

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

Report from	Cllr Bros Sabria
On behalf of	Market Development Working Group
Date	01 March 2023
For Meeting of Council/Committee	Events and Markets Committee
Date of meeting	21 st March 2023
Agenda item no.	92/22-23
Confidentiality	N/A
TITLE OF MOTION	Northstowe winter market events
MOTION(S)	<p>1) To receive a verbal update on success and lessons learnt of indoor events held on 22nd January and 26th February (with report containing feedback received from attendees of the January market).</p> <p>2) To receive and consider revised proposal for delivery of three winter indoor market, with retrospectively for January and February updated after the delivery of the first 4) To approve the updated proposal for three winter market events.</p>
Background	<p>1) At the Events and Market Committee meeting of 1st of November, agenda item 61/22-23 MARKET DEVELOPMENT WORKING GROUP: TIMELINE AND WINTER MARKET EVENTS, the Committee:</p> <p>two events and with further details added (plus updated Risk Assessment added).</p> <p>3) To approve the additional costs for the winter markets, to be covered through the 'Marketing costs Events and Markets'; and 'Market Management' budgets.</p> <ul style="list-style-type: none"> • Received a draft proposal for action plan and costs for indoor winter monthly market events. • RESOLVED unanimously, to change, in the draft action plan for the 'Winter Market Events', 'Proposed 2nd Sunday. 11 am to pm' to: 'Best fit weekend day and best timing on those days, pending further discussions with • traders and venues. 'RESOLVED unanimously, to agree on holding monthly markets events in Jan-March 2023, and to task the Working Group with its implementation as per the draft action plan for 'Winter Market Events' proposed, as amended.
Issues/items for consideration by the Council	<p>1) As implementation of market events has progressed and taken place, amendments to the proposals were required and further details provided. These include:</p> <ul style="list-style-type: none"> - Venue, dates and timings after availability and requirements from venue have been communicated. - Fees, stall holders' requirements, type of stalls - Organisation: partners involved and their role, volunteers needed for market days and specific tasks prior and during the events. <p>For the Committee consider approving the updated proposal for three winter market events in January (retrospective), February (retrospective) and March, with additional details on venues, timings, fees, requirements, number and type of stalls, and organisations and tasks.</p>
Recommendations	1) To approve the additional costs for the winter markets, to be covered through the 'Marketing costs Events and Markets' (£211 instead of £200); and 'Market Management' budgets (£249 instead of either £177 or £420 in draft proposal).

	<p>2) To approve the updated proposal for three winter market events in January (retrospective), February (retrospective) and March, with additional details on the following:</p> <ul style="list-style-type: none"> - venue - days and timings - fees and requirements for traders - number and type of stalls - organisations and tasks - final costs and budget.
Appendices	-
Documents:	Proposal for winter market events – Revised March (public domain)

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

Input needed from Clerk?	<p>Wording on motion, particularly for the “retrospective” approval for January and February event. Highlighted.</p> <p>Proposal paper (previously given feedback already)</p> <p>Clerk has provided feedback on draft version</p>
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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 daysⁱ 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 for the community	√
Staffing Implications: ⁱⁱ	YES - Although no need for staffing on market days and although the majority of planning and delivery has been carried out by Market Dev WG members, there has still been a considerable input needed throughout Jan-Mar from Clerk needed for numerous correspondence with Market Dev WG queries; partner liaisons, traders' and residents' enquiries, as well as input into promotion. Most time has gone into setting up financial processes for invoicing and which will be an ongoing time need for the RFO for every market to be delivered.	√
Volunteer need implications:	YES – as highlighted in the accompanied report Recommendation: - For the Council to carefully consider whether current model, dependent on relatively large number of volunteers works and can be sustained, both for ongoing correspondence with traders (almost on daily basis), preparations for market, promotion, delivery and monitoring & evaluation.	√
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	√
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: in RA	√
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant: N/A	√
Sustainability	Is in line with the Council's Plastic-Free Pledge - YES	√
Financial ^{vi}	There are no financial implications at this stage – N/A	√
	There will be financial implications; Details: YES - See above under 'Recommendations'; see also separate motion for equipment needs identified.	√
	There is provision within the budget YES - Budget heading & details: Yes; see above under 'Recommendations'	√
	Decisions may give rise to additional expenditure; Details: YES - possibility for further equipment needs with more market delivery	√
	Decisions may have potential for income generation; Details: YES - Growth in numbers of traders seen means higher income taken from stall fees	√
Other Resource implications (besides finance):	Details: N/A	√
Health and Safety implications ^{vii}	Details: RA available; recommendations - see notes under 'Risk Management'	√
Legal	Power under which the spend can be actioned: ^{viii} - Local Government Act 1972, s. 145(1)(a): Power to provide entertainment/events; - Food Act 1984, s. 50 – power to provide a market place; - Local Government Act 2003, s. 93 – Power to charge for discretionary services.	√
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: details of traders and volunteers.	√
	Other considerations: N/A	√
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: Detailed risk assessment included and has been updated before start of seconds winter market.	√

	Recommendations: <ul style="list-style-type: none"> - That RA is updated monthly, as market is new endeavour and new issues may need to be considered after each market; - Ensure clear responsibility lines within Working group for updating RA and making sure relevant information from volunteers, traders and attendees is captured 	
Other Considerations:	N/A	√

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

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](#).