

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 (Extraordinary meeting)

Tuesday 18th JULY 2023, 7:00 – 8:30 pm
Longstanton Village Institute
(24 High Street, Longstanton, CB24 3BS; Parish Meeting Room)

Signed: *Mark Nokkert* *13th July 2023*
Mark Nokkert, Clerk & Responsible Financial Officer to Northstowe Town Council
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 Delip (Vice-Chair); Cllr Bros Sabria; Cllr Greef; Cllr Kinnera; Cllr Males; Cllr Nikoro.
Quorum: 4 Members.

A G E N D A

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

To receive apologies for absence received prior to the meeting.

25/23-24 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.

26/23-24 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.

27/23-24 MINUTES OF PREVIOUS COMMITTEE MEETINGS (Standing Item)

[sub-item 1 deferred from Committee meeting held on 4th July 2023, item [14/23-24](#)]:

- 1) To approve the minutes of the meeting of the Events and Markets Committee held on 2nd May 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 4th July 2023 as a true record of that meeting (attached).

28/23-24 MARKET SUPERVISION – CONTRACTING OF MARKET SUPPORT STAFF

[Item deferred from Committee meeting held on 4th July 2023, [item 21/23-24](#)]:

[Motion from Market Development Working Group; Motion paper & quotes businesses - 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 9th until the end of the pilot market (22nd 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.

29/23-24 PILOT MARKET BUSINESS PLAN – Update on progress and amendments to market business plan

[Motion from Market Development Working Group – Motion Paper attached]

- 1) To receive and consider a report from the Market Development Working Group on progress made against the implementation of the [Pilot Market Business Plan](#), and on any issues identified and solutions considered.
- 2) To approve the amendment to the business plan, Section 5 – Operational Plan – Traders, pitch fees, and conditions – Traders (page 8), from:
“ *Weekly market (1st, 2nd, 3rd and 5th week of the month):*
- *Maximum of 5 traders until a market manager has been recruited, selling daily food and basics, including:*
• *Fruit and Vegetables • Meat • Fish • Bread and cakes • Eggs • Dairy .*“
To:
“*Weekly market (every week except when an indoor market is held as well)*
- *Maximum of 5 traders until a market manager has been recruited or market supervision tasks have been contracted out, selling daily food and basics, including:*
• *Fruit and Vegetables • Meat • Fish • Bread and cakes • Eggs • Dairy • Cleaning and hygiene products • Hot food and refreshments .*”
- 3) To recommend Full Council to consider and endorse the amended business plan and to task working group to implement the business plan as amended in close cooperation with the Town Clerk and Deputy Clerk.

30/23-24 MARKET LOGO COMPETITION – Update on progress.

[Further to ([item 06/23-24](#)), Committee meeting 2nd May 2023; and [item 17/23-24\(1\)\(b\)](#)), Committee meeting 4th July 2023]:

[Update from Market Development Working Group]

- 1) Update from Councillors involved in the Market Logo Competition on progress made.
- 2) Update on changes to be made to the timeline or any other changes to be made to ensure delivery of the Market Logo Competition.

31/23-24 LIGHT UP NORTHSTOWE 2023

[Further to Committee discussions and subsequent actions for the 2022 Christmas Working Group – [item 89/22-23\(b\)](#), Committee 21st March 2023; [item 05/23-24 \(b\)](#), Committee meeting 2nd May 2023; and [items 15/23-24\(2\) and 17/23-24 \(2\)\(a\)](#), Committee meeting 4th July 2023]:

- 1) To discuss potential involvement for the Town Council in Light Up Northstowe 23 (LUN 23).
- 2) To decide for Northstowe Town Council to lead on LUN 2023.
- 3) For Councillors to come forward to lead on the development of LUN2023.
- 4) To appoint a Councillor as lead for developing the LUN 2023 proposals.
- 5) To have a fully worked-out plan to be presented by the lead Councillor to either Full Council in September or at the next committee meeting.

32/23-24 DATES OF NEXT MEETINGS (Standing Item)

To note;

- Full Council: Tue 25th 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 3rd 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