



## CRTRA COMMITTEE

### CRTRA Committee Meeting Monday 12 September 2011, 8pm Hop Toy Shop

Held at: 68 Chatsworth road, London, E5 0LS

Present: Diane (Chair), Maria (Vice Chair), Mary (Secretary), Niall (Treasurer), Soli (Observing), Katie(Observing), Damian, Laia, Remi, Ann(Observing)

Apologies: Sara Rance

#### MINUTES

Item	Action
1.0 <b>Constitutional Matters:</b> Trader vacancy Laia standing down – Katie interested in filling vacancy Soli would like to continue in a volunteer capacity and not as a committee member	Maria/Diane to discuss Advertise vacant posts
2.0 <b>Membership Update</b> <ul style="list-style-type: none"><li>- Summary from Damian</li><li>- Letter has been written for traders and resident members.</li><li>- Discussed process to be: register online and then pay £1 and collect membership card at stall on market day.</li></ul> Discussed: <ul style="list-style-type: none"><li>- The difficulty of getting traders onboard for £50pa.</li><li>- The possibility of offering the opportunity of sharing resources amongst the community and bringing traders together to obtain better deals in Insurance etc.</li><li>- Soli raised the issue that many traders may have language barrier and also not be local residents so may not have as much interest in the area.</li><li>- The need for shops to feel that they are being represented.</li></ul> Briefly touched on finances.	
3.0 <b>CIC progress – Niall, Damian, Sara</b> <ul style="list-style-type: none"><li>- Company name to be CRTRA CIC</li><li>- It is to be a limited company by guarantee</li><li>- To have an authorised shared Capital of £100</li><li>- We will need to appoint a company secretary &amp; directors. Niall suggests all board members should be trustees.</li><li>- 2 documents – 1 outside and one internal.</li><li>- The most contentious issue is voting rights and how it is set up.</li><li>- Remi agreed to use his office as the registered office.</li><li>- £30-£40 costs</li></ul>	



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### 4.0 Finances

- Need to transfer account into Niall's name and take off Ian Rathbone
- The stall holders raised £2400 from the Top Shop sale which is put aside for the market, probably to buy stalls.
- Broadway is paid up to date.
- We are owed £130 from stall holders
- We are waiting to hear from Broadway for stock update of what stalls are available.
- We need to look into how to support the growth of the market.

Remi to  
contact I.  
Rathbone

### 5.0 Market Update

- Prototype of Council designed stall to be viewed on the up coming Sunday.
- Damian is continuing to research purchase of our own stalls, with the possibility of having them made for us.
- Damian has secured a storage space in Pridmore to store our own stalls and equipment
- Hackney Council is suggesting that we use their layout on the market.
- Flyers are running low, we need to print some more.
- Market sub committee meeting to be arranged asap
- We have implemented a new payment process for stall holders which requires stall holders to pay a week in advance for their stall and two weeks deposit for the CRTRA to hold and use only if a stall holder fails to turn up to market when they are expected. Deposits will be held and returned when a stall holder chooses to leave the market. Some confusion as to whether the committee agreed to two or three weeks deposit in the last committee meeting.
- We will review this payment system after Christmas.
- On 4 September 4 the market had 30 stalls which is so far the most ever.

Damian

Mary to check

### 6.0 Help needed

- We need help in manning the CRTRA stall on Sundays

Remi to find  
people

### 7.0 Newsletter

- Euan & Diane have done a draft newsletter which they have circulated amongst the committee members for any feedback.
- Discussed adding any general street gossip to the newsletter as point of interest.

### 8.0 Website/Social Media Content

- The secretary's role is to update the website with the new minutes within the two weeks after the meeting.
- Concerns of the style of the website
- Discuss with People's Supermarket the results of their survey

Euan to  
show Mary  
how to  
upload.

Mary/Toby  
to look at  
site and  
feedback



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- 9.0 **Cashpoint update:** It is agreed that we can go ahead with a free cash point on the street. We need to bring to the attention of all the shops and see who wants to have it. Euan to write & circulate letter.
- 10.0 **Security**  
- Andy Wells from the council is happy to meet with us to discuss security options for Chatsworth road shops. Options seem to be walkie talkies connected to CCTV or Security boxes.  
- Soli to find out who still has boxes from previous trial.
- 11.0 AOB  
- Euan suggested we react to Westfield's opening and impress the need to support the small shops.  
- The rent was substantially increased for PC Clinic which is a concern for future rent reviews on other shops on Chatsworth road.  
- Bags have been printed by Hackney Council as an initiative for customers to stop Chatsworth road and stop using plastic bags. Will be distributed by Anne for shops to give out. We also have 100 bags which can be used at the market  
- Euan raised the importance of CRTRA knowing who owns all the properties on Chatsworth road and it may be necessary to pay for a land registry search if we have the money to spare.