

## NORTHSTOWE TOWN COUNCIL

**Wednesday 15<sup>th</sup> September 2021, 8:00-9:30pm - The Wing, Northstowe**

To all members of the **Events and Markets Committee**, you are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

Signed: *Mark Nokkert* 09<sup>th</sup> September 2021

Mark Nokkert, Town Clerk & RFO  
townclerk@northstowetowncouncil.gov.uk 07724588949

### **Public and Press are welcome to attend the meeting**

Members of the public wishing to speak in public participation, please email the Town Clerk to register your request for access to the meeting before 5pm on the day of the meeting. Please note you may only do so in relation to an item on the agenda; you will be given a maximum of 3 minutes to speak, under the standing item 'Public Participation'.

Due to ongoing Coronavirus restrictions, and the capacity of the venue, it may mean that public attendance at the meeting is limited. Any restrictions (at the time of the meeting) will be in place. If you have any symptoms of Covid-19, please do not attend the meeting. It is recommended that facemasks must be worn by all members of the public.

**MEMBERS** Cllr Oluwasanya (Chair), Cllr Benedicic, Cllr Bros Sabria (Vice-Chair), Cllr Benedicic, Cllr Delip, Cllr Littlemore, Cllr Males, Cllr Susarla, Cllr Thompson, Cllr Van Der Meijden.

**QUORUM:** 4 Members

### **A G E N D A**

**05/21-22 To receive apologies for absence**

**06/21-22 Declarations of interest**

- a) Councillors to declare any personal interest in any items on the agenda;
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation;
- c) Councillors to declare any pecuniary interest in any items on the agenda.

**07/21-22 Public participation**

- 1) To adjourn the meeting for up to 15 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.
- 2) To reconvene the meeting.

**08/21-22 Minutes of the meeting of 7<sup>th</sup> July 2021**

- 1) To approve the minutes of the meeting of the Events and Markets Committee held on 7<sup>th</sup> July 2021 as a true record of that meeting.

**9/21-22 Review of the Committee's Terms of Reference**

- 1) To decide on frequency of meetings to be held, and preferred date/time in the month.
- 2) To discuss need for updating and further specifying the wording on the Role and Responsibilities of the Committee, as set out in the 'Terms of Reference for Committees.'
- 3) To consider convening a Working Party to update the wording of the Terms of Reference.

**10/21-22 Events development**

- 1) To receive report from the Clerk on developing Northstowe Town Council events.
- 2) To consider the recommendations from the report to discuss the Town Council's roles regarding event development.
- 3) To consider convening a Working Party to develop a defined overview of Northstowe Town Council-led events and NTC's involvement in other events.

**11/21-22 Remembrance Sunday (14 Nov)**

- 1) To receive verbal report on existing plans within the community.
- 2) To discuss Northstowe Town Council's involvement.

**12/21-22 Christmas Tree & Light Switch On event**

- 1) To receive report from the Clerk on options for the Town Council to purchase and manage a Christmas tree in December 2021.
- 2) To discuss the report findings, to;
  - a) decide whether the Town Council will lead on purchasing a Christmas tree for the town;
  - b) decide on the extent of the Town Council's involvement in managing the erection, display, illumination, health and safety management, insurance, dismantling and disposal of the Christmas tree.
  - c) decide what associated costs for the Christmas Tree the Town Council will agree to;
- 3) To discuss and decide whether the Town Council will lead on the Light Switch On Event, proposed for 4 December (date TBC).

**13/21-22 Market development**

- 1) To discuss the Committee's role regarding market development.

- 2) To consider convening a Working Party to discuss market development.

**14/21-22      Budget Financial year 2022-23**

- 1) To provide an understanding of the timeline for budget development for the next financial year.
- 2) To discuss budget needs for the Events and Markets Committee for 2022-23; and consider the Committee's input needs.

**15/21-22      Dates of next meetings**

- |                                 |                  |
|---------------------------------|------------------|
| d) Full Council meeting         | Wed 22nd Sep 7PM |
| e) Events and Markets Committee | Wed 6 Oct 7PM    |

*For all Full Council and Committee meetings, see [www.northstowtowncouncil.gov.uk](http://www.northstowtowncouncil.gov.uk)*