



# Skipton Town Council

## MARKETS & EVENTS COMMITTEE Terms of Reference Adopted at Full Council 18<sup>th</sup> May 2023

### 1. Introduction

- 1.1. Under the Local Government Act (s101) and the Council's Scheme of Delegation, Skipton Town Council delegates its functions relating to all Market and Event issues, to this Committee.
- 1.2. The purpose of this Committee is to consider any matters concerning the operation of Events and strategic operation of the weekly Monday, Wednesday, Friday and Saturday Market and the running, under licence, of the Artisan Market.
- 1.3. The Markets Committee and Chief Officer have delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Markets Committee's terms of reference shall be made to the Full Council.
- 1.4. The Markets Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

### 2. Membership

- 2.1. The Market & Events Committee shall consist of eight Town Councillors, to be elected annually at the Annual Meeting of the Town Council
- 2.2. Four members of the Committee shall constitute a quorum.
- 2.3. Four trader representatives, elected by traders and covering the three key areas of the market may be in attendance. These attendees will not be permitted to take part in any vote.
- 2.4. In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Markets & Events Committee will be filled at the next meeting of the Full Council.
- 2.5. Substitutions are not permitted in the event of a Member's absence from a meeting of the Committee.

### 3. Scope- Market

- 3.1. To advise and make recommendations to the Council on any matters affecting the Markets.
- 3.2. To recommend to the Town Council appropriate budget provisions for the current and coming financial years for items within the Committees remit
- 3.3. The Markets Committee shall have the delegated power to incur expenditure within the limits previously approved by the Council for the management and / or promotion of any activities which fall within the Committee's terms of reference
- 3.4. The Markets Committee shall have the delegated power to approve and, from time to time, review the format of the Consent to Trade Agreements and other agreements such as are necessary for the running of all the services of this Committee.
- 3.5. To oversee the operation and control of Skipton Market
- 3.6. Market Staff to report where Traders contracts or Market rules are not being observed and follow the procedure for noncompliance.
- 3.7. To work with the Market Staff and the Clerk to provide a well-managed and cost-effective Market.
- 3.8. To approve or comment upon actions taken and reported by the Market Staff
- 3.9. To consider matters relating to the ongoing development and promotion of the Market.
- 3.10. To monitor and uphold the terms of the Market Charter and to protect the Market against unauthorised competition.
- 3.11. To work with Market Traders and hold an annual traders meeting.
- 3.12. To oversee and monitor any lease, license or other agreements in place relating to the operation of the Market.
- 3.13. To oversee the Market's links with NABMA and the NMTF
- 3.14. To consider any other matters relating to the Market as appropriate or as directed by the Full Council.

#### **4. Delegation of Powers to the Markets Officer**

- 4.1. The Markets Officer shall have the delegated authority to consider and determine applications received to trade on the Council's markets and to issue licences and permits in accordance with the format agreed by the Markets Committee.
- 4.2. The Markets Officer shall have the delegated authority to allocate stalls and pitches on the Council operated pitches.

- 4.3. The Markets Officer shall have the delegated authority to implement, in their absolute discretion, the terms and conditions of the Consent to Trade and other agreements such as are necessary for the proper and efficient management of all the services of this Committee
- 4.4. The Markets Officer shall have the delegated authority to issues necessary instructions on behalf of the Markets Committee and Full Council as are necessary for the proper and efficient management of all the services of this Committee.
- 4.5. The Markets Officer reserves the right to refer any decision back to the Markets Committee for consideration as and when necessary and to make recommendations for consideration and approval.

## **5. Scope- Events**

- 5.1. To consider, on an annual basis, a budget covering the Council's Events & Tourism functions and to recommend the budget to the Finance & Policy Committee
- 5.2. To approve and monitor expenditure against budget to ensure spending during the course of the year remains on target
- 5.3. To oversee and encourage revenue generation from and the sourcing of grant funding towards the Council's Events & Tourism functions
- 5.4. To oversee the planning, promotion and delivery of an appropriate range of events and festivals within the Town
- 5.5. To oversee the promotion of Skipton as a tourist destination
- 5.6. To oversee the Council's social media and website facilities
- 5.7. To oversee the planning, promotion and delivery of appropriate civic events and projects
- 5.8. To oversee support to the Mayoralty
- 5.9. To oversee support to the Council's Twinning arrangements
- 5.10. The Events Manager shall have the delegated authority to implement, in their absolute discretion, the planning and running of the Town Council Events such as are necessary for the proper and efficient management of all the services of this Committee.
- 5.11. To consider any other matters relating to Events & Tourism as appropriate or as directed by the Finance & Policy Committee or Full Council.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be

agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

### **Sustainability Goals**

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

- Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Ensure sustainable consumption and production patterns.
- Take urgent action to combat climate change and its impacts.
- Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Signed Chairman

Signed Clerk

Date