



# NORTH WALSHAM TOWN COUNCIL

## Terms of Reference - Market Committee

### Committee Election

---

All Councillors will be voted on the Committee at the Annual Council Meeting. In the event of more nominations than spaces an initialed paper ballot may take place. Committees may appoint Sub-Committees or Working Groups and determine their Terms of Reference.

The Proper Officer writes/oversees the Agenda and Minutes (even if delegated to a Lead Officer). All members will be summoned to meetings. The Chairman and Vice Chairman of the Committee will normally be elected at the first meeting of the Committee following the Annual Council Meeting.

Any Committee vacancy occurring during the year will be filled by a Councillor being nominated at a Council meeting. In the event of multiple proposals an initialed paper ballot may take place. There will be no substitute members.

The Committee is approved to discharge the functions of the Council and has been given delegated powers to make certain decisions on the Council's behalf, these decisions cannot then be altered, unless by Standing Order 7. Only Councillors have the right to vote, non-Councillors do not.

Confidential matters are not open to non-Committee members or members of the public. All members of the Committee must respect the confidential matters

### Membership

---

Members	Up to 7 Councillors
Quorate	4 Councillors (non committee members may attend but do not have the right to vote)
Public	Yes (non confidential items are open to non Committee members and general public)
Budget	£6,000 annually (Road Closures/Market Entertainment/Equipment/Areas as agreed)
Meetings	Monthly or as required. Agenda items to be agreed with the Chair or Vice Chair of the Market Committee
Minutes	Draft Minutes are approved by the Committee Chairman for presentation to full Council and will be agreed by the Committee at their next meeting

### Delegated Powers and Objectives

---

- Market rent – collecting and allowing bad weather credits (Rent amount set by Finance)
- Market Entertainment
- New stalls
- Road Closure dates
- Car Boot Sales
- Street Food Markets
- Council provided pop up stalls
- Any other matters as delegated by the Full Council