



**MINUTES**  
**Wednesday 18 January 2012**  
**7:00 – 9:15pm at Cakey Muto**

*Attendees: Euan, Niall, Maria, Katie, Octavia, Louisa, Damian, Rémy, Robert*  
*Apologies: Diane, Leon, Anne Malcolm (LBH)*

**NEXT MEETING DATE: \*TO BE AGREED\***

To include discussion about lessons from events e.g. Christmas planning to start earlier (artwork, publicity, Santa!) and agenda for AGM – finances, strategies (including wish list for funding), prospects etc.

Minutes	Actions
<p><b>1. Open meeting</b></p> <ul style="list-style-type: none"> <li>No attendees</li> </ul>	
<p><b>2. Minutes from previous meeting</b></p> <ul style="list-style-type: none"> <li>Outstanding actions are captured in the points below.</li> </ul>	
<p><b>3. Neighbourhood plan</b></p> <ul style="list-style-type: none"> <li>Euan has sent out copy of the first 3 chapters to the volunteers that contributed to it. He has asked for feedback.</li> <li>Euan is arranging a meeting with the volunteers for 26<sup>th</sup> February to discuss further projects.</li> </ul>	<ul style="list-style-type: none"> <li>Euan: forward Neighbourhood Plan email to the Committee</li> </ul>
<p><b>4. Constitutional matters</b></p> <ul style="list-style-type: none"> <li>Membership           <ul style="list-style-type: none"> <li>We have surpassed expectations for membership sign-up – now 117 members. We have covered the cost of printing cards (Euan is holding the money).</li> <li>No membership benefits have been advertised yet, although Euan told people to show to shopkeepers and ask if they offer anything. This will also have the benefit of highlighting the scheme to traders. It will be down to traders to decide what to offer and they will compete with each other e.g. Cakey Muto – free coffee with a cake on Mondays. Traders should also advertise their offers.</li> <li>Stall cover is needed to manage membership. There has been no-one for 2 weeks, this weekend should be ok. See ‘market matters’ for volunteers.</li> </ul> </li> <li>Community Interest Company           <ul style="list-style-type: none"> <li>We should continue to progress and get the CIC set up as soon as possible, including putting it into the constitution. It could be formally launched at the AGM.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Euan: pass membership monies to Niall to bank</li> <li>Leon/Maria: complete CIC forms</li> <li>Damian/Niall: put CIC into constitution</li> </ul>

<p><b>5. Finances</b></p> <ul style="list-style-type: none"> <li>• We are expecting Broadway market to review (and raise) costs.</li> <li>• Cashflow discussed. Year-end finances to be presented at AGM</li> </ul>	
<p><b>6. Market matters</b></p> <ul style="list-style-type: none"> <li>• Stall numbers are down - some traders have left, others are taking a break. There are core traders and there have been lots of enquiries from potential new traders. In January we expect approx. 25 traders, increasing to 30 by February. LBH currently impose a restriction to 40 stalls, although Damian is meeting them to discuss this.</li> <li>• Niall presented a view of what the traders are selling (approx. 50% food). It would also be useful to understand the demographics of people visiting the market. It was felt these were points for the market sub-committee and should be discussed at the AGM.</li> <li>• Purchase of stalls: <ul style="list-style-type: none"> <li>• Objective has always been to buy stalls for the market - traders told that excess money collected, after expenses for hire, was to be used for this. Owning stalls will allow us to offer them at a lower cost whilst the market establishes itself, and thereafter monies will be invested in the market and community.</li> <li>• We are ready to buy stalls so we have the capacity to expand. The market sub-committee needs to agree how many metal stalls to buy, how many gazebos etc. and report to the CRTRA. The decision should consider continued costs for the van, labour and wear and tear (will Broadway give us the gazebos?).</li> <li>• We need local storage space long term (min 12 months). Ave. market price for covered space is £150-200 pcm. Options: <ul style="list-style-type: none"> <li>• Prigmore (landlord of the bookies) – it was agreed to offer £150 pcm and ask him how long a contract he can offer.</li> <li>• Landlord for the back of the Tavern (not going to be developed for 5-10 years) – it was agreed to offer £100 pcm (further away and we may have to build a gate).</li> <li>• Other: lease for corner shop is £1,200 pcm; Phil may consider as temporary measure; Euan can post on facebook.</li> </ul> </li> <li>• We're aware LBH are designing stalls, although not producing a prototype as too expensive. Damian and Maria have seen the designs and don't think they are suitable (unsafe). LBH can't force us to buy them, but they may 'compete' with us for traders.</li> </ul> </li> <li>• Road closure: Councillor Demirci is supportive and helping to move things forward with the markets department. Oliver has offered to help (via Euan).</li> <li>• Volunteers for market day: Robert available from 16th Feb, Katie can help; Niall can't handle cash so when he does set up Remy will handle cash. Now encouraging traders to pay by direct debit.</li> </ul>	<ul style="list-style-type: none"> <li>• Diane: follow up with legal advice about LBH</li> <li>• Damian: put an offer of £150pcm to Prigmore for storage space</li> <li>• Remy: put offer of £100pcm to Tavern landlord for storage space</li> <li>• Damian: share stall purchase proposal at market sub-committee and report back</li> <li>• Euan: talk to Sonia about photos being taken on Sunday</li> </ul>

