



Dorchester Markets Informal Joint Panel

Date: Wednesday, 29 January 2020
Time: 2.00 pm
Venue: Committee Room A, South Walks House, South Walks Road, Dorchester, DT1 1UZ (DT1 1EE for sat nav)

Membership: (Quorum 3)

Tony Alford, Dave Bolwell, Alistair Chisholm (DTC), Janet Hewitt (DTC), Susie Hosford (DTC), Nick Ireland, Tony Lyall (DTC), Robin Potter (DTC), Molly Rennie, Roland Tarr and John Worth

Chief Executive: Matt Prosser, South Walks House, South Walks Road, Dorchester, Dorset DT1 1UZ (Sat Nav DT1 1EE)

For more information about this agenda please telephone Democratic Services on 01305 or Kate Critchel, Senior Democratic Services Officer 01305 252234 kate.critchel@dorsetcouncil.gov.uk



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A G E N D A

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1 APOLOGIES

To receive any apologies for absence.

2 MINUTES

5 - 8

To confirm the minutes of the meeting held on 26 June 2019.

3 DECLARATIONS OF INTEREST

To receive any declarations of interest.

4 PUBLIC PARTICIPATION

To receive any public questions or statements on the business of the Dorchester Market Joint Informal Panel.

5 BUDGET/FINANCIAL OUTTURN 2020/21

9 - 14

To consider a report by the Executive Director for Corporate Development /S151

6 DISTRIBUTION OF GRANTS FROM THE DORCHESTER MARKET CAR BOOT FUND FOR THE FINANCIAL YEAR 2018-19

15 - 24

To consider a report by the Executive Director for Corporate Development/S151.

7 MARKET MANAGEMENT REPORT

25 - 38

To consider a report by the Estates Manager.

8 URGENT ITEMS

To consider any items of business which the Chairman has had prior notification and considers to be urgent pursuant to section 100B (4) b) of the Local Government Act 1972. The reason for the urgency shall be recorded in the minutes.



DORCHESTER MARKETS INFORMAL JOINT PANEL

NOTES OF MEETING HELD ON WEDNESDAY 26 JUNE 2019

Present: Cllrs Tony Alford (left at 19.25), Dave Bolwell, Janet Hewitt, Susie Hosford, Nick Ireland, Tony Lyall, Robin Potter, Molly Rennie and John Worth

Apologies: Cllrs Alistair Chisholm and Roland Tarr

Officers present (for all or part of the meeting):

Kate Critchel (Senior Democratic Services Officer), Roger Greene (Solicitor, Legal Services), Nigel Hayes (Finance DTC), Dave Martin (Senior Accountant), Greg Northcote (Estates Manager) and Matthew Piles (Corporate Director - Economic Growth and Infrastructure)

It was proposed by Cllr R Potter seconded by Cllr S Hosford that Cllr M Rennie preside over the first item "Election of Chairman". This was agreed by all members of the Panel.

Councillor M Rennie in the Chair

1. Election of Chairman

It was proposed by Cllr M Rennie and seconded by Cllr J Hewitt that Cllr A Alford be elected Chairman of the Dorchester Markets Joint Informal Panel for the remainder of the municipal year 2019/20.

There were no other nominations

Decision

That Cllr A Alford be elected Chairman of the Dorchester Markets Joint Informal Panel for the year 2019/20.

Cllr Alford thanked the Panel and took the Chair.

2. Election of Vice-Chairman

It was proposed by Cllr A Alford seconded by Cllr J Hewitt that Cllr M Rennie be elected Vice-Chairman of the Panel for the remainder of the municipal year 2019/20.

There were no other nominations.

Decision

That Cllr M Rennie be elected Vice-Chairman of the Dorchester Markets Joint Informal Panel for the year 2019/20.

3. Notes of the last meeting

The notes of the meeting held on 13 February 2019 were agreed as a correct record and signed by the Chairman.

4. Declaration of Interest

There were no declarations of interest to report.

5. Public Participation

There was no public participation.

At this juncture the Chairman indicated that he would, on this occasion, need to leave the meeting early. Therefore he suggested that the agenda order be amended to consider the Management Report followed by the Financial Outturn. This was supported by members.

6. Market Management Report

The Estates Manager set out the bi-annual market management report on the markets in Dorchester and related property and facilities matters.

The panel was advised that the market revenue had been falling for many years owing to the changing pattern of retailing, internet purchasing and general trends of markets failing to meeting the requirements of shoppers. The market operator Ensors had provided their draft accounts for the year up to 31 March 2019 and this had revealed a continuation of the fall in revenue of market stalls from £147,000 in 2017/18 to £136,870 in 2018/19.

