WETHERBY TOWN COUNCIL

MARKETS COMMITTEE
Terms of Reference & Scheme of Delegation

1. Introduction

1.1 The purpose of this Committee is to consider any matters concerning the strategic operation of the weekly Thursday market and Saturday antiques fair and the running, under licence, of the monthly Farmers' Market.

1.2 The Markets Committee and Town Clerk have delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Markets Committee's terms of reference shall be made to the Full Council.

1.3 The Markets Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1 The Markets Committee shall consist of four Town Councillors to be elected annually at the Annual Meeting of the Town Council.

2.2 Three members of the Committee shall constitute a quorum.

2.3 The Chairman and, if necessary, the Vice-Chairman are to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council Meeting.

2.4 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Markets Committee will be filled at the next meeting of the Full Council.

2.5 Substitutions are not permitted in the event of a Member's absence from a meeting of the Markets Committee.

3. Meetings

3.1 The Town Clerk will call Markets Committee meetings as necessary.

3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor, but will have no more rights at Committee meetings than members of the public.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.5 The Markets Committee shall have an obligation to ensure that relevant parties, including stallholders, are given an adequate hearing. Members of the public shall have the opportunity to speak at meetings in accordance with the Town Council's Standing Orders.

4. Documentation

4.1 Minutes of all meetings will be recorded by the Town Clerk or a designated Officer and circulated for approval at Full Council meetings.

4.2 All correspondence shall be conducted through the Town Clerk or Deputy Town Clerk.

4.3 Copies of licence agreements entered in to on behalf of Wetherby Town Council will be kept in electronic in the Town Council's offices.

5. Scope of Committee

5.1 The Markets Committee's remit shall extend to:

5.1.1 Decisions in relation to the strategic management of the weekly Thursday market held in the Market Place, Wetherby.

5.1.2 Decisions in relation to the strategic management of markets held in Wetherby Town Hall.

5.1.3 The running, under licence, of the monthly Artisan' Market.

5.1.4 Provision and maintenance of equipment and other assets as are necessary for the running of the Council's market services.

5.2 The Markets Committee shall exercise management of the health and safety issues in respect of all the services of this Committee.

5.3 The Markets Committee shall have the delegated power to approve and, from time to time, review the format of the Open Market Licence, Casual Trader Rules and other agreements such as are necessary for the running of all the services of this Committee.

5.4 The Markets Committee shall set the level of charges in respect of all the services of this Committee.

5.5 The Markets Committee shall have the delegated power to incur expenditure within the limits previously approved by the Council for the management and / or promotion of any activities which fall within the Committee's terms of reference.

5.6 The Markets Committee will submit estimates of income and expenditure on continuing services and on capital account for the following year to the Budget & Governance Committee, not later than the end of October (as laid down in Financial Regulation 3.1).

5.7 The Markets Committee shall maintain liaison with other bodies as is necessary and beneficial for the furtherance of the services within its remit.

5.8 The Markets Committee shall co-ordinate marketing and promotional work for the furtherance of the services within its remit.

5.9 The Markets Committee may appoint appropriate Sub-Committees or Working Groups to facilitate the work of the Committee.

5.10 The Markets Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary.

6. Delegation of Powers to the Markets Officer

6.1 The Town Clerk shall have the delegated authority to act as the Council's Markets Officer. In the absence of the Town Clerk, the Town Clerk shall be designated as the Council's Markets Officer.

6.2 The Markets Officer shall have the delegated authority to consider and determine applications received to trade on the Council's markets and to issue licences and permits in accordance with the format agreed by the Markets Committee.

6.3 The Markets Officer shall have the delegated authority to allocate stalls and pitches on the Council's open market and in the antiques fair.

6.4 The Markets Officer shall have the delegated authority to determine the toll levied on each trader in accordance with the schedule agreed by the Markets Committee.

6.5 The Markets Officer shall have the delegated authority to implement, in their absolute discretion, the terms and conditions of the Open Market Licence, Casual Trader Rules and other agreements such as are necessary for the proper and efficient management of all the services of this Committee.

6.6 The Markets Officer shall have the delegated authority to issues necessary instructions on behalf of the Markets Committee and Full Council as are necessary for the proper and efficient management of all the services of this Committee.

6.7 The Markets Officer reserves the right to refer any decision back to the Markets Committee for consideration as and when necessary and to make recommendations for consideration and approval.

7. Review

7.1 The Markets Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

These Terms of Reference were prepared by Dianne Rickaby, Clerk and RFO to the Town Council.

Signature Redacted.
Original can be viewed in the Town Council Offices, Wetherby Town Hall.

Signed: .....

Dated: 9.6.26

These Terms of Reference were adopted by the Town Council at its meeting held on 12 May 2026

Signature Redacted.
Original can be viewed in the Town Council Offices, Wetherby Town Hall.

Signed: .....

Councillor Connor Mulhall, Mayor of Wetherby

Dated: 09.06.2026

These Terms of Reference were subsequently reviewed, and approved without amendment by the Town Council on:

Date: **Signed by Chairman:**