

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

Report from	Town Clerk
On behalf of	N/A
Date	26 th March 2024
For Meeting of Council/Committee	Events and Markets Committee
Date of meeting	2 nd April 2024
Agenda item no.	59/23-24
Confidentiality	N/A
TITLE OF MOTION	MARKET DEVELOPMENT WORKING GROUP
MOTION(S)	1) To decide to stop the activities of the Market Development Working Group, and for the Market Manager to work directly with relevant Councillors and partners instead (motion paper attached).
Background	<p>A decision to set up a Market Development Working Group was made early on, in October 2021 (Item 13/21-22, Events and Markets Committee 15th September 2021).</p> <p>The Working Group has since successfully led on delivery of a Northstowe-wide survey (early 2021), three indoor market events January – March 2023 and subsequently kickstarted the pilot market from the middle of April 2023, eventually leading to a further survey, a comprehensive pilot market evaluation and subsequent Full Council decision (Oct. '23) to continue the market after the six-month pilot, with a Market Manager recruited for (Full Council, Dec '23).</p> <p>Terms of Reference for the Market Development Working Group were initially devised in July 2022 and subsequently adapted and approved in November 2022.</p> <p>The Market Manager has started work on 1st March 2024, and is rapidly taking on, one by one, key work streams previously coordinated by other staff members and Councillors.</p>
Issues/items for consideration by the Council	<p>It is recommended to now stop the activities of the Market Development Working Group, for the following key reasons;</p> <ul style="list-style-type: none"> - The Town Council has attracted an experienced Market Manager who is now in place; - The current version of the Market Development Working's Terms of Reference refers to the end of the pilot phase as the intended timeline for the Working Group, and this wording has not been updated; - There have been very few activities from the Working Group collectively in the last months, following the start of the post-pilot phase. <p>It is considered that a Working Group is now no longer needed at this stage of market development/delivery.</p> <p>The Market Manager can work directly with relevant Councillors, Cllr/resident volunteers, and with external partners linked to the market such as Phoenix event management company, Northstowe Foodies, Northstowe Hub and SCDC amongst others, all of which the Manager is already doing.</p> <p>This should also result in making the ongoing market development and delivery more effective.</p>
Recommendations	<p>For the Town Council;</p> <ol style="list-style-type: none"> 1) To decide to stop the activities of the Market Development Working Group, and for the Market Manager to work directly with relevant Councillors and partners instead (motion paper attached). <ul style="list-style-type: none"> ➤ Details are in this motion paper.
Appendices	N/A
Documents:	N/A

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

Input needed from Clerk?	N/A (NB: input has been sought from the Market Manager as well as the lead Councillor of the Market Development Working Group).
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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 Delivery/ effective working	√
Staffing Implications: ⁱⁱ	YES – Market Manager to be able to work effectively and work directly with all involved in ongoing market development and delivery.	←
Volunteer need implications:	YES – Councillors and third parties volunteering their time on the Market Development Working Group can continue to do so but working directly with the Market Manager instead.	←
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: N/A	
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 - N/A	
	There will be financial implications; Details: N/A	
	There is provision within the budget Budget heading & details: N/A	
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: N/A	
Other Resource implications (besides finance):	Details: N/A	
Health and Safety implications ^{vii}	Details: N/A	
Legal	Power under which the spend can be actioned: ^{viii} N/A	
	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: N/A	
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](#).