

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

<b>Report from</b>	Town Clerk
<b>On behalf of</b>	N/A
<b>Date</b>	26 <sup>th</sup> March 2024
<b>For Meeting of Council/Committee</b>	Events and Markets Committee
<b>Date of meeting</b>	2 <sup>nd</sup> of April 2024
<b>Agenda item no.</b>	<b>60/23-24</b>
<b>Confidentiality</b>	N/A
<b>TITLE OF MOTION</b>	<b>PURCHASE OF MARKET MATERIALS</b>
<b>MOTION(S)</b>	<ol style="list-style-type: none"> <li>1) To decide to purchase further signs for the weekly markets, to improve on road safety measures (motion paper attached; quote shared with Cllrs.).</li> <li>2) To decide to have x2,000 new A5 flyers printed for the market (motion paper and draft flyer attached).</li> </ol>
<b>Background</b>	<p>The Market Manager started in their position with Northstowe Town Council on 1<sup>st</sup> March 2024, and has since managed four markets already.</p> <p>From discussions held on the back of the market delivery to date, it has become apparent that the existing leaflet is to be updated and that additional safety measures can also be put in place.</p>
<b>Issues/items for consideration by the Council</b>	<p>Further to previous discussions at the Events and Markets Committee meetings, within the Market Development Working Group and amongst NTC staff, following the Market Manager starting in their position on 1<sup>st</sup> of March, the following needs have become clearer and are recommended to be addressed;</p> <ol style="list-style-type: none"> <li>1. A need to obtain further signs. <ul style="list-style-type: none"> <li>➤ To improve on road safety by having additional, sturdy warning signs placed in strategic positions near the Green;</li> </ul> </li> <li>2. A need to have a new leaflet printed. <ul style="list-style-type: none"> <li>➤ To ensure that all traders can have a pile that they then can use to help promote the Northstowe market at other markets with traders and customers alike;</li> <li>➤ To be used to spread amongst Northstowe residents e.g. via schools and at The Cabin.</li> </ul> </li> </ol>
<b>Recommendations</b>	<p>For the Town Council;</p> <ol style="list-style-type: none"> <li>1) To decide to purchase further signs for the weekly markets, to improve on road safety measures (motion paper attached; quote shared with Cllrs.). <ul style="list-style-type: none"> <li>➤ It is proposed to obtain signs from Manchester Safety Services Ltd. (quote shared with Cllrs; total costs: £149.00 incl. VAT). This company has been recommended to the Market Manager from another Council, as they have materials of the right quality for markets and are considered good value for money.</li> <li>➤ Order is for: <ul style="list-style-type: none"> <li>- Polypropylene Road Sign Frame Sand Bags x4</li> <li>- 1050mmx750mm ROAD CLOSED MARKET IN PROGRESS signs x2</li> <li>- 1050mm x 750mm Rectangular Frames x2</li> </ul> </li> </ul> </li> <li>2) To decide to have x2,000 new A5 flyers printed for the market (motion paper and draft flyer attached). <ul style="list-style-type: none"> <li>➤ It is proposed to obtain x 2,000 A5 leaflets, to be printed at 120 gms recycled paper, at a cost of £95.44 + VAT – quote is obtained online from Print-Out in, Histon, where the Town Council has previously had materials printed – considered good value for money, with free delivery and are local.</li> </ul> </li> </ol>
<b>Appendices</b>	N/A
<b>Documents:</b>	Associated document: quote from Manchester Safety Ltd (shared with Cllrs.)

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

<b>Input needed from Clerk?</b>	N/A (NB: information obtained and in discussions with Market Manager)
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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 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:	Promotion of Council activities Safety First	←
Staffing Implications: <sup>ii</sup>	<b>YES</b> – purchase of materials will help the Market Manager do their work better and safer.	←
Volunteer need implications:	N/A	
Equalities & Human Rights <sup>iii</sup>	There are no equalities and human rights issues Details, where relevant: N/A	
Crime and Disorder <sup>iv</sup>	Crime and disorder have been considered Details, where relevant: N/A	
Biodiversity <sup>v</sup>	There are no (negative) bio-diversity implications Details, where relevant: N/A	
Sustainability	Is in line with the Council's Plastic-Free Pledge: <b>YES</b> - leaflets are to be printed on non-plasticised 100% recycled paper	√
Financial <sup>vi</sup>	There are no financial implications at this stage – N/A	
	There will be financial implications; Details: <b>YES</b> – details in this paper	←
	There is provision within the budget Budget heading & details: <b>YES</b> : <ul style="list-style-type: none"> <li>Leaflets can come out of the following budget heading allocated to the committee: 'Marketing costs Events and Markets' (current balance in '23-'24 budget: £493.00).</li> <li>Road signs can come out of the following budget heading allocated to the committee: 'Market Management' (current balance in '23-'24 budget: 6,872.65).</li> </ul>	←
	Decisions may give rise to additional expenditure; Details: N/A	
	Decisions may have potential for income generation; Details: <b>YES</b> : more effective promotion may lead to attracting more traders and more customers, thereby potentially increasing income for the Town Council/reducing Council's subsidy of the market.	←
Other Resource implications (besides finance):	Details: <b>YES</b> : Storage – current storage options are limited, although the items proposed can still be housed.	←
Health and Safety implications <sup>vii</sup>	Details: <b>YES</b> – items would improve road safety on and near the market for customers and traders.	←
Legal	Power under which the spend can be actioned: <sup>viii</sup> <ul style="list-style-type: none"> <li>Local Government Act 1972, s. 144 – power to promote tourism</li> <li>Local Government Act (LGA) 1972, s. 111 (ancillary power)</li> </ul>	√
	GDPR - Data Privacy Impact Assessment: <sup>ix</sup> Details, where relevant: N/A	
	Other considerations: N/A	
Risk Management	Material risks <sup>x</sup> exist and these are considered and being assessed: Details: N/A	
Other Considerations:	N/A	

<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](#).