

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 2<sup>nd</sup> May 2023, 7:00 – 8:30 PM**

**Pathfinder Primary School, Northstowe** (classroom in old 'Wing')

Signed: *Mark Nokkert* *27<sup>th</sup> April 2023*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council

[townclerk@northstowetowncouncil.gov.uk](mailto: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**

#### **01/23-24 APOLOGIES FOR ABSENCE** (Standing Item)

To receive apologies for absence received prior to the meeting.

#### **02/23-24 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.

#### **03/23-24 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.

#### **04/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

- 1) To approve the minutes of the meeting of the Events and Markets Committee held on 21<sup>st</sup> March 2023 as a true record of that meeting (attached).

#### **05/23-24 COMMITTEE WORKING GROUPS** (Standing Item)

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

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

#### **06/23-24 MARKET LOGO COMPETITION**

- 1) To receive update from market development working group since last E&M meeting and report with recommendations.
- 2) To approve timeline for launching, promoting and running a logo competition for the Northstowe market.
- 3) To approve to organise a community event to gather input on the most preferred design out of three shortlisted entries, with the assistance of SCDC Community Development Officers.
- 4) To nominate a panel of 3 Cllrs from Events and Markets Committee to shortlist three designs from entries received.
- 5) To approve to recommend to Full Council to adopt the most preferred market logo.

- 6) To approve to offer competition prize consisting of a hamper of goods and/or vouchers donated by Northstowe Town market traders and to nominate a Cllr from Events and Markets Committee to work with Town Clerk and/or Deputy Clerk look for donations and preparation of hamper.
- 7) To approve costs of £50 to cover for promotion (posters) and refreshments on community event, which should come from budget heading 41 Marketing costs\_Events and Markets.
- 8) To task the Market development Working group with the preparation of promotion material and promotion activities (e.g. social media), as well as with the placing of collection boxes and collecting of entries, in close cooperation with community development officers.
- 9) To approve the proposed Terms and Conditions for logo competition.

#### **07/23-24 MARKET AND OTHER EVENTS EXPENDITURES**

- 1) To approve to buy a set of electronic clickers to monitor indoor venue occupancy.
- 2) To approve to buy a windometer to monitor levels of wind for safety of events and markets.

#### **08-23-24 DATES OF NEXT MEETINGS (Standing Item)**

To note;

- Full Council (Annual Meeting of the Town Council): Tue 23rd May 2023, 7-9 pm, Northstowe Secondary College, 2nd floor gym. *[Finalised motions to be received by 13/05]*.
- Events and Markets Committee: TBC.
- For all Council meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)