For the year up to 31 March 2019 the gross income from car boot tolls had also dropped from £50,000 to £46,000. The overall net income from both these markets had dropped from £102,000 to £97,000.

New members were advised that in recent years the panel had reviewed the means to improve performance and officers had commissioned a report from the NABMA in respect of the market operations. The Estates Manager also reported that since the last meeting of the panel a number of repairs and maintenance on the market site had taken place. This included works to the asbestos sheet roofing, new CCTV had been installed on the site and would be operational shortly. Also a new main gate had been installed and security managed locking regime was now in place.

The Estates Manager also advised that basic repairs had been undertaken on the North Linneys roof.

In response to questions, the panel was advised that there had been issues with the electricity charges and concerns over the levels of consumption. Because of the site complexity the costs had reverted back to the council while officers arranged for sub-metering of supplies.

In respect of the Cornhill Market, the trading pitches were now managed by Dorchester Cornhill Market Limited under licence, with the council receiving a licensing fee of £25,974. The panel noted that this independent market was now thriving and was a welcome addition to the high street.

However concern was expressed regarding the number of market vehicles and delivery vans that were accessing South Street before the designated time in the evening. This was potentially dangerous for pedestrians in the town. The Estates Manager also reported on the Cornmarket and the Dorset Farmer Market.

Decision

That the report be received and noted.

7. Financial Outturn

The Group Accountant set out the financial outturn report for 2018/19. Members were informed that the panel had agreed its budget for 2018/19 at a meeting in January 2018. Expenditure was set at £41,424, income budget at £211,448 leaving an estimated surplus for distribution of £170,024.

The panel noted that the total expenditure for the year was £46,703 compared to the estimated budget. The main variance was on investigating and repairing a major water leak on the site. In addition £20,172 from the Market Maintenance Earmarked Reserve had been used to fund repair/replacement of roof to the North Linneys and former cattle market building and the installation of a CCTV system.

The Group Accountant confirmed that income from the market continued to be in decline with the total income for the year was £188,643 compared to the estimated budget and the surplus available for distribution was £141,940 compared to a budget of £170,024.

Decision

That the income and expenditure statement for 2018.19 be approved.

The Chairman left the meeting at 19.25pm.

Cllr M Rennie Vice-Chairman in the Chair.

8. Appointments to the Car Boot Grants Panel

Members considered the appointment of four members of the joint informal panel to sit on the Dorchester Car Boot Grant Funding Panel for 2019/20.

Decision

That the following members be appointed to the Dorchester Car Boot Grant Funding Panel:- Cllr A Alford, Cllr M Rennie, Cllr J Hewitt and Cllr J Worth.

9. **Urgent Items**

There were no urgent items to report.

Future Governance of Dorchester Market

In response to a question, it was agreed that a further paper be brought to the next meeting of the informal panel in relation to safeguarding future management of the market.

10. **Market Management Report - Exempt Appendix**

Exempt appendix received.

Duration of meeting: 7.00 - 7.43 pm

Chairman

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Date of Meeting: Wednesday 29th January 2020

Lead Member: Cllr A Alford Lead Member for Customer, Community and Regulatory Services

Lead Officer:

Executive Summary:

Markets in Dorchester have operated since Anglo Saxon times, and are prescriptive. Under an agreement dated 1984 the markets are managed by Dorset Council for the benefit of Dorset Council and Dorchester Town Council with operational oversight carried out by the Dorchester Markets Joint Informal Panel. The Markets income and expenditure is held within the accounts of Dorset Council. The Panel receives a report on the annual budget and the annual outturn.

Equalities Impact Assessment:

None

Budget:

As set out in the report

Risk Assessment:

Having considered the risks associated with this decision, the level of risk has been identified as:

Current Risk: LOW as the fall in income was anticipated

Residual Risk MEDIUM as there is a risk the income could fall further

Other Implications:

None

Recommendation:

That Members approve the budget for 2020/21

Reason for Recommendation:

The Panel need to agree a budget for 2020/21.

Appendices:

Appendix 1 – Budget 2020/21

Background Papers:

Management Accounts from Market Operator.

Officer Contact:

Name: David Martin

Tel: 01305 838254

Email: dave.martin@dorsetcouncil.gov.uk

1. Projected Outturn 2019/20 (Appendix 1, column C)

1.1 The projected outturn expenditure is £42,087 compared to an approved budget of £41,587. The main variance is residual electricity costs prior to the sub meters being installed.

1.2 The projected outturn income is £165,941 compared to an approved budget of £182,374. The reduction is due to a further projected fall in income from the market operator. The market operator's accounts to 30 September 2019 show market rents received for the year to date of £69,795 compared to £81,055 in the previous year. Therefore the proposed distribution to the Panel after expenses is £14,000 less than budget. The income from farmers markets is also less than budgeted and this is explained in the market management report.

