

For Council: 24 July 2023 APPENDIX 1

Lichfield City Council

Minutes of the Meeting of the Markets Working Group (MWG) held in the Moulton Room, Guildhall on Thursday 13 July 2023 at 10:00am

PRESENT: Councillors J Blackman (Chair) and Councillors, D Baker, P McDermott, and J Smith.

IN ATTENDANCE: S Thomas (Deputy Town Clerk), Jeremy Williams (Markets Officer), Michelle Read (Office Administrator)

APOLOGIES: Cllr C Pinder-Smith

11. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None.

12. MINUTES OF PREVIOUS MEETING

RESOLVED: *The Minutes of the MWG meeting held on 1 June 2023 be confirmed as a correct record [Minutes received by Council on 12 June 2023].*

13. MATTERS ARISING FROM MINUTES

There were no matters arising.

14. MARKETS UPDATE

Members considered the agenda report. The Office administrator provided an update to pitch occupancy and new traders, including the recent addition of a butcher.

Members commented on a scheme operated by Tamworth Borough Council to attract 'pop up shops' and encourage entrepreneurs. Officers were asked to liaise with Officers at Tamworth Borough Council for further information to determine if this model could be applied to Lichfield Markets.

Members were informed that the trial rent incentive was due to start w/c 17 July. Comments submitted on behalf of the traders were noted and it was agreed that the incentive be trialled until the end of September and the results reported back to the MWG.

Members noted the Office Administrator's comments regarding an online booking system. It was agreed to explore the online offering of other markets booking systems and report back to the MWG before pursuing further.

RESOLVED: *That the report be noted*

15. FOOD FESTIVAL HIRE OF POOL WALK

Members considered the Deputy Town Clerk's report at agenda **appendix 2** and presentation from Cockerhoop Creative regarding the hire of Pool Walk for the forthcoming Food Festival and variation to the approved layout agreed by this committee and subsequently adopted by Council.

RESOLVED:

- a) *That the City Council's approved plan be amended to permit 24 stalls on Minster Pool Walk for the August Food Festival and any subsequent hirer.*

- b) *That prior to the event the hirer submits a stall plan and details of the traders attending to the City Council for approval.*
- c) **RECOMENDATION TO COUNCIL** *That double the hire fee be imposed on all Hirers plus any associated costs for damage incurred if the agreed layout for Minster Pool Walk is not adhered to.*

16. MARKET FINANCES

Members considered the Town Clerk's report, at agenda **appendix 3** which provided comparative figures for 2022/23 and budgets for 2023/24 for the Market function. Members noted the loss in market income and agreed to bear this in mind when setting next year's budget. In the meantime, Officers were asked to promote use of the square for Commercial hire for the remainder of this financial year.

RECOMMENDED: *That the report be noted*

17. TRADER REPRESENTATION ON THE MARKETS WORKING GROUP

Members considered the submission on behalf of the traders from John Dawkins and addressed each point. Officers will report the decisions to John Dawkins under separate cover and ensure the minutes of the MWG are circulated to all traders.

RESOLVED: *That the representations from Traders at Agenda item 7(Appendix 4) be noted and responses from the MWG be reported back to John Dawkins in his capacity as Trader liaison.*

18. CLEANING OF MARKET SQUARE

Members considered the Deputy Town Clerk's report at agenda appendix 5. Members asked that the updated Terms & Conditions include the request for a cleaning deposit from hirers which would be held until after the booking and returned on the provision that no further cleaning of the square was required as a result of the event.

Officers were also asked to remind all hirers to use protective covering under their stalls and to liaise with Officers at the District Council to ensure diesel generators are not used on the Market Square.

RECOMMENDED: *That the report and the update to the Market Square hire terms and conditions be noted.*

19. DATE AND TIME OF NEXT MEETING

A date in September to be agreed via email.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 11.32am**