



Information and Policies

1. Objectives and Ethos

Headingley Farmers' Market was set up in September 2006 to provide the community with a range of high quality, locally produced food, to support local Yorkshire producers and to provide a focus for the regeneration of Headingley, which over some years lost its range of shops and independent traders.

The market is run by Headingley Development Trust (HDT), a community benefit society, which uses enterprise approaches to help regenerate the community. Find out more on HDT on www.headingleydevelopmenttrust.org.uk and see the Headingley Farmers' Market's own website www.headingleyfarmersmarket.com.

Headingley Farmers Market is a member of FARMA, the association for farmers' markets, and adheres to the principles of FARMA as far as possible. These principles are as follows:

- **Champion the farmers:** Insures that customers get to buy directly from the farmers, growers and producers who grew and produced the products on sale.
- **Insured:** All traders and markets must have suitable Public, Product, and Employment insurance in place to protect their customers.
- **Knowledgeable:** The person selling at a "Real Farmers' Market" understands how the product has been produced from seed to plate.
- **Legal:** All traders and markets must follow all relevant EU, UK and local laws and bylaws.
- **Local businesses:** Markets recruit stallholders from as close to the market as possible.
- **Locally sourced:** Ingredients sourced by a producer in the production of their goods are found as locally as possible to the market and producer.
- **Produced by the seller:** Consumers can only buy items produced by the business that is also selling it.
- **Promoted:** The market clearly talks to its customers about the products and farms that make this a "Real Farmers' Market".
- **Well managed:** The market organiser and/or organisation has sound systems and processes in place to ensure that the above principles are enforced at all times.

The benefits of markets such as Headingley Farmers Market, which all fit into the framework of sustainable development, are:

- reduced 'food miles', support of local food economies, and reduction of the effects of long distance food transport including traffic pollution and food packaging;
- increased communication and understanding between farmers and consumers; creation of a social atmosphere and improved community spirit;
- a revitalised shopping centre and increased custom for other retailers;
- lower costs for better quality, fresher food for consumers;
- support for environmentally-friendly farming practices and higher margins for smaller farmers.

2. Key information

Headingley Farmers' Market runs from 9.00am to 12.30pm on the second Saturday of every month. It is held on the Rose Garden, North Lane, Headingley, Leeds, LS6 3JJ (at the junction with Ash Rd).

The market is a food market, though some plants are sold in season. The only non-food stall is HDT's own, primarily to provide information on its work and on the market itself. The market does not accept crafts or charity stalls. Those wishing to sell crafts, toys, jewellery and so forth should contact heart_craft@gmx.co.uk. Stalls run by charities to raise awareness of their work or to sell goods are not accepted.

The market is run by a volunteer organising group, all members of HDT, with a paid market manager and a team of young people from the community. The organising group reports to the Board of HDT. The group is proud to be a member of FARMA and makes all decisions in relation to the organisation of the market and its stallholders with regard to FARMA principles where possible and the benefit of the community. A percentage of the market's turnover goes to support the work of HDT and a designated charity. The market has a strong community ethos.

All queries should be directed to Rachel Harkess (tel. 0113 275 6652) or Helen Seymour (tel. 0113 274 6362 or 07788 190 589) or by email to headingleyfarmersmarket@gmail.com. All postal communication should be to Headingley Farmers' Market, Heart Centre, Bennett Rd, Headingley Leeds, LS6 3HN.

3. What stallholders need to know

3.1 Becoming a stallholder at Headingley Farmers' Market

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www.headingleyfarmersmarket.com

All prospective stallholders need to read carefully the information on the website www.headingleyfarmersmarket.com and contact the organising group via the website. All applications are considered by the organising group using the following criteria:

- if the stallholder sells own produce and is local etc, as in FARMA principles, though in *exceptional* circumstances the organising group may have some flexibility
- if the stallholder does not duplicate existing stallholders
- if the stallholders' produce is of sufficient quality

Please note that the market does not sell hot take-aways or hot drinks.

If invited to have a pitch at Headingley Farmers' Market then this is for one market on a trial basis to see if the arrangement suits both the stallholder and the ethos of the market.

The decision of the organising group is final.

New stalls must send their payment, as well as contracts and copies of their private and public liability insurance, at least two weeks before the market they will be attending.