1.3 The income for car boot sales is slightly down compared to the same time last year.

1.4 This means the sum available for distribution is £123,854 compared the budgeted sum of £140,788. Therefore Dorset Council will receive £68,220 compared to a budget of £78,642 and Dorchester Town Council will receive £36,734 compared to a budget of £42,346, after setting aside the car boot proceeds into the markets grant reserve.

2. Budget 2020/21 (Appendix 1, Column D)

2.1 The proposed expenditure budget is £41,926.

2.2 The proposed income budget is £165,198. This assumes that the market operator's contract income is the same as the 2019/20 projected outturn of £48,000. Members will be aware this has declined steadily over recent years.

2.3 This means that the surplus available for distribution is £123,272, with Dorset Council due £67,842 and Dorchester Town Council £36,530

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Dorchester Markets Joint Informal Panel

Budget 2020/21

	(A)	(B)	(C)	(D)
		Approved	Projected	Proposed
	Outturn 2018/19	Budget 2019/20	Outturn 2019/20	Budget 2020/21
<u>EXPENDITURE</u>				
Premises				
Repairs and maintenance	18,580	19,600	19,600	19,600
Electricity	-785	0	500	0
Water	5,743	0	0	0
Insurance	2,482	2,200	2,200	2,200
2/7 share of actual costs of toilets	3,429	2,200	2,200	2,200
	29,449	24,000	24,500	24,000
Supplies and Services				
Subscriptions	636	636	636	636
	636	636	636	636
Recharges				
Dorset Council	15,026	15,327	15,327	15,634
Dorchester Town Council	1,592	1,624	1,624	1,656
	16,618	16,951	16,951	17,290
TOTAL EXPENDITURE	46,703	41,587	42,087	41,926
<u>INCOME</u>				
Rents				
Market Operator's Contract	-62,533	-62,000	-48,000	-48,000
Car Boot	-20,761	-22,000	-21,000	-21,000
Cornhill Traders	-34,967	-26,500	-25,974	-25,974
Rents- Corn Market and Cafe	-22,400	-21,150	-21,150	-21,150
Farmers Market	0	-2,400	-1,793	-750
Rival Markets Fee	-158	-500	-200	-500
Fairfield Car Park	-47,824	-47,824	-47,824	-47,824
TOTAL INCOME	-188,643	-182,374	-165,941	-165,198
SURPLUS	-141,940	-140,787	-123,854	-123,272
DISTRIBUTION OF SURPLUS				
Sunday Market Reserve	18,685	19,800	18,900	18,900
Dorset Council	80,116	78,642	68,220	67,842
Dorchester Town Council	43,139	42,346	36,734	36,530
	141,940	140,788	123,854	123,272
<u>Market Maintenance Reserve</u>				
Opening Balance 1/4/19	28,158			
Transfer out of Reserve 2018/19	-20,172			
Balance c/f 31/3/19	7,986			

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Dorchester Markets Joint Informal Panel 29th January 2020 Distribution of grants from the Dorchester Market Car Boot Fund for the Financial Year 2018-19

For Decision

Portfolio Holder: Cllr A Alford, Customer, Community and Regulatory Services

Local Councillor(s): Cllr Molly Rennie, Cllr Andy Canning, Cllr Les Fry, Cllr Stella Jones, Cllr Richard Biggs

Executive Director: Aidan Dunn, Executive Director, Corporate Development

Report Author: Kathleen Boston-Mammah

Title: Dorchester Market Car Boot Fund distribution overview 2019-20

Tel: 01305 838126

Email: Kathleen.boston-mammah@dorsetcouncil.gov.uk

Report Status: Public

Recommendation:

To provide members with an overview of the distribution of the Dorchester Market Car Boot Fund for the financial year 2018-19.

Reason for Recommendation:

1. Executive Summary

To ensure that the panel is updated on the grants awarded from the Dorchester Car Boot Fund in 2019 and the number of local projects and initiatives supported as a result of the income generated by the weekly Sunday Car Boot Sale held at Dorchester Market

