

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:

NORTHSTOWE TOWN COUNCIL – Events and Markets Committee
Tuesday 6th September 2022, 7:00 – 8:30 PM
Pathfinder Primary School, Northstowe (Classroom in old ‘Wing’ – TBC)

Signed: *Mark Nokkert* *1st September 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. 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 Covid or Covid symptoms, please do not attend.

If you wish to speak under the standing item ‘Public Participation’, 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 in relation to any item(s) on the agenda.

Members 7 - Cllr Susarla (Chair); Cllr Oluwasanya (Vice-Chair); Cllr Bros Sabria; Cllr Delip; Cllr Kinnera; Cllr Males; Cllr Ummadi.

Quorum: 4 Members.

A G E N D A

44/22-23 APOLOGIES

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

45/22-23 WELCOME TO NEW COMMITTEE MEMBER

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

46/22-23 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.

47/22-23 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.

48/22-23 MINUTES OF THE COMMITTEE MEETING OF 5TH JULY 2022

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

49/22-23 UPDATES ON RESOLUTIONS/ITEMS FROM PREVIOUS MEETINGS

- 1) For information; to receive the following updates from the Clerk on previous meeting items;
 - a) 09/22-23 (3) MARKET DEVELOPMENT WORKING GROUP – update: planned meeting with Homes England; date now set for: Thu 15th Sep at 3:30PM, at offices H.E./ hybrid option). See further item 51/22-23.
 - b) 37/22-23 (1) RECOMMENDATION FOR SUBSCRIPTION TO NATIONAL ASSOCIATION OF BRITISH MARKET ASSOCIATION (NABMA) – update: outcomes from Full Council meeting 27th July 2022 (item 103/22-23) and subsequent NABMA membership.
 - c) 42/22-23 CHRISTMAS LIGHT SWITCH ON EVENT 2022 – update: Working Group formation and Councillor membership. See further item 53/22-23.

50/22-23 MARKET DEVELOPMENT WORKING GROUP

- 1) To receive a progress update (report attached).
- 2) To set up a dedicated markets inbox
 - a) To receive a report from the Working Group on setting up an email account for markets (report attached).
 - b) To approve for a dedicated markets email account (markets@northstowetowncouncil.gov.uk), at 18£/year, to be set up at the time the Working Group considers necessary to proceed with market development and management, and which is to be managed and accessed by a member of NTC staff.

51/22-23 MEETING WITH HOMES ENGLAND

- 1) To allocate Councillors to join the meeting to be held with Homes England on 15th September. *(NB: Following resolution at the 5th April 2022 Committee meeting (item 09//22-23(3)).*
- 2) To have the allocated Cllrs to report back to the Committee after the meeting and to consider and discuss any potential future actions coming out of the collaboration.

52/22-23 REMEMBRANCE SUNDAY, 13TH NOVEMBER 2022

- 1) To receive and discuss correspondence received from Revd Beth Cope, re: cooperation on Remembrance Sunday 2022 (attached; for Councillors). *(NB: further to resolution at Events and Markets Committee 4th January 2022, item 46/22-23).*
- 2) For Councillors to come forward to help out on the day, for stewarding, getting people safely to the site, and for first-aid needs.
- 3) To allocate Councillor representation from the Town Council to lay a wreath.
- 4) To decide to re-use last year's wreath, and to recommend to the Town Council to make a donation to the Royal British Legion charity instead (as per email to Cllrs in August; attached for Councillors).
- 5) To consider, and allocate where possible, a Town Council representative to read a poem or reflection during the service (information attached – stories 7 poems; congregational words; for Councillors).
- 6) To consider Revd Cope's suggestion for the Town Council to organise a parade; and if so, to allocate a Councillor to organise this.

53/22-23 CHRISTMAS SWITCH-ON EVENT, SAT. 3RD DECEMBER 2022

- 1) General reflection on last year's NTC Switch-on event (evaluation report shared with Cllrs).
- 2) To appoint Cllrs Delip; Males; Oluwasanya; Susarla; and Ummadi to the 2022 Christmas Switch-On Working Group *(following on from 5th July 2022 committee meeting, item 42/22-23(2)).*
- 3) For the 2022 Christmas Switch-On Working Group to create an Action Plan, linking in the development of this with key partners such as Northstowe Arts (correspondence about meeting with Northstowe Arts attached, for Cllrs) and to have this plan finalised as soon as possible.
- 4) To bring the Switch-On Action Plan to an extraordinary Committee meeting to be called by the Chair in October, to ensure timely approval of all financial and logistical plans ensuring the Switch-On event can take place.
- 5) To decide to defer a decision on the purchase of a Christmas tree to the Full Council meeting on 27th September.
- 6) To consider allocating a Councillors at the Working Group to present the initial Switch-On plans at the 14th September Northstowe Community Networkers meeting, to also obtain further input into the event planning.

54/22-23 COMMITTEE BUDGET FOR 2023-'24

- 1) To discuss budget needs for the Events and Markets Committee for 2023-'24. *(NB: proposals are to be finalised and agreed on by the Committee at the next scheduled Committee meeting, before passing the proposals to the Finance and Governance Committee).*

55/22-23 DATES OF NEXT MEETINGS

- a) Events and Markets Committee: Tue 1st November 2022 at 7PM, Pathfinder Primary School *[Final motions by 22/10].*
- b) Full Council: Tue 27th September 2022 at 7PM, Pathfinder Primary School *[Final motions by 17/09].*
For all NTC meetings, see www.northstowetowncouncil.gov.uk