

NORTHSTOWE TOWN COUNCIL - EVENTS AND MARKETS COMMITTEE
MINUTES of the committee meeting held on **4th JULY 2023**
at Northstowe Secondary College

Members: 7: Cllr Susarla (Chair); Cllr Bros Sabria; Cllr Delip; Cllr Greef; Cllr Kinnera; Cllr Males; Cllr Nikoro.
Quorum: 4 Members.
Present: 4 Members: Cllr Bros Sabria; Cllr Delip; Cllr Males; Cllr Kinnera.
Town Clerk.
2 Members of the public.
Apologies: Cllr Greef; Cllr Nikoro; Cllr Susarla.
Absent: N/A.

The meeting was started at 19:09 pm.

In the absence of the Chair or Vice-Chair of the Committee being present, it was proposed by Cllr Delip, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to appoint Cllr Delip as Chair for this meeting**. Cllr Delip took the Chair.

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

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

A nomination had been received from Cllr Susarla, nominating himself.

2) *To elect the Chair of the Committee for the Civic Year 2023-24.*

It was proposed by Cllr Males, seconded by Cllr Delip and **RESOLVED**, unanimously, **to appoint Cllr Susarla as Chair of the Events and Markets 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.

Apologies had been received, and accepted, from: Cllr Greef, Cllr Nikoro and Cllr Susarla.

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.*

Cllr Delip nominated herself.

2) *To elect the Vice-Chair of the Committee for the Civic Year 2023-24.*

It was proposed by Cllr Males, seconded by Cllr Kinnera and **RESOLVED**, unanimously, **to appoint Cllr Delip as Vice-Chair of the Events and Markets 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.*

Cllr Bros Sabria declared that she is Chair of Sustainable Northstowe, the organisation being mentioned in the Pilot Market Business Plan, of potential relevance to items 19/23-24, 20/23-24 and 21/23-24.

Dispensation was granted to the Councillor to discuss and vote on all items.

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.*

None were declared.

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.*

No member of the public wished to speak.

b) *To reconvene the meeting.*

The Chair reconvened 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 2nd May 2023 as a true record of that meeting (attached).*

A query was raised whether in this situation, where only one Councillor had been present at the previous meeting, whether the minutes could be approved as no seconder would be available.

This item was **deferred** to the next meeting.

The **clerk** was **tasked** to check the legal procedures and report back to the Council on appropriate actions under these circumstances.

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).*

A presentation was received from two representatives of Northstowe Arts, explaining options they see for development and delivery of Light Up Northstowe 2023 (LUN 23), as also detailed in the proposal presented to Councillors in advance of the meeting. A wish was expressed that this side of summer clarity could be obtained from the Council whether and if so, how, Northstowe Town Council wishes to be involved in Light Up Northstowe 2023 (LUN23) and whether and if so, how, NTC would consider leading on LUN23 again. The options proposed detailed two different scenarios considered and with costs specified, one with Northstowe Town Council taking a lead and taking up most responsibilities for developing and delivering the event, and another with Northstowe Arts being contracted by the Town Council to develop and deliver most aspects of LUN 23 on its behalf.

The speakers were thanked for detailing the options considered and for starting these conversations. A number of questions were raised, and discussed, about details of both options presented, including:

- Options for further in-kind staffing and volunteer time contributions from partner organisations;
- Options for further match-funding, fundraising and/or sponsorship opportunities;
- Options for detailing equipment versus management costs;
- Stage, equipment, first aid needs and alternative options;
- Options for evaluation exercises to be carried out;
- Alternative for approaching town Council via its grant scheme.

- 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.*

A discussion followed around possible missing information to consider the proposals fully; possible next steps to be taken; and the likely need to bring a proposal to Full Council depending on options considered viable.

The **2022 Christmas Switch-On Working Group** was **tasked** to talk to the SCDC Community Development Officers and/or others in their Community Team, to understand in more detail if and if so what their role could be in developing, coordinating and/or delivering LUN2023.

The **2022 Christmas Switch-On Working Group** was **tasked**, following clarity obtained from SCDC Officers, to consider its options and get back to Northstowe Arts with a more detailed response to its proposals.

The **2022 Christmas Switch-On Working Group** was **tasked**, thereafter, to bring a motion with relevant paperwork to the next relevant Full Council meeting, and for the Clerk to add to the agenda once received.

The Chair brought forward item 22/23-24.

22/23-24 ITEMS FOR INFORMATION

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

The representative from Northstowe Hub invited the Town Council to join at the planned event on 30th September, and provided some suggestions as to what the Town Council's involvement could be.

