

Northstowe Town Council

Report to: **Full Council**
Meeting date: **19th January 2022**

Report for agenda item:

178/21-22 UPDATES TO TERMS OF REFERENCE AND SCHEME OF DELEGATION

- 1) To receive a report with a proposal to update the Council's Terms of Reference and Scheme of Delegation, following a resolution passed at the Events and Markets Committee meeting held on 4th January 2021.**
- 2) To discuss the changes proposed.**
- 3) To approve the changes proposed and have the Council's Terms of Reference and Scheme of Delegation adapted by the Clerk accordingly.**

Motion from: Events and Markets Committee, following a resolution passed at the Events and Markets Committee meeting held on 4th January 2022 (item 43/21-22); original proposers for that committee meeting were: Cllr. Oluwasanya and Cllr. Bros Sabra.

This report: Compiled by the Clerk; last updated: 14th January 2022.

Background Information:

- On its meeting of the 15th September ([https://www.northstowetowncouncil.gov.uk/ UserFiles/Files/ Minutes/131820-NTC Events and Markets Committee Minutes 15 Sep 2021.pdf](https://www.northstowetowncouncil.gov.uk/UserFiles/Files/Minutes/131820-NTC%20Events%20and%20Markets%20Committee%20Minutes%2015%20Sep%202021.pdf)), the Events and Markets committee, on the agenda item 09/21-22 Review of the Committee's Terms of Reference, resolved unanimously to convene a working party to review the current Terms of Reference, to update the wording and to bring that back to Full Council for approval.
- On its meeting of the 6th October, item 20/21-22 ([https://www.northstowetowncouncil.gov.uk/ UserFiles/Files/ Minutes/131821-NTC Events and Markets Committee Minutes 06 Oct 2021.pdf](https://www.northstowetowncouncil.gov.uk/UserFiles/Files/Minutes/131821-NTC%20Events%20and%20Markets%20Committee%20Minutes%2006%20Oct%202021.pdf)), a revised text was proposed, and discussions took place around the proposal and the working group was tasked to take all points raised into consideration and continue working on the review and bring a new proposal to a future meeting.
- At the Events and Markets Committee meeting, held on 4th January 2022 (item 43/21-22) revised texts for both the Council's Terms of Reference and its Scheme of Delegation were proposed, discussed, with a resolution passed subsequently with a few minor changes made to the text originally proposed. Note: the draft minutes of this Committee meeting had not been finalised at the time of writing, but the below texts have been checked with the Chair of the Committee and have been approved as a correct interpretation of the decisions made at that meeting.

Proposed revised texts

(proposed changes are shown in ***bold and italics***)

Scheme of Delegation

4.7 The Events and Markets Committee is delegated to make decisions on behalf of the council in the following matters:

- ***Review proposals for the Council to lead on, collaborate, or support events from community groups and other stakeholders.***
- ***Manage the organisation of Council-led events.***
- Seek grants and sponsorship and report findings to the Town Clerk to make the applications.
- Set up and review contracts relating to events and markets, and report findings to the Town Clerk to establish legalities.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- ***The Committee's budget each financial year.***
- ***Any funding required outside of, or above, the set budget in any given financial year***
- ***Policy formulation/changes (e.g. policy for supporting community led- events)***

Events & Markets Terms of Reference

Membership: ***Eight*** members of Full Council

Quorum: Four

Reports to: Full Council

Type of Committee: Standing (permanent) and executive (Full Council has delegated responsibility for certain decisions to the committee)

The Committee is to receive advice from the Town Clerk on whether a matter for deliberation is within Committee's power to recommend or resolve. The Committee's power delegated does not always have to be exercised if matters for resolution would benefit from more clarity and deliberation by Full Council. Recommended matters are required to be presented to Full Council for resolution.

Role of the committee:

The overall purpose of this committee is to agree and oversee a programme of regular and one-off Civic and Community events organised ***or supported*** by Northstowe Town Council, and ***agree and oversee the development and subsequent management of local market(s).***

Specific role and powers

1. To agree expenditure within predetermined budgets set by the Council, referring requests for additional or non-budgeted expenditure to the Finance and Governance Committee for authorisation. ***If such additional or non-budgeted expenditure includes items of more than £5000, the request will be directed to Full Council, in line with Section 4.1 of the council's Financial Regulation ("Budgetary control and authority to spend"). All committee's budget and expenditure are to cover costs of what is necessary and relevant to the smooth running of events held in the community and running of markets.***
2. ***To develop a policy for the organisation of events by the Council and the extent of involvement of the council in events organised by community groups and other stakeholders.***
3. ***To review proposals for the Council to lead on, collaborate, or support events from community groups and other stakeholders. Such proposals are to be received at such a time that will allow for the Committee's deliberation and any required preparations.***
4. ***To develop an annual program of regular and one-off events organised or supported by the Council, and play a leading role in strategies that make town a destination through Town events, markets, marketing, tourism, culture and leisure.***
5. ***To collaborate with relevant community groups, other local authorities and stakeholders in the delivery of events aligned with events policy set up as per the points above, for the wider benefits of the town.***
6. ***To develop policy for the operations of the local market(s) (for example: time, frequency and location of market) and review as needed to accommodate changing needs. The Committee is also to agree fees relating to events and markets, including, but not limited to pitch/stall fees.***
7. ***To monitor growth of market(s) and adopt relevant changes to accommodate changes in market size.***
8. ***To receive and incorporate community views/feedback periodically to improve on the Council led events and the local market(s).***
9. To set up and review contracts for services relating to events ***and markets, and report findings to the Town Clerk to establish legalities.***
10. To seek grants and sponsorship for events ***and development of markets*** whenever possible ***and report findings to the Town Clerk to make the applications.***
11. To ensure that all decisions are in accordance with Northstowe Town Council's adopted policies and financial regulations.

The Committee is to receive recommendations from sub-committees and working groups on updates to terms of reference necessary for committee's operations.

Recommendation:

- To discuss the above changes as proposed.
- To approve the changes proposed, and have the Council's Terms of Reference and Scheme of Delegation adapted by the Clerk accordingly.