

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

Tue 3rd OCTOBER 2023, 7:00 – 8:30 pm, Temporary Community Centre

1, The Green, Pathfinder Way, Northstowe CB24 1FD

Signed: *Mark Nokkert* *28th September 2023*

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

townclerk@northstowetowncouncil.gov.uk

077245 88949

We welcome members of the public or press attending any of our Council meetings.

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 Delip (Vice-Chair); Cllr Bros Sabria; Cllr Greef;
Cllr Kinnera; Cllr Males; Cllr Nikoro.

Quorum: 4 Members.

A G E N D A

33/23-24 APOLOGIES FOR ABSENCE (Standing Item)

To receive apologies for absence received prior to the meeting.

34/23-24 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.

35/23-24 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.

36/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

To approve the minutes of the meeting of the Events and Markets Committee held on 18th July 2023 as a true record of that meeting (attached).

37/23-24 JUBILEE MEMORABILIA

[Further to [Item 89/22-23 \(c\) \(Committee meeting 21st March 2023\)](#), following original resolution from Events and Markets Committee meeting [1st Feb 2022, item 57/21-22\(2\)](#)]:

- 1) To obtain an understanding from the Jubilee Event Working group on difficulties experienced in pursuing jubilee memorabilia.
- 2) To decide to no longer pursue the jubilee memorabilia.

38/23-24 WORKING GROUP REPRESENTATION CHANGES

For information:

- 1) Cllr Delip has stepped down as the lead for the 2022 Christmas Switch-on Working Group.
- 2) Katherine Southwood (SCDC) has stepped down from the Market Development Working Group.

39/23-24 WORKING GROUPS

- 1) To consider continuation, or discontinuation, of the under-mentioned Working Groups reporting to the Events and Markets Committee;
 - (a) Jubilee Event Working Group.
 - (b) 2022 Christmas Switch-On Working Group.
 - (c) Market Development Working Group.

- 2) To appoint Members and Lead Members onto the under-mentioned Working Groups (where continued);
 - (a) Jubilee Event Working Group. [Currently: 3 Cllrs. (Cllr Delip; Cllr Males; Cllr Susarla) - no lead].
 - (b) 2022 Christmas Switch-On Working Group. [Currently: 3 Cllrs. (Cllr Delip; Cllr Males; Cllr Susarla) - no lead].
 - (c) Market Development Working Group. [Currently: 4 Cllrs. (Cllr Bros Sabria (lead); Cllr Delip; Cllr Males; Cllr Susarla; plus 1 external partner (Northstowe Foodies)].

40/23-24 LIGHT UP NORTHSTOWE 2023 and 2024

[Further to [Events and Markets Committee 18th July 2023, item 31/23-24](#); [Full Council 25th July, item 111/23-24](#) and [Full Council 26th September 2023, item 137/23-24](#)]:

- 1) To receive an update from staff on plans for a Christmas tree & decorations, and for switching on the lights on 25th November 2023.
- 2) To decide to agree to the plans for 25th November 2023.
- 3) To discuss whether the Town Council can lead on a bigger LUN23 event [NB: note the resolution as approved under [item 45/21-22\(1\), Events and Markets Committee meeting 4th January 2022](#)].
- 4) To decide for the Town Council to *not* lead on LUN23, and to communicate to relevant partner organisations the outcomes and reasons for the decision made.
- 5) To consider whether the Town Council might be able to lead on LUN24 (pencilled in for Saturday 23rd November 2024).

41/23-24 REMEMBRANCE SUNDAY, 12TH NOVEMBER 2023

[Further to item [46/21-22, Events and Markets Committee 4th January 2022](#)]:

- 1) To receive an update on preparations for Remembrance Sunday 2023, led by Revd Beth Cope, Pathfinder Church.
- 2) For Councillors to come forward to support the event; help is requested for stewarding, signage/directional instructions, and possibly also additional first-aider needs.
- 3) To purchase a new wreath with a donation made to the Royal British Legion (as done previous years).
- 4) To consider Revd Cope's suggestion for the Town Council to organise a parade in 2024 ([email and leaflet shared with Cllrs.](#))

42/23-24 BUDGET FINANCIAL YEAR 2024-2025

To consider budget needs for the Events and Markets Committee for the financial year '24-'25.

43/23-24 PILOT MARKET – UPDATE ON PROGRESS AND DISCUSSION ON FUTURE PLANS

[Further to [items 19; 20; 21/23-24, Events and Markets committee 4th July 2023](#); items [28; 29; 30/23-24, Events and Markets Committee 18th July 2023](#); items [108; 109/23-24, Full Council 25th July 2023](#); and [item 131/23-24, Full Council 26th September 2023](#)]:

- 1) To receive and discuss an update from the Market Development Working Group, on:
 - Market pilot review/evaluation & NABMA input; Market residents' survey;
 - Developments re: Terms of Reference for traders; Volunteer handbook; license agreements with landowners; Market logo competition; Market event management through Phoenix;
 - Consideration of market expansion options for a post-pilot continuation; Consideration of market management and supervision requirements and options going forward; including Market Manager position recruitment.

(Shared with Cllrs - drafts of: evaluation report of six-month pilot; x2 emails NABMA staff feedback on draft evaluation report; interim report on market survey results; volunteer handbook).

44/23-24 DATES OF NEXT MEETINGS (Standing Item)

To note;

- Events and Markets Committee: Tue 9th January 2024, 7-8:30 pm; venue: Community Centre, Northstowe. *[Final versions of motions & papers to be received by 28/12 at the latest]*.
- Full Council meeting: Tue 31st October 2023 (7-9 pm); venue: Community Centre, Northstowe. *[Final versions of motions & papers to be received by 21/10 at the latest]*
- For all Council meetings and annual meeting schedule, see www.northstowetowncouncil.gov.uk