

**DATE:** Tuesday April 7, 2020  
**RE:** ASFM Finance & Risk sub-committee ACTIONS/NOTES

**Present:** Christine, Geoff, Joy, Sabine & Michelle  
**Apologies:** Alex

#### ACTION ITEMS

Who	What	When
Christine & Committee	1. Site licence development continues however, a review on implementation is being considered, post COVID-19 maybe more appropriate.	To be presented to the full Committee.
Christine & Committee	Add and rate the following risks to the Risk Register, if Market are cancelled due to COVID-19, consider ramifications to; <ol style="list-style-type: none"> <li>1. Membership fee refunds – currently no requests have been made, it was decided if there were any requests they would be dealt with on a case by case.</li> <li>2. 2021 Membership criteria should be updated to have a 'refund' clause.</li> <li>3. Carpark pass refunds – was discussed, this currently hasn't been raised by any carpark pass holders even though currently all parking is FOC. There is no financial impact on the Market if a refund is requested, as all carpark revenue is passed onto the Showground.</li> <li>4. Discussion was had regarding if the Market was identified as a location where a COVID-19 infection transpired. Christine will work on a standard operating procedure which will cover the steps required.</li> </ol>	April & May Committee meetings
Christine	Include Policy Calendar & Risk Register in ASFM Committee meeting papers	Ongoing
Christine	The use/need of security at the Easter Sunday Market was discussed. It was agreed to engage 2-3 security personal for a three-hour period to be utilised at each entry of the Stirling Angus Hall and one for roving.	ASAP for Easter Sunday Market
General comments around Market new location;	<ol style="list-style-type: none"> <li>1. City of Unley continues to be comfortable with the Market's approach to compliance.</li> <li>2. Difficult to get stallholders to read emails and then be prepared i.e.; removal of material tablecloths, on Market day.</li> <li>3. A written complaint was received from a Market customer regarding the regular AV announcements. Christine responded accordingly.</li> <li>4. General customer mood at the Market is positive with most adhering to social distancing.</li> <li>5.</li> </ol>	

**Next Meeting:** April 14, 2020 – 4pm via Zoom

**Apologies:**