

**DOWNHAM MARKET TOWN COUNCIL MARKETS STRATEGY GROUP**  
**NOTES OF MEETING HELD MONDAY 6<sup>th</sup> JULY 2020 AT 9:00AM AND 4.30PM**

Due to the Covid-19 Coronavirus Pandemic this meeting was held remotely by way of zoom videotelephony system.

**‘To research, develop and promote the Markets being mindful of their historic evolution’**

	Present: The Mayor Cllr Hayes, The Deputy Mayor Cllr Groom, Cllrs Bulley, Horne, Lightfoot, McKee, Pickering, Sharman, Woodmin and Westrop, Cllr Pyatt observing Town Clerk E Oliver	
1	<b><u>To receive Members apologies</u></b> Apologies – none	
2	<b><u>To receive any declarations of Interest</u></b> There were no such declarations	
3	<b><u>Review and discuss traders meeting</u></b> The meeting went onto discuss the upcoming market	
4	<b><u>Update of revocation of trader’s licence</u></b> This matter is in the hands of our solicitor	
5	<b><u>Discussion of Market operation on 10<sup>th</sup> and 11<sup>th</sup> July</u></b> It was agreed the most important issue was to discuss and finalise agreements for the re-opening of the market. So the meeting went straight to item 5.  There was a very lengthy and detailed discussion and a report about who wanted to attend the market. It was agreed that we need all the paperwork i.e. public liability and risk assessments, we would be willing to help them, but we can’t write it for them.  All Cllrs remaining in the meeting (JoW, DMcK, CB, JG,JW,CL) agreed to extend the market to the Clock Square as required and that a financial incentive would be offered for existing traders to move across to the Clock Square.  The meeting was closed, and it was agreed to reconvene at 4.30pm when Cllr Hayes had been able to put a plan together and present it for discussion.	
	<b><u>4.30 pm Meeting reconvened</u></b>	
	The meeting continued to work on the plans for re-opening the market and future action.	
	Cllr Hayes presented the plans for the market on Friday and Saturday. She was thanked for her excellent work doing this. She explained the plan, and everyone agreed that this was a good plan.	

	<ul style="list-style-type: none"> <li>• It was agreed that the safety team would handle the market for at least the next two weeks this protects a vulnerable member of staff and issues can be dealt with by that team.</li> <li>• It was agreed that a zoom meeting with the traders to explain further about risk assessments would be arranged for 7 July and only 3 or 4 Councillors and the Clerk would be present. This would be a chance for any grievances to be aired before the market re-opening, but it needed to be agreed that the plan would stand for a couple of weeks.</li> <li>• Cllr Woodmin felt that we needed to see who wants to trade in the following weeks.</li> <li>• It was agreed that no vans could be on the square. New traders will trade as casual traders until the new paperwork is ready.</li> <li>• Trading time will be 8.00-3.00</li> <li>• Because there is a calculation of how many people can be in space at one time. This means if you have a bigger stall it can help so you do not have so many people queuing or so many staff, so it helps in control.</li> <li>• It was agreed that Cllr Woodmin and the Clerk would phone round the traders and tell them the market is open and to chase up incomplete documentation.</li> <li>• It was agreed to order heavy duty covering to cover the cables and any other safety supplies needed.</li> <li>• It was agreed the existing traders willing to move to the Clock Square would be offered a financial incentive for the next 4 weeks. <b>Proposed:</b> Cllr Pickering    <b>Seconded:</b> Cllr Groom    <b>Agreed</b></li> <li>• Proposed to join the Market Traders Association £358 pa <b>Proposed:</b> Cllr Woodmin    <b>Seconded</b> Cllr Pickering    <b>Agreed</b></li> </ul>	<p>Zoom meeting 7.7.20 at 5.30pm</p> <p>Clerk agreed to phone around to speak to traders and invite to zoom meeting on 7.7.20 to talk about Risk Assessments.</p>
6	<p><b><u>Future Actions</u></b> Pre-opening meeting with traders 7<sup>th</sup> July 2020 Traders meeting 22<sup>nd</sup> July 2020</p>	
	<p><b>Date of next meeting: 13<sup>th</sup> July 2020</b></p>	
	<p><b>SIGNED</b></p>	<p><b>DATE</b></p>