



Sodbury Town Council

25th September 2020

You are hereby summoned to attend a meeting of **Markets Committee** to be held in **via Zoom** on **Tuesday 1st September 2020 at 19.30** for the purpose of transacting business as prescribed in the Agenda below.

Committee Members: Cllrs. Linda Banister, Matt Lewis, Phil Rumney, Adrian Rush, Linda Rush, Paddy Smith & Andy Williams

Cate Davidson
Town Clerk

Zoom meeting details:
Meeting ID: 845 9743 6205
Passcode: 642850

Members are reminded that the Council has a general duty to consider the following matters in the exercise of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

Agenda

1. **Apologies**
2. **Declarations of Interest**
3. **Approval of Minutes of 28th January 2020**
4. **Matters Arising**
5. **Budgets**
 - To review the spend to date – Attached
 - To approve the budget for 2021/2022
6. **Mop Fair**
 - To receive a report from Messrs Porter in relation to the September Mop Fair and proposals for how this could proceed
 - To receive and consider advice from other organisations (SGC, PHE, LGA and Police) in relation to the fair
 - To note a Safety Advisory Group meeting has not been held since February therefore this has not been attended by W & K N Rowland
 - To make a decision as to whether to permit the fair or revoke the Licence for September 2020
7. **Christmas Trees & Lights**
 - To appoint Cotswold Christmas Trees to provide, install and remove 7 Christmas Trees (cost TBC at the meeting)
 - To note that further to advice from the electricians new tree lights have not been purchased

- To confirm the date for the installation of 22nd November and removal on 3rd/10th January

8. Items to Report

9. Date of Next Meeting: To be confirmed



Sodbury Town Council

Minutes of a Meeting of the Markets Committee

28th January 2020, STC Offices

Committee Members: Cllrs. Linda Banister, Linda Boon, Gill Dyer, Dave Jeal, Matt Lewis, Phil Rumney, Andy Williams

Present: Cllrs. Brenda Allen, Linda Banister, Linda Boon, Matt Lewis & Andy Williams

Clerk – Cate Davidson
Assistant Clerk – Jackie Murley

William & Charles Porter, W & K N Rowlands (left at 19:55)

1 member of public (left at 19.47)

A. Public Participation

A member of the public addressed members in relation to the renovation of the old NatWest building in Broad Street. The Clerk had written to the resident advising that it was not within his remit to restrict parking on the Pitchings outside of the building with a request to remove signage that related to 'No Parking'. He made considerable reference to inappropriate parking outside of the building that included people leaving cars for extended periods of time (ie going on holiday) and insisted that this was the reason for implementing the signage.

Members asked if future customers could park in the car park at the back of the building, the resident doesn't want elderly or disabled people to have to walk from the car park to enter through the front of the building.

Some discussion was had about parking in the town and the resident was advised that none of the frontages have ownership of the parking spaces in front of their properties. It was therefore not possible to restrict the parking at this time. The resident advised that he understands this but feels people have a right to park outside of a shop they want to visit.

The resident left the meeting at 19.47

1. Apologies

Apologies were received from Cllr G Dyer who appointed Cllr Allen to stand in her place, Cllr Jeal and Cllr Rumney.

2. Declarations of Interest

None

3. Approval of Minutes of 3rd September 2019

Resolved the Minutes of 3rd September 2019 were approved as a true and accurate record of the meeting and signed by the Chairman.

4. Matters Arising

None raised at this time.

6. Mop Fair

It was **resolved** that this item be brought forward.

- A report was made following the inspection that took place prior to the opening of the fair in September. It was noted that the matters arising at the inspection were discussed and dealt with on site as far as possible. A complaint had been made about the location of the portaloos and these had been moved in liaison with the Landlord of the Beaufort Hunt Pub. W Porter advised that they liaise again at the next fair.
- Members viewed and approved the plan for the March Fair. The Clerk noted that there are 7 large rides indicated but the Licence is for 6 large rides only. The Porters advised that this is the same plan that has been used for the last few years. After consideration it was **Resolved** that the licence be amended to reflect the 7 rides and that the plan be approved. The Licence was amended and initialled by the Fair master and Chairman.
- The Clerk advised that the Health & Safety Plan seems to be fairly old and asked that a revised plan is submitted.
- Insurances – Towergate received. Due to expire Dec 2020. Showmen's Guild expiry June 2020.
- Messrs Porters were asked why a Safety Advisory Group meeting had not yet been attended. William Porter responded that they would ensure they attend a meeting prior to the September Mop Fair. The Chairman added that if they did not attend a meeting, they would run the risk that the Licence for the September fair would be withdrawn. A template for the Event Management Plan to be forwarded to Porters (action JM).

5. Budgets (report circulated)

The Clerk summarised key items and Members noted the spend to date. **Resolved** the Markets Committee finances are approved.

7. Christmas Trees & Lights

A report in relation to the current provision was circulated with the agenda in advance of the meeting.

After discussion it was **Resolved** to keep the 7 trees along the main street and one tree in Old Sodbury. It was **Resolved** to purchase new tree lights and a budget of £2,000 for the Market Pitchings fund was approved for this. After discussion it was **resolved** that the tree lights should be white and larger than the current ones if possible. The Clerk confirmed she would seek quotes and e-mail Committee Members.

8. Inspection of Market Pitchings

It was noted that there is no formal regime for the inspection of the Pitchings but that due to the parking situation it is impossible to choose a time when it would be suitable to undertake formal inspections.

It was **Resolved** that Councillors and staff are alert to the condition of the Pitchings and report any action required to the Clerk as appropriate.

The Clerk was asked for an update in relation to the cigarette bins. South Glos Council has these on order and once they are received SGC will be looking for locations; the Clerk will let members know once this happens.

9. Items to Report

Cllr Williams reported that cars are being ticketed for parking down the middle of the main street.

10. Date of next meeting – 21st April 2020

The meeting closed at 20:24 hours

Signed: Chairman

Dated

Draft

Detailed Income & Expenditure by Budget Heading 01/08/2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
410 Markets Committee								
1315 Mop Fair Income	0	0	5,500	5,500			0.0%	
1318 Christmas Tree Grant	0	0	250	250			0.0%	
Markets Committee :- Income	0	0	5,750	5,750			0.0%	0
4720 Christmas Lights	0	193	2,000	1,807		1,807	9.6%	
4730 Christmas Trees	0	0	3,500	3,500		3,500	0.0%	
4740 Market Pitching's	0	75	5,000	4,925		4,925	1.5%	
4750 Mop Fair	0	0	1,200	1,200		1,200	0.0%	
Markets Committee :- Indirect Expenditure	0	268	11,700	11,432	0	11,432	2.3%	0
Net Income over Expenditure	0	(268)	(5,950)	(5,682)				
Grand Totals:- Income	0	0	5,750	5,750			0.0%	
Expenditure	0	268	11,700	11,432	0	11,432	2.3%	
Net Income over Expenditure	0	(268)	(5,950)	(5,682)				
Movement to/(from) Gen Reserve	0	(268)						

