



Dorchester Markets Informal Joint Panel

Date: Wednesday, 10 July 2024
Time: 5.30 pm
Venue: Dorchester Town Council Chamber, Corn Exchange, Dorchester

Members (Quorum)

Dave Bolwell, Piers Brown, Simon Christopher, Jed Germodo, Janet Hewitt, Frances Hogwood, Sally Holland, Rob Hughes, Stella Jones, Craig Monks, Kate Reid, Molly Rennie, Roland Tarr and Sarah Williams

Chief Executive: Matt Prosser, County Hall, Dorchester, Dorset DT1 1XJ

For more information about this agenda please contact Democratic Services Meeting Contact joshua.kennedy@dorsetcouncil.gov.uk

Members of the public are welcome to attend this meeting, apart from any items listed in the exempt part of this agenda.

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Agenda

Item		Pages
1.	ELECTION OF CHAIR To elect a Chair for the remainder of the municipal year 2024/25.	
2.	ELECTION OF VICE-CHAIR To elect a Vice-Chair for the remainder of the municipal year 2024/25.	
3.	APOLOGIES To receive any apologies for absence.	
4.	MINUTES To confirm the minutes of the meeting held on 31 January 2024.	5 - 8

5. DECLARATIONS OF INTEREST

To disclose any pecuniary, other registrable or personal interest as set out in the adopted Code of Conduct. In making their decision councillors are asked to state the agenda item, the nature of the interest and any action they propose to take as part of their declaration.

If required, further advice should be sought from the Monitoring Officer in advance of the meeting.

6. PUBLIC PARTICIPATION

Representatives of town or parish councils and members of the public who live, work, or represent an organisation within the Dorset Council area are welcome to submit either 1 question or 1 statement for each meeting. You are welcome to attend the meeting in person or via MS Teams to read out your question and to receive the response. If you submit a statement for the committee this will be circulated to all members of the committee in advance of the meeting as a supplement to the agenda and appended to the minutes for the formal record but will not be read out at the meeting. **The first 8 questions and the first 8 statements received from members of the public or organisations for each meeting will be accepted on a first come first served basis in accordance with the deadline set out below.**

Further information read [Public Participation - Dorset Council](#)

All submissions must be emailed in full to Joshua.kennedy@dorsetcouncil.gov.uk by 08:00am Friday 5 July 2024.

When submitting your question(s) and/or statement(s) please note that:

- You can submit 1 question or 1 statement.
- A question may include a short pre-amble to set the context.
- It must be a single question and any sub-divided questions will not be permitted.
- Each question will consist of no more than 450 words, and you will be given up to 3 minutes to present your question.
- When submitting a question please indicate who the question is for (e.g., the name of the committee or Portfolio Holder).
- Include your name, address, and contact details. Only your name will be published but we may need your other details to contact you about your question or statement in advance of the meeting.
- Questions and statements received in line with the council's rules for public participation will be published as a supplement to the agenda.
- All questions, statements and responses will be published in full within the minutes of the meeting.

7. 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.

8. FAIRFIELD ROAD PROJECT UPDATE

To receive an update on the Fairfield Road project from the Principal Transport Planner.

9. DORCHESTER ARTISAN MARKET REPORT

9 – 12

To consider a report from the Dorchester Town Council, Town Clerk.

10. APPOINTMENTS TO THE CAR BOOT GRANTS PANEL

To update on the fund and to agree the appointments to the Panel responsible for allocating funds in 2024/25.

11. UPDATE ON FUTURE FAIRFIELD MARKET OPERATOR

To receive a verbal update from the Head of Community & Public Protection.

12. BUDGET OUTTURN REPORT 2023-24

13 - 17

To receive a report from the Senior Accountant.

13. EXEMPT BUSINESS

To move the exclusion of the press and the public for the following item in view of the likely disclosure of exempt information within the meaning of paragraph x of schedule 12 A to the Local Government Act 1972 (as amended). The public and the press will be asked to leave the meeting whilst the item of business is considered.

There are no exempt items scheduled for this meeting.

