



**GOVERNANCE AND LICENSING CABINET
MEMBER MEETING
26 MARCH 2019**

ITEM 5

Report sponsor: Greg Jennings,
Director of City Development and Growth

Report author: Cassandra Carruthers,
Markets Manager

Derby Markets Charging Policy

Purpose

- 1.1 The Derby Markets Charging Policy details all charges made for Derby Market Hall, Allenton Market and temporary market licences. The policy also sets out charges for market related activity including warehousing and refrigeration.
- 1.2 In order to effectively manage markets within the city, the Markets Service require a formal charging policy to be established for providing information to current and prospective traders.
- 1.3 The charging policy will enable the Markets Service to deal with enquiries and applications in a more efficient and consistent manner.

Recommendation(s)

- 2.1 To approve the Derby Markets Charging Policy.
- 2.2 To authorise the Markets Service to utilise and publicise the approved Derby Markets Charging policy.

Reason(s)

- 3.1 To provide anyone wishing to trade from Derby's markets or hold a temporary market with a clear and concise policy document.
- 3.2 To enable the Council's Market Service to be able to carry out their duties in an open and transparent manner and be able to respond to enquiries and applications with a clear and defined charging policy in place.

Supporting information

- 4.1 The Council's Markets Service is responsible for collecting income from tenants and casual traders at Derby Market Hall and Allenton Market.
- 4.2 Under the market rights held by Derby City Council, the Markets Service is also responsible for issuing licences for all temporary markets permitted to operate within the city boundary.
- 4.3 Currently, fees are being paid to the Council's Market Service and are processed using the Council's current procedures but there is not a single comprehensive document in place which details all of the services provided and the fees for these services.
- 4.4 The introduction of a comprehensive charging policy will contribute to the policies and procedures required by the Markets Service to operate markets in Derby as a commercial enterprise.

Public/stakeholder engagement

- 5.1 No public or stakeholder engagement was required for this policy as the charges set out are already being used and have been established for several years. This policy is designed to formalise the details of the charges.

Other options

- 6.1 N/A.

Financial and value for money issues

- 7.1 The fees detailed in this policy are based on costs associated with operating Derby's markets and for the Markets Service to carry out work associated with the operation of the markets. This includes but is not limited to, health and safety requirements, energy provision and the ongoing maintenance of buildings and other market facilities provided to tenants.

The policy will be reviewed annually on 1 April and any changes made to the charges will be communicated three months prior to their introduction.

Legal implications

8.1 None directly arising from this report.

Other significant implications

9.1

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal	Olu Idowu	14/03/2019
Finance	Amanda Fletcher	14/03/2019
Service Director(s)	Greg Jennings	08/03/2019
Report sponsor	Greg Jennings	
Other(s)	Catherine Williams	08/03/2019