

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

<b>Report from</b>	Town Clerk
<b>On behalf of</b>	N/A (NB: prior consultation has taken place with the Councillor Lead for the Market Development Working Group).
<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>259/23-24</b>
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	<b>CONTINUATION OF MARKET EVENT MANAGEMENT SUPPORT</b>
<b>MOTION(S)</b>	1) To decide to extend the period for making use of one member of staff from external event management organisation Phoenix Events (East) for the monthly Sunday markets to ensure safety can be maintained at all times in each dedicated location (outside and inside) (motion paper attached).
<b>Background</b>	<p>This proposal is further to – and in line with;</p> <ul style="list-style-type: none"> <li>- The resolution as per <u>item 153/23-24(6), Full Council meeting 31<sup>st</sup> October 2023</u>;</li> <li>- The subsequent extension of the external event management company's services provision, as decided on at the <u>Full Council meeting 30th January 2024, item 216/23-24</u>;</li> </ul> <p>The Town Council has since employed a Market Manager, who started on 1<sup>st</sup> March 2024.</p>
<b>Issues/items for consideration by the Council</b>	<p>In discussions held between the Market Manager and Town Clerk it has become apparent that there is a need to continue the services of the external event management company, Phoenix Events (East), employed to supervise Sunday markets.</p> <p>This is not needed for the weekly markets going forward, as these are held entirely outside, but it is recommended that their services continue to be utilised for the much bigger monthly markets (4<sup>th</sup> Sunday of the month) which make use of The Green (both SCDC and Greenbelt-managed parts) as well as both Assembly Rooms in The Cabin.</p> <p>The need is for the following key reasons;</p> <ul style="list-style-type: none"> <li>- The market has recently moved from indoors entirely during winter months to outside (plus inside for monthly markets);</li> <li>- Warmer weather has led to both more traders willing to trade and growth in customers;</li> <li>- The Market Manager has already attracted a number of new traders, thereby growing the weekly and monthly market in size (growth which is very likely to continue over the next months);</li> <li>- Safety is paramount. Outside, there is substantial vehicular movement to be considered, especially during set up and break-down of the market); ensuring people park in appropriate locations is an ongoing concern that needs to be carefully managed throughout; and the Green remains a publicly accessible space for anyone during markets.</li> </ul> <p>The above needs to be considered in combination with the fact that on the monthly markets the indoor space in The Cabin is an entirely different space with virtually no visibility between the two parts of the market and needs to be managed continuously to ensure health and safety of traders and customers at all times.</p>

	<p>As much as there have been willing volunteers assisting the monthly markets to date, organising the volunteer rotas and guaranteeing volunteer presence throughout the market has proven to be increasingly more difficult.</p> <p>Phoenix staff know the market and location very well, have extensive experience in safe event management and can be relied on to be there for the full duration of the market, plus they are all First-Aid trained as well. Between the Market Manager and the Phoenix staff member all key health and safety aspects of running a market can be addressed - The Market Manager and Phoenix staff can divide up the two distinct areas (outside and inside) to cover safety aspects.</p> <p>On the monthly markets, there will be an ongoing need for the indoor market to <i>also</i> have some volunteers helping out with tasks such as greeting customers; counting customers; surveys; support to traders with setting up and taking down. Were volunteer availability continue to be a problem going forward, the number of staff to be attracted from the external event management company (one is being proposed) may then need to be reconsidered. It is assumed that some volunteer assistance during monthly markets will continue to be supplied.</p>
<b>Recommendations</b>	<p>For the Town Council;</p> <ol style="list-style-type: none"> <li>1) To decide to extend the period for making use of one member of staff from external event management organisation Phoenix Events (East) for the monthly Sunday markets to ensure safety can be maintained at all times in each dedicated location (outside and inside) (motion paper attached). This paper.</li> </ol> <p>➤ See details in this paper.</p>
<b>Appendices</b>	N/A
<b>Documents:</b>	N/A

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

<b>Input needed from Clerk?</b>	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 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:	Establishing market	
Staffing Implications: <sup>ii</sup>	<b>YES</b> – This would ensure a key liability for the Town Council is covered, i.e. ensuring safety at the market at all times. With a reliable staff member from the external event management company present at each monthly market, the Market Manager can ensure safety can be maintained in both inside and outside areas at all times.	←
Volunteer need implications:	<b>YES</b> – likelihood of additional (Councillor) volunteer attendance needs for managing Sunday markets is reduced, but there will continue to remain a need for additional volunteer support for the monthly markets in areas of work such as counting customers.	←
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> having a permanent presence both outside and inside means that key issues such as inappropriate parking and correct site allocation for traders can be ensured.	
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> – ongoing weekly outgoings for the external events company, continuation of current payment situation. This amounts to: £134.40 per market, for external company staff member presence from 8 am to 3 pm.	←
	There is provision within the budget; Budget heading & details: <b>YES:</b> <ul style="list-style-type: none"> <li>- A considerable saving on the 'Market Manager' has been made in '23-'24 against the original budget which had assumed a manager in place from 1<sup>st</sup> April 2023: a total underspend of £2,625.39.</li> <li>- For '24-'25 there is a saving in this budget heading as the agreed salary for the Market Manager for the months during the first six month probationary period is just below what had been budgeted for in the Council-agreed budget, as agreed in December 2023 by Full Council.</li> <li>- There is also budget in heading 'Market Management' of in total £5,000, allocated for additional materials and venue hire. This is very likely to result in underspend with probably less venue hire next winter to be needed than initially expected (TBC).</li> </ul>	←
	Decisions may give rise to additional expenditure; Details: Not expected.	
	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: <b>YES</b> - Ongoing need to keep a close eye on all health and safety aspects; external management company does this on market days, together with Market Manager they can then divide up the two distinct areas (outside and inside) to cover safety aspects.	←
Legal	Power under which the spend can be actioned: <sup>viii</sup> Local Government Act 1972, s. 144 – power to promote tourism	√
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> N/A	
	Other considerations: N/A	
Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details: <b>YES</b> - As per above details, there is an ongoing need for additional volunteer support during the bigger monthly markets.	←
Other Considerations:	N/A	

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

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- 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](#).