	Comments/Questions	Who	05-Sep	12-Sep	19-Sep	26-Sep	03-Oct	10-Oct	17-Oct	24-Oct	31-Oct	07-Nov	14-Nov	21-Nov	28-Nov	05-Dec	12-Dec	19-Dec	26-Dec	02-Jan	09-Jan	16-Jan	23-Jan	30-Jan	06-Feb	13-Feb	20-Feb	27-Feb	06-Mar	13-Mar	20-Mar	27-Mar	03-Apr	10-Apr	17-Apr	24-Apr	01-May	08-May	15-May	22-May	29-May	05-Jun	12-Jun	19-Jun	26-Jun	03-Jul	10-Jul	17-Jul	24-Jul	31-Jul	07-Aug	14-Aug	21-Aug	28-Aug	04-Sep
			SEPT				OCT					NOV				DEC				JAN				FEB					MAR				APR					MAY				JUN					JUL				AUG				
Business plan																																																						
Research- templates		SCDC																																																				
Initial draft		SCDC																																																				
WG discussion		WG						M	M																																													
Revised Business plan		SCDC																																																				
NABMA feedback																																																						
Business plan review		WG																																																				
Approval of business plan E&M													m		M																																							
Approval of business plan FC																	m		M																																			
Legal check T&C																																																						
Market survey to neighbouring residents - Day and Time of Market																																																						
Action plan, letter and questions - Draft		WG																																																				
Action plan, letter and questions - WG discussion and review and prepare motion (email or meeting)																																																						
Action plan and letter/survey - approved E&M									m		M																																											
Printing early engagement and input gathering letters																																																						
Survey door to door																																																						
Survey results collection and report. Proposal for day&times																																																						
Day&times approved E&M	Include in motion reference to motion on days&times based on traders availbilit												m		M																																							
Printing and distributing market notification letter																																																						
Licensing/ Declaration of market powers and other permissions																																																						
Neighbouring market research and communication (6,2 miles)																																																						
Report for market powers																																																						
Approval Market Powers E&M													m		M																																							
Approval Market Powers F&G (expected deferral to FC)															m		M																																					
Approval Market Powers FC																	m		M																																			
Landowner permission agreement																																																						
Landowner permission agreement																																																						
Parking land agreement - not needed																																																						
Electricity agreement (part of landowner agreement)																																																						
Insurance?																																																						
Recruitment - Staffing																																																						
Deputy Clerk - Discuss and approve the recruitment paperwork- PC to recommend to FC							M																										?																					
Deputy Clerk - Approve recruitment proposals, recruitment panel and interview date - FC										M																																												
Deputy Clerk - Post advertising																																																						
Deputy Clerk - Shortlist and interviews																																																						
Deputy Clerk - Selection, notification, agree of start date																																																						
Deputy Clerk - Approval of appointment by FC																																																						
Deputy Clerk - Start date (earliest possible)																								?																														
Market manager - Business case, main tasks and costs to feed into budget 2023-2024 - prepa		WG																																																				
Market manager - Business case, main tasks and costs to feed into b	to then be presented to t	E&M							m		M																																											
Market manager - Business case, main tasks and costs to feed into 2	(Town clerk presents)	FG									m		M																																									
Market manager - Costs approved for budget 2022-2023		FC															m		M																																			
Market manager - Business case, main tasks and proposal for Personnel Committee input		wg-pc																																																				
Market manager - Discuss and approve the recruitment paperwork- F	(cannot happen before c	PC																					m?		M?																													
Market manager - Recruitment package, timeline and interview date -	Full Council Approval	FC																								m		M																										
Market manager - Post advertising		PC																																																				
Market manager - Shortlist and interviews		PC																																																				
Market manager - Selection, notification, agree of start date		PC																																																				
Market manager - Approval of appointment by FC		FC																																				m		M														
Market manager - Earliest possible start date																																																						
Volunteers call out - Market supervision																																																						
Market supervision by volunteers																																																						
Market supervision by Market manager																																																						
Traders																																																						
Preliminary expression of interest		SCDC																																																				

potential market start date (15-16)

potential market start date

| | | |