MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S MARKET COMMITTEE HELD AT KNARESBOROUGH HOUSE on Tuesday 08 September 2026

PRESENT: Chair: Councillor Goode

Councillors: H Gostlow, K Lacey, M Longhurst and J Pickard

Staff Present: The Clerk and the Town development Manager

Late Arrivals: None **Early Departures:** None

26/001M ITEM 1 – To elect a Chair (and Vice-chair if required) for the Civic Year 2026-27.

RESOLVED: That Councillor Goode be elected as Chair for this meeting.

26/002M ITEM 2 - To receive Apologies and consider approval of the reasons for inability to attend the meeting.

RESOLVED: That apologies were received and reasons given approved for Councillors Oakes, Westmancoat and Walker.

26/003M ITEM 3 – To receive declarations of **disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**

Councillor Pickard declared a non-pecuniary interest as a director of Visit Knaresborough CIC.

26/004M ITEM 4 - KTC Public Speaking Session - none for this meeting.

26/005M ITEM 5 – Governance and Agreements

5.1 Confidential session
In view of the confidential nature of the business to be transacted re **ITEMs 5.2 and 5.3** pertaining to commercially sensitive information, the item be dealt with in private session and, subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public and press.

RESOLVED: To enter confidential session for reasons stated above.

5.2 Service Level Agreement – Weekly Market
To consider the draft Service Level Agreement between Knaresborough Town Council and the Visit Knaresborough CIC for the operational management of the weekly market, and to determine whether Council wishes to approve and authorise its signing.

RESOLVED: That Knaresborough Town Council approves the Service Level Agreement and authorises it to be signed immediately.

5.3 Terms and Conditions – Weekly Market
To consider the draft terms and conditions for the market and charging policies for stallholders and determine whether Council wishes to approve.

Councillors discussed the terms and conditions document at length.

RESOLVED: That with a few small amendments the document be approved.

The KTC Market Committee will continue to review this document as ideas for the market continue to develop.

FURTHER RESOLVED: That the following mission statement reflects what KTC is working towards for the future of the Knaresborough Market:
"To serve as the vibrant heart of Knaresborough's community by connecting local farmers, artisans and small businesses with residents and visitors. Fostering an inclusive gathering place that celebrates fresh produce, local craftsmanship and entertainment, supporting sustainable community growth."

Councillors and the Town Development Manager discussed proposed pitch rates, trader terms and definitions for a pricing structure. It was agreed that the Town Development Manager should move forward with the proposed pitch rates with the suggestions and amendments made by members and that any changes can be reviewed by the Market Committee.

The Confidential Session ended.

5.4 Terms of Reference – Market Committee

5.4.1 To review, and update, if necessary, the Market Committee Terms of Reference (ToR) given the agreed changes in the operating of the market that have occurred since the ToR were agreed by Full Council.

RESOLVED: That the Terms of Reference for the Market Committee do not need alteration at this time.

5.4.2 To note the following points in the ToR and **decide** on a timeframe for discussion and date for the next committee meeting:

a. *marketing and promotional work to further the success of the market.*

Councillors agreed that the focus at this time is to ensure the transition of the market remains smooth and that both traders and KTC allow a period of adjustment before any potential re-launch and marketing campaign. In the meantime, the Town Development Manager, with the help of current traders, is actively promoting available pitches at the market.

b. *To submit estimates of income and expenditure on continuing services for the following year to the Clerk by end October for submission to Full Council as part of the budget process.*

Members agreed to delegate estimates of income and expenditure and provision budget information to Councillors Pickard and Gostlow and the Town Development Manager.

Finally, all present asked for the next KTC Market Committee meeting to be scheduled for early October, date and timed to be confirmed.

Meeting closed 8:05 p.m.

Signed by the Chair
Councillor D Goode