2. Financial Implications

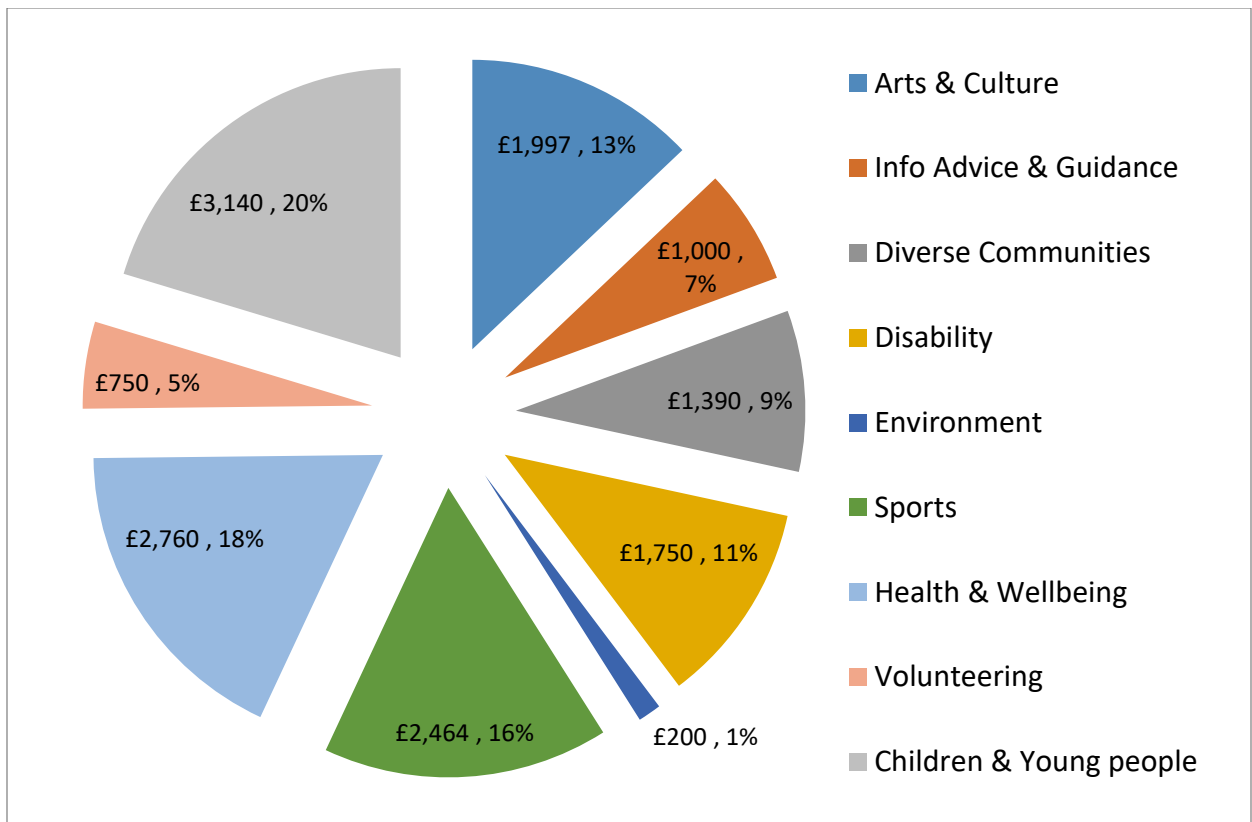
The Dorchester Market Car Boot Fund is financed entirely by the income from the car boot sales. The fund is managed and administered by officers in the Community Development Team.

3. Climate implications

4. Other Implications

The Dorchester Market Car Boot Fund opened for applications on the 23 January 2019 and closed on the 31st March 2019. Information about the fund was distributed locally and was also available on the Dorset for You website. A total of 45 applications were received which was 8 less than the previous year. The Grant awarding panel met on the 17th July 2019 to consider the applications. A total of 31 community and voluntary organisations were successful and the total amount awarded was £15,739.

The diagram below gives an indication of the type of organisations and activities funded by the Dorchester Market Car Boot Fund



A full list of applicants and amount funded is detailed in Appendix 2

Officers from the Planning (Community Policy & Development) Team are involved in the management and administration of the fund

5. Risk Assessment

Having considered the risks associated with this decision, the level of risk has been identified as:

Current Risk: Low

Residual Risk: Low

The Dorchester Market Car Boot Fund is subject to auditable standards of governance. All applications are assessed against clear criteria and organisations and groups are required to submit the necessary documentation.

6. Equalities Impact Assessment

Dorset Council has a statutory duty to promote equality through all of its services and expenditure, including grant aid. The funding of community based projects helps to provide a wide range of activities for all residents and support for those in need.

EQIA Screening Tool attached as Appendix 1

7. Appendices

Appendix 1: EQIA Screening Tool

Appendix 2: A list of applicants for the 2018-19 funding and projects funded

8. Background Papers

Dorset Council receives income from the Sunday Dorchester Car Boot Sale held on the Dorchester Market site. A proportion of this income is distributed to community and voluntary organisations via a community fund that is managed and administered by the Council through a panel comprising of members from Dorset Council and Dorchester Town Council.

