

Settle Town Council
Market Committee Terms of Reference

Purpose of Committee

1. To carry out the annual Market Inspection and make a formal report to the Town Council with any recommendations in agreement with the Market Superintendent.
2. To advise and make recommendations to the Town Council on any matters affecting the Markets. To recommend to the Town Council appropriate budget provisions for the current and coming financial years for items within the committee's remit.
3. To exercise the powers delegated to the committee on behalf of the Town Council as set out below.
4. To approve or comment upon actions taken and reported by the Market Superintendent /Clerk to the Council on Market matters.
5. To work with the Market Superintendent, Deputy Superintendent and the Clerk to the Council to provide a well managed and cost effective Market.
6. To work with the Market Traders and hold an Annual Traders meeting in March of each year alongside regular consultation (no less than 3 times a year).
7. Market Superintendent to report where Traders contracts or market rules are not being observed and follow procedure for non compliance.

Delegated Authority

For decisions on behalf of the Council: concerning the operation and management of the Market and relationships with traders but excluding final decisions on:-

- Rents
- Major improvements to the market
- To incur expenditure on any items of a capital nature and in accordance with Financial Regulations.

Meetings

Two meetings per year or as agreed by Full Council resolution.

Membership

Market Staff

All Councillors will hold membership of the Market Committee.

A maximum of 3 representatives of the Regular Traders (maximum 2 from Main Market and 1 from the Indoor Market).

A maximum of 1 non voting member to represent the Chamber of Trade as invited by the Committee.

As agreed otherwise at the Annual Meeting of the Town Council.

Quorum

A minimum of three Town Councillors.

Working Parties

May be set up for specific time-limited tasks as required. Clear guidelines to be agreed, a timescale for objectives to be set and membership to be agreed at the Market Committee meeting or Full Council meeting.

Terms of Reference Agreed by

Signed Chairman

Signed Clerk/RFO

Date