

**NORTHSTOWE TOWN COUNCIL**

**MOTION PAPER**

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

<b>Report from</b>	Town Clerk
<b>On behalf of</b>	N/A
<b>Date</b>	21 <sup>st</sup> March 2024
<b>For Meeting of Council/Committee</b>	Full Council
<b>Date of meeting</b>	26 <sup>th</sup> March 2024
<b>Agenda item no.</b>	<b>258/23-24</b>
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	<b>RENEWAL SUBSCRIPTION TO NABMA</b>
<b>MOTION(S)</b>	<p>[Item deferred from Full Council meeting 27<sup>th</sup> February 2024, item 237/23-24]:</p> <ol style="list-style-type: none"> <li>1) To receive information about renewal of National Association of the British Market Authorities (NABMA) (leaflets and email <u>attached</u>).</li> <li>2) To receive additional information from the Town Council’s Market Manager about the benefits of NABMA membership, following task set at previous Full Council meeting (motion paper <u>attached</u>).</li> <li>3) To approve renewal of the annual membership of the National Association of British Market Associations (NABMA) at the rate of £384 for the period 1st April 2024 – 31st March 2025.</li> <li>4) To allocate 2 Councillors to sign paperwork for afore-mentioned payments and to carry out bank authorisation, to ensure that payment is received by NABMA before 31st March (otherwise new rates are to be charged).</li> </ol>
<b>Background</b>	<p>Following a first full year of (paid) membership of NABMA, a proposal for renewal of this membership was brought back to Full Council at its February 2024 meeting.</p> <p>At this meeting, the decision was deferred, with the clerk tasked to work with the newly appointed Market Manager, once in place, to obtain their input on the usefulness of continuing NABMA membership to support the Northstowe Town Council’s market development and delivery.</p>
<b>Issues/items for consideration by the Council</b>	<p>The Clerk has since discussed this with the Market Manager and obtained their input; the following are the Market Manager’s thoughts to be considered;</p> <p><i>“Having worked with NABMA, via my work with District / Town Councils, I believe they are a very relevant, useful, knowledgeable and supportive association to be with.</i></p> <ul style="list-style-type: none"> <li>• <i>They have, as I understand it, been integral with NTC, and many others, in writing " Market Terms and Conditions" and beyond and offering an invaluable service in this regard.</i></li> <li>• <i>NABMA are also aware of funding opportunities which could be very useful to us.</i></li> <li>• <i>They run great initiatives like the nationwide "Love your local Market" providing literature, banners, bunting etc to use on your market to promote Markets to local residents.</i></li> <li>• <i>Most local Government authorities, who hold Markets, are a member of NABMA.</i></li> </ul> <p><i>I strongly recommend we continue our membership of this association.”</i></p> <p>The Market Manager has also provided information considering another relevant, complimentary organisation, National Market Traders Federation (NMTF):</p> <p><i>“The National Market Traders Federation has been supporting Market Traders, and Organizers, for 125 years. They are free for us to join, as a Local Government authority. They offer a free service to attend any market and deliver a free "Health Check" which is very useful. They are at the end of the phone for advice regarding</i></p>

	<p><i>all aspects of running a Market. They run a "young Market Trader of the year" yearly competition, which is evidence of their support to keep Markets alive going into the future.</i></p> <p><i>I recommend we work with them and am in the process of registering us."</i></p>
<b>Recommendations</b>	<p>For the Town Council;</p> <ol style="list-style-type: none"> <li>1) To receive information about renewal of National Association of the British Market Authorities (NABMA) (leaflets and email <u>attached</u>). <ul style="list-style-type: none"> <li>➤ See associated documentation shared.</li> </ul> </li> <li>2) To receive additional information from the Town Council's Market Manager about the benefits of NABMA membership, following task set at previous Full Council meeting (motion paper <u>attached</u>). <ul style="list-style-type: none"> <li>➤ See above information.</li> </ul> </li> <li>3) To approve renewal of the annual membership of the National Association of British Market Associations (NABMA) at the rate of £384 for the period 1st April 2024 – 31st March 2025. <ul style="list-style-type: none"> <li>➤ Recommended Action.</li> </ul> </li> <li>4) To allocate 2 Councillors to sign paperwork for afore-mentioned payments and to carry out bank authorisation, to ensure that payment is received by NABMA before 31st March (otherwise new rates are to be charged). <ul style="list-style-type: none"> <li>➤ Recommended Action, to ensure the Town Council can benefit from the offer of continuation of the membership at the same rate as '23-'24 (NB: new rates start on 1<sup>st</sup> April 2024).</li> </ul> </li> </ol>
<b>Appendices</b>	N/A
<b>Documents:</b>	Leaflet and report and email from NABMA re: NABMA membership benefits and renewal invitation.

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

<b>Input needed from Clerk?</b>	N/A
---------------------------------	-----

**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 days<sup>i</sup> 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:	Market development	√
Staffing Implications: <sup>ii</sup>	<b>YES</b> – Continuation of membership will assist Market Manager and the Town Council as a whole in further developing the market and reacting appropriately to issues where e.g. legal information is to be obtained.	←
Volunteer need implications:	N/A	
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered Details, where relevant: <b>YES</b> – access to legal advice from NABMA might come useful where relevant.	←
Biodiversity <sup>v</sup>	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 <sup>vi</sup>	There are no financial implications at this stage: N/A	

	There will be financial implications; Details: <b>YES</b> – membership fees, as per above details	←
	There is provision within the budget Budget heading & details: <b>YES</b> – budget for this has been included in the budget heading ‘Annual Subscriptions’ for 2024-2025 budget, as approved by Ful; council in Dec. ’23.	←
	Decisions may give rise to additional expenditure; Details: N/A (except for future membership continuation TBC)	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications <sup>vii</sup>	Details: N/A	
Legal	Power under which the spend can be actioned: <sup>viii</sup> Local Government Act (LGA) 1972, s. 111 (ancillary power)	√
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: N/A	
	Other considerations: N/A	
Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details:	
Other Considerations:	N/A	

<sup>i</sup> Northstowe Town Council’s [Standing Order 9 b,d](#).

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

<sup>iii</sup> 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.

<sup>iv</sup> The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

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

<sup>vi</sup> 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.

<sup>vii</sup> See also Town Council’s [Health and Safety Policy](#).

<sup>viii</sup> See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

<sup>ix</sup> See also the Town Council’s [Data Protection Policy](#).

<sup>x</sup> See Town Council’s [Risk Management Plan](#).