

Report by Events and Markets Terms of Reference Working Group (prepared by Cllr Oluwasanya and Cllr Bros Sabria)

Report for: Events and Markets Committee

Meeting date: 4th January 2022

Report for agenda item:

43/21-22 TERMS OF REFERENCE

- 1) To receive a report from the Committee's Terms of Reference Working Group, including a proposal for updated texts for the Council's Terms of Reference and Scheme of Delegation.
- 2) To discuss the proposed texts
- 3) To approve the redrafted texts for the Council's Terms of Reference and Scheme of Delegation, and to present these to Full Council for a final decision.

Background information:

- On its meeting of the 15th September ([https://www.northstowetowncouncil.gov.uk/UserFiles/Files/Minutes/131820-NTC Events and Markets Committee Minutes 15 Sep 2021.pdf](https://www.northstowetowncouncil.gov.uk/UserFiles/Files/Minutes/131820-NTC%20Events%20and%20Markets%20Committee%20Minutes%2015%20Sep%202021.pdf)), the Events and Markets committee, on the agenda item 09/21-22 Review of the Committee's Terms of Reference, resolved unanimously to convene a working party to review the current Terms of Reference, to update the wording and to bring that back to Full Council for approval.
- On its meeting of the 6th October, item 20/21-22 ([https://www.northstowetowncouncil.gov.uk/UserFiles/Files/Minutes/131821-NTC Events and Markets Committee Minutes 06 Oct 2021.pdf](https://www.northstowetowncouncil.gov.uk/UserFiles/Files/Minutes/131821-NTC%20Events%20and%20Markets%20Committee%20Minutes%2006%20Oct%202021.pdf)), a revised text was proposed, and discussions took place around the proposal and the working group was tasked to take all points raised into consideration and continue working on the review and bring a new proposal to a future meeting.

This report contains the proposed amended text for the current Terms of Reference (ToR) of the Events and Markets Committee, as well as a revised text for the relevant section of the Council Scheme of Delegation, which should be amended to reflect the revised Committee's ToR.

Issue for consideration:

The committee to discuss and consider the following proposed revisions to the current committee ToR (as approved by Full Council on 20th May 2021) and bring back an updated version to next Full Council meeting for subsequent recommendation.

Proposed revised texts

(changes are shown in bold and italics)

Scheme of Delegation

4.7 The Events and Markets Committee is delegated to make decisions on behalf of the council in the following matters:

- ***Review proposals for the Council to lead on, collaborate, or support events from community groups and other stakeholders.***
- ***Manage the organisation of Council-led events.***
- Seek grants and sponsorship and report findings to the Town Clerk to make the applications.
- Set up and review contracts relating to events and markets, and report findings to the Town Clerk to establish legalities.

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- **The Committee's budget each financial year.**
- **Any funding required outside of, or above, the set budget in any given financial year**
- **Policy formulation/changes (e.g. policy for supporting community led-events)**

Events & Markets Terms of Reference

Membership: **Eight** members of Full Council

Quorum: Four

Reports to: Full Council

Type of Committee: Standing (permanent) and executive (Full Council has delegated responsibility for certain decisions to the committee)

The Committee is to receive advice from the Town Clerk on whether a matter for deliberation is within Committee's power to recommend or resolve. The Committee's power delegated does not always have to be exercised if matters for resolution would benefit from more clarity and deliberation by Full Council. Recommended matters are required to be presented to Full Council for resolution.

Meetings frequency: The committee will meet on a monthly basis, unless otherwise decided.

Role of the committee:

The overall purpose of this committee is **firstly**, to agree and oversee a programme of regular and one-off Civic and Community events organised **or supported** by Northstowe Town Council, and **secondly agree and oversee the development and piloting, and subsequent management of local market(s).**

Specific role and powers

1. To agree expenditure within predetermined budgets set by the Council, referring requests for additional or non-budgeted expenditure to the Finance and Governance Committee for authorisation. **If such additional or non-budgeted expenditure includes items of more than £5000, the request will be directed to Full Council, in line with Section 4.1 of the council's Financial Regulation ("Budgetary control and authority to spend"). All committee's budget and expenditure are to cover costs of what is necessary and relevant to the smooth running of events held in the community and running of markets.**
2. **To develop a policy for the organisation of events by the Council and the extent of involvement of the council in events organised by community groups and other stakeholders.**
3. **To review proposals for the Council to lead on, collaborate, or support events from community groups and other stakeholders. Such proposals are to be received at such a time that will allow for the Committee's deliberation and any required preparations.**
4. **To develop an annual program of regular and one-off events organised or supported by the Council, and play a leading role in strategies that make town a destination through Town events, markets, marketing, tourism, culture and leisure.**
5. **To collaborate with relevant community groups, other local authorities and stakeholders in the delivery of events aligned with events policy set up as per the points above, for the wider benefits of the town.**

6. **To develop a policy for the operations of the local market(s) (for example: time, frequently and location of market) and review as needed to accommodate changing needs. The Committee is also to agree fees relating to events and markets, including, but not limited to pitch/stall fees and ensure pitch requested is proportional to business size.**
7. **To monitor growth of market(s) and adopt relevant changes to accommodate changes in market size.**
8. **To receive and incorporate community views/feedback periodically to improve on the Council led events and the local market(s).**
9. To set up and review contracts for services relating to ~~the~~ events ~~programme and markets, and report findings to the Town Clerk to establish legalities.~~
10. To seek grants and sponsorship for events **and development of markets** whenever possible **and report findings to the Town Clerk to make the applications.**
11. To ensure that all decisions are in accordance with Northstowe Town Council's adopted policies and financial regulations.

The Committee is to receive recommendations from sub-committees and working groups on updates to terms of reference necessary for committee's operations.