

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 21st March 2023, 8:00 – 9:30 PM
Pathfinder Primary School, Northstowe (classroom in old 'Wing')

Signed: *Mark Nokkert* *16th March 2023*

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

We welcome the public and press attending any Council meeting. If you wish to speak under the 'Public Participation' item it is appreciated if you email the Town Clerk to register your request before 5 pm on the day of the meeting; you may speak for up to 3 mins. in relation to any item(s) on this agenda.

Members 8 - Cllr Susarla (Chair); Cllr Oluwasanya (Vice-Chair); Cllr Bros Sabria; Cllr Delip; Cllr Greef; Cllr Kinna; Cllr Males; Cllr Nikoro.

Quorum: 4 Members.

A G E N D A

84/22-23 APOLOGIES FOR ABSENCE (Standing Item)

To receive apologies for absence received prior to the meeting.

85/22-23 DECLARATIONS OF INTEREST (Standing Item)

- 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 Chair if they wish to speak on the matter during public participation.

86/22-23 PUBLIC PARTICIPATION (Standing Item)

- 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 this meeting.
- b) To reconvene the meeting.

87/22-23 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

[Sub-item 1 deferred from non-quorate Events and Markets Committee 3rd Jan. '23]

- 1) To approve the minutes of the meeting of the Events and Markets Committee held on 29th November 2022 as a true record of that meeting (attached).
- 2) To approve the minutes of the meeting of the Events and Markets Committee held on 3rd January 2023 as a true record of that meeting (attached).

88/22-23 ITEMS FOR INFORMATION

Update on use of The Green for market stall(s), managed by Sustainable Northstowe, in advance of formal pilot market from Town Council is planned to start.

89/22-23 COMMITTEE WORKING GROUPS (Standing Item)

To receive updates on progress, where not covered under under-mentioned agenda items, from;

- a) Market Development Working Group.

[Includes progress report (attached), deferred from Events and Markets Committee 3rd Jan. '23, item 80/22-23(3)].

- b) 2022 Christmas Switch-On Working Group.
- c) Jubilee Event Working Group.

90/22-23 WINTER MARKETS AND PILOT MARKET SOCIAL MEDIA STRATEGY

[Item deferred from Events and Markets Committee 29th Nov. '22, item 72/22-23(4) and again deferred from Events and Markets Committee 3rd Jan. '23, item 81/22-23]

- 1) To receive a proposal from the Market Development Working Group (attached; with email correspondence and information on logo shared with Cllrs).
- 2) To approve the proposal and task the Working Group to take necessary steps for its implementation.

91/22-23 CHRISTMAS SWITCH-ON DEBRIEF

[Item deferred from Events and Markets Committee 3rd Jan. '23, item 82/22-23]

To consider the request received from partner organisations to organise a debrief session for the 2022 Light Up Northstowe event (Emails shared with Cllrs).

92/22-23 NORTHSTOWE WINTER MARKET EVENTS

Motion from: Market Development Working Group

(Attached: 1. Report - feedback received from attendees of the January market; 2. Updated Risk Assessment for winter market events; 3. Report - updated details winter market events); 4. Report - Proposal for winter market events – Revised March).

- 1) To receive a verbal update on success and lessons learnt of indoor events held on 22nd January and 26th February.
- 2) To receive and consider revised proposal for delivery of three winter indoor market, with retrospectively for January and February updated after the delivery of the first (report attached).
- 3) To approve the updated proposal for three winter market events.

93/22-23 NORTHSTOWE WINTER MARKET EVENTS – UPDATED TIMELINE

Motion from: Market Development Working Group

(Attached: 1. Report; 2. Updated timeline).

- 1) Receive a report for updated timeline.
- 2) Approve the proposed timeline.

94/22-23 MONTHLY INDOOR MARKETS

Motion from: Market Development Working Group

(Attached: report).

- 1) To consider success in two market events held on 22nd of January and 26th of February.
- 2) To agree to continue to hold monthly market events following same or very similar format, every 4th Sunday of the month 9:30 to 12:30, with any significant changes proposed by the Working Group to be approved by the Committee, and with the monthly market to be aligned with the pilot market plans (i.e. until the end of the pilot market).
- 3) To approve for the one-off costs of promoting the monthly indoor markets (£220) to come from budget heading 41 Marketing costs_Events and Markets.
- 4) To approve for the running costs of holding the monthly events (£71/event for venue hire, and £4/event on sundries and stationery) to come from budget.
- 5) To task the working group to draft Terms and Conditions for market traders and bring to Events and Markets Committee for its approval.

95/22-23 NORTHSTOWE WINTER MARKET EVENTS - EXPENDITURE

Motion from: Market Development Working Group

(Attached: 1. Report; 2. Overview proposed expenditure)

- 1) To receive a report for Expenditure for market and events
- 2) To approve the proposed expenditures of for markets and events £569.83 to come from 43 Assets for Events.

96/22-23 PILOT MARKET BUSINESS PLAN

[Further to resolution passed at [Events and Markets Committee 29th Nov. '22, item 72/22-23\(2\)\(c,d,e\)](#)]

Motion from: Market Development Working Group

(Attached: 1. Report; 2. Amended Business Plan; 3. Timeline, as presented under item 93/22-23).

- 1) To receive an update on timeline for delivery of the market and updates on recruitment of deputy clerk and market manager.

- 2) To receive and consider an updated business plan for the delivery of pilot market, in light of latest developments presented, feedback received and amendments as approved by the E&M Committee. The revised sections are:
1. Operational plan – Start and end date and location
 2. Operational plan – Frequency, days and time
 3. Operational plan – Traders, pitch fees and conditions
 4. Operational plan – Staffing
 5. Operational plan – Facilities (gazebos, electricity, toilets), parking and traffic
 6. Marketing plan
 7. Financial plan
- 3) To receive and consider an updated business plan with new section:
1. Monitoring and Evaluation plan
- 4) To approve the revised sections of the business plan
- 5) To approve the new section of the business plan on monitoring and evaluation.
- 6) To present to Finance and Governance Committee the business plan for consideration and recommend for a specific section in the website to be set for market related information, for dedicated social media accounts to be managed by a nominated volunteer, who is to be proposed by the working group and approved by the Town Clerk
- 7) To recommend to Full Council to consider and endorse the Business Plan and task the Events and Markets Committee, through the Market Development Working Group, to take necessary steps for its implementation working with the Town Clerk.

92/22-23 DATES OF NEXT MEETINGS (Standing Item)

To note;

- Full Council: Tue 28th March 2023, 7-9 pm, Pathfinder Primary School, Main Hall.

[Finalised motions to be received by 18/03].

- Events and Markets Committee: Tue 2nd May, 7-8:30 pm; Location: Pathfinder Primary School ('old Wing' classroom).

[Finalised motions to be received by 21/04].

- For all Council meetings, see www.northstowetowncouncil.gov.uk