

## NORTHSTOWE TOWN COUNCIL - EVENTS AND MARKETS COMMITTEE

### MINUTES of the meeting of the Events and Markets Committee held on 5<sup>th</sup> July 2022 at Northstowe Secondary College

Members: 6: Cllr Oluwasanya (Chair); Cllr Bros Sabria (Vice-Chair); Cllr Delip; Cllr Kinnera; Cllr Males; Cllr Susarla.  
Quorum: 4 Members.  
Present: 5: Cllr Bros Sabria (from 19:09 and until 20:02); Cllr Kinnera; Cllr Males; Cllr Oluwasanya; Cllr Susarla.  
No members of the public present.  
Apologies: N/A  
Absent: Cllr Delip.

Meeting was started at 19:05 pm; Cllr Oluwasanya took the Chair.

#### **25/22-23 ELECTION OF CHAIRMAN OF THE COMMITTEE**

*Item deferred from non-quorate committee meeting 7<sup>th</sup> June 2022.*

1) *To receive nominations for Chair of the Events and Markets Committee.*

Cllr Oluwasanya nominated herself, which was seconded by Cllr Males.

Cllr Susarla nominated himself, which was seconded by Cllr Kinnera.

Cllr Bros Sabria joined the meeting at 19:09.

2) *To elect the Chairman of the Committee for the Civic Year 2022-2023.*

Voting resulted in a majority vote for Cllr Susarla. It was proposed by Cllr Susarla, seconded by Cllr Kinnera and **RESOLVED with 3 votes for and 2 against, to elect Councillor Susarla as Chair of the Events and Markets Committee for the Civic Year 2022-'23.**

Cllr Susarla took the seat as Chair of the Committee, for the Civic Year 2022-'23.

#### **26/22-23 APOLOGIES**

None were received.

#### **27/22-23 WELCOME TO NEW COMMITTEE MEMBER**

The Chair formally welcomed Cllr Kinnera to the Committee.

#### **28/22-23 ELECTION OF VICE-CHAIRMAN OF THE COMMITTEE**

*Item deferred from non-quorate committee meeting 7<sup>th</sup> June 2022.*

1) *To receive nominations for Vice-Chair of the Events and Markets Committee.*

Cllr Oluwasanya nominated herself, which was seconded by Cllr Bros Sabria.

2) *To elect the Vice-Chair of the Committee for the Civic Year 2022-2023.*

It was proposed by Cllr Oluwasanya, seconded by Cllr Bros Sabria and **RESOLVED unanimously, to elect Councillor Oluwasanya as Vice-Chair of the Events and Markets Committee for the Civic Year 2022-'23.**

#### **29/22-23 DECLARATIONS OF INTEREST**

None were declared.

#### **30/22-23 PUBLIC PARTICIPATION**

No member of the public was present.

#### **31/22-23 MINUTES OF THE COMMITTEE MEETINGS OF 5<sup>TH</sup> APRIL 2022 AND 7<sup>TH</sup> JUNE 2022**

1) *To approve the minutes of the meeting of the Events and Markets Committee held on 5th April 2022 as a true record of that meeting.*

It was proposed by Cllr Males, seconded by Cllr Bros Sabria and **RESOLVED, with 4 votes for and 1 abstaining, to approve the minutes of the meeting of the Events and Markets Committee held on 5<sup>th</sup> April 2022 as a true record of that meeting.**

2) *To approve the minutes of the meeting of the Events and Markets Committee held on 7<sup>th</sup> June 2022 as a true record of that meeting.*

It was proposed by Cllr Bros Sabria, seconded by Cllr Males and **RESOLVED, with 3 votes for and 2 abstaining, to approve the minutes of the meeting of the Events and Markets Committee held on 7<sup>th</sup> June 2022 as a true record of that meeting.**

### **32/22-23 UPDATES ON RESOLUTIONS/ITEMS FROM PREVIOUS MEETINGS**

*Item deferred from non-quorate committee meeting 7<sup>th</sup> June 2022.*

1) *For information; to receive the following updates from the Clerk on Committee meeting items;*  
a) *09/22-23 (1) MARKET DEVELOPMENT WORKING GROUP – update: funds received from SCDC.*

The Committee had previously been informed that the £8,000 grant funding has been received in the Council's bank account, and can thus be utilised by the Committee as per the agreed business plan.

b) *09/22-23 (3) MARKET DEVELOPMENT WORKING GROUP – update: information sharing with Homes England.*

An update on the meeting on the proposed meeting with Homes England was requested. [Post scriptum: *Following further correspondence with HE, a meeting is to be arranged in the near future*].

