

NORTHSTOWE TOWN COUNCIL

Wednesday 6th October 2021, 7:00 – 8:30pm The Wing, Pathfinder School, 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* 30th September 2021

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

Members of the 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. You will be given up to 3 minutes to speak, under the standing item 'Public Participation'; please note you may only do so in relation to an item on the agenda.

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 are worn by all members of the public.

Members Cllr Oluwasanya (Chair), 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

16/21-22 To receive apologies for absence

17/21-22 Declarations of interest

- a) Councillors to declare any pecuniary or 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.

18/21-22 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.

19/21-22 Minutes of the meeting of 15th September 2021

- 1) To approve the minutes of the meeting of the Events and Markets Committee held on 15th September 2021 as a true record of that meeting.

20/21-22 Review of the Committee's Terms of Reference (ToR)

- 1) To receive a report (attached) and verbal update from the ToR Working Group set up to review the wording of the Terms of Reference (Item 09/21-22).
- 2) To consider convening a Working Group to develop rules governing the organising of town events, to feed into the ToR update.
- 3) To decide on getting the Market Development Working Group to develop rules governing the operation of the local markets, to feed into the ToR update.

21/21-22 Remembrance Sunday (14 Nov 2021)

- 1) To receive a verbal update from the Clerk on Northstowe Town Council involvement in the ceremonies planned for the day (Item 11/21-22).

22/21-22 Christmas Tree purchase & Light Switch On event (04 Dec 2021)

- 1) To receive a verbal update from the Clerk on progress towards purchase and sponsorship of a Christmas tree, and the plans for its erection and decoration, health and safety and insurance (item 12/21-22 (2)).
- 2) To decide on the lighting and decorations options proposed for the Christmas tree (information shared with Cllrs.; for internal use only).
- 3) To receive a report (draft action plan; shared with Cllrs. and for internal use only) and verbal update from the Clerk on the plans for the Light Switch-On event planned for Saturday 4th December 2021 (Item 12/21-22 (3)).
- 4) To allocate a small group of Councillors to assist the Clerk in further developing the Switch-On event and to ensure a smooth delivery.
- 5) To discuss and approve the use of the Northstowe Town Council website to promote a calendar of events for the festive period, to be created in cooperation with community groups and organisations including (but not exclusive) Northstowe Arts; Northstowe Social; Northstowe Foodies; Pathfinder Church; Emmanuel Church.

23/21-22 Market development

- 1) To receive a report (attached) and verbal update from the Market Development Working Group set up to look into market development options (item 13/21-22).
- 2) To discuss the next steps to be taken by the Working Group towards piloting a market in Northstowe.

24/21-22 Budget Financial year 2022-23

- 1) To receive a report (draft; shared with Cllrs. and for internal use only) from the Clerk, providing an overview of Councillors' suggestions for expenditure to be incurred by the Events and Markets Committee for the next financial year (Item 14/21-22).
- 2) To discuss the report and decide on the next steps for the Committee's budget development.

25/21-22 Dates of next meetings

- a) Full Council meeting Wed 27th Oct at 7pm
- b) Events and Markets Committee Wed 17th Nov at 8pm

For all NTC Council and Committee meetings, see www.northstowetowncouncil.gov.uk