

## For Council: 12 June 2023 APPENDIX 3

### Lichfield City Council

**Minutes of the Meeting of the Markets Working Group (MWG) held via Zoom on Thursday  
1 June 2023 at 10:00am**

**PRESENT:** Councillors J Blackman (Chair) and Councillors C Pinder-Smith, P McDermott and J Smith.

**IN ATTENDANCE:** S Thomas (Deputy Town Clerk), Jeremy Williams (Markets Officer), A Briggs (Town Clerk) Michelle Read ( Office Administrator) Cllr D Robertson (Council Leader)

**APOLOGIES:** Cllr D Baker

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

None.

**2. MINUTES OF PREVIOUS MEETING**

***RESOLVED: The Minutes of the MWG meeting held on 28 February 2023 be confirmed as a correct record [Minutes received by Council on 13 March 2023].***

**3. MATTERS ARISING FROM MINUTES**

Councillor McDermott highlighted that the minutes recorded Clive Read in attendance twice.

**4. MARKETS WORKING GROUP – TERMS OF REFERENCE**

The Working Party discussed and noted the Terms of Reference.

***RESOLVED: That the terms of reference be noted and accepted***

**5. TRADER REPRESENTATION ON THE MARKETS WORKING GROUP**

Members considered the agenda report detailing the trader nominations to the Working Group. It was noted that only one trader had put themselves forward for the position. The Chair encouraged all members of the MWG to make contact with Traders, Cllr J Smith confirmed he did this regularly, and that it was beneficial to his role on the MWG.

***RESOLVED: That Market Trader John Dawkins be invited to attend future meetings of the Working Group as appropriate***

**6. MARKETS UPDATE**

Members considered the agenda report. The Office administrator provided an update to the report and informed members that the two vacant pitches on the Tuesday market had now been filled and the recent success of two charity events held on the Market Square. The Deputy Town Clerk commended the Office Administrator for facilitating the markets function in the interim period before the appointment of a Markets officer. The Deputy also welcomed the new Markets officer and noted how quickly a rapport had been established with the Traders.

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

**7. PERMANANENT TRADERS – NON-ATTENDANCE**

Members noted the agenda report which detailed the reasons why the proposed early notification of non-attendance incentives had not been introduced; the main factor being the resignation of the previous Markets Officer and the necessary recruitment to the role and appropriate training for the new post holder.

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

**8. HIRE OF POOL WALK**

Members considered the Town Clerk's report following the hire of Pool Walk for the Food Festival weekend. It was agreed that the current '21 stall' plan was a good baseline but that amendment should be possible. Such amendment to be requested in good time by the organiser and discussed by the MWG.

Members were keen to see the proposed plan for the use of Pool Walk before the next Food Festival in August and requested officers to progress this. Members also discussed the introduction of sanctions for non-compliance with Council layouts but agreed to leave any decisions in abeyance until the next meeting of the MWG.

**RESOLVED:** *That Officers contact the organisers of the Food Festival and request a detailed plan for the use of Pool Walk at the next event in August, together with assurances as to how the associated software calculates appropriate crowd numbers etc. The information to be presented to the MWG for discussion.*

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

Date in July to be agreed via email. Meetings to remain on a Thursday at 10am, the next meeting to be in person.

**10. ANY OTHER BUSINESS**

Councillor J Blackman suggested the introduction of an online booking system for casual traders which could be added to the City Council's website. Officers to progress and report back to the MWG.

It was agreed that an Instagram account be created for the Markets which could be linked to the Facebook page and used to publicise activities and vacant pitches. Officers to progress.

Councillor P McDermott enquired as to the uptake of hiring the City Council Gazebo. The Office administrator reported that only one Gazebo had been purchased which had been used on a few occasions by a trader who had now left the market. It was suggested that the facility to hire a City Council Gazebo be promoted more frequently on the market's social media platforms, and possibly on the Square via a 'sail' advertisement or similar.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIR DECLARED THE MEETING CLOSED AT 11.03am**