2) *For information; to receive the following updates from the Clerk on relevant Full Council meeting items;*

a) *56/22-23 ANNUAL SUBSCRIPTION NABMA – update: deferred back to Events and Markets Committee due to insufficient information for decision to be taken.*

This item was back on the agenda as a result; see item 37/22-23.

b) *57/22-23 (2)(3) PUBLICATION OF MARKET COMMUNITY SURVEY RESULTS – Update: for publication & promotion of market survey results, need for creation of promotional materials, article for next edition Northstowe News, and for NTC stall at 26<sup>th</sup> July Northstowe Community Forum – WG to prepare, and to coordinate with Clerk.*

In the absence of the Clerk, Cllr Bros Sabria provided an update, explaining that information for the Northstowe News had been prepared, but that the Community Forum stall information was to be finalised shortly by the Working Group.

### **33/22-23 COMMITTEE'S WORKING GROUPS & MEMBERSHIP**

*Item deferred from non-quorate committee meeting 7<sup>th</sup> June 2022.*

1) *To consider continuation, or discontinuation, of the under-mentioned Working Groups, and to appoint members onto the Working Groups being continued:*

(a) *Jubilee Working Group.*

(b) *Market Development Working Group.*

Following a discussion, the Chair summarised explaining that there seemed to be a preference for keeping the Jubilee Working Group, as the task of organising memorabilia had not yet been completed (see item 08/22-23, Committee meeting 5<sup>th</sup> April 2022).

It was proposed by Cllr Males, seconded by Cllr Bros Sabria and **RESOLVED unanimously, to continue the Jubilee Working Group.**

It was proposed by Cllr Bros Sabria, seconded by Cllr Males and **RESOLVED unanimously, to continue the Market Development Working Group.**

All Cllrs present showed their interest in continuing on the Working Groups they had been part of.

As a result, the Working Groups have the following Councillor members going forward;

- Jubilee Working Group: Cllr Males; Cllr Oluwasanya; Cllr Susarla; Cllr Delip (TBC).
- Market Development Working Group: Cllr Bros Sabria; Cllr Males; Cllr Oluwasanya; Cllr Susarla; Cllr Delip (TBC).

The Chair was **tasked** to write to Cllr Delip requesting their interest in continuing Working Group membership and to let the Clerk know. The Chair encouraged Cllr Kinnera to email the Clerk in case he wished to join any Working Groups.

### **34/22-23 MARKET DEVELOPMENT WORKING GROUP - MEMBERSHIP**

- 1) *Working Group membership: to approve for Katherine Southwood (SCDC Officer, Business Development Team) to join the Working Group as non-Cllr/member of the public. This following resolution passed under item 44/21-22(2), committee meeting held on 4<sup>th</sup> January 2022.*

It was proposed by Cllr Bros Sabria, seconded by Cllr Oluwasanya and **RESOLVED unanimously, to approve for Katherine Southwood (SCDC Officer, Business Development Team) to join the Working Group as non-Cllr/member of the public.**

### **35/22-23 MARKET DEVELOPMENT WORKING GROUP – TERMS OF REFERENCE**

- 1) *To review and discuss draft terms of reference for the Committee's Working Group on market development and membership (report attached).*

The Chair invited Cllr Bros Sabria to give a summary. She explained that these Terms of Reference (ToR) were drafted following advice from the Clerk to have clear ToR for this Working Group, to provide for a clear framework to guide the Working Group's remit and work which may also see non-Councillors as well as Councillors not on the Events and Markets Committee joining.

- 2) *To approve the proposed Terms of Reference.*

In a subsequent discussion, it was requested to amend the ToR further, to include the following;

- Amendment to the clause on membership;
- To include a clause to indicate how non-Councillor members of the Working Group could be removed if so desired.

The Chair requested that Cllr Bros Sabria seeks advice from the Clerk on the afore-mentioned items.

