**BTC INFORMATION STALL AT Baildon Farmers Market (BFM)**

**Report to Governance Committee September 2022**

1. ***Introduction:***

During COVID, as a trial, councillors suggested an information stall at the monthly Baildon Farmers Market (BFM). The aim was to provide a channel of community engagement with Baildon Town Council (BTC) for anyone in Baildon. One of BTC Councillors is also a Director at BFM (who hold the licence to operate the market) and permission was sought and given from BFM. The market is strictly a food market and as such no other information stalls have been allowed by BFM.

The market has a monthly charity stall, and local charities or community groups should be encouraged to apply to BFM for a stall if they wish to promote their activities. BFM also runs its own Information stall staffed by volunteers. Our BTC stall is essentially for BTC, and should be sensitive to supporting these other elements.

As space is at a premium, the constraints were:

* BTC stall will usually occupy a space which is too small for any other stall, therefore it will not be possible to have a gazebo
* The BTC stall would operate from 10-12. Again this is making an exception as all other stalls have to be in place prior to 8.30am and are not allowed to pack up prior to 1pm – for safety reasons. However our BTC stall would be minimal in terms of content and so it would be quick and easy to set up and clear outside of the regular operating times. This is at the discretion of BFM.
* BFM reserve the right, as with all other stalls to dictate the market layout and hence position of the stall. The Market Manager will decide where the stall will be placed according to the demands of the whole market.

A councillor volunteered to organise a rota and this has continued throughout 2022

After a number of different ideas were tried and shared, the process has evolved and developed, and it seems a good time now to clarify the process for the rest of 2022 and 2023.

***It is proposed that the stall will run from April to October.*** Outside of these dates, a decision will be made according to the weather forecast. This must be properly communicated. It is suggested that the decision to run or not is made no later than 24 hours before the market by the Rota councillor ( see below) and communicated by email to the Admin Officer/staff, and BFM

***BTC Have your say Forms*** will be used to capture the issues raised by the public in a professional manner ( attached at Appendix). All forms will be passed to staff during the week following the market. Depending on the issue, action may be taken by the councillor in response or it may be passed to staff to follow up.

Staff will keep a numbered file of all forms and take action as appropriate. Feedback to the person ( if requested) will normally be by staff unless requested otherwise by a councillor.

1. ***Who does what :***
* Staff (usually Admin officer) will prepare a resource bag containing everything needed to operate the stall professionally, and will make this available in the library by 9.45 on the day of the market. Contents of the bag should always be reviewed to remove anything out of date and include any current material. It is important to keep the bag light in weight and portable.
* Staff will also publicise the stall on website and social media. It will also be included in the newsletter on occasions. *( In winter months this will await confirmation from rota organiser that it will be taking place.)*
* A Rota councillor ( *to share out workload this ideally is not an existing committee Chair*) will work out the rota for a calendar year ( there is no market in January) , and contact councillors at least two weeks prior to each market to remind them, arrange any swaps needed etc
* Councillors on the rota should confirm availability and make arrangements together about running the stall ( see below)
* Any communication with BFM should be via the councillor who is a director, or the market manager on the day.
1. ***Running the stall:***

***The BTC Info Stall should be available and ready by 10am, and stay until 12 noon. (or up to 1pm if demand.)***

**Councillors running the stall should:-**

1. Before the market :
	* Contact BTC staff in week before market to confirm Stall resource bag ready for collection in library @ 9.45am. Request staff to post on website and facebook to promote our presence.
	* Also agree with other councillor on the rota that day their precise times to arrive.
2. Set up : On arrival at market - Contact Rachel Coates - 07821 620725 – to check where BTC stall will be placed as not always in same place. Use resources to make stall look nice, wear lanyards, gilets etc
3. Ensure that Have your Say Forms are fully completed for issues raised
4. Councillors on rota will receive two vouchers for a coffee if desired. If food is bought this should be claimed in the normal way
5. Ensure all resources are returned to library
6. CANCELLATION – to be avoided, but If weather terrible, councillors should make decision to cancel, and tell Rota organiser and staff, and BFM. Also ensure BTC staff post on line to tell public ( perhaps contact the Chair / vice Chair initially)