



NORTH WALSHAM TOWN COUNCIL

MARKET COMMITTEE MEETING

Minutes of Meeting – 20 April 2022

at Council Office, 18 King's Arms Street, North Walsham

Present :

Cllr P Spall (Chair)

Cllr S Dibben (Vice Chair)

Cllr G Bull

Cllr M Gray

Cllr B Hester

Cllr R Murphy

Cllr B Wright

Lead Officer

Deputy Clerk : Ms T Foster

Meeting opened at 18.45

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATION OF INTEREST

There were no declarations of interest.

18.49 – Cllr M Gray arrives at the meeting.

3. MINUTES OF THE PREVIOUS MEETING – 5 April 2022

The Minutes had previously been circulated to members of the Market Committee.

As proposed by Cllr G Bull and seconded by Cllr S Didden it was **RESOLVED**

**That the Minutes of the Market Committee Meeting of 5 April 2022
were agreed as a true record**

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES – Action Log – April 2022

The Chair read out the Action Log upon which members gave updates and comments some of which being items set out in Item 6 below.

5. PUBLIC FORUM

There were no public present

6. “STREET FEAST” IN MARKET PLACE

Various items relating to “Street Feast” were discussed with comments as in Item 4 above.as follows:

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DATED.....

10/5/2022

- Updated Vendor's List. The Chair provided an up to date Vendor's List and explained there may be some additions before the Event.
- Map of Event including electric points. A Map had been prepared and included the names of the Vendors – to be updated with any changes prior to the Event.
- Rubbish disposal. A further rubbish collection had been arranged for 29 April 2022.
- Flags/music/photographer. Members gave updates on entertainment which had been arranged with music up to £730, Sparkling Chefs £640.00 and Face Painter up to £150.00. Bunting had been ordered at a cost of £370.80 and photographer organised.
- Drone. A drone to take photos of "Street Feast" is unavailable as it is inoperable.
- The Chair confirmed a Facebook page had been set up with details of the Vendors. It was agreed to avoid using Vendors' names and contact details and provide only details of the food. Likewise any publication should only provide details of the foods.
- Volunteers for "Street Feast". Members of the Markets Committee would all be available for the Event.

As proposed by Cllr B Wright and seconded by Cllr B Hester it was **RESOLVED**

The decisions and actions listed above were unanimously agreed

7. SURVEY FORM FOR "STREET FEAST"

A Survey Form would be prepared by Cllr B Wright and Cllr M Gray of Media & Information for the Event. Paper forms and/or ipads could be used.

8. CAR BOOT SALES IN THE MEMORIAL PARK

Various items relating to the Car Boot Sales were discussed :

- Leaflets. These had been prepared and would be collected for distribution.
- Arrange for Food Vendors on site. Vendor has been arranged.
- Risk Assessment. This is to be prepared.
- A Map showing the layout has been included within the Event Management Plan.
- Volunteers for Car Boot Sales require only a small number present. Members of the Market Committee will attend.
- Arrival/Leaving Times. As previously agreed attendees to arrive at 8.00 am for 9.00 am until the time to leave with access from the Happsburgh Road entrance.
- Cllr S Didden provided details of websites we could advertise in for no charge. Once an entry had been made it would remain on specific websites for the season, he would liaise with the Chair on this.
- It was confirmed that details had been put on Instagram and What's on Website.

As proposed by Cllr M Gray and seconded by Cllr R Murphy it was **RESOLVED**

The decisions and actions listed above were unanimously agreed

9. UPDATE ON THURSDAY AND SUNDAY MARKETS

The following items were discussed :

- More detailed Maps were needed for both markets to include the names of the stall holders although it was agreed the Sunday Market had more casual stalls and liable to change.

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- List of permanent stall holders. A further list was necessary to include names and contact details.
- Market Stalls. Provision of Pop up Stalls were discussed to encourage entrepreneurs and which could be stored in the vehicle compound. This item is to be on the next Agenda with Cllr G Bull to provide information/costs.
- Payment of market rent was either by direct debit or cash paid on the day but direct debit payments should be encouraged.
- It was agreed if the Market Manager was present he would be able to advise on issues as they arise and give updates.
- Response from NNDC re Markets relocation. HAZ to chase.
- It was understood that a variation of the application for an alcohol licence was being considered for the Market Place but no information could be provided.

It was agreed the Market Manager should prepare a layout map of the Bank Loke Car Park showing where the stalls would be placed, to include names of the stall holders, electrical points and placement of any generators.

As proposed by Cllr B Wright and seconded by Cllr G Bull it was **RESOLVED**

The Market Manager to prepare a layout map of the Thursday/Sunday Markets for Bank Loke Car Park, to include stall holders names, electrical points and any generators.

It was agreed the provision of specific lists for the Thursday/Sunday Markets should be available as follows:

- Stall holders at the Thursday/Sunday Markets to include names and contact details
- Casual stall holders (the Sunday Market has most casual stall holders)
- A further list should be considered of stall holders who have been turned away and the reason.

As proposed by Cllr P Spall and seconded by Cllr S Dibben it was **RESOLVED**

The Market Manager to prepare a list of the stall holders for the Thursday/Sunday Markets with the names and contact details and also for the Casual Stall Holders

10. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

Update on success of "Street Feast" - 30.04.22

Updates on Car Boot Sales

Thursday/Sunday Markets:

Pop up Stalls

New Market Barriers

Layout Map of Thursday/Sunday Markets at Bank Loke Car Park

11. DATE OF NEXT MEETING – 10 May 2022 at 19.00 pm

Meeting closed at 20.00

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