

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

<b>Report from</b>	Cllr Pradeep Susarla
<b>On behalf of</b>	Market Development Working Group
<b>Date</b>	01 March 2023
<b>For Meeting of Council/Committee</b>	Events and Markets Committee
<b>Date of meeting</b>	21 <sup>st</sup> March 2023
<b>Agenda item no.</b>	93/22-23
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	Northstowe winter market events – Updated timeline
<b>MOTION(S)</b>	<ol style="list-style-type: none"> <li>1) Receive a report for updated timeline</li> <li>2) Approve the proposed timeline</li> </ol>
<b>Background</b>	<ul style="list-style-type: none"> <li>• We have had the indoor market for Jan and Feb now and based on how things are going and the construction of interim facility which may affect the start of the outdoor markets</li> </ul>
<b>Issues/items for consideration by the Council</b>	None
<b>Recommendations</b>	For the Committee to approve the proposed updated timeline
<b>Appendices</b>	-
<b>Documents:</b>	Events & Markets – updated timeline

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

<b>Input needed from Clerk?</b>	None
---------------------------------	------

**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:	Market development for the community	√
Staffing Implications: <sup>ii</sup>	<p><b>YES:</b> Current and future staff members feature listed on timeline in many places as key to delivery of the timeline.</p> <p><b>Recommendations</b> – for the Council to consider;</p> <ul style="list-style-type: none"> <li>- The current lack of spare staffing capacity;</li> <li>- The delay in recruitment of Deputy Clerk, with additional time need to induct the chosen candidate into the work once in post in May;</li> <li>- Timeline is focused on getting a separate Market Manager in place – to consider how realistic the relatively short timeline for getting someone in place may be.</li> </ul>	√
Volunteer need implications:	<p><b>YES:</b> Much of the further development and delivery is dependent on sufficient and reliable volunteer input.</p> <p><b>Recommendation:</b> to consider how realistic it will be to sustain levels of volunteer input needed for ongoing development, liaisons with traders, community, partner organisations, promotional activities, monitoring and evaluation, and delivery on market days.</p>	√
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant: N/A (for the timeline itself)	√
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered Details, where relevant: <b>YES</b> – inclusion in updated timeline of discussions with Safety Advisory Group welcome	√
Biodiversity <sup>v</sup>	There are no (negative) bio-diversity implications Details, where relevant: N/A (for the timeline itself)	√
Sustainability	Is in line with the Council's Plastic-Free Pledge <b>YES:</b> will play a key role in market delivery	√
Financial <sup>vi</sup>	There are no financial implications at this stage	√
	There will be financial implications; Details: <b>YES</b> – see staffing above; also additional equipment needs likely	√
	There is provision within the budget Budget heading & details: <b>YES</b> – budget set aside in '23-24 budget for market delivery and Market Manager, through CPCA grant and precept	√
	Decisions may give rise to additional expenditure; Details: <b>Possibly</b> -Unclear at this stage – potentially additional expenditure needs not yet foreseen	√
	Decisions may have potential for income generation; Details: <b>YES</b> – market traders' stall fees will help balance against the costs (see separate Business plan proposals).	√
Other Resource implications (besides finance):	Details: N/A	√
Health and Safety implications <sup>vii</sup>	Details: <b>Recommendation:</b> to be covered in further details e.g. ToRs with traders.	√
Legal	Power under which the spend can be actioned: <sup>viii</sup> <ul style="list-style-type: none"> <li>- Food Act 1984, s. 50 – power to provide for a market;</li> <li>- Local Government Act 2003, s. 93 – Power to charge for discretionary services.</li> </ul>	√
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: details of traders and volunteers.	√

	Other considerations: N/A	√
Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details: <b>Recommendation:</b> RA and Tor to be developed	√
Other Considerations:	Timeline dependent also on Business plan to be approved by Full Council in near future, in order for other key elements such as staffing recruitment to be instigated. <b>Recommendation:</b> for the committee to consider alternatives were there be a delay in FC approval and/or staff recruitment.	√

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

<sup>ii</sup> The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

<sup>iii</sup> 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.

<sup>iv</sup> The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

<sup>v</sup> The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

<sup>vi</sup> 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.

<sup>vii</sup> See also Town Council's [Health and Safety Policy](#).

<sup>viii</sup> See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

<sup>ix</sup> See also the Town Council's [Data Protection Policy](#).

<sup>x</sup> See Town Council's [Risk Management Plan](#).