

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

Report from	Cllr Pradeep Susarla
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.	95/22-23
Confidentiality	N/A
TITLE OF MOTION	Northstowe winter market events – Expenditure
MOTION(S)	<ol style="list-style-type: none"> 1) Receive a report for Expenditure for market and events 2) Approve the proposed expenditures of for markets and events £569.83 to come from 43 Assets for Events.
Background	<ul style="list-style-type: none"> • We have had the indoor market for Jan and Feb now and the items listed in the document titled “Events & Markets – Market Expenditure” are needed as we have been either borrowing or getting around with a workaround. These items will be needed for the March and also further outdoor market as well.
Issues/items for consideration by the Council	<ul style="list-style-type: none"> • £2900 has been budgeted for this but nothing spent.
Recommendations	For the Committee to approve the market expenditure expenses, which will serve for both the indoor and outdoor markets
Appendices	-
Documents:	Events & Markets – Market Expenditure

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

Input needed from Clerk?	None
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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: RFO to source and order the items. Recommendation: for the committee to task the Market Development Working Group to provide all wording/logos/texts/etc needed before the RFO can order these items.	√
Volunteer need implications:	YES – recommendations: <ul style="list-style-type: none"> - See recommendation under ‘staffing implications’ - Also: volunteers to include looking after the new items in the Risk Assessment and ensuring storage and regular checks on safety of items is to be incorporated into volunteers’ rota work, as well as ensuring sufficient volunteers are available to put items out and back again at end of each market. 	√
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: some of items should help ensure safety through better signage and such.	√
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 – N/A	√
Financial ^{vi}	There are no financial implications at this stage	√
	There will be financial implications; Details: YES - See costs for proposed expenditure in associated document.	√
	There is provision within the budget Budget heading & details: YES: Market Management (cost code 42) - £1,200 available in this budget in the '22-23 budget.	√
	Decisions may give rise to additional expenditure; Details: Possibly – signage may need to be replaced where lost or damaged in future.	√
	Decisions may have potential for income generation; Details: N/A	√
Other Resource implications (besides finance):	Details: Potentially: additional items on Asset Register has potential for the Council’s insurance premium to rise.	√
Health and Safety implications ^{vii}	Details: See above under ‘Crime and Disorder’	√
Legal	Power under which the spend can be actioned: ^{viii} <ul style="list-style-type: none"> - Local Government Act 1972, s. 145(1)(a): Power to provide entertainment/events; - Local Government Act 1972, s. 144: Power to contribute to the encouragement of tourism 	√
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: N/A	√
	Other considerations: N/A	√
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: YES – recommendation: Considering the planned outdoors use of several of the items proposed for purchase, it is recommended to consider sturdiness and durability of items to be purchased, to reduce risk of accidents to people or property due to items breaking.	√
Other Considerations:	YES:	√

	<p>It is unclear from the associated paper whether all, or a selection (choice) of the items listed are to be purchased.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> - Committee to carefully consider whether all items are indeed needed; - Committee to consider whether purchase of the items can be staggered (noting also that it is unlikely that most items can be in place by the time the next winter market event takes place on 26th March, due to need to order and delivery times that need to be taken into account. - See also recommendation under staffing implications, above. 	
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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](#).