

NORTHSTOWE TOWN COUNCIL - EVENTS AND MARKETS COMMITTEE
MINUTES of the committee meeting held on **18th JULY 2023**
at Longstanton Village Institute

Members: 7: Cllr Susarla (Chair); Cllr Delip (Vice-Chair); Cllr Bros Sabria; ; Cllr Greef; Cllr Kinnera; Cllr Males; Cllr Nikoro.
Quorum: 4 Members.
Present: 5 Members: Cllr Susarla; Cllr Delip; Cllr Greef; Cllr Nikoro; Cllr Bros Sabria (from 19:19 pm).
Town Clerk; Deputy Clerk.
Members of the public: 0.
Apologies: Cllr Males; Cllr Kinnera
Absent: N/A

The meeting was started at 19:15 pm. Cllr Susarla took the Chair.

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

To receive apologies for absence received prior to the meeting.

Apologies had been received, and accepted, from: Cllr Kinnera and Cllr Males. Cllr Bros Sabria would be joining later.

25/23-24 DECLARATIONS OF INTEREST (Standing Item)

a) *Councillors to declare any pecuniary or personal interest in any items on the agenda.*

None was declared

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.

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.*

No member of the public attended. The Chair reconvened the meeting.

Cllr Bros Sabria joined the meeting at 19:19 pm.

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).*

It was proposed by Cllr Susarla, seconded by Cllr Greef and **RESOLVED**, with 2 voting for and 3 abstaining, **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.**

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).*

It was proposed by Cllr Delip, seconded by Cllr Bros Sabria and **RESOLVED**, with 2 voting for and 3 abstaining, **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.**

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.*

All Councillors had looked at the Motion Paper attached and it was voiced that the proposals made sense.

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).*

There were 3 options presented for an events company and Phoenix was the one that was chosen by the Committee, as per the report's recommendations.

In a discussion it was pointed out that this is now 3 weeks later than the original date in the motion, and that the new proposed start and finish times were in compliance with the timings as mentioned in the Pilot Market Business Plan, with additional consideration to be given to the needs to have market management cover at all times for insurance liability.

In addition it was mentioned that the hours still fell short of the hours allocated to the Market Manager position as set out in the Pilot Market Business Plan, as this would have also allowed for an additional 2 hours per week on weekdays for administration and coordination purposes.

There was also a discussion about additional volunteer needs on market days, with consensus reached that volunteers would still be needed with set-up and packing-up activities; it was hoped that ongoing discussions would lead to the management company being able to allow traders access to toilets in the community centre.

It was proposed by Cllr Bros Sabria, seconded by Cllr Greef and **RESOLVED**, unanimously, **to amend the motion to read: 'To agree to proceed with contracting out the tasks of market supervision to events management company for market support staff on market days from 7:30am to 3pm until, starting from July 30th until the end of the pilot market (22nd October, 13 weeks).'**

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

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.*

There was a **proposed amendment**. This was due to the 3 weeks delay in the Events company starting and a review of the costs. The money coming from the savings on not having a Market Manager in place for 2 months also. It was also suggested that this go to Full Council Meeting on 25th July 2023.

It was proposed by Cllr Bros Sabria, seconded by Cllr Greef and **RESOLVED**, unanimously, **to amend the motion to read: 'To consider the options to contract out the tasks of market supervision and to agree to use Option 3, for 13 weeks x 7.5 hrs. for a total cost of £1,872.00, to be spent from budget heading 50 – Market manager salary.'**

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

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.*

It was proposed by Cllr Bros Sabria, seconded by Cllr Susarla and **RESOLVED**, unanimously, **to amend the motion to read: 'To agree to review the arrangements before the end of the pilot market and task the working group to make recommendations and bring to Full Council in September 2023 for the post-pilot phase.'**

An extra motion was also added; this, to ensure that the updates to the Pilot Market Business Plan would also be endorsed by Full Council.

It was proposed by Cllr Greef, seconded by Cllr Susarla. And **RESOLVED**, unanimously, **to approve all amended subitems to be brought to Full Council in July.**

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.*

Noted; no issues were identified.

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 .”

It was proposed by Cllr Delip, seconded by Cllr Susarla and **RESOLVED**, unanimously, to approve the amendment to the business plan, Section 5 – Operational Plan – Traders, pitch fees, and conditions – Traders (page 8), 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.

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

An update was given by Cllr Greef, mentioning that several interesting logos had been submitted by residents. Cllr Greef also explained that whichever logo was the winner, that it may need some added touches in order for it be used. In a discussion that followed there was consensus that it would provide a good opportunity to use the winning design for a more permanent market following the current pilot market phase.

It was discussed that one of the rules in the Logo Competition was that the public would be able to vote at a public event on the finalists. However the judges would have the final say, in who was the overall winner. Although 2 designs had already been shortlisted, it was brought to the attention of the committee that the timeline as approved stated 3 finalists to be shortlisted.

The **Market Development Working Group** Members involved in the logo competition were **tasked** to provide the Deputy Clerk with the information on shortlisted candidates as soon as possible, so the entrants could be informed.

It was also discussed what possible events could be utilised where the shortlisted designs could be voted on by the public; The Community Lounge, Community Café, the Northstowe Running Festival and Market days in September were mentioned as good opportunities coming up.

1) Update on changes to be made to the timeline or any other changes to be made to ensure delivery of the Market Logo Competition.

Following a discussion it was agreed that the original timeline would be tweaked as such;

- All entrants to know by the 2nd of September whether they were shortlisted or not.
- The public will be able to vote for the 3 shortlisted entries on the following dates: 2nd September- Northstowe Running Festival: stand to be there with the finalists; 7th September- Community Lounge.

Market days on the 10th and 17th September stand to be there to vote on the 3 finalists. Councillors came forward to organise and man stands on those days.

- The chosen winning design would be made on the 19th September by the judges, in order for it to be included in the Agenda by the 21st September and then presented to Council on 26th September.
- The winner would then be announced on social media Facebook and Twitter, go into December's edition of the Northstowe News, with a hamper for the winner to be presented at the Indoor Market in October.

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).*

There were discussions around time commitment to this event, and if Northstowe Town Council could or would be able to lead on it given the commitment needed to develop such an event. There was also a discussion around who were on the Working Group leading on LUN. Cllr Delip expressed that she did this in 2022, together with other Councillors.

The Chair asked the Working Group if a report could be written up on what happened in 2022, which would help give Councillors at the Full Council meeting more information.

A date also needed to be decided on as the original date planned for 25th November clashes with another event being held in the Community Centre.

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.*

No Councillor came forward to lead on developing LUN2023. No decision was therefore made on any of the sub motions and all items, with additional reports, were **deferred** to the Full Council Meeting on the 25th of July, for further discussions amongst all Councillors at the meeting. It was discussed that an additional item is to be included on the agenda at the Full Council meeting whereby the Working Group could give an update on any further developments such as possible date being considered.

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

To note;

- *Full Council: Tue 25th July 2023, 7-9 pm; Location: Northstowe Community Centre.*

[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: Northstowe Community Centre. [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 20:34 pm.

Signed.....

Chair of the Events and Markets Committee

Date.....