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DORCHESTER MARKETS INFORMAL JOINT PANEL

MINUTES OF MEETING HELD ON WEDNESDAY 31 JANUARY 2024

Present: Cllrs Laura Beddow, Simon Christopher, Janet Hewitt, Susie Hosford, Nick Ireland, Fiona Kent-Ledger, Molly Rennie, Kate Reid and Roland Tarr

Apologies: Cllrs Simon Gibson, Stella Jones and Mary Penfold

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

Kevin Evans (Senior Accountant (Place)), Graham Duggan (Head of Community & Public Protection), Joshua Kennedy (Democratic Services Officer), Hannah Massey (Lawyer - Regulatory), Steve Newman (Town Clerk), Christopher Peck (Principal Transport Planner) and Matthew Turnbull (Democratic and Electoral Services Apprentice)

16. **Apologies**

Apologies for absence were received from Cllrs Simon Gibson, Stella Jones, Mary Penfold.

17. **Minutes**

The minutes of the last meeting held on 27 September 2024 were confirmed and signed.

18. **Declarations of Interest**

There were no declarations of interest.

19. **Public Participation**

There were no public questions.

20. **Urgent Items**

There were no urgent items.

21. **Fairfield Environmental Improvements Update**

The Principal Transport Planner delivered an update on the Fairfield Road works aided with a visual presentation. It was explained that phase 1 of the project was currently underway and photographs of the current progress was shown to the

panel. It was estimated that phase 1 of the project would be completed within the coming weeks.

The Principal Transport Planner outlined phase 2 of the project, which involved environmental improvements to the area to make it more aesthetically pleasing, this included tree planting, the construction of rain gardens and paving. Images of potential materials were shown to members, as well as examples of similar projects. It was explained that funding for phase 1 had been secured, however further funding for phase 2 would need to be secured, with contributions from both councils.

Members were in agreement that the completion of phase 2 of the project would provide a positive improvement to the area in terms of making it a more attractive space.

Proposed by Cllr Hewitt and seconded by Cllr Kent-Ledger.

Decision: That the panel request that officers explore potential funding options for the panel to contribute to the environmental improvement works.

22. Financial Outturn Projection 2023/24 & Proposed Budget 2024/25

The Senior Accountant presented the budget figures to the panel. There was a minor overspend on the expenditure budget, due to higher than expected utilities costs and there was forecasted to be a deficit in incoming revenue from the Market Operator budget based on the latest figures received. Other sources of income were expected to come in on budget. The Senior Accountant also gave details on other budgetary figures including, the car boot fund and reserve fund.

Proposed by Cllr Kent-Ledger and seconded by Cllr Tarr.

Decision: That the Panel note the current projected outturn position for 2023/24 and approve the 2024/25 budget proposals.

23. Sunday Market Update

The Dorchester Town Clerk presented an update on the Sunday Market proposal, noting that dates had been arranged for markets to take place on Sundays in 2024 and the location of the markets within Dorchester.

In response to questions from members the Town Clerk responded that he would look into the location of the markets given the panels opinion that they shouldn't be held in Brewery Square, as discussed at another meeting.

The panel noted the update.

24. Car Boot Fund Distribution

The Dorchester Town Clerk delivered an update to the panel on the distribution of the car boot funds, following the meeting of the Car Boot Grant Panel. 14 organisations had been funded with £14,000 being allocated between them.

25. Dorchester Market Operators Report

The Market Operator presented their report to the panel and explained that the most recent trading period had not been easy and income was lower than expected, in part due to bad weather.

In response to a question from one member the Market Operator agreed to look into whether the covered barn area was being used as a storage area during the week and address the issue if so, as concerns were raised over safety issues.

26. Future Operation of Fairfield Market

The Head of Community and Public Protection presented the report on the future operation of Fairfield Market. It was explained that the current lease was coming to an end in March 2026 and a new market operator will be needed. The options available to the panel were to start a procurement process to seek a new operator or Dorchester Town Council had expressed an interest in operating the market. The report outlined the options available and the benefits of each option.

Proposed by Cllr Ireland and seconded by Cllr Hewitt.

Decision: That the panel request that officers propose a recommended route for the procurement or appointment of a new market operator to the next scheduled meeting of the Dorchester Markets Informal Joint Panel.

27. Exempt Business

There was no exempt business.

