



APPROVED SCHEME OF DELEGATION  
FOR SENIOR MARKET & SUPPORT CO-ORDINATOR

1. As authorised by Council, the following powers of delegation have been given to the Senior Markets & Market Support Co-ordinator in relation to the running of the Town Hall, Market Square and Community Accommodation (the 'managed assets'), and the delivery of the Resources Action Plan.
2. Approve and authorise all Town Hall Bookings to include conditions set out in General Conditions of Hire 15.3 "Hirers and persons attending functions are not permitted to bring their own alcohol into the premises without the prior approval of the Senior Markets & Market Support Co-ordinator".
3. Recommend to committee procedures, rules and regulations to ensure the smooth running of the asset for the benefit of its users and the people of Neston. This will include any amendment to terms and conditions.
4. Recommend to committee the scale of charges for the hall hire, use of the market square and all market trader costs.
5. Evaluate and approve applications for discretionary charge rates for 'community/town centre benefit' applications, exclusive hire rates for long term hire and introductory rates.
6. Spend up to £500 on licences, signage, administration, repairs, general maintenance or any other matters required for the smooth day to day running of the assets.
7. Approve marketing literature and promotional activities and have authority to spend up to £500 in relation to these activities.
8. Approve proposals for Town Hall and Market events and their promotion and authority to spend up to £500 in relation to these activities.
9. Implement business objectives following liaison with the Council Manager and Finance Manager to maximise the generation of income derived from of the assets and the purposes to which surpluses might be invested.

10. Approve themed market events, such as Vintage markets, Easter, Halloween, etc and their promotion. Authority to spend up to £500 in relation to these activities, provided this is within budget.

11. Approve £500 per initiative.

Where costs are greater than £500 that for emergencies, and non-emergencies, the Council's Financial Regulations are to be adhered to and followed.

For all activities a budget and line must be identified, expenditure must not be incurred without the available budget.

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<sup>i</sup> Approved by Council 22.05.20

Note: All officers are authorised to confirm Town Hall bookings and kitchen hire which do not include the consumption of alcohol.