

Crowle & Ealand Town Council



Market Committee Terms of Reference

1.0 Purpose

1.1 The Market Committee is a sub-committee of Full Council appointed to meet legislative requirements and to ensure good governance, practices and procedures of Crowle Market which is held monthly.

2.0 Membership

- Three members of the Council plus the Mayor and voluntary market trader attendance.
- The Mayor is appointed the first seat and occupies the position of Chair of the committee.

3.0 Conditions

- Membership of the Committee to be decided upon its creation and the membership of the committee to be re-appointed at the Annual Council Meeting
- Meetings to be convened on a quarterly basis.
- The committee may co-opt to fill temporary vacancies
- The Committee is empowered to invite specialist professional officers or advisors to attend meetings to provide guidance as to matters under discussion

4.0 Restrictions

- Only members of the parish council may be members of the committee
- The quorum shall be three (3)
- The Town Council's Code of Conduct and attendant regulations apply to this committee, please refer to C&ETC Standing Orders
- To oversee and develop the Markets held in the Town

5.0 Table of devolved responsibilities

Responsibilities	Powers	Legal authority
To have responsibility for the selection and recruitment of contractors/assistance where necessary for Crowle Market	To interview and appoint contractors/assistance where necessary after ratification of full Council	Local Government Act 1972, sections 101 and 112(2)
Purchase of materials and equipment required for efficient Market operation	Committee have a delegated power of spend up to £500 powers to recommend or resolve business.	Local Government Act 1972, section 101
Preparation of employment	Committee to make	Local Government Act

policies, procedures and documentation	recommendations to council	1972, section 101 and 112(2) and employment legislation (various)
To hear grievances from market traders/contractors	Committee to have power to resolve decisions	Local Government Act 1972, section 101 and Employment Act 2008
To agree, monitor and amend terms and conditions and fire risk assessments and for Crowle Market	Committee to have power to resolve decisions	Local Government Act 1972, sections 101 and 112(2)
Entertainments bookings and payments	Committee have a delegated power of spend up to £1000 per annum for all entertainment's expenditure	Local Government Act 1972, section 101

Adopted: Oct 20

Review: Oct 22