

THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

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**If you require a large print copy please contact the Clerk
on 01832 734673**

Wednesday 16th October 2019

To Members of the Events and Community Engagement Committee

You are hereby summoned to attend a meeting of the Events and Community Engagement Committee at the Town Council Office on **Tuesday 22nd October 2019 at 7.15pm** for the purpose of transacting the following business.

Members of the public are invited to attend and may address the Council by prior arrangement. The Public are excluded from any items marked with an *. The Press are welcome to attend but will be excluded from any items marked with an *.

Emma Dugdale
Administrator and Events Co-Ordinator

AGENDA

No.	Item	By whom	Time
1.	Apologies for absence		
2.	Declaration of Interest (Members should disclose any interests in the business to be discussed on this Agenda and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business. Declarations must be made verbally at the appropriate time as well as entered in the Interest Book)		
3.	Public Open Time (Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting)	Chairman	Items 1-4 5 minutes
4.	Resolution: To approve the Minutes of the Events and Community Engagement Committee meeting dated 2 nd October 2019		
5.	To receive a report from the Volunteer Action Representative and agree any items requiring consideration	Chairman	Items 5-6

Please note, this is a public meeting and you may be filmed, recorded and published.

6.	To receive a report from the CHAT Representative and agree any items requiring consideration		5 minutes
7.	To receive a report from the Events Co-ordinator on the current position regarding forthcoming events; to review the events under the following agenda item	Events Co-ordinator	10 minutes
8.	<p>To discuss the following events and agree action: -</p> <ul style="list-style-type: none"> ➤ Movie Matinees <ul style="list-style-type: none"> ○ To review and approve the list of films for 2020 ○ To consider donating used DVD's and agree action ➤ Fireworks <ul style="list-style-type: none"> ○ To receive an update on arrangements for fireworks and determine number of volunteers and staff required ➤ Christmas Festival <ul style="list-style-type: none"> ○ To receive an update on current bookings of the High Street food vendors, Plaza market stall holders and Sponsorship packages ○ To receive an update on actions from previous minutes: <ul style="list-style-type: none"> ▪ External lighting of the gazebos ▪ Craft tent supplies ▪ Grotto gifts ▪ Decorating of grotto ▪ Photo cut-out board ▪ Competition ▪ Banners ○ To identify any privately-owned land to seek permission for advertising ○ To receive a draft of the rota for the event and determine how many paid staff are required ○ To review the budget ➤ Panto <ul style="list-style-type: none"> ○ To receive an update on arrangements for the panto and determine how many volunteers and staff are needed for the two shows, including running the bar ➤ Quiz and Chips <ul style="list-style-type: none"> ○ To receive an update on arrangements for the event ➤ Street Party <ul style="list-style-type: none"> ○ To discuss the format of the entertainment and consider if any groups/activities need booking ○ To review the budget ➤ Thrapston Festival <ul style="list-style-type: none"> ○ To consider holding a separate meeting to discuss the Festival and to determine the format for the week-long event 	Chairman	1 hour
9.	To receive and consider a proposal for a regular Thrapston Acoustic Night	Chairman	10 minutes
10.	To discuss budget setting for 2020/21	Chairman	15 Minutes
11.	Chairman's comments	Chairman	5 minutes
12.	Items for Future Agendas	Chairman	5 minutes

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