It was proposed by Cllr Bros Sabria, seconded by Cllr Susarla and **RESOLVED unanimously, to defer the motion to a future meeting until clarification was obtained from the Clerk on the clauses as recommended.**

- 3) *To encourage and note any Members of the Events and Markets Committee to join the Market Development Working Group.*

The Chair reiterated to Cllr Kinnera to email the clerk if he wishes to join the Working Group.

### **36/22-23 MARKET DEVELOPMENT – MARKET OPERATION PROPOSAL**

- 1) *The Committee to consider a report from the Market Development Working Group on market operation proposal and the recommendations and considerations included (report attached, with full proposal in separate document).*

The Chair invited Cllr Bros Sabria to give an overview of the report. A question was raised about the pitch fees proposals; it was clarified that the Working Group is still developing the options in this matter.

Cllr Bros Sabria left the meeting at 20:02.

Further questions and comments were raised on the following subjects;

- Whether it would be feasible to have the pilot market starting in September. It was explained that the aim is to have a pilot starting in the autumn, but that more support and expertise is to be sought as part of developing the market before the piloting phase could be started.
- It was commented that having a market on a Sunday could risk excluding a section of the community that goes to church mostly within those hours.
- It was commented that the timings of the market may need to be decided on once information on the availability of traders had been obtained.
- Staggered timing of the start of the market was also considered, although it was pointed out that this would impact on staffing needs for extended hours which may not be good value for money.

- 2) *The Committee to approve for the Working Group to continue developing a pilot market in line with the following recommendations:*

- a) *The pilot market to be a community/street market where daily items such as bread, milk, fish, fruit, vegetables and plants/flowers are sold, alongside some crafts and refreshment stands.*
- b) *The pilot market to commence earliest Autumn 2022 and latest in Winter 2022 and run for 6 calendar months.*
- c) *The pilot market to operate on Sundays 10-14h (subject to traders availability).*

- d) *The pilot market to be located at The Green (hard surface) and consist of approximately 10 stalls (subject to traders availability).*

It was proposed by Cllr Susarla, seconded by Cllr Males and **RESOLVED unanimously, to amend the motion under 36/22-23 (2)(c), to change this to ‘The pilot market to operate on weekends, subject to traders’ availability and to task the Working Group to check the timings most traders can do and report back to the Committee.’**

It was proposed by Cllr Susarla, seconded by Cllr Kinnera and **RESOLVED unanimously, to approve the Motions under 36/22-23(2) (a), (b) and (d), with motion under 36/22-23(2)(c) approved as amended.**

### **37/22-23 RECOMMENDATION FOR SUBSCRIPTION TO NATIONAL ASSOCIATION OF BRITISH MARKET ASSOCIATION (NABMA)**

- 1) *To receive a report from the Working Group on progress on the pilot market development, membership of NABMA and its associated benefits (report attached).*

The Chair invited Cllr Males to summarise the key points in the paper. She explained that discussions had been held with South Cambs DC around a potential for bulk membership purchase from which the Town Council might be able to benefit in future, were this to materialise.

It was explained that the concerns previously raised at Full Council meeting held on 25<sup>th</sup> May 2022 (item 56/22-23(2)), had since been addressed by the Working Group, as follows:

- NABMA declined the offer to have Northstowe as a flagship new town for their promotional purposes;
- The funding from SCDC includes the NABMA membership costs in the approved budget.

Consensus was expressed by the Committee that the report was satisfactory.

- 2) *To recommend the Council to approve the annual membership of the National Association of British Market Associations (NABMA) for 2022-2023 at full or reduced fee.*

It was proposed by Cllr Males, seconded by Cllr Susarla and **RESOLVED unanimously, to approve the annual membership of the National Association of British Market Associations (NABMA) for 2022-2023 whether at full or reduced fee.**

- 3) *To recommend the Council to task the Town Clerk to file a formal request and conduct any subsequent discussions on fees.*

It was proposed by Cllr Susarla, seconded by Cllr Oluwasanya and **RESOLVED unanimously, to task the Town Clerk to file a formal request and conduct any subsequent discussions on fees.**

### **38/22-23 NORTHSTOWE DAY**

*Item deferred from non-quorate committee meeting 7<sup>th</sup> June 2022.*

- 1) *Cllr Oluwasanya / Cllrs. involved at ‘Meet your Council’ stall – verbal update: Debrief of Northstowe Day, 7<sup>th</sup> May 2022 / lessons learned discussion (notes from comments provided by residents attached, for Cllrs’ information).*

The report was noted. It was considered important that concerns and feedback provided had indeed been acted upon. A suggestion was made that any actions the Town Council takes from feedback obtained could be publicised in Northstowe News.