The principle of using car boot sale returns to fund a grant scheme was first established in 1997 when Dorchester Markets Joint Committee created a donation scheme using the income from the weekly Dorchester car boot sale

9. Dorchester Market Car Boot Fund Criteria

The Dorchester Market Car Boot Fund is open to community and voluntary organisations and in order to be shortlisted the following criteria must be met:

- Organisations must be operating or supporting residents living within a 6.67 mile radius of the market and within the West Dorset District Council boundary.
- All organisations must have a written constitution or terms of reference.
- All organisations must have an equal opportunities policy or be working towards adopting such a policy.
- If relevant, organisations must have safeguarding policy for vulnerable adults and/or children.
- All organisations must submit a copy of their most recent set of accounts or if a new organisation a copy of a recent bank statement

The Dorchester Market Car Boot Fund will look to re-open for applications at the beginning of February 2020.

Footnote:

Issues relating to financial, legal, environmental, economic and equalities implications have been considered and any information relevant to the decision is included within the report.



Equality Impact Assessment (EqIA) Screening Record

Proposal / Brief Title:	Distribution of Grants from the Dorchester Market Car Boot Fund 2018-19
Date:	16 th January 2020

Type of Strategy, Policy, Project or Service:

What is this Screening Record in relation to? (please put a cross in the relevant box)

Existing:	<input checked="" type="checkbox"/>	Changing, update or revision:	<input type="checkbox"/>
New or proposed:	<input type="checkbox"/>	Other (please explain):	<input type="checkbox"/>

Report Created By:

Name:	Kathleen Boston-Mammah
Job Title:	Community Development Team Lead
Email address:	Kathleen.boston-mammah@dorsetcouncil.gov.uk

1. Briefly describe the aims and objectives of the proposal:
To ensure that the Dorchester Markets Joint Informal Panel is updated on the grants awarded from the Dorchester Car Boot Fund in 2019 and the number of local projects and initiatives supported as a result of the income generated by the weekly Sunday Car Boot Sale held at Dorchester Market
2. What outcomes are you seeking to achieve?
Informing the Dorchester Markets Joint Informal Panel of how the Car Boot Fund is spent over the year.

3. Screening Questions	Yes	No	Please explain you answer.
Does this proposal plan to withdraw a service, activity or presence?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does this proposal plan to reduce a service, activity or presence?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does this proposal plan to introduce, review or change a policy, strategy or procedure that will have new or different impact on people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Does this proposal affect service users and/or customers, or the wider community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organisations that are awarded the grant must be operating or supporting residents living within a 6.67 mile radius of the market and within the Dorset Council boundary.

Appendix 1 Dorchester Markets Joint Informal Panel

Does this proposal affect employees?	x		It impacts on the Community Development Team that administers the fund.
Will employees require training to deliver this proposal?		x	They already deliver the fund
Has any engagement/consultation been carried out?		x	
Are there any concerns at this stage which indicate that this proposal could have negative or unclear impacts on any of the protected characteristic group(s) below?		x	

4. Protected Characteristic	Yes	No	Comments
Age	x		The fund is open to any group that meets its wide ranging criteria and therefore all protected characteristics have equality of access to support by the voluntary and community groups that apply for funding
Disability	x		
Gender Reassignment & Gender Identity	x		
Pregnancy & maternity	x		
Race & Ethnicity	x		
Religion & Belief	x		
Sex	x		
Sexual Orientation	x		
Marriage & Civil Partnership	x		
Carers	x		
Rural isolation	x		
Single parent families	x		
Poverty (social & economic deprivation)	x		
Military families /veterans	x		

5. Please indicate any actions arising from completing this screening form		
Proposed action	Lead person	Timescale

<p>6. EqIA Screening and Declaration</p> <p>If you have answered yes to any of the screening questions or any of the protected characteristic group(s), a full EqIA should be undertaken.</p> <p>Please refer to the Equality Impact Assessment guidance and requirement flow chart before completing this section. If you decide that your 'policy' does not require an EqIA, it is important to show that you have given this decision due regard.</p>
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Appendix 1 Dorchester Markets Joint Informal Panel

Complete the relevant declaration depending on your outcome:	
EQIA Required	Yes / <u>No</u> If yes, please complete a full EqlA template
If no, please explain how you have given this decision due regard:	Dorset Council has a statutory duty to promote equality through all of its services and expenditure, including grant aid. The funding of community based projects helps to provide a wide range of activities for all residents and support for those in need.

