

MARKET SUB-COMMITTEE**GUIDANCE FOR CO-OPTION OF TRADERS AND REQUESTS FOR AGENDA ITEMS**

Committee operates within its Terms of Reference which states:

To work with the Market Manager in setting policies, rules, regulations and charges for the running of the Street Market.

Trader Liaison Officer

a) Committee has regularly received trader representation at its meetings to assist in the above activity. Committee has set out its approach for securing a trader Liaison Officer in collaboration with the National Market Trader Federation to this end (Ref.29/MK, 27/02/2020).

Co-Option

a) Committee recognises and maintains that any trader may attend its public meeting and utilise the agenda item for Public Speaking to convey a view or ask a question.

b) Committee also recognises that from time to time any trader may request to participate in Committee discussion for specific agenda items or the full agenda. This request falls outside of Committees endorsed trader representation approach. Should Committee deem such a request helpful to Committee's discussion, in the absence of a NMTF recruited Liaison Officer, Committee may choose to co-opt the trader onto Committee for the duration of the agenda item or whole meeting.

Requesting Agenda Items

a) Should there be an issue a trader wishes to bring to the attention of Committee, pre-meeting approaches may be made to the Chair or Vice Chair for consideration and inclusion in a future agenda.

b) Traders will be invited to submit a short-written update report for publication along with the agenda papers. This must be received 10 days before the date of the meeting. If agreed, a verbal delivery may be accepted. Traders will be allocated 5 minutes each to present their reports or verbal updates. They may respond to questions about their report at the meeting.

c) If no requests or report is submitted, Committee will assume there is no item for discussion, and allocation of time will not be given in the agenda.