

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 4<sup>th</sup> July 2023, 7:00 – 8:30 pm**  
**Northstowe Secondary College** (Community Room, ground floor)

Signed: *Mark Nokkert* *29<sup>th</sup> June 2023*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council  
[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk) 077245 88949

We welcome the public and press attending any Council meeting.  
If you wish to speak at the 'Public Participation' item, please email the 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** 7 - Cllr Susarla (Chair); Cllr Bros Sabria; Cllr Delip; Cllr Greef; Cllr Kinnera; Cllr Males; Cllr Nikoro.

**Quorum:** 4 Members.

**A G E N D A**

**09/23-24 ELECTION OF CHAIR OF THE COMMITTEE** (Standing, annual item)

- 1) To receive nominations for Chair of the Events and Markets Committee.
- 2) To elect the Chair of the Committee for the Civic Year 2023-24.

**10/23-24 APOLOGIES FOR ABSENCE** (Standing Item)

To receive apologies for absence received prior to the meeting.

**11/23-24 ELECTION OF VICE-CHAIR OF THE COMMITTEE** (Standing, annual item)

- 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 2023-24.

**12/23-24 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.

**13/23-24 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.

**14/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

- 1) To approve the minutes of the meeting of the Events and Markets Committee held on 2<sup>nd</sup> May 2023 as a true record of that meeting (attached).

**15/23-24 PRESENTATION FROM NORTHSTOWE ARTS**

- 1) To receive a presentation from Northstowe Arts on plans for Light Up Northstowe 2023 (LUN 23) (paper 'Light Up Northstowe' with options for the Town Council's consideration; shared with Cllrs).
- 2) Taking into account the detailed options for Council involvement set out by Northstowe Arts, to consider Town Council's involvement with LUN 23 and its next steps.

**16/23-24 MOTION PREPARATION**

To receive a reminder from the Clerk about the importance of keeping to timescales involved in preparing motions and associated paperwork, as per the Town Council's [Standing Orders](#), section 9.  
NB: Ongoing issues have recently also been raised at [Full Council, 25<sup>th</sup> April 2023, item 13/23-24](#).

#### **17/23-24 WORKING GROUPS REPORTING TO THIS COMMITTEE (Standing Item)**

To receive updates on resolutions and tasks set, with updates on other progress made where not already covered under other items on this agenda, from;

- 1) Market Development Working Group.
  - a) Item 95/22-23 (Committee meeting 21<sup>st</sup> March 2023: Expenditure items for markets; remaining items yet to be purchased. (Paper with update on items and expenditure; shared with Cllrs.).
  - b) Item 06/23-24 (Committee meeting 2<sup>nd</sup> May 2023): Market Logo Competition; implementation of timeline & actions.
  - c) Item 07/23-24 (2) (Committee meeting 2<sup>nd</sup> May 2023): Windometer use; research cut-off points for decisions when to cancel in case of high winds, and to update market Risk Assessment.
- 2) 2022 Christmas Switch-On Working Group.
  - a) Item 89/22-23 (b) (Committee meeting 21<sup>st</sup> March 2023): Work with partner organisations to consider options and consider Town Council involvement in 2023 Light Up Northstowe event.
- 3) Jubilee Event Working Group.
  - a) Item 89/22-23 (c) (Committee meeting 21<sup>st</sup> March 2023): Implementation re: memorabilia for Northstowe children.

#### **18/23-24 FIRST AID TRAINING**

[Motion from Cllr. Susarla; Motion paper and supporting document with quotes; shared with Cllrs.].

- 1) To agree on funding First aid training course for selected Cllrs involved in Council led events.
- 2) Cllrs to come forward to put forward their name for the training.
- 3) To approve the allocation of funds for said training, to come out of Councillors Training Budget, and to allow pending sufficient funds in this budget heading.
- 4) to have the approval and payment ratified by Finance and Governance Committee, or to have this brought as a recommendation to Full Council were the budget needs to exceed the existing Councillor training budget as allocated.

#### **19/23-24 PILOT MARKET - TERMS OF REFERENCE FOR TRADERS**

[Motion from Market Development Working Group; Draft ToR attached]

- 1) To receive a draft Terms of Reference for traders for the pilot market – prepared following resolution at Full Council 28<sup>th</sup> March ([item 266/22-23](#)), with the Events and Markets Committee having been tasked to implement the agreed Pilot Market Business Plan through the Market Development WG in cooperation with the clerk.
- 2) To approve the Terms of Reference for traders for the pilot market.

#### **20/23-24 PILOT MARKET – HIRING OF PORTABLE TOILET FACILITIES**

[Motion from Market Development Working Group; Motion paper & quotes companies; shared with Cllrs.]

- 1) To receive a report from the working group on the issues encountered in market delivery and delay of community facility.
- 2) To agree to proceed hiring of portable toilet facilities for the weeks until the community facility is open and toilets can be used by market traders and volunteers, starting on 9<sup>th</sup> of July (or earliest possible date after that).
- 3) To consider the options for hiring portable toilets and to agree to use Option 1 – at price of £ 187.2 for first four weeks, and then £31.8 any additional week. In case of unavailability with the required timeline of the chosen provider, Option 2 or Option 3 shall be used.
- 4) To task the Town Clerk and/or Deputy Clerk to make necessary arrangements for hiring and placement of portable toilets.

#### **21/23-24 MARKET SUPERVISION – CONTRACTING OF MARKET SUPPORT STAFF**

[Motion from Market Development Working Group; Motion paper & quotes companies; shared with Cllrs.]

- 1) To receive a report from the working group on the issues encountered in market supervision and logistics, and progress towards recruitment of market manager.
- 2) To agree to proceed with contracting out the tasks of market supervision to events management company for market support staff on market days from 9am to 3pm until, starting from July 9<sup>th</sup> until the end of the pilot market (22<sup>nd</sup> October, 16 weeks).

- 3) To consider the options to contract out the tasks of market supervision and to agree to use Option 3 - £1,843.2, to be spent from budget heading 50 – Market manager salary.
- 4) To agree to review the arrangements before the end of the pilot market and task the working group to make recommendations for the post-pilot phase.

#### **22/23-24 ITEMS FOR INFORMATION**

- 1) Invitation received from Northstowe Hub for their Interim Community Centre Opening event on 30<sup>th</sup> September (Email shared with Cllrs).

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

To note;

- Full Council (Annual Meeting of the Town Council): Tue 25<sup>th</sup> July 2023, 7-9 pm; Location TBC  
*[Final versions of motions & papers to be received by 15/07 at the latest].*
- Events and Markets Committee: Tue 3<sup>rd</sup> Oct. 2023, 7-8:30 pm; Location: TBC  
*[Final versions of motions & papers to be received by 23/09 at the latest].*
- For all Council meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)