Officer completing this Screening Template	Kathleen Boston-Mammah	Date	16 January 2019
Equality Lead	Kathleen Boston-Mammah	Date	16 January 2019
Relevant Focus Groups:*		Date:	
Directorate Board Chair:		Date	

* To include Diversity Action Groups

Please send this declaration to Equality Leads:

Susan Ward-Rice susan.ward-rice@dorsetcouncil.gov.uk
 Kathy Boston-Mammah kathleen.boston-mammah@dorsetcouncil.gov.uk
 Sharon Attwater sharon.attwater@dorsetcouncil.gov.uk

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Appendix 2 Dorchester Markets Joint Informal Panel - Dorchester Car Boot Fund Grant Distribution = £15,739

Organisation	Grant	Amount Requested	Amount Awarded
1st Charminster Scout Group	Scout Hut running costs	£200	£200
Charlton Down CC	Dorset Cricket Board training fees for a young coach	£515	£300
DAIT (Domestic Abuse Intervention Training)	Freedom books	£287.50	£288
Dorchester Arts	Freelance class teacher fees	£1,000	£500
Dorchester & District Amateur Boxing Club	Running costs	£300	£300
Dorchester Ballet and Dance Club	New sound system	£200	£200
Dorchester Child Contact Centre	Laptop and professional set up	£500	£500
Dorchester Community Plays Association	3 sewing machines and 1 overlocker machine	£1,000	£800
Dorchester Disabled Club	Bus insurance	£500	£500
Dorchester Men's Shed CIC	Replacement table, saw and pillar drill	£259.91	£260
Dorchester Opportunity Group	Telephone and broadband costs	£500	£500
Dorchester Rugby Club	Fixed boot wiper, roller tackle bag senior and junior	£1,227.60	£664
Dorchester Social Stroke Club	Administrative and outing costs	£500	£500
Dorchester Youth and Community Centre	Round the world cooking project	£840	£840
Dorchester Youth Extra	PA and activities for the anonymous Festival	£1,500	£500
Dorchester Youth Theatre	Equipment such as display panels, microphone headsets, assisted member places etc.	£600	£600
Dorset Blind Association	Volunteer expenses	£500	£250
Dorset County Association of Church Bell Ringers	Towards building a dumbbell machine	£497	£497
Dorset Mind - The Gap Project	Volunteer training and gardening for the Mind the Gap project	£1,250	£800
Dorset Search & Rescue (DorSAR)	High vis jackets	£600	£200
Friends at Broadmayne School (FABS) PTA	New steps into the pool as the previous ones are dangerous	£500	£500
Friends of Dorchester West Station	Soil and turf costs	£200	£200
Home-Start West Dorset	Volunteer costs	£1,000	£1,000
Jurassic Coast Captors	Pitch marking equipment	£700	£700
Kushti Bok	Roma and Sinti Holocaust Memorial ceremony	£590	£590
Piddlehinton United Football Club	Dorset FA First aid courses for 2 club members, First aid kit supplies and expenses	£510	£100
Puddletown Cricket Club	New equipment	£200	£200
Puddletown FC	Equipment and kit costs	£200	£200

Appendix 2 Dorchester Markets Joint Informal Panel - Dorchester Car Boot Fund Grant Distribution = £15,739

Southwest Dorset Multicultural Network	Black History Month event costs	£800	£800
Volunteer Centre Dorset	Volunteer costs and expenses	£1,250	£750
Wyvern Credit Union Ltd	Upgrading IT system	£3,000	£1,500

Grant Recipients awarded grants total requested - £21,727

Grant total awarded - £15,739

64% of groups in receipt of a grant were awarded total grant requested

Sector	Organisation	Grant	Sector	Organisation	Grant
Arts & Culture	Dorchester Arts	£500	Health & Wellbeing	Dorchester Men's Shed CIC	£260
	Dorchester Ballet and Dance Club	£200		Dorset Mind - The Gap Project	£800
	Dorchester Community Plays Association	£800		Dorset Search & Rescue (DorSAR)	£200
	Dorset County Association of Church Bell Ringers	£497			
Children & Young People	1st Charminster Scout Group	£200	Information, Advice & guidance	DAIT (Domestic Abuse Intervention Training)	£288
	Dorchester Child Contact Centre	£500		Home-Start West Dorset	£1,000
	Dorchester Youth and Community Centre	£840		Wyvern Credit Union Ltd	£1,500
	Dorchester Youth Extra	£500			
	Dorchester Youth Theatre	£600			
	Friends at Broadmayne School (FABS) PTA	£500			
Diverse Communities	Kushti Bok	£590	Sports	Charlton Down Cricket Club	£300
	South West Dorset Multicultural Network	£800		Dorchester & District Amateur Boxing Club	£300
				Dorchester Rugby Club	£664
				Jurassic Coast Raptors	£700
				Piddlehinton United Football Club	£100
				Puddletown Cricket Club	£200
Disability	Dorchester Disabled Club	£500	Volunteering	Volunteer Centre Dorset	£750
	Dorchester Opportunity Group	£500			
	Dorchester Social Stroke Club	£500			
	Dorset Blind Association	£250			
Environment	Friends of Dorchester West Station	£200			



Date of Meeting: Wednesday 29th January 2020

Lead Member: Cllr A Alford - Lead Member for Customer, Community and Regulatory Services

Lead Officer: Greg Northcote Estates Manager

The appendices are not for publication by virtue of paragraph 3 of Schedule 12A, Part 1 of The Local Government Act 1972, as amended. The public interest in maintaining the exemption outweighs the public interest in disclosing it.

