

NORTHSTOWE TOWN COUNCIL - EVENTS AND MARKETS COMMITTEE
MINUTES of the committee meeting held on **9th JANUARY 2024**
The Cabin, Northstowe

Members	7 - Cllr Susarla (Chair); Cllr Delip (Vice-Chair); Cllr Bros Sabria; Cllr Greef; Cllr Kinna; Cllr Males; Cllr Nikoro.
Quorum:	4 Members.
Present:	4 Members: Cllr Bros Sabria; Cllr Nikoro; Cllr Susarla; Cllr Kinna. Town Clerk; Deputy Clerk. 0 Members of the public.
Apologies:	Cllr Males; Cllr Greef; Cllr Delip.

The meeting was started at 19:27 pm; Cllr Susarla took the Chair.

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

To receive apologies for absence received prior to the meeting.

Apologies were received, and accepted, from: Cllr Males; Cllr Greef; Cllr Delip.

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.*

No interests were declared.

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.*

No members of the public were present. The Chair reconvened 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 18th July 2023 as a true record of that meeting (attached).*

It was proposed by Cllr Susarla, seconded by Cllr Bros Sabria, and **RESOLVED**, with 3 voting for and 1 abstaining, **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.**

- 2) *To approve the minutes of the meeting of the Events and Markets Committee held on 3rd October 2023 as a true record of that meeting (attached).*

It was proposed by Cllr Susarla, seconded by Cllr Bros Sabria, and **RESOLVED**, with 3 voting for and 1 abstaining, **to approve the minutes of the meeting of the Events and Markets Committee held on 3rd October 2023 as a true record of that meeting.**

49/23-24 JUBILEE MEMORABILIA

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

- 1) *To obtain information from the Jubilee Event Working Group on difficulties experienced in pursuing jubilee memorabilia.*

Cllr Susarla was present of those Councillors remaining on the Jubilee Event Working Group to report back; the general feeling was that the information needed to make a decision could not be obtained easily, and that by now the occasion had come and gone, resulting in no action being taken regarding memorabilia.

- 2) *To decide to no longer pursue the purchase and distribution of Jubilee memorabilia.*

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

Noted.

- 2) *For information: Cllr Delip has stepped down as lead for the 2022 Christmas Switch-on Working Group.*

Noted.

- 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.*

It was proposed by Cllr Susarla, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, **to discontinue the Jubilee Event Working Group.**

- (b) *2022 Christmas Switch-On Working Group.*

It was proposed by Cllr Susarla, seconded by Cllr Nikoro and **RESOLVED**, unanimously, **to discontinue the 2022 Christmas Switch-On Working Group.**

- (c) *Market Development Working Group.*

It was proposed by Cllr Susarla, seconded by Cllr Kinnera and **RESOLVED**, unanimously **to continue the Market Development Working Group, reporting to the Events and Markets Committee.**

- 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].*

No longer applicable - see under 50/23-24 3(a).

- (b) *2022 Christmas Switch-On Working Group [Currently: 3 Cllrs. (Cllr Delip; Cllr Males; Cllr Susarla) - no lead].*

No longer applicable - see under 50/23-24 3(b).

- (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].*

It was proposed by Cllr Susarla, seconded by Cllr Kinnera and **RESOLVED**, unanimously, **to appoint Cllr Bros Sabria, Cllr Kinnera, Cllr Greef, Cllr Males, Cllr Susarla and external partner Northstowe Foodies as Members of the Market Development Working Group, with Cllr Bros Sabria continuing as lead.**

The **Town Clerk was tasked** to double-check if Cllr Males was still to continue as Member of the Market Development Working Group.

51/23-24 CHRISTMAS SWITCH ON EVENT 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 reflect on the delivery of the Christmas Switch-On event 2023.*

The Town Clerk and Deputy Clerk gave feedback about how the event went. Although not a lot of feedback was received, the feedback that had been received was generally positive. Photos taken by a Photographer from Homes England on the evening were shared with Town Council Officers, some of which were selected and sent to Cambridge Live and were published, showing what the atmosphere was like on the evening of the 25th of November. There were around 350-400 people who attended the event, surpassing the expectation of anticipated numbers of 250-350 as the event had been kept relatively low-key. 23rd November has been booked in for the 2024 Christmas Switch-On Event.

