

Market Working Group Terms of Reference

Name: Market Working Party

Members:

- **At least 3 Members of Newbury Town Council (To be appointed)**
- **The Market Manager**
- **1 additional Market traders to be nominated by the traders and/or the Market manager.**
- **Newbury BID Representative**
- **WBC Representative as Landlord**

Quorum: 4 of the official group membership, at least two of which will be an elected member of NTC, one a trader and one other representative.

Support:

Meeting support will be provided by a Community Services Officer and the Market Manager.

Goals:

1. To bring forward proposals to improve the markets in Newbury for the overall benefit of the town.
2. To consider the longer-term provision of Newbury markets beyond the expiry of the current Agreement with WBC in 2027

Guidance from the Council / Parent Committee

Input/recommendations may be provided through the Community Services Committee. All recommendation (outside approved delegated budget provisions) require the approval of the Community Services Committee.

Resources and Budget

There is currently a budget allocated to the promotion/marketing of the market and entertainment. This budget is managed by the Community Services Officer.

Governance

The Working Party will decide through consensus, majority vote or chair's authority to decide what should be taken forward for action or for consideration by the Community Services Committee.

Meetings

The Working Group shall meet twice a year to discuss matters on the Agenda, additional meetings can be called by the Chair. Meetings should fit in with the availability of the Market Managers and at minimal cost to the Council.

Additional Notes

- The Group will communicate through email, phone and meetings, both formally and informally.
- The Group will consider the impact and advantage of one-off events e.g. Christmas Fayre, other events by surveying the Charter Market traders no later than 4 weeks after any event.
- The Group may meet on Zoom if agreed by the Chair
- Shared information/documentation will be held in the Council's Community Services Office.
- The Group reports progress on an ad hoc basis and formally each September to its parent Community Services Committee. It can also publish press releases on key items of progress and events/promotions.

These Terms of Reference may be reviewed and changed as necessary by the working group in light of additional information **and approved by the parent committee.**