

## Northstowe Town Council

*Report by: Market Development Working Group (Events & Markets Committee)*

*Date: 24 August 2022*

**Report for: Events & Markets Committee**

**Meeting date: 6<sup>th</sup> September 2022**

### **Report for agenda item: 50/22-23(2) Set up of a dedicated markets inbox**

- 1) To receive report from the working group on email account for markets.
- 2) To approve for a markets dedicated email account [markets@northstowetowncouncil.gov.uk](mailto:markets@northstowetowncouncil.gov.uk), for 18£/year, to be set up at the time the working group considers necessary to proceed with market development and management, and which is to be managed and accessed by a member of NTC staff.

### **Background information**

- 1) In order to facilitate work for the set up and management of and operation of the town council market, by streamlining all relevant communications, the working group recommends that a simple dedicated email account is set up.
- 2) The email would be used by members of staff and volunteers.

### **Issues for consideration**

- 1) The proposed email name is [markets@northstowetowncouncil.gov.uk](mailto:markets@northstowetowncouncil.gov.uk); a clear and short name.
- 2) There are two options for emails to be received at such address:
  - A) Alias email: this is an address where incoming emails are forwarded automatically to certain mailboxes. To those chosen; up to four external ones. No cost associated

Pros: no costs associated. Allows automatic forwarding, including external in case management of market is outsourced.

Cons: does not allow for sending back emails from the address . Does not allow for email trail, which is required for FOI requests.

B) Dedicated account: additional email account where emails can be received, forwarded if needed, answered and stored. It costs 18£/year and be activated within a period of 24h.

Pros: allows for reolying and acts as repository for audit trail or FPI requests.

Cons: - ned to pay every year.

### **Proposal**

The working group recommends the committee to approve for a markets dedicated email account [markets@northstowetowncouncil.gov.uk](mailto:markets@northstowetowncouncil.gov.uk), for 18£/year, to be set up at the time the working group considers necessary to proceed with market development and management, and which is to be managed and accessed by a member of NTC staff