

Horsforth Farmers' Market

Horsforth Farmers' Market is hosted by Horsforth Churches Together to provide access to good quality local food, to support local producers and to foster the community life of Horsforth

Terms and conditions

- Horsforth Farmers' Market aims to provide food and products sourced as locally as possible, sold to the public by the producers.
- Consumers will be assured that produce bought at Horsforth Farmers' Market is sold in line with hygiene and all other relevant legislation and that they are able to trace the product back to the producer. Preference will be given to local stallholders and producers.

Who?

The market is run by Horsforth Farmers' Market Committee (HFMC) under the auspices of Horsforth Churches Together.

All queries should be directed to the Secretary, Graham Fergusson, at: graham.fergusson1@btinternet.com

When?

The Farmers' market will run from 9.00am to 12.30pm on the first Saturday of every month excluding January.

Where?

Markets will be held at St Margaret's Church of England School car park, Town Street Horsforth. LS18 5BL

What?

Stallholders will be charged £25 per pitch. This must be paid in advance for the following month's market. Cheques are to be made out to 'Horsforth Churches Together' with 'Farmers' Market' on the reverse & are to be sent to the HFMC Treasurer.¹

What is local?

It is the intention of Horsforth Farmers' Market to ensure all produce is as local as possible. This means: originating within 50 miles of Horsforth and, where possible, within 30 miles. In certain instances, where a product is not available locally e.g. fresh fish, this requirement may be waived, up to a maximum of 100 miles from the market. Preference in allocating a pitch will always be on the basis of proximity to the market, as well as quality of the product.

¹ HFMC Treasurer, The Chase, Outwood Lane, Leeds, LS18 4HR

What is 'own produce'?

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. Products sold will be the stallholder's own produce, that is

- the principal producer or their representative must attend and sell their own produce, that is the produce must be grown, reared, caught, pickled, baked, smoked or processed by the stallholder;
- 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, 25% being the minimum for all products except 10% for baked goods. The main ingredient should be made from scratch. GMO's must not knowingly be used. When necessary, producers will be asked to supply proof of local ingredients in their processed goods (e.g. receipts);
- No bought-in goods are to be sold without substantially altering and this by using locally grown or reared ingredients. No middle men are allowed.

In the event of a dispute, a representative of Horsforth Farmers' Market Committee will make the final decision.

Guest stalls

There may be one or two guest stalls at each market which may not conform to the rules above in regard to local produce. These stallholders will be invited at the discretion of the market organizers, (HFMC). This stall must adhere to all the other rules laid down in the contract.

Booking Conditions

Stallholders should give one month's notice if they are unable to attend a market for which they are booked. If there are any problems which may prevent attendance at short notice, they should notify the market organizers as soon as they can.²
Pitch rental fees cannot be refunded.

Insurance

All stallholders will have public liability insurance and product liability insurance with £5m cover. Stallholders must provide details of their public and product liability insurance which will be retained with the Horsforth Farmers' Market Committee. They should send copies of the insurance each year when they renew³.

² Ring 07980 168 473 or 0113 2584650

³ Send to: HFMC Secretary, 5 Victoria Crescent, Horsforth. LS18 4PT:
graham.fergusson1@btinternet.com

RULES OF HORSFORTH FARMERS' MARKET

1. Only good quality goods and products will be sold.
2. No GMO products to be knowingly sold.
3. Prices must be displayed and all products labelled clearly, including ingredients and the full postal address of the producer.
4. All meats must have gone through local, licensed abattoirs and be fit for human consumption.
5. 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.
6. Stallholders cannot operate a stall on site during Farmers Market hours unless they have booked a pitch from the HFMC, and must occupy the pitch that has been allocated to them for that day. Trading must cease and stalls removed at 12.30.
7. Stallholders will comply with all statutory hygiene and trading legislation and will have attended any required trading or hygiene courses and be in possession of the appropriate certificates.
8. All producers claiming organic status should display a copy of their current certificate on their stall.
9. No aggressive techniques to be used to sell products.
10. Clean and washable protective clothing must be worn.
11. 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.
12. Smoking is not permitted at the stall.
13. Stallholders must examine their procedures of hygiene, through all processing, transport, sale etc. to ensure hygiene is maintained throughout.
14. Stallholders must leave their pitch and surrounding area clean and tidy, disposing of their own rubbish.

15. All stallholders will have public liability insurance and product liability insurance (minimum £5m cover). Stallholders must provide a copy of their public and product liability insurance with their signed contract which will be retained with the Horsforth Farmers Market Committee. Each year when they renew their insurance they must provide HFMC with a copy.
16. No alcoholic beverages may be sold.

For any queries contact your local trading standards and/or environmental health department.

Labeling, storage and presentation of food

The following information is for guidance only. All traders must meet statutory legislation and if there is any doubt, then traders should seek assistance from the Environmental Health (food & health) of Leeds City Council on 0113 247 7789. All traders are asked to confirm that they are registered with a local authority (Environmental Health and Trading Standards) and identify that local authority. Trading Standards will make periodic visits to the market and may be able to assist or you should contact your own local authority.

1. FOOD LABELLING

Labels must be clear and conspicuous stating

- Name of the food
- Type of additives, if any, including antioxidants, sweeteners, colours, flavour enhancers, flavouring and preservatives.

2. FOOD SAFETY

- Stallholders must maintain their stalls and spaces in a clean and sanitary condition and must remove all packaging and other materials brought by them, **before leaving the site.**
- Foodstuffs and containers must not be placed on the ground
- Storage, preparation and packing must only be carried out in premises registered and fit for such purposes. This includes foodstuffs unsold that are fit for sale at a subsequent event.

3. TRANSPORT

Conveyances and/or containers used for transporting foodstuffs must be suitable for that use, kept clean and maintained in good order to protect foodstuffs from contamination.

4. MEAT AND MEAT PRODUCTS

- Bags of meat must not be opened for the sale of items separately and should be kept at below 8°C.
- Cooked meats must be vacuum packed and kept at or below 8°C at all times.
- Fresh poultry must be kept and/or displayed at a temperature of between 4°C and -2°C.
- Frozen meat must be kept and displayed at below -18°C and must remain frozen throughout the duration of the market.

Horsforth Farmers' Market

Contract

Please complete and return to:

The Secretary,
HFM C,
5 Victoria Crescent,
Horsforth.
LS18 4PT

graham.fergusson1@btinternet.com

- *I have read the terms, conditions and rules of Horsforth Farmers' Market and agree to accept the terms, conditions and rules as stated.*
- *I confirm that I have Public Liability Insurance and product liability insurance of £5m cover. I will send a copy to the Secretary of the Horsforth Farmers' Market Committee with this signed contract, and a further copy upon annual renewal.*

Signed:

Name in block capitals: Date:

Address (in block capitals)

Email:

Phone no:

Mobile:

Signed (on behalf of HFMC)

Name (in block capitals) Date