Duration of meeting: 2.00 - 3.33 pm

Chairman

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Dorchester Artisan Market Report

The first two markets in April and May were well attended with over 10,000 visitors and over 100 traders at both events. For the first two markets we deliberately kept the market trader numbers low to ensure that the layout plan worked and there were no issues with access and egress for setting up the market and loading out at the end of the day.

We had traders in Borough Gardens, Bowling Alley Walk, West Walk, South Street, South Walks, Weymouth Avenue outside the Atrium and Maxgate, Eldrigde Street and into Brewery Square. Sadly, we were not able to use the full extent of Borough Gardens on both markets due to rainfall and soft ground so we were confined to the hard standing.

The layout of the market works well, so for the June Market we have increased trader numbers by 25% to check for further resilience. We will then increase trader numbers each month taking up the full extent of Pope Street, Drayhorse Yard and South Street to Barclays Bank and South Walks to the junction of Acland Road.

The market works well with the car boot sale with numerous visitors attending both events. We have surveyed a number of visitors and people are travelling from as far away as Bournemouth and Poole, many using the train to come to Dorchester. We checked the car parks during the market and so far, there has been sufficient parking for visitors. Our traders are currently parking at the County Hall staff car park, and we hope that this arrangement can continue as it releases valuable spaces for visitors to the town.

Feedback from visitors has been very positive, many like the layout of the market as they explore Dorchester and discover areas, they may not be familiar with, we have produced a map that is on the reverse of the flyers, and we have included a copy in the report. The maps have proven to be very useful; all the traders have flyers and maps so they can direct visitors if asked. Visitors like the mix and quality of the artisan traders, other feedback has been that the market brings a nice vibe to the town and the music in Borough Gardens has also been a success.

Feedback from the traders has been very positive, income for the traders is very good and traders are keen to book in for future markets and return.

Our plans going forward are to increase the number of traders incrementally until we reach capacity, we are putting music on in Brewery Square from June, the music in Borough Gardens will continue. From June onwards we are collaborating with Keep 106 who will have a pitch at the bottom of South Walks where they will live stream and play music and finally we will continue with Social Media expansion, our metrics are really good with 2205 visitors in the last 30 days to the website, and 9,873 hits, shares, likes on Facebook and Instagram in the last month.



HAND PICKED & SELECTED ARTISAN MARKET

FEATURING

LOCAL PRODUCERS, SUPPLIERS, AMAZING FOOD, ARTS AND CRAFTS.

Markets held between 10am - 3pm on the dates below.



