

MINUTES OF THE MARKET & SERVICES MEETING held on Monday 16th October 2023 at 7:00pm in Settle Town Hall.

Present: Cllr. Rymer (DR) (Chair), Cllr. Kilbourne (SK) (Vice Chair), Cllr Hogg (SH), Cllr White (BW)
 Clerk: Katie Dugdale. Market Manager: Mike Shepherd
 Members of the Public: None

Minute Ref	Minutes - Market and Services Committee 16th October 2023
MS1/2023-24	To Elect Chair and Vice Chair of the Market & Services Committee RESOLVED: Cllr Rymer was elected Chair and Cllr Kilbourne Deputy Chair of the Market & Services Committee.
MS2/2023-24	Apologies: To receive and approve reasons for apologies. RESOLVED: That apologies from Cllr Cotton be approved.
MS3/2023-24	Code of Conduct: - Localism Act 2011 - to record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda, to consider any dispensations or changes in member's register of interests. No interests declared
MS4/2023-24	Approve the draft minutes from 23 rd January 2023. RESOLVED: Minutes from the 23rd January 2023 Market & Services Committee meeting were approved as a true record.
MS5/2023-24	Correspondence - To receive any items of correspondence relating to the Market, Cemetery or Street Lighting. None received.
MS6/2023-24	For information only – To note the permanent appointment of the Market Manager The permanent appointment of the Market Manager was noted.
MS7/2023-24	Market a) To receive a report from the Market Manager. The details of the report were noted. b) To discuss absenteeism on the Market RESOLVED: To defer this agenda item to the next Market & Services committee meeting on the 19th February 2024 and that the Market Manager would provide a report on absenteeism and attendance figures. It was AGREED that the Market Manager would encourage new traders to attend the market and update and add to the waiting list of casual traders. c) To review the half rents policy and d) Comparison and review of Tolls RESOLVED That agenda items MS7/2023-24 C and D would form part of the trader's contract review and that these items be deferred to the next Market & Services committee meeting on the 19th February 2024. It was AGREED that the Market Manager would carry out a comparison of other markets and their tolls / stall sizes and provide a report at the next Market & Services committee meeting. e) To discuss marketplace improvements. RESOLVED To relocate the smaller planters and investigate local businesses / organisations sponsoring & maintaining them. It was AGREED that the 2024-25 budget would include an amount allocated for flowers and marketplace improvements. f) To discuss arrangements for the gritting of the marketplace this winter RESOLVED: That the gritting arrangements would remain the same as last year with the contractor adding the marketplace on to their run. The "Salt spreading when passing" option was approved at a cost of £75+ VAT per visit.



MS8/2023-24	<p>To review the Market Traders contracts RESOLVED: To defer this agenda item to the next Market & Services committee meeting on the 19th February 2024. It was AGREED that the Market Manager would prepare a draft contract to present to the Council at the next Market & Services committee meeting.</p>
MS9/2023-24	<p>Market Advertising – To review market advertising for 2023-24 and set the advertising budget for 2024-25. The marketing advertising for 2023-24 was reviewed. It was RESOLVED to set the advertising budget for 2024-25 at £1500.</p>
MS10/2023-24	<p>Market Financial update 2023-24 a) To review payments and Receipts to date and forecasted income. The receipts and payments to date was reviewed and the forecasted income was noted.</p> <p>b) Set the budget for 2024-25 RESOLVED: That the proposed Market budget for 2024-25 be set at £17,500</p>
MS11/2023-24	<p>To discuss the hire of the marketplace for an artisan market to be held once a month by an outside company. After discussion it was AGREED that a Sunday would not be the best day for an artisan market to be held. It was RESOLVED to respond to the company asking for a different proposal on an alternative day.</p>
MS12/2023-24	<p>Cemetery a) To review the payments and receipts to date and forecasted income The receipts and payments to date was reviewed and the forecasted income was noted.</p> <p>b) To set the budget for 2024-25 RESOLVED: That the proposed Cemetery budget for 2024-25 remain the same as 2023-24 with a proposed income of £4987 and Cemetery maintenance be set at £250 (excluding grass cutting and walling).</p> <p>c) To consider the addition of the Scribe Cemetery Package RESOLVED: To recommend to Full Council that we subscribe to the Scribe Cemetery Package with an expected commencement date of February 2024.</p> <p>d) Receive report or queries from Settle Parish Church representative No report received.</p> <p>e) To review the current fees and charges. It was AGREED that a comparison of fees other Cemeteries in the local area charge be carried out and that Cllr Hogg and the Acting Clerk would look at these in more detail. A proposal of an increase in the Cemetery fees and charges would be brought to the Full Town Council meeting on 8th January 2024.</p> <p>f) To review the Cemetery rules. RESOLVED: To defer this agenda item to the next Market & Services committee meeting on the 19th February 2024.</p> <p>g) Memorial stability testing - to receive a report. The memorial stability report was noted. It was AGREED that the families of the memorials that had failed the test would be contacted.</p> <p>h) To discuss the issues with grass cutting at the Cemetery & Garden of Rest. The issues with grass cutting, mainly due to the placement of ornaments was noted. It was AGREED that this item be placed on the agenda at the next Market & Services committee meeting on the 19th February 2024.</p>

MS13/2023-24	<p>Street Lighting</p> <p>a) To review the payments to date. The receipts and payments to date was reviewed.</p> <p>b) To set the budget for 2024-25. RESOLVED: That the Street Lighting proposed budget for 2024-25 be set at £13,600 for electricity charges and £10,500 for maintenance & improvements.</p> <p>c) To discuss the Yorkshire Dales National Park Authority lighting funding application. The difficulty in arranging a meeting with North Yorkshire Lighting and Electricity Northwest was noted. It was AGREED to arrange a meeting at the earliest opportunity to progress the application further.</p>
MS14/2023-24	<p>Remembrance Day 12th November 2023 - Preparations and to discuss any outstanding actions</p> <p>The Clerk provided an update on the preparations.</p>
MS15/2023-24	<p>Future Agenda Items – To be sent to the Clerk prior to the next meeting.</p>
MS16/2023-24	<p>Date of Next Meeting of the Market and Services Committee: 19th February 2023</p> <p>The date of the next meeting was noted</p> <p><i>Meeting closed at 20:59</i></p>