

<b>Terms of Reference for the Market Place Stage Task Group (MPSTG)</b>
---

**As agreed by Community Services Community on Mon 6 Feb 2023.**

**1. Purpose of Task Group (TG)**

- 1.1. To consider in full the feasibility of installing a stage on the Market Place or Guildhall Square

**2. Membership:**

**Councillors:** Bolwell, King, Riddle, plus others TBC

**Officers:** Annie Child, Marc Read, Joanna Wood – and others as required

**Other parties:** To be invited with the agreement of the TG for topic-based discussion and presentations TBC

**3. Chair/Vice Chairman**

- 3.1. A Chairman and Vice Chairman will be elected at the first meeting.

**4. Notes**

- 4.1. Notes of the meeting will be made by an officer in attendance. These will be approved by the Chairman and circulated to all councillors.

**5. Meetings**

- 5.1. Inaugural meeting was held on 2 Mar 2023 at the Guildhall
- 5.2. The TG will meet every 6 weeks at least.
- 5.3. Dates for the meeting will be published by the Corporate Team.
- 5.4. The meetings will be on **DAY TBC** at 1830 in the Guildhall.

**6. Accountability & Scope**

- 6.1. The TG will report to the Full Council as appropriate with a written report presented by the Chairman of the TG.
- 6.2. The TG is an advisory group with no direct budget allocation or spending powers.
- 6.3. The TG will run for 12 months from Feb 2023 to Feb 2024.

**7. Issues to be considered by MPSTG:**

- 7.1. Feasibility of temporary stage to test the viability of a permanent stage
- 7.2. For both permanent and/or temporary stage
  - 7.2.1. Location of stage
  - 7.2.2. Dimensions and construction

- 7.2.3. Security of the stage – CCTV, preventing misuse
- 7.2.4. Provision of power to the stage
- 7.2.5. Planning permission
- 7.2.6. Licences if required
- 7.2.7. Booking arrangements
- 7.2.8. Management of hires
- 7.2.9. Insurance
- 7.2.10. Any fees and charges arising
- 7.2.11. Promotion of use
- 7.2.12. Consultation with neighbouring residents and businesses
- 7.2.13. Impact of other users/hirers of the MP and GH Square
- 7.2.14. Impact on Charter Fair, Charter Market and other SCC events
- 7.2.15. Long term maintenance costs
- 7.2.16. Cleaning