

## **NORTHSTOWE TOWN COUNCIL – Events and Markets Committee**

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

**Tuesday 7<sup>th</sup> June 2022, 7:00 – 8:30 PM**  
**The Wing, Pathfinder School, Northstowe (Main Hall)**

Signed: *Mark Nokkert* *31<sup>st</sup> May 2022*

Mark Nokkert, Town Clerk & Responsible Financial Officer to Northstowe Town Council  
[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk) 07724588949

The public and press are welcome to attend any Council meeting. If you wish to speak, please email the Town Clerk to register your request before 5 pm on the day of the meeting; you may speak for up to 3 minutes, under the standing item 'Public Participation' in relation to items on the agenda.

Due to ongoing Coronavirus concerns, the Town Council may limit public attendance at the meeting; any restrictions will be made clear on arrival. If you have any Covid-19 symptoms, please do not attend.

**Members** 5 - Cllr Bros Sabria, Cllr Delip, Cllr Males, Cllr Oluwasanya, Cllr Susarla.  
**Quorum:** 4 Members.

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

#### **11/22-23 ELECTION OF CHAIRMAN OF THE COMMITTEE**

- 1) To receive nominations for Chairman of the Events and Markets Committee.
- 2) To elect the Chairman of the Committee for the Civic Year 2022-2023.

#### **12/22-23 APOLOGIES**

- 1) To receive any apologies for absence received prior to the meeting.

#### **13/22-23 ELECTION OF VICE-CHAIRMAN OF THE COMMITTEE**

- 1) To receive nominations for Vice-Chairman of the Events and Markets Committee.
- 2) To elect the Vice-Chairman of the Committee for the Civic Year 2022-2023.

#### **14/22-23 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.

#### **15/22-23 PUBLIC PARTICIPATION**

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

#### **16/22-23 MINUTES OF THE COMMITTEE MEETING OF 5<sup>TH</sup> APRIL 2022**

- 1) To approve the minutes of the meeting of the Events and Markets Committee held on 5th April 2022 as a true record of that meeting.

#### **17/22-23 UPDATES ON RESOLUTIONS/ITEMS FROM PREVIOUS MEETINGS**

- 1) To receive the following updates on Committee meeting items from the Clerk – for information;
  - a) 09/22-23 (1) MARKET DEVELOPMENT WORKING GROUP – update: funds received from SDCD.
  - b) 09/22-23 (3) MARKET DEVELOPMENT WORKING GROUP – update: information sharing with Homes England.
- 2) To receive the following updates on Committee meeting items from the Clerk – for information;
  - a) 56/22-23 ANNUAL SUBSCRIPTION NABMA – update: deferred back to Events and Markets Committee due to insufficient information for decision to be taken.

- b) 57/22-23 (2)(3) PUBLICATION OF MARKET COMMUNITY SURVEY RESULTS – Update: for publication & promotion of market survey results, need for creation of promotional materials, article for next edition Northstowe News, and for NTC stall at 26<sup>th</sup> July Northstowe Community Forum (and presentation? - TBC) – WG to prepare, and to coordinate with Clerk.

#### **18/22-23 WORKING GROUPS & MEMBERSHIP**

- 1) To consider continuation, or discontinuation, of the under-mentioned Working Groups, and to appoint members onto Working Groups being continued:
  - (a) Jubilee Working Group.
  - (b) Market Development Working Group.

#### **19/22-23 NORTHSTOWE DAY**

- 1) Cllr Oluwasanya / Cllrs. involved at ‘Meet your Council’ stall – verbal update: Debrief of Northstowe Day, 7<sup>th</sup> May 2022 / lessons learned discussion (notes from comments provided by residents attached, for Cllrs’ information).
- 2) To discuss & consider whether Council involvement in Northstowe Day for next and following years should be the same or to take a more active role (pending staffing/resources & funding availability).

#### **20/22-23 NORTHSTOWE JUBILEE PARTY**

- 1) Cllr Oluwasanya / Jubilee Working Group – verbal update: Debrief of Queen’s Platinum Jubilee event held on 5<sup>th</sup> June 2022 / lessons learned discussion.
- 2) *For information:* Costs as agreed by the Chairman of the Committee, as per Financial Regulations 4.1: £141.60 - printing of 3 banners: £141.60; Hire of Main Hall of Pathfinder Primary School: £120.38. Payments to be approved retrospectively at next Finance and Governance Committee meeting.

#### **21/22-23 MARKET DEVELOPMENT WORKING GROUP**

- 1) To receive a verbal update on latest progress on market development, a working group proposal for market operational plan and a list of upcoming tasks to be taken (draft proposal for operation and associated task list attached for Cllrs’ information).
- 2) To agree for external support from SCDC in contacting potential market traders based on preliminary market proposal.
- 3) To agree for external advice and support on the viability of market operational plan to be sought.
- 4) To agree for external advice and support on options for staffing/resources to be sought.

#### **22/22-23 UPCOMING EVENTS IN 2022**

For information – Dates of upcoming events NTC has committed itself to;

- 1) Remembrance Sunday – NTC supporting partner – Sunday 13 November 2022 (see item 46/21-22; meeting 4<sup>th</sup> January 2022).
- 2) Christmas Light Switch-On event – NTC Lead partner – Saturday 3<sup>rd</sup> December 2022 (see item 45/21-22(1)(3); meeting 4<sup>th</sup> January 2022).

#### **23/22-23 CHRISTMAS LIGHT SWITCH ON EVENT 2022**

*Item deferred from item 45/21-22(2) – Meeting held 4<sup>th</sup> January 2022*

- 1) To set up a Working Group with Councillors, for the WG to lead on preparing a detailed programme for the 2022 Light Switch-On event, working in this with relevant partner organisations and the Clerk.
- 2) To allocate Councillors to the Working Group, with the intention for the Christmas Event Working Group to start meeting by July latest.

#### **24/22-23 DATES OF NEXT MEETINGS**

- a) Full Council: Wed 22nd June 2022 at 7PM, Pathfinder Primary School (TBC).
- b) Events and Markets Committee: Tue 5th July 2022 at 7PM, Location TBC.

*NB: For all NTC meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*