



LEYBURN TOWN COUNCIL

Market and Burial Authority

MARKET WORKING PARTY

Purpose of the Working Party

The market is an integral part of Leyburn and one which should be protected and enhanced. The purpose of the Market Working Party is to support as well as review the performance of the Market and to suggest proposals to make improvements in the town's market.

This will address the following Council objectives:

- ✓ Enhancing the market environment to attract new traders and visitors to the area.
- ✓ Delivering efficient and responsive services in respect of the Market.

Terms of Reference

A Working Party do not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies.

Working parties **cannot make decisions on behalf of the Town Council**, and any recommendations made by working parties will be subject to approval by the Council or suitably authorised committees or members of staff.

Functions

The functions of the Working Group will include the following:

- ✓ To assist promotion of the weekly and monthly Market.
- ✓ To provide support and assistance to the Market Superintendent.
- ✓ To consider any matters referred to it by the Council or other Committees.
- ✓ To formulate and put forward policies as required by Council.
- ✓ To monitor periodically the income and expenditure of the market and report back to the full Council.
- ✓ To examine options and make recommendations to Full Council.
- ✓ Prepare notes of meetings for Full Council to report on any activity and progress.

Appointment of Working Parties

The Full Council will establish the role of the working group and its full terms of reference. The working group will arrange its own meetings and schedule of work. The working group will deliver progress reports back to the full Council.

Working Parties are appointed as and when required to investigate particular projects or services and once projects are complete and a report delivered to the Committee which formed the Working Party that working party may be disbanded.



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Members

Members of the working party will be appointed every year at the Annual Parish Council meeting.

The working party will be made up of two Town Councillors, with support from the Town Clerk/ Deputy Clerk.

Working Group Meetings

The working party will meet as required and reports back to the Council at the next scheduled meeting.