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

Following a discussion, it was considered that Northstowe Town Council might possibly be able to lead again on delivery of a Christmas Switch On Event with staff taking care of most of the preparations towards the event and Councillors helping out along the way and on the day, as long as the event would not become bigger again - the 'blueprint' from 2023 could therefore possibly be replicated for a 2024 Switch-on event. Northstowe Town Council will work alongside other partners on this event.

There was also a discussion around how the Assembly Rooms in The Cabin could perhaps be used as the Town Council has got these booked in ('pencilled in') for the evening of Saturday 23rd November 2024. Options were discussed, including a suggestion made around using it for a Christmas craft market, all of which is to be explored further.

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.)*

A discussion took place around what the arrangements were in 2023, where the service - managed by the Pathfinder Church Reverends - was held at Bug Hunter Waters lake in Northstowe. It was also mentioned that in 2023 there was no parade at Northstowe but a parade was held again at Longstanton.

Following a discussion, the Councillors considered there would be no pressing need for a parade at Northstowe to be organised by the Town Council, also considering the current limited staffing capacity, and for the Remembrance Sunday arrangements to continue as they have been managed so far.

53/23-24 NORTHSTOWE MARKET

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; item 131/23-24, Full Council 26th 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.*

The **Town Clerk was tasked** with checking what dates that these land use agreements ran to and ensure these are extended, where needed.

- 2) *To receive and approve the draft Terms and Conditions ('Traders Agreement') for the Northstowe market (attached).*

There was some discussion around the reference to a 'Traders' Agreement' in the Terms and Conditions; it was considered that for a future update it could be considered whether separate Traders' Agreements may also be needed.

It was proposed by Cllr Bros Sabria and seconded by Cllr Nikoro and **RESOLVED**, unanimously **to approve the Terms and Conditions for Northstowe Market.**

- 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.*

It was proposed by Cllr Susarla and seconded by Cllr Kinnera and **RESOLVED**, unanimously, **to approve that the Terms and Conditions be sent 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 12th December 2023 to ensure that traders cannot trade if they do not pay).*

The Town Clerk & RFO gave the Events and Markets Committee an update and gave feedback on the current situation of outstanding debts. He highlighted a recommendation made by the Finance and Governance Committee meeting on 12th December 2023, where it was recommended that traders should not be trading if they do not pay. This principle has also been laid out in the Terms and Conditions that will be sent to traders.

It was also discussed that when a Market Manager is in place that they can look into changing the payment system to one where traders are charged in advance of when markets take place. The Chair **tasked the Market Development Working Group** to discuss this matter further and report back to the RFO on further ideas towards this.

- 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.).*

Cllr Bros Sabria provided more information on the outside promotional materials needed, focusing on the blackboard as per the supporting document shared with Councillors.

It was proposed by Cllr Susarla, seconded by Cllr Bros Sabria and **RESOLVED**, unanimously, to amend the motion to read: **'To agree to purchase a blackboard for the Market as recommended and as per the proposed design as presented by Cllr Bros Sabria.'**

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

As it was considered that there was not sufficient information provided with the motion to make decisions on the other market promotional materials listed, nor a motion paper setting out in more detail options to be considered, the **Market Development Working Group was tasked** to consider the other items listed in Cllr Bros Sabria's email in more detail and bring back a further proposal for the committee to consider.

6) *To receive an update from the Market Development Working Group, on latest developments including re: Market Manager recruitment; Volunteer handbook; Market logo competition.*

The Town Clerk gave an update on the Market Manager recruitment; he stated that he had received several enquiries, and that he was hopeful that this would translate in applications coming in. It was suggested that the promotional poster advertising the role of the Market Manager be more visual in certain areas.

The Working Group provided an update on the Volunteer Handbook, mentioning that this had been developed primarily for the Monthly Markets and includes tasks and risk assessment for each market, with a separate document with the layout of the Monthly Market. A separate single page document is now also being drafted, setting out a code of practice for volunteers; this entails what behaviours are expected by the Council.

Regarding the Logo Competition Cllr Susarla gave an update, mentioning that the final list will be presented to Full Council at the end of January. The Town Clerk asked that all information was to be supplied in time for this meeting; **Cllr Susarla was tasked** to provide this information.

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

To note;

- *Events and Markets Committee: Tue 2nd 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 30th 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*

Noted.

The meeting was closed at 20:52 pm.

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

Date.....