

Notes from Wem Town Council Market Working Party Tuesday 16.5.23 at 14.00 in Town Council Meeting Room, Wem Library

Present Cllrs David Parry, Connie Granger, Rosemary Dodd, Edward Towers,
Town Clerk

Apologies Cllrs M Meakin, D Hill

1. Notes from meeting held on 7.12.23 – to consider (please note no notes were produced from meeting held 24.4.23).

It was agreed to approve the notes.

2. Weekly Market Stalls Application and Documentation and pitch fees – to review.

It was agreed to recommend that

- **The traders' application pack and associated documentation be approved for use from 1.6.23.**
- **The pitch fee be set at £6 per pitch with an additional surcharge of £2 per pitch for cardboard waste collection.**
- **An addition is made to the PG Skips contract to supply a cardboard waste bin to be located at the Groundsman's shed with a fortnightly collection at a cost of £7.64 per collection.**
- **Pitch fee to be reviewed in January 2024.**

3. Market Memorandum of Understanding between Wem Town Council and Wem Town Hall – to consider.

A discussion took place on this and those present felt that there was not a need for a formal memorandum of understanding. The Clerk was asked to find out whether joint control of the website and facebook page will be permitted.

4. Market Licenses - for update on license applications and licenses issued.

The Clerk reported that a licence had been issued for the monthly seasonal markets run by Northwood Nurseries and Wem Farmers Market. A licence had also been issued for the Musical Festival organised by Wem Rotary. The Town Hall licence application was considered and it was agreed that a licence can be issued subject to the following conditions

- **The market can take place on a Thursday between 8am and 2pm in the main hall only and not outside of Wem Town Hall.**
- **The market shall not permit any trader to sell fresh fruit and vegetables, wet fish and shell fish. The sale of some plants may be permitted subject to the type of plants to be sold., Permission must be sought from the Town Council before any stall selling plants is allowed.**

A discussion took place on the request received Wem Town Hall that the Town Council does not permit the sale of traditional bakery goods on the outdoor market. It was agreed to recommend that

The Town Council does not permit this request as the two markets are geographically distinct so an additional traditional bakery stall on the outdoor market would have limited impact on sales of any stall in the indoor market.

5. AOB

a) Risk Assessment – The Clerk was instructed to complete the risk assessment for outdoor market prior to the 1.6.23.

b) Market Promotion – it was agreed that a banner located on the Jubilee Square with preference for the fence at the back of the Incredible Edible bed would help to promote the market.

Banner to say **Market Here Thursday 8.00 - 12.00**

For Stall enquires Tel. 01939 232733

It was agreed that promotional material to attract new traders should be developed.

A suggestion was made that market promotion events could be held throughout the year which could include the following themes

Harvest, Halloween, Christmas, Mothering Sunday, Easter, Holidays

The promotion events could promote incentives to shop at the market which could include a free gift from a stall subject to a minimum spend.

Recommendation that the Town Clerk be given delegated authority to spend from the market budget up to a maximum single item of £300. All expenditure to be reported to the next Council meeting.

c) Reporting - Agreed that this would be the last meeting of the working party and that in future it would be the recommendation of the working party that

The Town Clerk be tasked with compiling and presenting a quarterly market report for consideration at full council.

Meeting ended 15.15