

SECTION 1A - To be filled in by submitter of the Motion:

Report from	Town Clerk
On behalf of	N/A (NB: prior consultation has taken place with the Councillor Lead for the Market Development Working Group).
Date	25 th January 2024
For Meeting of Council/Committee	Full Council
Date of meeting	30 th January 2024
Agenda item no.	216/23-24
Confidentiality	N/A
TITLE OF MOTION	MARKET EVENT MANAGEMENT – EXTENSION
MOTION(S)	1) To decide to extend the period for making use of an external event management organisation for the weekly Sunday markets until such time as a Market Manager has been employed, plus for an additional two weeks thereafter (motion paper attached).
Background	<p>This proposal is further to – and in line with - the resolution as per <u>item 153/23-24(6), Full Council meeting 31st October 2023.</u></p> <p>However, the <u>financial details in the appendix to that item</u> were based on an event management companies' services needs until the end of January 2024. This now needs extending, for which formal Council approval is sought.</p>
Issues/items for consideration by the Council	<p>The budget proposals that were presented for the item for decision at Full Council in October 2023 specified costs for an external event management company until the end of January 2024; this now needs to be extended as a Market Manager is not yet in place.</p> <p>There is also an additional request to extend the use of the external company for an additional two weeks once a Market Manager is in place, to facilitate handover of information during that period to the new member of staff.</p>
Recommendations	<p>For the Town Council;</p> <ol style="list-style-type: none"> 1) To receive a motion paper setting out a proposal related to finances for the market (attached). <ul style="list-style-type: none"> ➤ This paper. 2) To decide to agree to continue making use of the event management organisation for the weekly Sunday markets until such time as a Market Manager has been employed, plus for an additional two weeks thereafter. <ul style="list-style-type: none"> ➤ This would assure a continuation of market management and a good handover to the Market Manager to be appointed in-house.
Appendices	N/A
Documents:	N/A

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	N/A
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PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear daysⁱ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Establishing market	
Staffing Implications: ⁱⁱ	YES – this would help ensure no unnecessary additional pressure is to come to existing staff, and to ensure that the newly appointed Market Manager has a couple of weeks to have a proper handover for market management on market days	←
Volunteer need implications:	YES – likelihood of additional (Councillor) volunteer attendance needs for managing Sunday markets is reduced.	←
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council’s Plastic-Free Pledge – N/A	
Financial ^{vi}	There are no financial implications at this stage – N/A	
	There will be financial implications; Details: YES – ongoing weekly outgoings for the external events company, continuation of current payment situation. This amounts to: £134.40 per weekly market, for external company staff presence from 8:00 to 3 pm.	←
	There is provision within the budget Budget heading & details: YES –budget has been set aside in the current year’s budget for the Market Manager position. Payments made for services until the end of January 2024 have amounted to a total of £2,848.00 of the budget set aside (until end of March 2024) totalling £7,507.50, meaning that there currently is £4,659.50 left under this budget heading. With 8 more markets planned until the end of March (no market on Easter Sunday), this would amount to a total of £1,075.20 more to be spent for this period, well within the existing budget. Were a Market Manager not to be found or cannot start before the end of this financial year, a continuation of using the Market Manager salary costs in the 2024-2025 budget for an external management company is proposed (see approved budget, as approved at 19th December Full Council meeting for details) and which should then also cover such costs adequately.	←
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications ^{vii}	Details: YES - Ongoing need to keep a close eye on all health and safety aspects; external management company does this on market days	←
Legal	Power under which the spend can be actioned: ^{viii} Local Government Act 1972, s. 144 – power to promote tourism	
	GDPR - Data Privacy Impact Assessment: ^{ix} N/A	
	Other considerations: N/A	

Risk Management	Material risks ^x exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

ⁱⁱ The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

^{vi} It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).