



Terms of Reference for Market Advisory Group

Purpose: In line with CCTC general policies and procedures,

- a) to support and guide the Market Manager (who is contracted by CCTC to run all aspects of the Tuesday Market – see Market Manager’s contract)
- b) to monitor the activities of the Tuesday Market
- c) to make recommendations to Castle Cary Town Council concerning the running, finance, publicity and development of the Tuesday Market

Document Properties

File Name	Market Advisory Group Terms of Reference
Current version	1.1
Last Changed Date	June 2020
Review date	15 th November 2023
Review Body	Marketing and Communications Committee
Council Approval Date	15 th November 2021

Revision History

Version Number	Author	Issue date
1.1	Laura Tilling	2020

1. The Market Advisory Group will meet at least quarterly each year, meetings to be timed to facilitate giving a report on the Tuesday Market to a Full Council Meeting.
2. The Market Advisory Group will be made up of six members. Three members will be Town Councillors and up to three will be lay people. The Chair of the Town Council is entitled to attend in an ex-officio capacity. At its Annual Town Council Meeting the Council will determine by resolution three Councillors who will be members of the Market Advisory Group.
3. At its first meeting after the Annual Town Council Meeting the Market Advisory Group will consider the continuance of existing lay members. Additional, lay members can be co-opted, up to a maximum of three.
4. At its first meeting after the Annual Town Council Meeting the Market Advisory Group will appoint its Chairperson, who will be a Town Councillor. Notes will be taken by group members on a rota basis but will not be taken by the Market Manager.
5. For a meeting to be quorate, a minimum of three members must be present, and the majority of those present must be Town Councillors. Members of the group not attending should give their apologies and reasons in advance to the Clerk/Chair. All members of the group in attendance at a meeting may vote, and decisions will be made by simple majority. The chair of the Market Advisory Group will have a casting vote. At least one of the councillors should be a member of the Marketing and Communications Committee.
6. In addition to the membership defined above, the Market Manager will attend all Market Advisory Group meetings, acting in an advisory capacity, and will not have power to vote.
7. An agenda for a meeting of the Market Advisory Group shall be issued to all members of the Market Advisory Group at least three clear days prior to each meeting.
8. Each agenda will include as a standing item a report from the Market Manager on current stall income and market matters, the report to be received in writing for distribution with the agenda. The Chair will provide the current budget position for expenditure, for distribution with the agenda.
9. Notes of Market Advisory Group meetings shall be taken and circulated to all members of the Market Advisory Group within ten working days of the Market Advisory Group meeting.
10. The Market Advisory Group shall liaise with other Town Council groups and committees, as required, where projects overlap.
11. The Market Advisory Group shall consider the needs of all aspects of the local community including, but not limited to, the young, the elderly, the disabled and others as listed in our equal opportunities and safeguarding policies.

12. The Market Advisory Group shall, at all times, consider its duty with respect to best value, health & safety, sustainability, care of the environment, and climate change in all aspects of its work.
13. The Market Advisory Group shall bring to the attention of the Council any matter it is aware of being pursued by other local authority/statutory/voluntary or other bodies which may affect the running of the Tuesday Market, including any changes to licensing regulations or public health requirements.
14. The Market Advisory Group, taking into due account any recommendations of the Market Manager, has powers delegated to it from the Full Council to
 - Accept or reject new stalls
 - Adapt and amend the running and layout of the market according to current conditions.
 - Initiate and conduct such surveys and consultations as are necessary for the smooth and appropriate running of the market
 - Liaise with the clerk over day-to-day management issues as they arise
15. The Market Advisory Group shall consider such matters as may be delegated by the Full Council or its committees from time to time, reporting back in writing with its recommendations. The Chair of the Market Advisory Group shall be prepared to report further in person at the relevant meetings, and answer questions.
16. The Market Advisory Group shall be made privy to the Town Council's discussions and actions relating to the financing of all aspects of the Market, where these are not restricted by GDPR or other legislation such as, but not limited to, the Data Protection Act 1998, and will be invited to make recommendations concerning relevant budgets and expenditure.
17. The Market Advisory Group may make any recommendations to the Finance and Management Committee regarding any changes to the Market Manager's contract so that these can be referred to the Full Council in October of each year. This is to ensure that any budgetary requirements for the coming financial year can be considered during the Town Council's budget setting process.
18. The Market Manager's contract is to be reviewed at least every three years.
19. These Terms of Reference will be subject to Annual Review by the Town Council.