APRIL 28TH

AUG 25TH

MAY 26TH

SEPT 22ND

JUNE 23RD

OCT 27TH

JULY 28TH

NOV 24TH

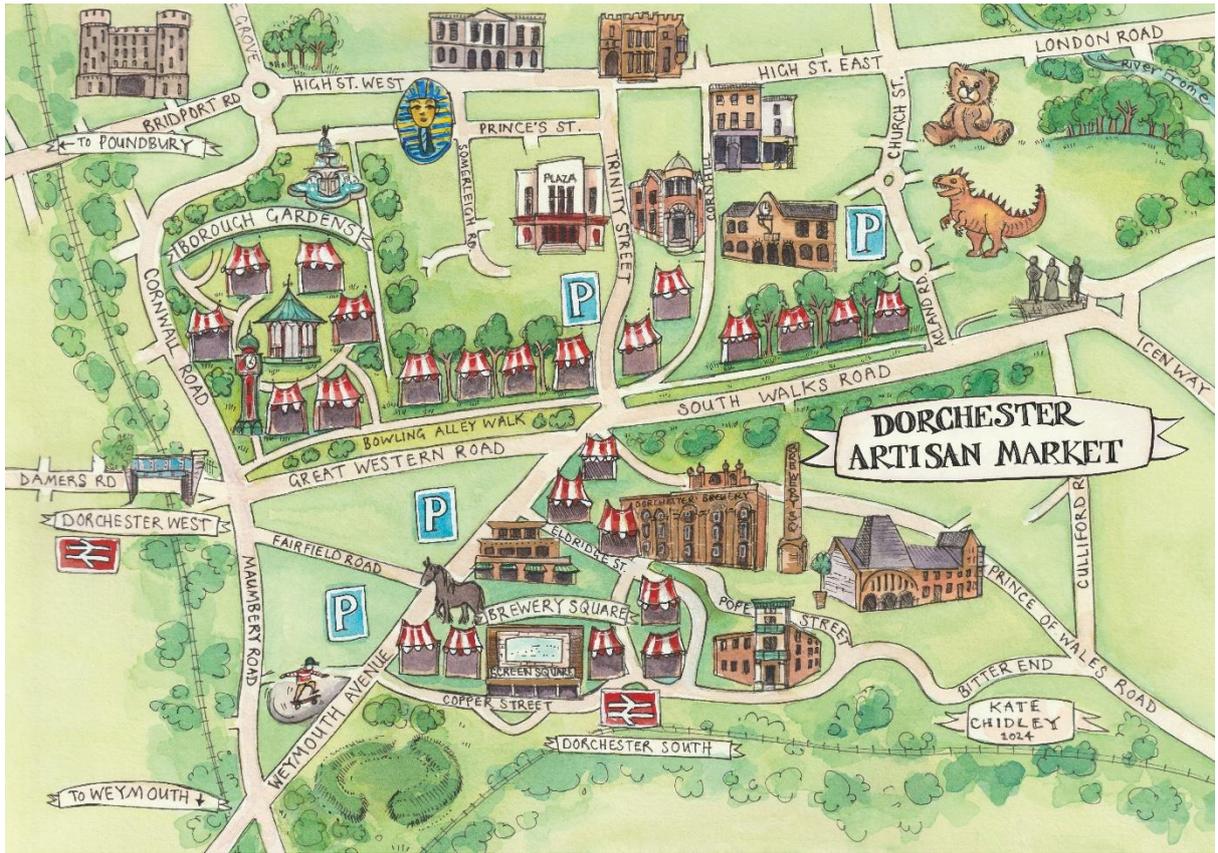
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Dorchester Markets Joint Informal Panel

10 July 2024

Financial Outturn Report 2023/24

For Decision

Cabinet Member and Portfolio:

Cllr G Taylor, Public Health, Environmental Health, Housing, Community Safety and Regulatory Service

Executive Director:

Jan Britton, Executive Lead for Place

Report Author: Kevin Evans

Job Title: Senior Accountant

Tel: 01305 225188

Email: kevin.evans@dorsetcouncil.gov.uk

Report Status: Public

Brief 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.

Recommendation:

That Members of the panel approve the income and expenditure statement for 2023/24.

Reason for Recommendation:

To enable Members of the panel to consider and approve the Accounts for the year ending 31st March 2024.

1. **Budget 2023/24**

- 1.1 The Panel agreed a budget for 2023/24 at a meeting on the 25th January 2023. The expenditure budget was set at £45,332, with the gross income budget set at £160,280, leaving a budgeted surplus for distribution of £114,948.

2. **Outturn 2023/24**

- 2.1 Actual expenditure incurred during 2023/24 totalled £46,554 against a budget of £45,332, resulting in a minor overspend of £1,222. This was mainly due to higher than budgeted electricity and water costs, from Npower and Water2Business respectively. The monthly water charge significantly increased during the year, following a period of previous charges where the estimated bill was based on typical usage during the pandemic period. This increase has been reflected in the 2024/25 budget, where inflationary uplifts have been applied against these budget lines.
- 2.2 Included in the £45,332 total expenditure budget was a line for Repairs & Maintenance (R&M) with a budget of £19,600. This budget line had a nil variance in 2023/24. Actual R&M expenditure incurred during the year was only £3,033, with the balance of £16,567 being transferred into the Market Maintenance Earmarked Reserve. This treatment is consistent with prior financial years.
- 2.3 The total income accounted for during 2023/24 was £132,294 against a budget of £160,280, leaving an income deficit of £27,986. The main underlying reason for this shortfall is the lower than budgeted returns from the main Market Operator contract (Ensors). In addition, there was a shortfall on the Café rental income due to timing differences with the new tenant lease.
- 2.4 Income generated from the Market Operator contract with Ensors saw a welcome increase from the 2022/23 total of £42,914, with a 2023/24 total of £47,594 (a 10.9% rise in the net income generated). However, the income generated was still significantly below what was budgeted for. The operation of the Market returned the panel £33,908 against a budget of £50,400, while the Car Boot returned the panel £13,686 against a budget of £22,050.

