

Market Annual Work Plan - remains 'active' and open to changes

	Task	Target date	Committee	Update – 29 August 2019	Delivery status
1	Waste Management The Council's waste management contract is due for renewal this year. Officers will research options for the market.	TBC	Grounds & Enviro'nt P&F	Different operating options explored, market peer's experiences and operations explored. Findings to be collated. Monitoring number of bins currently used. No review date has yet been set by G&E services. Initial scoping underway.	
2	Reducing Waste Officers explore ways and work up a campaign approach that seeks to encourage less reliance on 'once only' uses for bags and receptacles by traders and consumers alike.	Summer 2019	Market Sub	21/03/19- trader newsletter raising awareness/ information on Government action on single use plastic bags. Researching peer market approaches inc. exploring local links. Promotional activity for launch to include prize/give-a-ways of reusable jute bags with LB Market logo for ongoing promotion. Reduce, Reuse, Recycle social media/poster Campaign started 6 July 19 Social media campaign for #plasticfreejuly took place. Posters introduced for traders to display inviting customers to request use of their own bags and tubs, etc.	G
3	Cashless Payments Officers will review the current procedure with the view to move to cashless payments for safety and administrative efficiency.	TBC	Operational	Current position – speciality markets for 2019/2020 (Vintage, Tasty Tuesday, Vegan) payment will be in advance via BACS – as previously successfully done with minimum of admin required. This and other methods of payment will be investigated for all our markets.	
4	Compliance procedure – (trader compliance/complaints), Officers will review the procedure.	29 Aug 2 Sep 16 Sept	Market Sub C&E P&F	No update. When drafted, inc. officer/trader liaison, this will need to be recommended to Policy & Finance Committee for endorsement. Ref 7/MK: Committee endorsed the Market Trader Disciplinary Procedure at its meeting on 23/05/19. Ref 20/PF: Committee endorsed the Market Trader Disciplinary Procedure and Critical Incident procedure at its meeting on 17/06/19.	G

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5	Review of current pitch sizes and pricing Ongoing monitoring and review as necessary.	21 Nov 9 Dec	Market Sub C&E	Ongoing – as part of the Annual review undertaken September 2019 (ref action No.11)	Ref. No.11
6	Adverse weather procedure Officers will review the procedure.	29 July	C&E P&F	30/04/19 – informal officer/trader workshop took place to explore issues and options. Council insurer liaison needed for clarity of permissible action – not likely to be confirmed until July '19. 03/06/19 _final draft to go to P&F Committee to facilitate prompt action following appointment of insurer. New insurer appointed, awaiting clarity on permissible actions before discussing at officer/trader workshop. Ref:11/CE: C&E Committee endorsed the separation of Critical Incident and Adverse Weather procedures. The Critical Incident procedure was subsequently endorsed by C&E. Ref:20/PF Committee endorsed the Critical Incident procedure at its meeting on 17/06/19 The Town Clerk is leading on the creation of the Adverse Weather Policy in liaison with the Council's new insurer and advisory solicitor.	A
7	Great British Market Awards This is an annual award led by the National Association of British Market Authorities (NABMA). Officers will research the award categories and assess the criteria in readiness to enter the market for an award.	2020-2021	Operational	Explored clarification on the different categories and criteria used this year. To be considered for 2020.	
8	Farmers market Farmers market trader numbers have remained constant for some time. Officers will research similar markets and reassess the guidance	TBC	Market Sub C&E P&F	Liaison with Farmers market when work progresses – TBC. Final draft to go to C&E Committee with recommendation for P&F for endorsement – if the need for alterations are identified.	

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	documents and its brand - aiming to improve trader numbers.				
9	Engagement with traders / format for Committee trader representation Officers will review the current activity giving structure to representation and in doing so seek advice from the National Market Traders Federation (NMTF).	TBC	Market Sub C&E P&F	NMTF have a revised scheme for supporting trader representations. Awaiting response from NMTF.	
10	Trader Bursary Officers will review the scheme.	TBC		Current – no bursaries have been requested for the last 2 financial years. Bursary offering presented to trader workshop attendees, will collate feedback and report to committee.	
11	Annual monitoring review By end September on relaunch anniversary.	21 Nov 9 Dec	Market Sub C&E (if recommend ations apply)	Inc. Ref. No.5 - Review of current pitch sizes and pricing Ongoing monitoring and review as necessary.	