

## **MARKETS BOARD**

**Wednesday, 18 January 2023**

Minutes of the meeting of the meeting at Guildhall at 2.30 pm

### **Present**

#### **Members:**

Deputy Henry Pollard (Chairman)	Ian Seaton
Philip Woodhouse (Deputy Chairman)	Catherine McGuinness
Deputy Mark Bostock	Deputy Edward Lord
Alderman Alison Gowman	Henry Jones
Wendy Mead	Hugh Selka
Deputy Brian Mooney	

#### **In Attendance:**

Paul Martinelli (Smithfield Market Tenants' Association representative)  
Mike Eglin (Billingsgate Market Tenants' Association representative)  
Paul Walker (Chair of New Spitalfields Market Tenants' Association)

#### **Officers:**

Emma Moore	- Chief Operating Officer
Ben Milligan	- Markets Director, Department of the Chief Operating Officer
Donald Perry	- Department of the Chief Operating Officer
Daniel Ritchie	- Billingsgate Market General Manager
Mark Sherlock	- Smithfield Market General Manager
Emma Beard	- New Spitalfields Market General Manager
Steven Chandler	- City Surveyors
John James	- Chamberlains
Andrew Fothergill	- Comptroller & City Solicitor's Department
Julie Mayer	- Town Clerks

### **1. APOLOGIES**

Apologies were received from Gregory Lawrence, Oliver Sells, Henry Jones, James Tumbridge and Alderman Sir David Wootton. Mr Jones, Mr Wells and Alderman Wootton joined the meeting on-line.

The Board asked if it would be possible to get a second Non-Disclosure Agreement (NDA) signatory for the Market Tenant Associations, in the event of Chairs being unavailable for Board meetings. The Town Clerk advised that this would be possible under the Annual Review of the Board's Terms of Reference, which would be signed off at the Annual meeting of the Court.

### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

3. **PUBLIC MINUTES**

RESOLVED, that – the public minutes and non-public summary of the meeting held on 9<sup>th</sup> November 2022 be approved as a correct record.

4. **DEPARTMENT OF THE CHIEF OPERATING OFFICER BUSINESS PLANS 2023/24**

The Board considered a report of the Chief Operating Officer (COO) which presented the Business Plan for the Department of the COO for the 2023/24 Financial Year. The report also presented the Divisional Plan for the Markets Directorate.

Members noted that the Business Plan would be updated following a decision taken earlier in the day, by the Capital Buildings Board, in respect of the Market Co-location Programme (MCP). Members would also receive a further update in the confidential part of today's agenda.

RESOLVED, that :

1. The direction of travel within the Department of the COO and the associated transformation planning within the Markets Directorate be noted.
2. The Department of the COO Business Plan for 2023/24, as set out in Appendix 1 to the report, be approved.
3. The Markets Business Plan for 2023/24, as set out in Appendix 2 to the report, be approved.

5. **MARKETS KEY PERFORMANCE INDICATORS - INTERIM UPDATE**

The Board considered a report of the Markets Director which provided Members with an update on work to develop a comprehensive set of Key Performance Indicators (KPIs) for the Markets, which will support performance management and the delivery of business plan objectives.

RESOLVED, that –the selected KPI's, identified in Appendix 1 to the report, be approved for performance reporting.

6. **MARKETS BUSINESS PLAN UPDATE PERIOD 2 - 2022/23 (AUGUST-NOVEMBER)**

This Board received a report of the Markets Director which provided an update on progress made during Period 2 (August-November) of 2022/23, against the key performance indicators (KPIs) and key improvement objectives outlined in the Markets' Business Plan 2022/23.

RESOLVED, that – the report be noted.

**7. WHOLESALE MARKET RISK UPDATE REPORT**

The Board received a report of the Markets Director, which provided assurance that risk management procedures in place within the Markets Division are satisfactory and meet the requirements of the Corporate Risk Management Framework.

Members noted that, given only two of the markets are now moving, the risk would be updated once the Private Bill had been passed.

In respect of the East Smithfield canopy works, Members noted that funding had not been approved. A report of the City Surveyor was expected shortly but funding would need to be sourced.

RESOLVED, that – the report and the actions taken in the Markets Division to monitor, and manage effectively, the risks arising from its operations be noted.

**8. GENERAL MANAGER UPDATES**

The Board received updates from the General Managers of Billingsgate, New Spitalfields and Smithfield Markets

**9. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

Members expressed disappointment in that the Christmas Auction at Smithfield Market had not gone ahead again this year. The Markets Director explained that this is a busy event, on a public highway. In order to exercise full due diligence, the fee for a Temporary Event Notice and road closure is around £2,000. The Smithfield Market Tenant's Association (SMTA) were not prepared to pay this, despite the City Corporation's offer of assistance.

Members felt that, whilst public safety was paramount, it was regrettable that the event had not gone ahead as it was a popular event in the City's cultural offer at Christmas. Members asked if there were any plans in terms of a budget provision for the event, and it was noted that 'Destination City' might be a possibility. A member agreed to speak to the Chairs of Policy and the Smithfield Market Tenants Association.

In concluding, the Chairman agreed that it was disappointing but endorsed the Director's approach to risk management and asked for a situation report ahead of this year's arrangements.

**10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items.

**11. EXCLUSION OF THE PUBLIC**

**RESOLVED** – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act as follows:-

Item	Paragraph
12, 13 & 14	1,2 & 3
16-19	3

12. **NON-PUBLIC MINUTES**

RESOLVED, that - The non-public minutes of the meeting held on 9<sup>th</sup> November 2022 be approved as a correct record.

13. **DEBT ARREARS - MARKETS - PERIOD ENDING 30TH NOVEMBER 2022**

The Board received a report of the Markets Director.

14. **TENANCIES AT WILL AND ASSIGNMENTS**

The Board received a report of the Markets Director.

15. **REPORT OF ACTION TAKEN-**

The Board received a report of the Town Clerk.

16. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Two items were considered whilst the public were excluded.

18. **CONFIDENTIAL MINUTES**

RESOLVED, that – the confidential minutes of the meeting held on 9<sup>th</sup> November 2022 be approved

19. **MARKETS CO-LOCATION PROGRAMME UPDATE**

The Markets Director was heard.

**The meeting ended at 3.45 pm**

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Chairman

**Contact Officer: [julie.mayer@cityoflondon.gov.uk](mailto:julie.mayer@cityoflondon.gov.uk)**