- 2.5 There was an income deficit of £3,550 in relation to the rent of the Café, due to timing differences in relation to the new tenant lease. Total income received for the rents of the Corn Market and the Café was £18,550 against budgeted income of £22,100.
- 2.6 Other income budget lines were either on budget, or had minor variances. For example, the Fairfield Car Park income transfer, and Cornhill Traders income were as per budget. In the case of the Cornhill Traders, the income budget in 2023/24 was reduced following the previously agreed reduction in the monthly premiums.
- 2.7 The final net surplus for distribution in 2023/24 was £85,740, against a net budget of £114,948, a shortfall of £29,208. The distribution of this is as follows....
- £12,317 to the Sunday Car Boot Reserve (against a budget of £19,845).
 - £47,725 to Dorset Council (against a budget of £61,817).
 - £25,698 to Dorchester Town Council (against a budget of £33,286).

3. Current Reserves Summary

- 3.1 The balance carried forward on the Market Maintenance Earmarked Reserve, as at 31/03/2024, is £78,035. This is comprised of an opening balance of £61,468, plus the unspent R&M 2023/24 budget of £16,567. There were no drawdowns made on this reserve during 2023/24.
- 3.2 The balance carried forward on the Sunday Car Boot Earmarked Reserve, as at 31/03/2024, is £13,914. This is comprised of an opening balance of £15,597, plus the 2023/24 top up of £12,317 from the Sunday Car Boot proceeds. There was an in year draw down on the reserve of £14,000 to fund the Community Grants awards.

4 Financial Implications

As detailed in the report.

5 Natural Environment, Climate & Ecology Implications

No impact.

6 Well-being and Health Implications

None.

7 Other Implications

None.

8 Risk Assessment

8.1 HAVING CONSIDERED: the risks associated with this decision; the level of risk has been identified as:

Current Risk: MEDIUM as the Market Operator income is variable.

Residual Risk: MEDIUM as there could be a further loss of income.

9 Equalities Impact Assessment

None.

10 Appendices

Appendix 1 – Financial Outturn 2023/24

11 Background Papers

Ensors Management Accounts for the period 01/04/2023 – 31/03/2024

	(A) Budget 2023/24 (£)	(B) Outturn 2023/24 (£)	(C) Variance (£)
EXPENDITURE			
Premises			
Repairs and maintenance	19,600	19,600	0
Electricity	4,349	5,592	-1,243
Water	265	1,672	-1,407
Insurance	880	880	0
2/7 share of actual costs of toilets	2,200	1,031	1,169
	27,294	28,774	-1,480
Supplies and Services			
Subscriptions	716	384	332
Miscellaneous Costs	0	73	-73
	716	457	259
Recharges			
Dorset Council	15,634	15,634	0
Dorchester Town Council	1,688	1,688	0
	17,322	17,322	0
TOTAL EXPENDITURE	45,332	46,554	-1,222
INCOME			
Rents			
Market Operator Contract	-50,400	-33,908	-16,492
Car Boot	-22,050	-13,686	-8,364
Cornhill Traders	-12,987	-12,987	0
Rents - Corn Market and Cafe	-22,100	-18,550	-3,550
Farmers Market	0	0	0
Rival Market Fee	-500	0	-500
Recovered Costs	0	-920	920
Fairfield Car Park	-52,243	-52,243	0
TOTAL INCOME	-160,280	-132,294	-27,986
SURPLUS	-114,948	-85,740	-29,208
DISTRIBUTION OF SURPLUS			
Sunday Car Boot Reserve	19,845	12,317	-7,528
Dorset Council	61,817	47,725	-14,092
Dorchester Town Council	33,286	25,698	-7,588
	114,948	85,740	-29,208
Market Maintenance Earmarked Reserve			
Balance b/f 01.04.2023	61,468		
Transactions 2023/24	16,567		
Balance c/f 31.03.2024	78,035		

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