



GETTING ORGANISED 2

RUNNING THE MARKET

The way Farmers Markets in Kent are organised is quite varied and mostly this reflects how they were started up in the first place. Typically, they could be a sub-committee of the Parish Council, the Church or Village Hall and, some markets in Kent, are run by the local council itself. We get asked regularly about what's the best way to do this, and Wye Farmers' Market has kindly agreed that we can use its *Organisational Standards* as a draft for others to think about when it comes to setting the 'rules' or standards for running their market.

THE MARKET

This is the statement of the general rules and arrangements for Farmers Market.

These will be updated periodically and published for agreement at the AGM. General proposals for any significant changes will be notified to all stallholders and members and four weeks allowed for comments. Any major changes need prior agreement at the AGM. This document will be provided to customers on request and will also be published on the market's website.

Agreeing and changing the overall market organisation is the responsibility of the Management Committee and day-to-day responsibility for ensuring these 'rules' and standards is put into practice is delegated to (this is usually the nominated Market Manager):

LOCATION AND TIMINGS

The market is held on the
through a licence negotiated with
and subject to approvals from (eg Highways)

We are licensed for markets per month,
to be held on

Additional special markets, for example, Christmas, can also be held with due notice to



STALLHOLDERS AND PRODUCERS

The primary intention of the market is to provide good quality, local produce at fair prices for the consumer and community, and this is described in more detail in the guidance set out for produce. The market manager will organise stallholders and plan their sites at the market and develop opportunities for new stallholders on a regular basis. Stallholders will need to fill out an application form in the first instance, which will be accompanied by these produce guidance notes, and their application will be considered at the next nearest management committee, following advice from the market manager. The stallholder application form is an important document as it acts as the primary 'contract' between them and the market.



Also see:

[Standards for Produce Application Form](#) ▶

There is capacity at the market for up to stalls. We would also want to continue to encourage opportunities for community or charity stalls at the market and these are at the discretion of the market manager. However, no organisation with political, campaigning or similar interests will be allowed at the market.

Tents and tables

The provision of tents and tables IS NOT included in the rental costs.

Affiliation

The market is currently a member of the Kent Farmers Market Association and costs £40 pa; the management committee will agree renewal of this if it is felt to bring value for money.

MANAGEMENT ARRANGEMENTS

Committee Meetings

A committee will be set up to oversee the markets direction and future plans. All members are welcome to participate in this and are welcome to join it but the total numbers involved must be practical.

There will be a number of discrete roles to be established to help run the Association and this will include a chairman, vice chairman, secretary, treasurer and individuals nominated to manage the running and promotion of the market on a regular basis, unless you chose to have a dedicated market manager.



For continuity, members will normally serve for up to two years, which would be confirmed at the AGM.

Meetings will be organised every two month by the secretary who will send out an agenda, take formal minutes and identify any action points. The Treasurer will provide a regular status report on the financial position, raising issues as appropriate.

Meetings venues will be agreed in advance by the secretary and are open to all members

A DEDICATED MARKET MANAGER (OPTIONAL)

The market will be run by as the nominated market manager to take overall charge of running the market . The manager has overall responsibility for market operations and will be supported in this by the management committee. The manager will be paid at the rate of (£10 per hour), for (24) hours per month, will be considered to be self employed and will need to organise their own tax affairs etc.



Also see:

[Market Manager Job Description](#) ►

Stall –fees

These will be reviewed and confirmed by the management committee annually. They will be published periodically after full consultation with stallholders. For community, new and particularly smaller enterprises, at the market manager's discretion, these can be waived, especially for their first visit.

Regulatory Compliance

Market operations will need to be insured and the secretary will arrange this. The secretary, working with the market manager, will implement all other areas of compliance and this will be regularly monitored by the management committee.



Disclaimer

The information and advice and guidance on this site is provided in good faith, and is for general purposes only, and any reliance you place on such information is therefore at your own risk. Weather conditions and seasonality may impact availability of produce and stall holder attendance at markets, and so we cannot guarantee the accuracy of all information.

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