

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 5th July 2022, 7:00 – 8:30 PM
Northstowe Secondary College (Community Room)

Signed: *Mark Nokkert* 30th June 2022

Mark Nokkert, Town Clerk & Responsible Financial Officer to Northstowe Town Council
townclerk@northstowetowncouncil.gov.uk 07724588949

The public and press are welcome to attend any Council meeting. If you wish to speak, it is advised to 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 6 - Cllr Oluwasanya (Chair); Cllr Bros Sabria (Vice-Chair); Cllr Delip; Cllr Kinnera; Cllr Males; Cllr Susarla.

Quorum: 4 Members.

A G E N D A

25/22-23 ELECTION OF CHAIRMAN OF THE COMMITTEE

Item deferred from non-quorate committee meeting 7th June 2022.

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

26/22-23 APOLOGIES

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

27/22-23 WELCOME TO NEW COMMITTEE MEMBER

- 1) *For information:* To welcome Cllr Kinnera as new Member of the Committee.

28/22-23 ELECTION OF VICE-CHAIRMAN OF THE COMMITTEE

Item deferred from non-quorate committee meeting 7th June 2022.

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

29/22-23 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.

30/22-23 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.

31/22-23 MINUTES OF THE COMMITTEE MEETINGS OF 5TH APRIL 2022 AND 7TH JUNE 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.
- 2) To approve the minutes of the meeting of the Events and Markets Committee held on 7th June 2022 as a true record of that meeting.

32/22-23 UPDATES ON RESOLUTIONS/ITEMS FROM PREVIOUS MEETINGS

Item deferred from non-quorate committee meeting 7th June 2022.

- 1) For information; to receive the following updates from the Clerk on Committee meeting items;
 - a) 09/22-23 (1) MARKET DEVELOPMENT WORKING GROUP – update: funds received from SCDC.
 - b) 09/22-23 (3) MARKET DEVELOPMENT WORKING GROUP – update: information sharing with Homes England.
- 2) For information; to receive the following updates from the Clerk on relevant Full Council meeting items;
 - 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 26th July Northstowe Community Forum – WG to prepare, and to coordinate with Clerk.

33/22-23 COMMITTEE’S WORKING GROUPS & MEMBERSHIP

Item deferred from non-quorate committee meeting 7th June 2022.

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

34/22-23 MARKET DEVELOPMENT WORKING GROUP - MEMBERSHIP

- 1) Working Group membership: to approve for Katherine Southwood (SCDC Officer, Business Development Team) to join the Working Group as non-Cllr/member of the public. *This following resolution passed under item 44/21-22(2), committee meeting held on 4th January 2022.*

35/22-23 MARKET DEVELOPMENT WORKING GROUP – TERMS OF REFERENCE

- 1) To review and discuss draft terms of reference for the Committee’s Working Group on market development and membership (report attached).
- 2) To approve the proposed Terms of Reference.
- 3) To encourage and note any Members of the Events and Markets Committee to join the Market Development Working Group.

36/22-23 MARKET DEVELOPMENT – MARKET OPERATION PROPOSAL

- 1) The Committee to consider a report from the Market Development Working Group on market operation proposal and the recommendations and considerations included (report attached, with full proposal in separate document).
- 2) The Committee to approve for the Working Group to continue developing a pilot market in line with the following recommendations:
 - a) The pilot market to be a community/street market where daily items such as bread, milk, fish, fruit, vegetables and plants/flowers are sold, alongside some crafts and refreshment stands.
 - b) The pilot market to commence earliest Autumn 2022 and latest in Winter 2022 and run for 6 calendar months.
 - c) The pilot market to operate on Sundays 10-14h (subject to traders availability).
 - d) The pilot market to be located at The Green (hard surface) and consist of approximately 10 stalls (subject to traders availability).

37/22-23 RECOMMENDATION FOR SUBSCRIPTION TO NATIONAL ASSOCIATION OF BRITISH MARKET ASSOCIATION (NABMA)

- 1) To receive a report from the Working Group on progress on the pilot market development, membership of NABMA and its associated benefits (report attached).
- 2) To recommend the Council to approve the annual membership of the National Association of British Market Associations (NABMA) for 2022-2023 at full or reduced fee.
- 3) To recommend the Council to task the Town Clerk to file a formal request and conduct any subsequent discussions on fees.

38/22-23 NORTHSTOWE DAY

Item deferred from non-quorate committee meeting 7th June 2022.

- 1) Cllr Oluwasanya / Cllrs. involved at 'Meet your Council' stall – verbal update: Debrief of Northstowe Day, 7th May 2022 / lessons learned discussion (notes from comments provided by residents attached, for Cllrs' information).

39/22-23 NORTHSTOWE JUBILEE PARTY

Item deferred from non-quorate committee meeting 7th June 2022.

- 1) Cllr Oluwasanya / Jubilee Working Group – verbal update: Debrief of Queen's Platinum Jubilee event held on 5th June 2022 / lessons learned discussion.
- 2) *For information:* Costs as agreed by the Chairman of the Committee, as per Financial Regulations 4.1: 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 (*NB: done at 21st June meeting*).

40/22-23 FINANCIAL PROCEDURES

- 1) To receive information from the Clerk on need to adhere to Financial Regulations for event purchases.

41/22-23 UPCOMING EVENTS IN 2022

Item deferred from non-quorate committee meeting 7th June 2022.

For information – Dates of upcoming events;

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

42/22-23 CHRISTMAS LIGHT SWITCH ON EVENT 2022

Item deferred at item 45/21-22(2) – Meeting held 4th 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 as soon as possible.

43/22-23 DATES OF NEXT MEETINGS

- a) Full Council: Wed 27 Jul 2022 at 7PM, Pathfinder Primary School [*Finalised motions by 18/07*].
- b) Events and Markets Committee: Tue 6 Sep 2022 at 7PM, Pathfinder Primary School [*Finalised motions by 27/08*].

NB: For all NTC meetings, see www.northstowetowncouncil.gov.uk