

KETTERING TOWN COUNCIL

Markets and Events Committee Term of Reference

1. The Market and Events Committee is appointed by and solely responsible to Kettering Town Council.
2. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's remit.
3. Meetings are to be held as and when required or in accordance with the agreed calendar of meetings. Meetings dates may only be changed with the agreement of the chair and more than half of the membership of the committee.
4. Membership: The Committee will consist of no fewer than seven councillors. All members of the Committee are expected to represent the interests of the whole Council area. The Chairman will be elected at the first meeting of the committee each municipal year. Any elected member can preside, by agreement, in the Chair's absence. A quorum will be three elected members. Each political group on the council may appoint one substitute each. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.
5. Record of Proceedings: The Committee will meet as required to fulfil the responsibilities below. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting. The Clerk will be responsible for arranging the recording and distribution of the minutes.
6. Responsibilities: The committee has delegated authority from the Council to work with the Clerk and Deputy Clerk, as appropriate, to fulfil the following responsibilities, in line with the corporate plan and budget and any other framework required in law or that the Council puts in place:-
 - a) To determine the rules and regulations of the general markets in Kettering Town Centre, consistent with the market charter and the relevant legislation, and to determine the nature, location and frequency of specialist markets throughout the town
 - b) To determine charging policies for the markets and to incur expenditure on the markets or on market equipment, within the confines of the annual budget(s).
 - c) To determine a programme of events each year, and, within the confines of the budget and council policy, to authorise expenditure on the provision of events throughout the year.
 - d) To authorise ad hoc events where these can be met within the budget
 - e) To determine marketing and promotional work in conjunction with events and the market
 - f) To oversee and determine policy on marketing, communications and promotional work across all of the Council's functions

- g) To conduct consultations on the Council's behalf where necessary or desirable, except those relating to neighbourhood planning or the annual budget and corporate plan (*these are the responsibilities of other bodies*).
- h) To determine the acquisition of assets and materials which enable the delivery of events and markets, within budgets