

<b>For Council: 12 December 2022 APPENDIX 1</b>
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**Lichfield City Council**

**Minutes of the Meeting of the Markets Working Group (MWG) held via Zoom on  
Wednesday 26 October 2022 at 10:00am**

**PRESENT:** Councillors J Checkland (Chair), P McDermott, D Robertson, J Smith, C Spruce and M Warfield.

**IN ATTENDANCE:** S Thomas (Deputy Town Clerk), Michelle Read (Office Administrator)

**APOLOGIES:** A Briggs (Town Clerk), H Howen (Markets Officer)

**9. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

None.

**10. MINUTES OF PREVIOUS MEETING**

**RESOLVED:** *The Minutes of the MWG meeting held on 20 July 2022 be confirmed as a correct record [Minutes received by Council on 25 July 2022].*

**11. MATTERS ARISING FROM MINUTES**

None

**12. MARKETS UPDATE**

The Working Party discussed the Markets Officer's report at agenda Appendix 1. Councillor J Smith mentioned that it looked like there were more than two vacant pitches on the Friday Market. In the absence of the Markets Officer the Deputy Town Clerk informed members that there were indeed only two pitches available and that the perception that there was more room was due to the layout of the market and pitch sizes.

The Deputy Town Clerk updated members on the inaugural Vegan Market which was held on Sunday 23 October. The initial feedback has been very positive, and traders reported a good footfall in spite of the inclement weather. There was a total of 28 stalls providing an array of Vegan produce and goods. Further markets are scheduled for 13 November and 11 December.

Members commented that the only Covid restrictions still in place on the square is the 1 metre gap between stalls and questioned if closing the gap would increase the number of pitches. However, with Covid on the rise again it was agreed to review the situation again in early 2023.

**RESOLVED:** *That the report be noted.*

**13. ADVERTISING AT LCC BUS SHELTERS**

Members expressed a preference for Example 3 but wish to see further examples using different colourways and fonts which are easier to read for those with dyslexia.

**RESOLVED:** *That the report be noted.*

#### **14. MARKET SQUARE TOILET BLOCK IMPROVEMENTS**

Members considered the brief agenda report that confirmed the scheduled improvements to the toilet block had been completed.

***RESOLVED: That the report be noted.***

#### **15. CASUAL TRADERS**

The Working Group considered the agenda report which sought guidance on the position relating to casual traders and whether current arrangements should be varied. The report set out the potential advantages and disadvantages of variation, with the key concern being any undermining of the advantages of being a licenced trader, while trying to introduce greater flexibility by allowing casual traders to stand more often without becoming permanent than is currently the case. Members agreed to update the current policy and increase the number of times a casual trader can stand from four times in total to six per year.

It was proposed by Councillor D Robertson and seconded by Councillor P McDermott that casual pitch fees should be increased by 10% in order to incentivise casuals to become permanent traders with all the benefits that entails. It was agreed that the changes to the casual trader policy should be introduced for a trial period after which the Market Working Group would report their findings back to Council.

##### ***RECOMMENDATION TO COUNCIL:***

- a) the casual trading policy be amended to increase the number of times a casual can stand from four occasions in total to six occasions per year.***
- b) a 10% uplift be applied to all casual pitch fees for a trial period.***
- c) the change in policy to be applied for a trial period from 16 December to 6 March 2023***
- d) the MWG to review the change in policy after the trial period and report back to March 2023 Council in readiness for permanent implementation on 1 April 2023***

#### **16. PERMANENT TRADERS – NON-ATTENDANCE**

The Working Group considered the agenda report which focused on the lack of notice given by some traders when not attending the market, and the implications of this lack of notice to the council and to the market. The Working Party noted that any change to notice requirements should be incorporated in new licences to be signed in March 2023.

##### ***RECOMMENDATION TO COUNCIL:***

- a) Permanent traders be required to give 48 hours notice of non-attendance***
- b) Failure to give the required notice period would result in a double pitch fee being applied unless there were extenuating circumstances made in writing to the Town Clerk or Deputy Town Clerk.***

#### **17. CHRISTMAS MARKETS**

Members considered the appropriateness of a recommendation to Council that a formal Christmas Market be established. Councillor Robertson requested that Burntwood Town Council be notified as a matter of courtesy.

