

All

MARKET MANAGEMENT GROUP

TUESDAY, 22 OCTOBER 2002 AT 11.00 AM

PRESENT: Carlisle City Council

Councillor Firth (Chairman)
Councillor Bloxham
Councillor G Prest

Also in attendance

Mr D Petrie - Halladale Developments
Mr J McLaughlin - Finford Management
Mr C Norrie - Centre Manager
Mrs H Wylie - Assistant Centre Manager
Mr D Atkinson - Head of Property Services
Ms A Taylor - Principal Accountant, City Treasury
Ms C Elliot - Head of Economic Development
Mr S Halstead - Senior Committee Clerk

MMG.12/02 APOLOGY FOR ABSENCE

An apology for absence was submitted on behalf of Ms C Taylor, City Council's Communications Unit.

MMG.13/02 MINUTES

The Minutes of the meeting of the Market Management Group held on 25 June 2002 were agreed as a correct record of the meeting.

MMG.14/02 MATTERS ARISING FROM THE MINUTES

(a) Market Hall Signage and Internal and External Redecoration of the Market Hall

Mr Petrie reported that the Local Planning Authority had now given permission for painting works and signage at the Market Hall. Painting work had now started and the signs should be available in about two weeks time. There were still problems obtaining approval for the sprinkler plumbing arrangements and revised plans were to be submitted to the Local Planning Authority.

(b) Tenant Relations

Mr Norrie reported that, since the last meeting, an informal social-type meeting with traders had been held and this had led to a new Tenants Committee being formed.

(c) National Association of British Market Authorities (NABMA)

Ms Elliot reported that the NABMA had now confirmed that Finford would be permitted to attend their meetings. They had also indicated that the City Council would have to pay the 2002/03 subscription as the request to resign membership had not been received in time. Finford would, therefore, be able to attend meetings of the NABMA until the end of March 2003.

Mr McLaughlin noted the position and indicated he would attempt to arrange representation by Finford.

MMG.15/02 MANAGEMENT REPORT

The Management Report from Finford Management Limited was presented as follows:-

(a) Change of Managing Agent

The Management Appointment document was still outstanding. A minor variation had been introduced by the Council and was being incorporated in the document. It was understood that this matter was currently with the City Council's Legal Department.

(b) On-Site Staff

Details of the current staff list were submitted. Mrs Wylie continued in her role as Assistant Centre Manager. As discussed previously, the Centre Manager would gradually reduce the time he spent in relation to the Market Hall but, so far, this reduction had been very limited due to holidays and the desire to ensure that Mrs Wylie was allowed to expand her role gradually. Finford were now proposing that the Centre Manager would move to 3 days per week at Carlisle. Funding of the Centre Manager's role would be centralised in Glasgow with the Market Hall charged according to time spent dealing with the Centre.

Eventually, once the Centre Manager's role was reduced further, there should be a saving to the staff budget, even allowing for the recruitment of an Administration Assistant for Mrs Wylie.

(c) Trading Performance

Both the Market and large tenants had reported a very mixed performance. Details of trading performance were included in the Centre Manager's report.

(d) Tenant Relations

The Tenants had been issued with new market stall regulations which required them to contribute financially to meet any additional costs arising from Sunday trading or late trading on a Thursday in the run-up to Christmas.

However, in order to encourage traders in the Market Hall to trade on a Sunday or late on a Thursday in the run up to Christmas, then recharges would not be made this year.

The practice of traders' half day closing continued to be a problem and ways to standardise the practice were being sought.

(e) Vacant Units

Details of the letting position with the various vacant units in the Market Arcade were submitted.

A list of current vacant units within the Market Hall was also submitted which indicated the current level of voids and estimated rental values which ought to be achievable for each unit.

(f) Service Expenditure Budget 2002/03

Details of the Service Expenditure Budget for 2002/03 was submitted, although it was reported that expenditure at the Market Hall was weighted very much towards the end of the service charge year.

It was possible, however, to give an indication of anticipated savings/overspends against the budget. Following careful tendering of Christmas decorations and radio advertising, the Promotions Budget was likely to be underspent by approximately £4,000. Staff costs were also likely to be underspent although this could not be quantified at present.

Offsetting the savings, the cost of rebranding and redecoration would now go through the service charge along with associated promotional and stationery costs. These were likely to cost approximately £24,000.

(g) Rental Income Summary/Ground Rent Summary

Details of the rental income and ground rent income in respect of the Market Arcade, Market Hall and Treasury Court were submitted.

(h) The Oakgate Development

Details of the outcome of negotiations between Halladale Howarth, Carlisle and Oakgate relating to the need for any development proposed by Oakgate to have a retail frontage onto Treasury Court were submitted.

(i) Promotional Campaign

The Centre Manager reported on an advertising campaign and competition which was to be run by CFM Radio in November 2002.

Mr Atkinson considered that it may be worth giving a tape of the campaign to each trader for information/feedback.

(j) Redecoration Work

The Centre Manager reported that with the external redecoration work in hand, it might be desirable to paint the bus shelter in front of the Market Hall in the same colour as the Market.

Members considered that this was a good suggestion. Councillor G Prest and Mr Atkinson indicated that they would investigate how to proceed.

MMG.16/02 ANY OTHER BUSINESS

The Chairman reported on a letter he had received from a Market Trader complaining about the Farmers Markets/Continental Markets held in the City Centre.

The Chairman indicated that other City Centre Traders had been supportive of these promotions in the City Centre which attracted many people into Carlisle. The City Council would continue to promote these Markets. The Chairman pointed out that there was an open invitation to the Market Hall traders to become involved in these events.

MMG.15/02 DATE OF NEXT MEETING

RESOLVED – That the next meeting of the Market Management Group be held on Tuesday 28 January 2003 at 11.00 am.

(The meeting ended at 11.40 am)