<p><b>7. Communications</b></p> <ul style="list-style-type: none"> <li>Euan met with Toby (a local web developer) about the website. He has agreed to update content (works from home on Thursdays). Updates to be shared with him e.g. profile updates.</li> <li>Traders will continue to mention CRTRA in social media updates.</li> </ul>	<ul style="list-style-type: none"> <li>Euan: share contact details for Toby</li> <li>Euan: check mailing list up to date</li> </ul>
<p><b>8. Shop traders</b></p> <ul style="list-style-type: none"> <li>Security: We need to check whether traders can tap into Hackney Central's CCTV system. The other option is security boxes, which Soli thinks cost approx. £300-500. We need to establish how many traders are interested.</li> <li>Euan is creating database of landlords on Chatsworth Road so it is known who is responsible for empty premises and who is benefiting from improvements to the area. It will cost £300 for a Land Registry search. LBH (Anne) have been asked to fund this, otherwise CRTRA will fund it (although not from membership funds).</li> <li>New traders: Octavia and Maria have talked to Pascale at the vintage store. A beautician has also opened.</li> </ul>	<ul style="list-style-type: none"> <li>Maria: Check with Anne at LBH whether traders can use Hackney Central's security system</li> <li>Octavia/Maria: survey traders to see if interested</li> <li>Octavia: talk to beautician about CRTRA</li> </ul>
<p><b>9. Residents</b></p> <ul style="list-style-type: none"> <li>No update on the fee-free cashpoint</li> <li>We should share local information with new or potential residents e.g. prepare materials such as a factsheet that can be given to estate agents, position the website to people moving to the area for the first time and provide appropriate information and links.</li> </ul>	<ul style="list-style-type: none"> <li>Damian: get cashpoint update from Alpesh.</li> </ul>
<p><b>10. Feedback from other meetings</b></p> <ul style="list-style-type: none"> <li>The £10 trading cost is going up to £23, mainly due to rubbish. Damian met John Wheatley, head of waste collection &amp; recycling at LBH who is looking at cost neutral options e.g. composters.</li> </ul>	
<p><b>11. AOB</b></p> <ul style="list-style-type: none"> <li>Flyer distribution – Need list of volunteers and areas covered</li> <li>Employment news: Sergio (Le Moulin) and Van Tran are recruiting for market help; Paul Roberts is now full-time trader.</li> <li>Damian spoke to the traffic police, who are coming with a speed camera gun. Long term looking to remove the 1-way system. Lea Valley police survey (sent to Octavia) included traffic question</li> <li>Euan is meeting East London Business Alliance to discuss funding.</li> <li>The Clapton Improvement Society are applying for lottery funding for Sustainable Clapton – 23<sup>rd</sup> Feb at St John's Ambulance.</li> <li>People's supermarket Phase 2 (looking to raise £2.5m) - 26<sup>th</sup> Feb.</li> </ul>	<ul style="list-style-type: none"> <li>Octavia: continue to manage the flyer distribution list</li> <li>Euan: add employment news to social media.</li> </ul>