**RECOMMENDATION TO COUNCIL:** *Utilising its powers under the Food Act Part III, the City Council create a Christmas Market to take place along Pool Walk and surrounding areas of the City Centre as appropriate, to take place on any given date/s between the 20<sup>th</sup> and 30<sup>th</sup> November each year to coincide with the Christmas Lights ‘Switch-On’ event.*

**18. MARKET SQUARE CHARGES 2023/24**

The Working Party considered the current charges applied to the hire of the Market Square and Pool Walk. The Working Party noted that the ‘Service Charge’, which covers elements of hire subject to VAT, has been analysed by the City Council’s Internal Auditor and was found to be at an appropriate level to cover such costs.

Councillor Spruce commented that it would be favourable to increase Pitch fees year on year and suggested a rise of between 4%-5%.

Councillor Robertson noted that this would not be sufficient to cover the proposed national staff pay award and suggested the increase in Market Square charges should reflect this; it was therefore proposed by Councillor Robertson and Seconded by Councillor McDermott that an increase of 9.23% be applied.

The current charges and proposed increases are detailed at **APPENDIX A** to these minutes

*[Any increase in prevailing fees will be formally considered by Council at its January 2023 meeting; the recommendation of the MWG being used to assist officers in the preparation of draft budgets, and to assist Council when the matter is formally considered]*

**RECOMMENDATION TO COUNCIL:**

***That the City Council gives favourable consideration to an increase of approximately 9% in Market Square Pitch Fees, Commercial Hire Rates and Pool Walk hire charges when the matter is formally considered at the January 2023 meeting of the Council.***

**19. DATE AND TIME OF NEXT MEETING**

Confirmed as Wednesday 11 January 2023 at 10.00am and Wednesday 1 March 2023 via Zoom.

**20. ANY OTHER BUSINESS**

Members commented on the increase in unacceptable behaviour from Traders towards the Markets Officer. It was felt that the Council as an employer had a duty of care to protect its employees. Members requested that the new Markets Officer be equipped with a body camera in order to discourage and record unacceptable behaviour. Officers were asked to action this.

Members requested that the best thanks of the Market Working Group be given to the current Markets Officer, Hayley Howen for her hard work and dedication.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIR DECLARED THE MEETING CLOSED AT 11.36am**

## MARKETS WORKING GROUP: 26 OCTOBER 2022 APPENDIX A

### MARKET SQUARE CHARGES – MWG RECOMMENDATIONS

Set out below are the existing charges in black text, with the recommendations of the MWG for 2023/24 incorporated in bracketed red text.

#### 1. Market Square Rents/Pitch Fees – General Markets

	Current Pitch Fee 10' x 10' (£)	Service Charge inc VAT (£)	Total Charge (£)
Tuesday Market	£18.14 (£19.80)	2.00	£20.14 ( £21.80)
Friday Market	£18.14 (£19.80)	5.00	£23.14 (£24.80)
Saturday Market	£18.14 (£19.80)	5.00	£23.14 (£24.80)

Additional Charges: Electricity (per appliance): £2.00  
Parking: £2.50

#### 2. Market Square – Commercial Hire

Type of Hire	Cost (£)
Private/commercial whole square	£200 (£218.00)
Private/commercial half square	£150 (£164.00)
Private/Commercial promoting public services	£55.00 (£60.00)
Voluntary/charitable organisations for fundraising events	£10.00 (£11.00)
Large Commercial Event (plus £500/day deposit)	£400.00 (£437.00)
Private/Commercial daily pitch fee per Vehicle	£25 .00 (£27.00)

Additional charge of £20 per stall when part or all of the square is to be sub-let by hirer to more than two stallholders (the first two sub-lets being included in the relevant commercial hire rate set out above).

#### 3. Pool Walk – Commercial Hire (based on approved stall layout)

Type of Hire	Cost (£)
Hire of the whole open space per 10'x10' (or approximate equivalent) pitch, <u>subject to a minimum of £100.00</u>	£10 (£11.00)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Commercial	£15 (£16.00)
Hire of an individual 10'x10' (or approximate equivalent) pitch within the open space - Charities	£10 (£11.00)