

MINUTES

Attendees: Euan, Louisa, Maria, Robert, Octavia,

Apologies: Diane, Damian, Remy, Niall, Katie, Leon

Actions

- **Diane:** Present potential new market sheet to market subcommittee
- **Louisa:** Support market payment reconciliation once market sheet explained
- **Octavia:** Support market cash management
- **Damian:** Order prototype stalls from Winston for end of August
- **Robert:** Create short guidance note about leases

Minutes

1. Committee meetings

There was low attendance at this month's meeting due to holidays and other commitments. The primary role of the committee is to represent the community and dates for 2012 have been set and communicated.

Meetings will only be rearranged if essential and with sufficient advance notice to also advise the community.

2. Market

- a. Financial position: Payments are now collected online in advance of trading day. However they are not being tracked so there is a risk that stall holders are not paying and the market could be losing money. Louisa will help for the next few months until a market manager is recruited.
- b. Cash management: There is an issue paying Broadway without access to the bank account to withdraw cash for payment. Octavia will help with cash management. A further option is to open a linked second account with a weekly transfer and card given to volunteer (to be considered in future).
- c. Market sheet: Diane to present to the market subcommittee meeting
- d. Volunteers: Martin and Alan continue to look after set-up
- e. Stall purchase: This is top priority for the market. The original contact has disappeared, but another contact, Winston, has offered to build for £162 per stall. He has estimated it will take 3 weeks to build 20. We want a prototype built by the end of August and all to be built by the end of September.
- f. LBH: There is no date for market consultation yet. We need clarification from the council so that we can be more selective about traders and diversify the market to better reflect the community.

3. Shops

- a. Rents: We are aware of the rapid rise in rents. The typical rent is £6,000 to £12,000. CRTRA (and shop owners – Maria and Octavia) will let traders looking at properties know how much they should be paying. Robert to put together a short guidance note about what to look for in a lease (to be put on website).
- b. Security: Shops have been given radios, connected the CCTV centre, and a training session was held. Shops should now all be using them regularly to talk to each other. Radios should be kept visible at all times. In an emergency, the shopkeeper should press the orange button, ask for CCTV if required, and say which shop they are so everyone knows (no screens on the radio). There are a few outstanding points:
 - LBH will activate the orange button (to press in case of emergency) after the Olympics
 - The transmitter is in Upper Clapton so walkie-talkies don't work inside shops. The Elderfield has volunteered to have a transmitter on their roof.
 - Signs have been requested signs for shop windows.
 - There will be 10 shops, but some are yet to receive a radio. A list of shops has been requested.
 - Additional shops are interested so we have asked for cost information.



CRTRA COMMITTEE MEETING August 2012

4. Planning

- a. Euan got the go-ahead from the council to set up a neighbourhood forum to write planning policies for the area. There is a forum meeting next Wednesday to begin the process, with 30 people invited that are representative of the community. LBH will also advertise for members, but ultimately the group should be 21 people.

5. Communications

- a. Website: Toby has been supporting on technical issues which is welcomed
- b. Social media: Euan is talking to a number of volunteers to help. The sheet is back up and working.
- c. Newsletter: Euan has started to draft the Summer 2012 edition
- d. Membership: There has been no stall cover but we will look to get volunteers back after the holiday period
- e. Other: Euan has put up posters in areas of low internet usage to encourage more people to get involved in the market