

THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

77 High Street,
Thrapston
Northamptonshire NN14 4JJ

Tel: (01832) 734 673

Email: clerk@thrapstontowncouncil.gov.uk

Website: www.thrapstontowncouncil.gov.uk



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on 01832 734673**

**Minutes of the Meeting of the Events & Community Engagement Committee
held on Wednesday 2nd October 2019 at 7.30pm at the Town Council Office**

Present: Cllr Cribb (Chairman), Cllr Charles, Charlotte Croser, Cllr Draycott, David Manning

In attendance: Linda Marshall (Clerk), Melanie Barfield

No.	Item	Action	By Whom
1.	Apologies for absence Cllrs Carter, Strode-Willis & Wheeler had tendered their apologies which were accepted.		
2.	Declaration of Interest None.		
3.	Public Open Time None.		
4.	To approve the Minutes of the Events and Community Engagement Committee meeting dated 17th September 2019 Resolved that the Minutes of the Events & Community Engagement Committee meeting dated 17 th September 2019 be confirmed as a true record.		
5.	To receive an update on current bookings of the High Street food vendors and Plaza market stall holders It was noted that there are still some places left for both food vendors and market stall holders. Following discussion it was agreed that the Charlotte Croser and the Clerk would meet separately identify and contact other potential vendors. Melanie Barfield provided another contact for a Hog Roast provider. David Manning joined the meeting 19:47.	Follow up food and market stall vendors	CC and Clerk
6.	To receive images of the Photo Cut Out Boards and agree which design to purchase Following discussion it was agreed to purchase the penguin design at a cost of £390 plus VAT; to keep the Merry Christmas at the top and to have #ThrapstonChristmasFestival at the bottom	Purchase item	Clerk
7.	To agree on the design, dimensions, material and fixing of the advertisement for sponsors on the Photo Cut Out Boards		

	It was agreed that once the board has been received we can ascertain exact dimensions of the space where the sponsorship details will go. It was agreed to approach Ady Pendred to provide the sign which is to be affixed using Velcro. Clerk to obtain JPG logo from the dental practice together with the exact wording of their company name as they wish it to appear.	Obtain logo and exact company name	Clerk
8.	To approve a design for the Christmas Festival banner and agree purchase Following discussion it was agreed to go with the white design but to move the holly into the top corners in place of the baubles and to make the times a larger font size. David Manning to amend the artwork. Clerk to purchase 3 x banners.	Amend artwork Purchase banners	D Manning Clerk
9.	To review the competition details and terms and conditions in agree open and close dates The terms and conditions were approved save for one small amendment. The competition is now to be advertised. The Clerk will send to Lisa Peet at the school for Parentmail. Charlotte Croser will provide the library with a box for entries to be kept in, together with a written guide on what they need to do. The label for the entries was approved.	Send out competition Provide box and guide for library	Clerk C Croser
10.	To receive an update on external lighting of the gazebos to be provided by Moore Audio Moore Audio has 10 leads, each 5 metres in length and each hold 8 bulbs. A choice of two bulbs was shown; one being a bright white light, the other a softer white. The Committee's preference would be to have coloured bulbs but to go with the softer white if coloured ones cannot be sought. Bulbs cost £2 each. It was calculated that we would require 5 lengths (40 bulbs) costing £80.	Ascertain if coloured bulbs can be purchased	Clerk
11.	To receive an update on advertising on roundabouts/highways It was noted that Highways do not permit advertising on their paths or roundabouts. It was noted that the banner sizes will be 2m x 1m. Following discussion it was agreed that everyone over the next couple of weeks would try and identify suitable private owned land with a view to us approaching the landowners for permission to erect a banner.	Identify suitable private owned land	All
12.	To receive revised sponsorship letter for approval prior to sending out The sponsorship letter was approved and is now ready to be sent out. A form to be completed by the Sponsor is also to be sent which will specify their contact details.	Send letter out and draft form	Clerk
13.	To agree volunteers and a date for making up the grotto gifts Gifts to be purchased. Date to be fixed at a later stage.	C/F	
14.	To receive a first draft of the rota for the event and determine how many volunteers are required The rota was briefly discussed. It was agreed to first get a bank of volunteers/councillors together with what time they can give and then for the office to draw up a rota accordingly.	Seek volunteers	Office
15.	To determine how many paid staff are required at the event, noting that this will be taken from budget It was agreed first of all see how many volunteers there are and then determine if paid staff are required at the event, but in the meantime to check their availability for the event.	Check availability of staff	Clerk
16.	Chairman's comments The Chairman asked if anyone had anything else they wished to raise not covered under the agenda. i) The craft tent supplies: the office is to check what supplies there are from previous years and also to check the	Check supplies	Office

	<p>condition of the pens/pencils etc. The colour-in crowns and pop-out cards were approved for purchase.</p> <p>ii) Christmas lights: these still need to be collected from the cemetery store. The Clerk will contact David Manning once we have them in the office and he will check them all.</p> <p>iii) Decorations for the grotto: A slim 5ft Christmas tree is to be purchased. Charlotte Croser will speak with Age UK and see if they have anything which we can use. Everyone else is to look at what decorations they have which they would be happy to use. Cllr Cribb is to look at what hessian sacks she has.</p>	<p>Get Christmas lights</p> <p>Source Christmas decorations</p>	<p>Facilities Team</p> <p>All</p>
<p>There being no further business the meeting closed at 20:58</p>			

Signed

Dated