

Market Working Group: Terms of Reference

Authority reference:	Minutes: 24/?? Full Council, 14 October 2024
No. of members of Working Group:	6
Quorum:	1/3rd and no less than 3
Reporting to:	Town Management Committee
Frequency of meetings:	as necessary

The Market Working Group is open to any Members of Council to join provided their membership has been agreed by Full Council. The Working Group may also recommend to Full Council (for its decision) that non-Councillors be members of the Working Group.

The Working Group will meeting as necessary, and usually quarterly.

1. The working group will elect a Chairman.
2. The working group will prepare an Agenda and Minutes of meetings but those do not need to be published.
3. Members of the Working Group are decided by Full Council.
4. The brief for the Working Group was also approved by Town Management Committee “to create oversight of the Market management and guidance to the Town Clerk as to the development of the Street Market”.
5. Each meeting of the Working Group will report back to the next meeting of Town Management Committee and make recommendations to be decided by Full Council regarding the market policy, strategic matters and its operation.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime & Disorder, Health & Safety and Human Rights. Members are also reminded of their obligations to declare their interest under the Code of Conduct as defined by regulations made under Section 30 (3) of the Localism Act 2011 and consideration of requests for Grants of Dispensation in respect of Disclosable Pecuniary interests.

Meetings of Honiton Town Council are to be conducted in accordance with the approved Standing Orders of Honiton Town Council (approved June 2024).

A council can arrange to have any of its functions, with some exceptions, exercised by a committee, which can in turn, arrange to have them exercised by a sub-committee (Local Government Act 1972 s101 and s102). Working Groups may be established as informal, no-decision making meetings of the Council and all members must adhere to the Council’s Code of Conduct. Officers are not expected to attend, prepare Agenda or Minute working groups. The Terms of Reference and Membership are to be approved by Council. Terms of Reference and Membership of Committees is approved at Annual Council meetings.