Executive Summary: The Panel receives bi-annual market management reports on the Dorchester Markets and related property and facilities.

Equalities Impact Assessment:

None

Budget:

See related Financial Outturn Report for period to 30th September 2019. Continuing decline in revenue will impact net returns for each Council.

Risk Assessment:

Having considered the risks associated with this report, the level of risk has been identified as:

Current Risk: LOW as the fall in income was anticipated

Residual Risk MEDIUM as there is a risk that the income could fall further

Other Implications:

Financial: Declining revenue stream as identified in the Report

Recommendation:

1. That members instruct senior officers from both Councils to review future management arrangements to address the declining trend in market performance.
2. That members approve the financial settlement and revised stall tolls for the Farmers Market
3. That members note the remainder of the report.
4. That members agree that any underspend in the repairs budget is transferred to the Market Repair Reserve.

Reason for Recommendation:

1. To reconcile the financial position and future licensing of the Dorset Farmers Market.
2. To ensure that Members are kept informed of progress in respect of management and development of the various markets.
3. To ensure that maintenance liabilities are being addressed and that funds held in reserves can be applied to fund maintenance if required.

Appendices:

- 1) Confidential Appendix Ensors draft accounts for the previous financial year.
- 2) Confidential Appendix Ensors Management Report

Background Papers: None

Officer Contact:

Name: Greg Northcote Estates Manager

Tel:01305-838268

Email: gnorthcote@dorset.gov.uk

Report

1. Background

1.1 Dorchester Market is a prescriptive market. Dorset Council owns the Dorchester Market site and has granted a lease dated 1st October 1978 for 99 years to Trustees of the Dorset Council and Dorchester Town Council and entered into an associated Market Agreement that details the management arrangements that are today overseen by this Committee.

2. Dorchester Market – Ensors

Background

2.1 Trustees of the Dorset Council and Dorchester Town Council have leased the site of Dorchester Market to T Ensor and Son Ltd (Ensors) and currently Ensors hold a lease from 2001 for a term expiring in 2026. Ensors have rights to hold a market on Wednesdays and a Car Boot Sale on Sundays every week of the year and on any other days as may be agreed. Ensors undertake the management of the market and are required to provide periodic financial reports. Market Tolls are set by agreement with the Council.

2.2 Market Revenues have been falling for many years owing to the changing pattern of retailing, internet purchasing, and general trends of markets failing to meet the requirements of younger shoppers. Previously officers have

commissioned a report from NABMA in respect of the market operations, a Dorchester Market Survey to assess the public's view of the market and have presented a discussion paper called a Vision for Dorchester Market. These have proposed operational improvements and site maintenance works to support the market.

Report

2.3 When the lease was granted in 2001 the rent reserved under the lease was £194,000pa but for the last full year ended March 2019 it had fallen to £77,500.

2.4 The figures provided by Ensors for the first six months of 2019/20 show a further fall in revenue of 14%, a fall in expenditures of about 5% and a fall in net profit of 25% relative to the equivalent period last year. The revenue received by the Car Boot sale also declined over the same period by 11%.

2.5 The higher fall in net profit compared to gross income is accounted by expenditure remaining fixed in certain areas. There is therefore a continuing medium level risk of profit decline unless a strategy can be identified to increase site revenues.

2.6 Ensors have supplied the attached Market Operators Report citing poor trading conditions and bad weather throughout the autumn albeit that 5 of 6 trading months showed falls in revenue.

2.7 Ensors advise that the position is not helped by the dilapidated condition of the site. The Panel have fully spent the allocated budget and drew from reserves to address essential repairs to the roofs and gates and to undertake improvements including the new CCTV with 9 cameras giving complete coverage of the exterior of the buildings recording 24/7 and saving recordings for 30 days. Signs notifying the CCTV surveillance have been installed. The system is fully functioning. A new main gate has been installed and a security managed locking regime is in place overseen by the Car Park Team. A further gate off Weymouth Avenue has been replaced and when open is locked in place.

