

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 9<sup>th</sup> JANUARY 2024, 7:00 – 8:30 PM**

**The Cabin** (Community Centre), **Northstowe**; Assembly Room 2  
1, The Green, Pathfinder Way, Northstowe CB24 1FD

Signed: *Mark Nokkert* *4<sup>th</sup> January 2024*

Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council  
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We always welcome members of the public or press to any of our Council meetings. If you wish to speak at our standard 'Public Participation' item [you may speak for up to 3 mins. in relation to any item(s) on this agenda], please request a speaking slot with the Clerk before the meeting starts.

**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**

*Agenda includes items deferred from the non-quorate committee meeting scheduled for 3<sup>rd</sup> October 2023.*

#### **45/23-24 APOLOGIES FOR ABSENCE** (Standing Item)

To receive apologies for absence received prior to the meeting.

#### **46/23-24 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.

#### **47/23-24 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.

#### **48/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS** (Standing Item)

- 1) To approve the minutes of the meeting of the Events and Markets Committee held on 18<sup>th</sup> July 2023 as a true record of that meeting (attached).
- 2) To approve the minutes of the meeting of the Events and Markets Committee held on 3<sup>rd</sup> October 2023 as a true record of that meeting (attached).

#### **49/23-24 JUBILEE MEMORABILIA**

*Further to Item 89/22-23 (c), committee meeting 21<sup>st</sup> March 2023; following resolution from committee meeting 1<sup>st</sup> Feb 2022, item 57/21-22(2):*

- 1) To obtain information from the Jubilee Event Working Group on difficulties experienced in pursuing jubilee memorabilia.
- 2) To decide to no longer pursue the purchase and distribution of jubilee memorabilia.

#### **50/23-24 WORKING GROUPS**

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

- 3) To decide to either continue or discontinue 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.
- 4) To appoint Members and Lead Members onto the under-mentioned Working Groups where these are 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: 3 Cllrs. (Cllr Bros Sabria (lead); Cllr Males; Cllr Susarla; plus 1 external partner (Northstowe Foodies); NB: Cllr Greef also involved but not yet formally appointed)].

#### **51/23-24 CHRISTMAS SWITCH ON EVENT 2023 AND 2024**

*Further to Events and Markets Committee 18<sup>th</sup> July 2023, item 31/23-24; Full Council 25<sup>th</sup> July, item 111/23-24; and Full Council 26<sup>th</sup> September 2023, item 137/23-24:*

- 1) To reflect on the delivery of the Christmas Switch-On event 2023.
- 2) To consider whether the Town Council might be able to lead on the Switch on event in 2024 (pencilled in for Sat. 23<sup>rd</sup> November 2024). *[NB: note resolution under item 45/21-22(1), Events and Markets Committee meeting 4<sup>th</sup> January 2022].*

#### **52/23-24 REMEMBRANCE SUNDAY**

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

- 1) To consider suggestion made for Town Council to organise a parade in 2024 (email shared with Cllrs.)

#### **53/23-24 NORTHSTOWE MARKET**

*Further to items 19; 20; 21/23-24, Events and Markets committee 4<sup>th</sup> July 2023; items 28; 29; 30/23-24, Events and Markets Committee 18<sup>th</sup> July 2023; items 108; 109/23-24, Full Council 25<sup>th</sup> July 2023; item 131/23-24, Full Council 26<sup>th</sup> Sep. 2023 and Item 153/23-24, Full Council 31st Oct. 2023:*

- 1) *For information:* Licence agreements with Greenbelt and SCDC for use of the market on The Green have been finalised.
- 2) To receive and approve the draft Terms and Conditions ('Traders Agreement') for the Northstowe market (attached).
- 3) To approve that the Terms and Conditions are sent to and signed by all current and future traders trading at the Northstowe weekly and monthly markets.
- 4) To discuss and consider development of mechanisms for market debts collection, to feed into Council-wide policy to be developed (To take into consideration a recommendation made by Finance and Governance Committee at their meeting held on 12<sup>th</sup> December 2023 to ensure that traders cannot trade if they do not pay).
- 5) To consider proposals from Cllr Bros Sabria for the purchase of further promotional materials for the market, including A-frames, signs, banners and blackboards (email shared with Cllrs.).
- 6) To receive an update from the Market Development Working Group, on latest developments including re: Market Manager recruitment; Volunteer handbook; Market logo competition.

#### **54/23-24 DATES OF NEXT MEETINGS (Standing Item)**

To note;

- Events and Markets Committee: Tue 2<sup>nd</sup> April 2024, 7-8:30 pm; venue: The Cabin, Northstowe. *[Final versions of motions & papers to be received by 21/03 at the latest].*
- Full Council meeting: Tue 30<sup>th</sup> January 2024 (7-9 pm); venue: The Cabin, Northstowe. *[Final versions of motions & papers to be received by 20/01 at the latest]*
- For all Council meetings and annual meeting schedule, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)