

Northstowe Town Council
<i>Report by: Market Development Working Group (Events & Markets Committee) Date: 1st NOVEMBER 2022</i>
Report for: Events & Markets Committee Meeting date: 1st NOVEMBER 2022
Report for agenda item: 62/22-23 Revised Market Development Working Group terms of reference 1) To receive revised draft terms of reference for the Committee working group on market development. 2) To approve the proposed terms of reference. 3) To approve membership of the working group.
Background information 1) On 5 th July 2022 (agenda item 35/22-23 MARKET DEVELOPMENT WORKING GROUP – TERMS OF REFERENCE the Events and Markets Committee, point 2) To approve the proposed Terms of Reference, resolved unanimously to defer the motion to a future meeting until clarification was obtained from the Clerk on some clauses of the presented ToR. As per the meeting minutes, it was requested to amend the ToR further, to include the following: - Amendment to the clause on membership - To include a clause to indicate how non-Councillor members of the Working Group could be removed if so desired. 2) Cllr Bros Sabria, as requested by the Chair, sought advice from the Town Clerk, who clarified that: <i>As there are no references to Working Groups in the Council's current standing Orders, you may wish to include a reference in the draft ToR how one may wish to discontinue membership for non-councillors. Working groups should normally have a time limit anyway, working rather as 'Task and Finish' groups to research, seek information and organise things then to be brought back to the committee. The Market Dev WG is a WG that may have a longer time span, but will undoubtedly be dismantled once everything has been done that it was set out to look into, or it may get new instructions from the committee it reports to e.g. following a successful pilot.</i> In addition, the town clerk referred to the procedures of approval of membership of Committees <i>“Committee membership, with the committee's terms and conditions, are decided on once a year at the Annual Meeting of the Town Council, see Standing Order 4(d) and stepping down from a Committee or new Members joining is a Full Council decision along the year in between these annual meetings; in each case this having to be on an agenda and passed by resolution (as has happened a few times already).”</i> 3) Input received by the clerk was used to make revisions, shown below in <i>bold and italics</i> . Membership has been kept as a separate decision, for the sake of clarity both internally and externally.
Item for consideration <u>Market Development working group draft terms of reference</u> <ul style="list-style-type: none"> Task and scope: Set up and develop a pilot regular market in Northstowe

Note that the group does not have any delegated authority, but has the mandate to research, investigate, and consider. The group has no decision-making power and it is not exercising any public function of the Council.

- **Reporting to:** The Working group reports (and makes recommendations) to Events and Markets (“E&M” hereafter) Committee.
 - **Time frame:** until pilot market has been established, finalised and revised.
 - **Membership:** Clerk normally not attending but may be called on an ad-hoc basis for information or advice
 - Membership is open to Cllrs and non-Cllrs (including Cllrs not members of the E&M Committee, Residents/community groups, and Cllrs of other local authorities, and business representatives).
- Members stepping down or joining the working group is a decision of the E&M Committee. Membership can be discontinued after E&M Committee approval, if so requested by at least 2 members of the working group.***
- **Meetings:** WG can meet anytime, by any means including remotely (e.g., over Zoom or Teams), or just by email alone or over the phone.
 - **Quorum:** There is no quorum for WG meetings to take place.
 - **Notes:** notes of the meetings are to be circulated to all members.
 - **Declarations of interest:** any pecuniary interest will be recorded at meeting notes, from both Councillors and any members of the public present.

Membership of the Market Development Working Group – November 2022

- **Members:**
 - Cllrs: Cllr Bros Sabria (Lead), Cllr Delip, Cllr Males, Cllr Oluwasanya, ***Cllr Susarla***
 - Non-Cllrs:
 - Cllrs no E&M Committee members: None
 - Officers: Katherine Southwood (SCDC - Business Development Team, providing support to Councils in setting up markets, funding from CPCA Enterprise zone).