Following a discussion, the **Clerk** was **tasked** to add this as an information item onto the next Full Council agenda, to obtain input from the whole Council into options for NTC's involvement in the event

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, 25th April 2023, item 13/23-24](#).

The Clerk raised that, although this has been raised at Council meetings before, motions are often still received in its final format after the deadline set, and which has happened again for several motions that appear on this agenda. He continued, highlighting that it is important that motion papers are presented in line with the timescales as set out in the Standing Orders; this is, ultimately, in the interest of the motion presenters, as there are often multiple (potential) issues or concerns that the clerk can raise if a draft paper is presented in time and which could help improve the quality of motions or reduce associated risks, before these appear on Council meetings.

Noted.

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 21st March 2023: Expenditure items for markets; remaining items yet to be purchased. ([Paper with update on items and expenditure; shared with Cllrs.](#)).*

This was discussed and it was noted that for many items purchased the actual purchase price was slightly higher than when agreed at the meeting.

b) *Item 06/23-24 (Committee meeting 2nd May 2023): Market Logo Competition; implementation of timeline & actions.*

No update was provided.

c) *Item 07/23-24 (2) (Committee meeting 2nd May 2023): Windometer use; research cut-off points for decisions when to cancel in case of high winds, and to update market Risk Assessment.*

No update was provided.

2) *2022 Christmas Switch-On Working Group.*

a) *Item 89/22-23 (b) (Committee meeting 21st March 2023): Work with partner organisations to consider options and consider Town Council involvement in 2023 Light Up Northstowe event.*

The **2022 Christmas Switch-On Working Group** was **tasked** to convene and to resolve this task, and to come back to the next Events and Markets Committee meeting with an update.

3) *Jubilee Event Working Group.*

a) *Item 89/22-23 (c) (Committee meeting 21st March 2023): Implementation re: memorabilia for Northstowe children.*

No update was provided.

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.*

It was proposed by Cllr Bros Sabria, seconded by Cllr Males and **RESOLVED**, unanimously, **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.*

The following Councillors had come forward as interested in this training opportunity: Cllr Greef; Cllr Males; Cllr Susarla.

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.*

In a discussion it was raised that the options presented are all relatively expensive and that cheaper options, for instance one-day training courses, are on offer in the Cambridge area. This would also - within the existing Councillor training budget - allow for more Councillors to be trained up.

This item was **deferred**, with a new motion to be brought back to a future committee meeting with more and in particular cheaper options to be considered.

- 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.*

Subitem 4 was not relevant any more.

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 28th 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.*

It was observed that the document has the (correct) title of Terms and Conditions, not Terms of Reference as suggested in the motion heading.

- 2) *To approve the Terms and Conditions for traders for the pilot market.*

It was proposed by Cllr Bros Sabria, seconded by Cllr Males and **RESOLVED**, unanimously, **to approve the Terms and Conditions 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.*

Further to the report, Cllr Bros Sabria and the clerk provided further updates, explaining that it is now likely that the Temporary Community Centre is to be opened very soon and that SCDC has indicated some reservations about having a portaloos on their land at this moment in time.

- 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 9th of July (or earliest possible date after that).*

It was proposed by Cllr Bros Sabria, seconded by Cllr Males and **RESOLVED**, unanimously, **to amend the motion to: ‘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 9th of July (or earliest possible date after that), unless the Council obtains certainty that the Temporary Community Centre can be used for its toilet facilities within the next four weeks’.**

It was proposed by Cllr Bros Sabria, seconded by Cllr Males and **RESOLVED**, unanimously, **to adopt the motion, as amended.**

- 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.*

It was proposed by Cllr Males, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **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** (Pending the resolution under sub-item 2).

- 4) *To task the Town Clerk and/or Deputy Clerk to make necessary arrangements for hiring and placement of portable toilets.*

It was proposed by Cllr Bros Sabria, seconded by Cllr Males and **RESOLVED**, unanimously, **to task the Town Clerk and/or Deputy Clerk to make necessary arrangements for hiring and placement of portable toilets** (Pending the resolution under sub-item 2).

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 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.*

Item 21/23-24 was **deferred**, due to time constraints.

The **clerk** was **tasked** to discuss with the Committee Chair and, if agreed, organise an extraordinary committee meeting to allow for sufficient discussion time for this motion at a new meeting.

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

To note;

- *Full Council (Annual Meeting of the Town 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*

Noted.

The meeting was closed at 20:49 pm.

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

Date.....