

# 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**

**Thursday 26<sup>th</sup> September 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 **Wednesday 2<sup>nd</sup> October 2019 at 7.30pm** 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 \*.

*L Marshall*

Linda Marshall  
Clerk to the Council

## AGENDA

No.	Item	By whom	Time
1.	<b>Apologies for absence</b>		
2.	<b>Declaration of Interest</b> (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)	Chairman	Items 1-3 5 minutes
3.	<b>Public Open Time</b> (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)		
4.	<b>Resolution:</b> To approve the Minutes of the Events and Community Engagement Committee meeting dated 17 <sup>th</sup> September 2019	Chairman	5 minutes
This meeting and the agenda items which follow deal solely with the Christmas Festival.			

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

5.	To receive an update on current bookings of the High Street food vendors and Plaza market stall holders	Chairman	5 minutes
6.	To receive images of the Photo Cut Out Boards and agree which design to purchase	Chairman	5 minutes
7.	To agree on the design, dimensions, material and fixing of the advertisement for sponsors on the Photo Cut Out Boards	Chairman	5 minutes
8.	To approve a design for the Christmas Festival banner and agree purchase	Chairman	5 minutes
9.	To review the competition details and terms and conditions and agree open and close dates	Chairman	10 minutes
10.	To receive an update on external lighting of the gazebos to be provided by Moore Audio	Events Co-ordinator	5 minutes
11.	To receive an update on advertising on roundabouts/highways		
12.	To receive revised sponsorship letter for approval prior to sending out	Chairman	5 minutes
13.	To agree volunteers and a date for making up the grotto gifts	Chairman	5 minutes
14.	To receive a first draft of the rota for the event and determine how many volunteers are required	Chairman	10 minutes
15.	To determine how many paid staff are required at the event, noting that this will be taken from budget	Chairman	5 minutes
16.	Chairman's comments	Chairman	5 minutes
17.	Items for Future Agendas	Chairman	5 minutes

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