### **39/22-23 NORTHSTOWE JUBILEE PARTY**

*Item deferred from non-quorate committee meeting 7<sup>th</sup> June 2022.*

- 1) *Cllr Oluwasanya / Jubilee Working Group – verbal update: Debrief of Queen’s Platinum Jubilee event held on 5<sup>th</sup> June 2022 / lessons learned discussion.*
- 2) *For information: Costs as agreed by the Chairman of the Committee, as per Financial Regulations 4.1: printing of 3 banners: £141.60; Hire of Main Hall of Pathfinder Primary School: £120.38. Payments to be approved retrospectively at next Finance and Governance Committee meeting (NB: done at 21<sup>st</sup> June meeting).*

As part of discussions around ‘lessons learned’, the following items were raised: time management in planning the event; concerns on the time pressure put on the clerk.

### **40/22-23 FINANCIAL PROCEDURES**

- 1) *To receive information from the Clerk on need to adhere to Financial Regulations for event purchases.*

In the absence of the Clerk, Cllr Oluwasanya read out text supplied. This summarised that, as a result of a discussion held at the most recent Finance and Governance Committee meeting around finances to be approved related to the Northstowe Jubilee Party (item 17/22-23), the Clerk was tasked to have this item added to the Events and Markets Committee meeting. A wish had been expressed that approval for event costs had been passed through the Events and Markets Committee rather than through emergency spending procedures, which are to be avoided by the Council when not strictly necessary. It is requested that the Events and Markets Committee and its Working Groups take this on board in the planning of events, ensuring that plans are prepared with all costs considered well in advance of events taking place, with budget proposals to be included in event management plans and presented in time to the Events and Markets Committee, considering the scheduled meeting timetable.

This was noted.

#### **41/22-23      UPCOMING EVENTS IN 2022**

*Item deferred from non-quorate committee meeting 7<sup>th</sup> June 2022.*

*For information – Dates of upcoming events;*

- 1) *Remembrance Sunday – NTC supporting partner – Sunday 13 November 2022 (see item 46/21-22; meeting 4<sup>th</sup> January 2022).*
- 2) *Christmas Light Switch-On event – NTC Lead partner – Saturday 3<sup>rd</sup> December 2022 (see item 45/21-22(1)(3); meeting 4<sup>th</sup> January 2022).*

Noted.

#### **42/22-23      CHRISTMAS LIGHT SWITCH ON EVENT 2022**

*Item deferred at item 45/21-22(2) – Meeting held 4<sup>th</sup> January 2022*

- 1) *To set up a Working Group with Councillors, for the WG to lead on preparing a detailed programme for the 2022 Light Switch-On event, working in this with relevant partner organisations and the Clerk.*

Cllr Oluwasanya noted that the Clerk was very busy and that it would really need to be the Working Group taking on the planning of the event and its activities.

It was proposed by Cllr Susarla, seconded by Cllr Kinnera and **RESOLVED unanimously, to set up a Working Group with Councillors, for the WG to lead on preparing a detailed programme for the 2022 Light Switch-On event, working in this with relevant partner organisations and the Clerk.**

- 2) *To allocate Councillors to the Working Group, with the intention for the Christmas Event Working Group to start meeting as soon as possible.*

The Chair was **tasked** to write to all Members on the Committee as well as Councillors not on the Events and Markets Committee to be part of a Christmas Light Switch-on Working Group.

#### **43/22-23      DATES OF NEXT MEETINGS**

- a) *Full Council: Wed 27 Jul 2022 at 7PM, Pathfinder Primary School [Finalised motions by 18/07].*
- b) *Events and Markets Committee: Tue 6 Sep 2022 at 7PM, Pathfinder Primary School [Finalised motions by 27/08].*

*NB: For all NTC meetings, see [www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)*

Noted.

The meeting was closed at 20:52 pm.

Signed.....  
Chair of the Events and Markets Committee

Date.....