



# WETHERBY TOWN COUNCIL MINUTES OF THE MARKETS COMMITTEE MEETING

**Date:** Thursday 18th January 2024  
**Time:** 3.00 pm  
**Location:** Micklethwaite Room, Wetherby Town Hall, Market Place, Wetherby, LS22 6NE

**Summons:** Councillor Ager-Mills  
Councillor Bradley (Chair)  
Councillor Buckle  
Councillor Moss  
Councillor Riddell

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

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## 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)*  
It was **NOTED** that Councillor Bradley and Councillor Ager-Mills spoke to the market traders to let them know of the upcoming Markets Committee meeting. The Communications and Events Officer also followed up with traders to see if they had any questions or enquiries they would like to be brought up in the meeting.  
  
It was raised that the timing of the Markets Committee meeting may not be best placed for traders to attend. Committee members **AGREED** to explore the use of a ballot box for questions, directly sending traders the meeting agenda ahead of time, or changing the Committee meeting time to 3:30pm to improve accessibility of the meeting to market traders.
4. **Minutes.**  
*Local Government Act 1972, Sch 12, para. 41(1)*
  - 4.1 The minutes of the Markets Committee meeting held on the *Monday 9th October 2023* as approved at Full Council on 14<sup>th</sup> November 2023 were **NOTED** and **RECEIVED**.
  - 4.2 It was **AGREED** that the minutes of the Markets Committee meeting held on the *Monday 6th November 2023* be accepted.
  - 4.3 It was **AGREED** that the minutes of the Markets Committee meeting held on *Monday 4th December 2023* be accepted.
5. **Matters arising from the last meeting** – None.

## 6. Survey.

It was noted that while the survey needs to be completed urgently, concerns were raised on how the information will be used, and the manpower required to facilitate the survey collection and input data.

It was **AGREED** that the Communications and Events Officer create a draft survey based on the questions provided by Councillor Riddell. Councillors will need to carefully consider the delivery, means, data entry requirements, and what will be done with the information, in time for the next meeting.

*\*Councillor Buckle left the meeting at 3:59pm\**

## 7. Parking on market days.

### 7.1 **Disabled parking on market days.**

The Committee received a report on parking space allocation for additional blue badge parking bays on Market days. It was **NOTED** that the current market space is already small and losing any additional space is not ideal.

To wait on further updates from Leeds City Council on other identified spaces for blue badge parking bays.

### 7.2 **Parking on market days.**

The Communications & Events Officer noted that there had been some discussion over illegal parking in some of the blue badge parking bays on Market place. Parking enforcement has since been active in this area.

However, it was noted that parking enforcement patrols are not regular enough to be most effective. Signage for these bays outlining parking times were removed and has since been replaced. It was also noted that there has also been some miscommunication with parking enforcement on who needs to be ticketed, which has been cleared by the Communications and Events Officer.

It was noted that Ward Councillors have also been in contact with Leeds City Council on this matter.

*\*Councillor Riddell left the meeting at 4:17pm\**

## 8. Action plan.

Local Government Act 1972, Section 144

### 8.1 **Action plan.**

The contents and adoption of action plan by Full Council approved on Tuesday 12th December 2023 was **NOTED**.

### 8.2 **Action and development plan.**

Actions within the action and development plan were **NOTED**. Of note, is the NABMA Diagnostic tool which helps to identify the strengths and weaknesses of Markets. Due to the size and complexity of the tool, it was **AGREED** for the Communication and Events Officer to send the tool to Committee for members to look over and answer what they can in time for the next meeting.

*\*Councillor Riddell returned to the meeting at 4:18pm\**

*\*Councillor Riddell left the meeting at 4:19pm\**

**9. Items for information.**

The Communications and Events Officer raised some concerns over the practicality of manually collecting Market Trader stall payments and proposed to arrange direct debit payments.

Assistant Clerk to investigate requirements to set up a direct debit payment system.

*\*Councillor Riddell returned to the meeting at 4:21pm\**

**10. Date of next Markets Committee meeting.**

The next meeting of the Markets Committee will take place on *Thursday 15<sup>th</sup> February 2024* at 3:00pm in the Wetherby Town Hall.

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*The meeting closed at 4:24pm.*

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