnostic Tool.

The NABMA Diagnostic Tool was **RECIEVED** and **NOTED** by the committee.

The committee was informed that the diagnostic tool aims to help ensure markets are fit for purpose. As responses from the Markets survey may help inform answers to the diagnostic tool, it was **AGREED** that committee members would work collaboratively on the diagnostic tool throughout the markets survey period and consider responses after completion of the survey.

8. Market Licence.

Food Act 1984, Section 50 - 52

The committee considered the implementation of a new licence agreement for market traders at Wetherby market. This new agreement would allow for trader payments to be made via direct debit, which is easier and safer for traders. Introducing schemes to help encourage retention of traders, such as a one-off reduced fee for consecutive attendance, was also considered to be added to the new agreement.

It was **AGREED** for the Clerk and Communications and Events Officer to begin researching requirements for the new licence agreement and make recommendations in a future meeting.

9. Items for information.

9.1 Referral Scheme.

The Communications and Events Officer discussed the possibility of implementing a referral scheme to encourage new stall holders on the market.

Councillor Buckle left the meeting at 3:48pm

9.2 Wetherby Easter Market.

The committee discussed organising activities as part of the market over the Easter holidays. It was **NOTED** that activities such as an egg hunt on each market stall, a facepainting stall, a jewellery making workshop, and a weekly treasure trail were popular in previous years and could be replicated.

Costs for these activities would be minimal, mostly constituting of printing costs for posters, activity sheets, and 2 banners – of which a plastic free alternative should be considered.

Committee members commented that they would like to see similar activities take place as part of the market for each holiday: Easter, Summer, and Christmas.

As proposed by Councillor Riddell, and seconded by Councillor Moss, it was **AGREED** for the Clerk to begin arranging these activities.

10. Date of next Markets Committee meeting.

The next meeting of the Markets Committee was confirmed to take place on *Thursday 21st March 2024* at 3:00pm in the Wetherby Town Hall.

The meeting closed at 4:05pm.

These minutes were recorded and prepared by Rowann Fitzpatrick, Assistant Clerk.