3.2 Payment

Stallholders will be charged £25 per pitch. Regular stallholders will pay in advance for the following month's market; occasional stallholders will pay on the day they attend. The money is collected at the market. If stallholders need to rent a stall, then this may be provided by Headingley Development Trust for a charge of £15. This includes setting up and dismantling the stall. However the number of stalls available for hire is limited.

If stallholders cannot attend they must give notice of at least 48 hours. The pitch fee cannot be refunded unless 48 hours notice is given. If a stallholder misses a market more than twice without satisfactory reason and 48 hours notice given, then their pitch may be allocated to another stallholder and they may not be invited to the market again.

3.3 Insurance

All stallholders must have up- to- date public liability insurance and product liability insurance with a minimum cover of £5m. Stallholders must provide HDT with a copy of their current public and product liability insurance certificate.

3.4 Running a stall

Stallholders must book a pitch from the HDT organising group, and must occupy the pitch that has been allocated to them for that day. Stallholders should arrive by 8.00am and be ready to start trading by 9.00am. The market closes at 12.30 and stallholders must not pack up and leave before that time even if all their goods have been sold.

Stallholders must leave their pitch and surrounding area clean and tidy, and remove their own rubbish.

Prices must be displayed and all products labelled clearly, including ingredients and the full postal address of the producer

Smoking is not permitted at the stall.

No aggressive techniques are to be used to sell products

No alcoholic beverages may be sold

3.6 Adhering to FARMA principles

All stallholders must adhere to the FARMA principles as set out in section 1 above, unless the organising group have given express and specific approval for some flexibility.

Local: Headingley Farmers Market strives to ensure all produce is as local as possible. This means: originating within 50 miles of Headingley and, where possible, within 30 miles. In certain instances, in exceptional circumstances, this requirement may be waived.

Own produce: products sold will be the stallholder's own produce, that is:

- Primary produce must be from sources that have spent the majority of their lifetime on the producer's own farm/site.
- Processed goods must contain as much locally sourced ingredient as possible for the product, 10% being the minimum.
- No bought-in goods are to be sold.
- Only products grown, raised or caught as locally as possible will be sold by the producers themselves. Produced and manufactured products must also be made as locally as possible and primarily from local ingredients/materials.

In addition:

- Only good quality goods and products will be sold.
- No GMO products to be knowingly sold.
- All meats must have gone through local, licensed abattoirs and be fit for human consumption.
- Raw and cooked foods will not be allowed to come into contact with each other or be stored or sold on the same surface or container.

- Stallholders will comply with all statutory hygiene and trading legislation and will have attended any required trading or hygiene courses and will be in possession of the appropriate certificates.
- All producers claiming organic status should display a copy of their current certificate on their stall.
- Clean and washable protective clothing must be worn.
- To protect from contamination of products, stallholders must wash their hands before returning to the stall, e.g. if visiting other stalls, going to a toilet, etc.
- They must maintain a clean stall and a standard of personal hygiene commensurate with handling food. They must refrain from trading if there is a medical condition, wound etc., which could lead to the contamination of produce.
- Stallholders must examine their procedures of hygiene, through all processing, transport, sale etc. to ensure hygiene is maintained throughout.

For any queries local trading standards and/or environmental health department should be contacted.

3.7 Guest stalls and seasonal stalls

Some stallholders may not attend each market but may attend according to the season or alternate with other stallholders. This will be negotiated with the organising group.

4. Flyering and collecting money

4.1 Flyering

Only Headingley Development Trust will be allowed to give out flyers in the market or the area covered by the market, and only then when there is no obstruction to access and egress points to the market.

4.2 Collecting money

No collection of money is to be allowed in the market or vicinity; the only exception regarding the collection of money (voluntary donations) will be for the musicians / singers at the market. These collections will be made by the musicians/singers themselves and/or a member of the Headingley Farmers Market Organising Group.



4.3 Petitions

Requests to sign petitions (other than from Headingley Development Trust) will not usually be allowed in the market or the area covered by the market. Exceptions may be made by the organising group, and only then when there is no obstruction to access and egress points to the market.

All comments and complaints should be directed to the Headingley Farmers' Market Organising Group at headingleyfarmersmarket@gmail.com or to Headingley Development Trust, Heart Centre, Bennett Rd Headingley Leeds LS6 3HN

Headingley Farmers' Market, Headingley Development Trust, January 2018