

Appendix 1 Leek Market Terms & Conditions 12<sup>th</sup> November 2019

Item	When introduced	Reason	Revenue impact SMDC	Other impact	Benefit
<p><b>Regular Trestle Market Traders</b></p> <p>Receive 2 free weeks trading per calendar year.</p>	<p>Updated market rules /regulations November 2006</p>	<p>Possibly a trader incentive to retain/gain new traders competing against other markets</p>	<p><b><u>SATURDAY TRESTLE</u></b>            £14.77 per stall x 26 x 2 occasions. approx.- £768 p.a.</p> <p><b><u>WEDNESDAY TRESTLE</u></b>            £17.5 per stall x 26 x 2 occasions. approx.- £910 p.a.</p> <p><b><u>TOTAL REVENUE IMPACT</u></b>            £1,678 p.a.</p>	<p><b><u>Finance:</u></b> Credit notes are raised for each trader estimated cost of £4 per trader.</p> <p><b><u>Markets:</u></b>            Email communication to finance to decide the week to give.</p> <p>Communicate week to traders</p> <p>Traders try to negotiate the free week against another week if they are on holiday – this isn't given but takes time to manage</p>	<p>Increased revenue, smoother process for traders and less intervention from SMDC Markets team.</p> <p>Once implemented less administration and ad-hoc queries</p> <p>Brings the Trestle Market in line with other markets who do not benefit from free trading weeks.</p>

Item	When introduced	Reason	Revenue impact SMDC	Other impact	Benefit
<p><b>Outdoor Charter Market Traders:</b></p> <p>Half rent charged for outdoor traders who are absent with a valid reason – illness, vehicle mechanical, family illness, compassionate leave</p>	<p>Included within the traders Charter market licence, is not referred to in the market rules and regulations going back to at least 2011</p>	<p>May have been the rate to recoup costs erecting the stalls with the old arrangement. It now costs more than half for the stalls to be setup for the day. SMDC are charged per stall irrelevant of whether occupied by a trader or not once they have been ordered. Stalls are ordered on preceding Friday for the Wednesday market</p>	<p>Current stall hire fee to traders is £20 paid in advance of the market. Charge to SMDC for erection of stalls is a sliding scale of £18.50 reducing to £16.50 based on number of stalls erected.</p> <p>Each absence has a revenue reduction of - £6.50-£8.50.</p> <p>Approximately 20 per year = £130 - £170 p.a.</p>	<p><b>Finance:</b> Credit notes are raised for each trader estimated cost of £4 per trader.</p> <p>If the weather forecast is poor some traders will cancel their booking – illness/mechanical/family illness on the assumption it maybe a poor trading day/cold/wet and only pay £10 instead of £20</p> <p><b>Market:</b> Empty stall affects the appearance of the market viability unless a neighbouring trader can spread into it.</p> <p><b>Administration:</b> Time administering a credit note, dealing with the empty stall and trader correspondence</p>	<p>Small increased in revenue to SMDC</p> <p>Smoother administration and reduced workflow due to any absences</p> <p>Encourage trader attendance, less empty stalls, market looks better</p>

Item	When introduced	Reason	Revenue impact SMDC	Other impact	Benefit
<p>Remove cash and cheque payment options for traders.</p> <p>Change traders to direct debit or online payments</p>	<p>Proposed to commence 1<sup>st</sup> April 2020</p>	<p>Wednesday and Saturday Trestle Market and Butter Market traders are invoiced quarterly, Outdoor Charter Market are invoiced monthly. Traders have options to pay the invoice by bank transfer, direct debit, credit/debit card online or pay cash/cheque at Moorlands House reception.</p> <p>Payment by Direct Debit ensures the payment is allocated to the correct account, payments are all collected on the 15<sup>th</sup> of the month reducing administration and we know within two days if a payment has not been collected.</p>	<p>Reduced bad debt / identified sooner. Reduced time spent raising invoices/following up payments.</p> <p><b>Cost to receive payments.</b></p> <p>A single cheque costs £2.33 to deposit (£2 batch charge, £0.08 per cheque, £0.25 manual transaction fee) plus BHPSS service charge.</p> <p>Cash deposit £0.20/ £100 deposited plus £0.25 manual transaction fee) plus BHPSS service charge.</p> <p>Direct debit costs £0.01, other automated deposits (standing order, over the counter etc.) costs £0.03</p> <p>Debit/Credit card online £0.045 per transaction plus 0.5% - 2% transaction fee</p>	<p>Removing cash/cheque payments would require some leases and licenses updating to reflect the change in payment method.</p>	<p>Payment by Direct Debit or online ensures the payment is allocated to the correct account. DD payments are all collected on the 15<sup>th</sup> of the month so incurs less administration and we know sooner if any accounts are unpaid.</p>

Item	When introduced	Reason	Revenue impact SMDC	Other impact	Benefit
<p>Introduce a £10 administration fee for issuing or amending a trader's concessionary parking pass and require 5 working days notice for amendments.</p> <p>[The fee is inclusive of VAT so the actual income retained by the council would be £8.33]</p>	<p>Proposed to commence 1<sup>st</sup> April 2020</p>	<p>Traders are given a parking pass which grants free or subsidised parking.</p> <p>Clearly stated that the pass is one per stall and for one vehicle registration.</p> <p>We have frequent requests to change registration or temporary changes.</p> <p>The fee would be in line with amendments to other Council issued passes</p>	<p>There isn't a record of how many amendments are made.</p> <p><b>Amends:</b> Estimate 50 per year £500 surplus. See comments in Other impact the introduction of the fee and 5 days notice may reduce the number of amends drastically.</p> <p><b>New Pass:</b> Approx. 65 passes to SMDC traders issued £650 income 18 passes to Archer Fairs issued £180</p> <p><b>Potential Total:</b> £690 for new passes and £420 for amendments</p>	<p><b>Administration:</b> Parking and markets administration amending parking passes is time consuming. Traders have got into the habit of asking for an amended parking pass by text the night before a market.</p> <p>With an admin fee and notice period should cut down on the number of amendments requested, especially at short notice.</p>	<p>With an admin fee and notice period we would expect a reduction in the number of amendments requested, especially at short notice.</p>