2.8 Officers have also recently installed sub metering of the electric and water supplies on the site enabling accurate recharging to users for the first time. Since their installation electricity consumption has been broadly equal between the Council and the Market. Council costs should be allocated to the respective users.

2.9 Officers expect to undertake continuing works to address graffiti issues and will schedule redecoration of external joinery including doorframes as well as works to borrowed light panels this year but assuming that no further response maintenance arises there is likely to be a maintenance underspend that the Panel may wish to allocate to replenish the Maintenance Reserve Fund.

2.10 The North and South Linneys remain underused and attract littering and graffiti issues. Officers do not believe that planners will support their removal because of the proximity to the Conservation Area. It is unlikely that their condition alone is a significant contributor to revenue decline.

2.11 Ensors have reported declining revenues for many years and the Panel has reviewed means to improve performance. The Panel may wish to request that senior officers in both Councils review Ensors report and their proposals and report back any new proposals that could address the declining revenue arising from the market operation.

3.0 Cornhill Market

3.1 Dorchester Cornhill Market Limited manages the trading pitches marked out at Cornhill under licence from the Council.

3.2 Dorchester Cornhill Market Limited has been granted a licence for a term of three years at the current annual fee of £26,632. The rent increases in line with the Retail Price Index.

3.3 Rent payments are being received on a regular basis

3.4 The Licence permits vehicle parking to demount the stalls from 4.00 pm each day and the market operator has been reminded to comply with this condition.

4.0 The Farmers Market

4.1 The Dorset Farmers Market, which operates between Nappers Mite and W H Smith, has had a difficult year and owing to a combination of the lack of demand from stallholders and the weather they ceased operating Farmer's Markets in South Street from September 2019 but now wish to recommence trading at the end of January this year.

4.2 Terms for the continuation of the market were agreed with officers at the beginning of 2019 but the licence was not signed by Dorset Farmers Markets owing to a change in personnel. The new Company Secretary is no longer willing to accept the previous terms. We are advised that to do so would have created a loss making situation for them and they do not have the reserves to cover the licence fees.

4.3 Dorset Farmers Market have advised that their market has declined in recent years, commencing with the demise of Woolworths, the departure of Next and with the imminent departure of Marks and Spencer reflecting the reduced and changed spending habits of customers in Dorchester compared to Poundbury. They further advised that customer spending has also reduced significantly after 2pm. They explained that the Farmers Market in Poundbury

has continued successfully and that there the visitors there are more inclined to purchase good quality farmer's goods despite their relatively higher prices.

4.4 Other factors are also relevant to their finances including that they have direct stall supply and setting up/take down costs that reduce their profit. Evidently they are failing to pass this onto the traders.

4.5 Other concerns raised by Dorset Farmers Market were:-

- Closure/changes of stores on South Street and effects of temporary structures eg: scaffolding.
- Market stalls spread out over a wide area to avoid certain shop fronts meant that the cohesive market 'feel' was lost. Customers did not realise we were a farmers market, and therefore failed to appreciate the quality and provenance of the products on offer.
- Access and logistics of loading and unloading in a pedestrian area alongside other businesses and delivery vehicles.
- Restrictions of food hygiene guidelines controlling food storage and exposure. Many products are restricted to a maximum of 4 hours.

4.6 Dorset Farmers Markets advised that their, "aim is to identify the key requirements for both Dorchester customers and our members and develop a market more likely to succeed eg: time/dates of markets, possibility of providing food to go, addressing access issues, finding a location that supports a market in its entirety & improving target marketing. This may require changes to DFM policies and therefore will not happen in the short term."

4.7 With regard to the payment for the stalls I understand that payments have been received until 31st March 2018. Officers have been discussing the arrears for stalls since this date and have reached a tentative proposal as follows:-

- a) In the year 2018 – 19 we are advised there were 97 stalls operating and based upon a reduced rate of £13.75 per stall Dorset Farmer's Market are prepared to make a payment of £1,328 for that year. *That compares to the charge previously agreed of £2,400 based on £20 per stall.*
- b) With regard to 2019 - 20 markets were held only during the first six months totalling 31 stalls and Dorset Farmers have proposed a payment based upon a rate of £15 per stall making a total payment of £465.
- c) The proposal for future stalls is to increase the rate per stall to £17.50per stall from 1st January 2020. *That is likely to result in a revenue for 2019-2020 of about £750.*

4.8 Officers are recommending to finally reconcile payments and future arrangements with Dorchester Farmers Market on the above basis.

5.0 Cornmarket

5.1 The tenants Gary Batt and Guy Schwinge t/a Duke's Auctioneers continue to hold over under the terms of their expired lease.

5.2 This situation has continued for several years and is kept under review. Officers believe that the rent passing is at or about market rental value.

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