



Minutes of the Caistor Town Council Economic Development and Market Committee held at 7.00pm

Present: Cllr J. Wright, Cllr S. Davey, Cllr J. Bowman, Cllr S. Critten (Chair),
In Attendance: Michelle Moss, Nicola Marshall (WLDC),
Members of public present: 0

- 1 Apologies for absence and reasons given - Ref: 1881**
Apologies received from Cllr Gaughan
- 2 To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 1882**
None
- 3 To confirm and sign the minutes of the council meeting held on 19th January 2023 - Ref: 1883**
RESOLVED that the draft minutes of the meeting held on 19th January 2023 be approved as a true record of the meetings.
Proposed: Cllr J. Bowman Seconder: Cllr S. Critten All in favour
- 4 Nicola Marshall - Towns Manager WLDC - Introduction and overview of role and to receive an update - Ref: 1884**
Nicola Marshall introduced herself, provided a brief history of her experience including work as Deputy Clerk for Sleaford Town Council, delivering projects for Market Rasen and Louth, and explained her role as Town Manager WLDC is about increasing footfall, supporting markets and local traders. Ms Marshall noted that: WLDC has a small budget for funding to support increasing footfall which Caistor can apply for; Love your Local Market fortnight is coming up soon and she will send some bunting and artwork which can be displayed on the stalls and around the town; the market regulations are an important part of managing a market.
- 5 To review the draft market terms and conditions and agree any action - Ref: 1885**
The draft market T&C's were reviewed and several changes suggested which included: the inclusion of a price list; a checklist for market traders on the application form; a risk assessment for CTC and a generic one for market traders. It was agreed that Cllr Bowman would review the T&C document and make appropriate/agreed amendments along with a price list; MM will amend the application form to expand the checklist of necessary criteria; Cllr Davey will complete a generic risk assessment document for use by traders and a risk assessment for CTC market; MM will contact CTC insurers to determine whether casual market traders are covered under CTC PLI insurance. Actions to be completed by 31st May.
The next steps will be to consult with the traders.
Cllr Wright left the meeting at 8.00pm
- 6 To receive an update on the community energy project and agree any action - Ref: 1886**
The community energy project has formed a working group to look at possible solutions, land/locations, timelines etc. More updates will be shared as the project progresses.
- 7 To receive an update on the reconfiguration of the Market Place and agree any action - Ref: 1887**
The High Street Task Force are holding a meeting on Monday 24th April to discuss views regarding the Market Square and town centre. The surveys completed will feed into this. Three councillors have been invited to attend and will be able to provide feedback and an idea of next steps.
- 8 To receive an update on 2-4 Market Place and agree any action - Ref: 1888**
It was noted that: following the resolution of a conveyance issue, the final agreement was made by the Community Trust to purchase 2-4 Market Place; final tender responses are due back in the next 2 weeks with the contractor selection planned for 22nd May; there may be a very small shortfall but this would be confirmed after 22nd May.

These are draft minutes and have not been formally approved and adopted



Minutes of the Caistor Town Council Economic Development and Market Committee held at
7.00pm
at the Arts & Heritage Centre on 20 April 2023

9 **Time and date of next meeting - Ref: 1889**

To be decided as part of the annual meeting of the town council.

Meeting closed at 8:30pm