

**TAVISTOCK TOWN COUNCIL
BUDGET AND POLICY COMMITTEE
TUESDAY 2nd DEC, 2025**

**BRIEFING NOTE
MARKET SERVICES - MARQUEES**

1. INTRODUCTION

- 1.1 The Committee may recall previously that they considered and agreed to the use of the advertising budget for the purchase of new marquees for the Market and Events operations. The time has now arisen to again consider replenishing some of the existing stock due to general wear and tear of the existing assets to ensure that the Council are in a position to effectively support/deliver larger scale markets on Bedford Square and in Guildhall car-park. Some of the equipment is in a condition that it is not safe to use and is beyond economical repair whereas other marquees are of the age where ascetically they are not a good representation of the Council.
- 1.2 Without replacement equipment the Council would not be in a position to deliver larger markets of similar scale going forward or to support such partners to the levels required e.g. Farmers Market. The intention is to replace equipment which is no longer appropriate for use and in addition to undertake a strategic approach to phasing out some of the older stock, which is functional but in poor visual condition. The latter would still be retained for contingency as reserve stock for larger demand than the norm or to address short term failure of marquees.

2. CURRENT POSITION

- 2.1 The Market Management have audited the marquees and associated equipment (weights/sides) and have concluded that the most cost effective approach would be at this stage to purchase three 6m x 3m marquees with sides and weights. By sourcing larger marquees, rather than 3m x 3m, comparable to products more recently purchased for use on Bedford Square, such marquees can accommodate two traders thus providing efficiency savings related to staffing when erecting/dismantling whilst also reducing on the amount of weights required.
- 2.2 A costing exercise has been undertaken and to purchase three new 6m x 3m marquees with sides and weights amounts to £3,099.60 plus VAT. The Pannier Market has an equipment purchase budget of a £1000 of which £360 is remaining as of end October accounts reconciliation. This budget is not intended for use for such items as replacing marquees but would be used for purchasing equipment like market trolleys/tables/chairs etc.

- 2.3 As mentioned in 1.1 the Council previously approved the use of the advertising budget for the replacement of marquees and ancillary items. At the end of October there was IRO £10,000 remaining in this budget. The Market Reeve and Town Hall & Events Manager have reviewed their advertising requirements for the remainder of this financial year and have concluded that the use of this budget for the purchase of three marquees will not be at detriment to the ongoing support and promotion of existing and planned activities in 2025/26 with whatever requirements are necessary to be scheduled within this financial year. Therefore the Council is able to use this budget for the replenishment of marquees.
- 2.4 It is worth noting the approach outlined above would most likely be prudent to repeat in a 24 months' time as an ongoing strategy to upgrade the existing Council assets.

3. RECOMMENDATION

- 3.1 That Council agree to the use of part of the advertising budget for the 25/26 financial year for the purchase of three 6m x 3m marquees and associated items for the value of £3,099.60 plus VAT.
- 3.2 The instructions of the Committee and Council are sought.

**DUANE CARRUTHERS
MARKET REEVE
TAVISTOCK TOWN COUNCIL
DECEMBER 2025**