

THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

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**Minutes of the Meeting of the Events & Community Engagement Committee
held on Tuesday 22nd October 2019 at 7.15pm at the Town Council Office**

**Present: Cllr Wheeler (Acting Chairman), Cllr Carter, Cllr Charles, Cllr Strode- Willis,
Charlotte Croser**

In attendance: Emma Dugdale, Melanie Barfield

No.	Item	Action	By Whom
1.	Apologies for absence Cllrs Draycott & Cribb 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 2nd October 2019 Resolved that the Minutes of the Events & Community Engagement Committee meeting dated 2 nd October 2019 be confirmed as a true record.		
5.	To receive a report from the Volunteer Action Representative and agree any items requiring consideration Taken as read. It was added that Cllr Draycott would be approached to include in her monthly newsletter a paragraph regarding the need for drivers. Cllr Charles wished to add to her report that the guest speaker at the event was Debbie Foster-Area manager of Supporting Independence.	Cllr Draycott to be approached regarding adding to newsletter	Cllr Charles
6.	To receive a report from the CHAT Representative and agree any items requiring consideration No report received.		
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 Taken as read.		

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 <p>Resolved- to accept the list of films for 2020</p> <ul style="list-style-type: none"> ○ To consider donating used DVD's and agree action <p>Resolved- that the used films be donated to the library to increase the bank of films they supply to the town.</p> <ul style="list-style-type: none"> • Fireworks <ul style="list-style-type: none"> ○ To receive an update on arrangements for fireworks and determine number of volunteers and staff required <p>It was noted that currently we have 5 volunteers. Resolved- To go back to councillors to ask again who can attend. It was also noted we have been approached by a vendor who has attended the fireworks in previous years to ask about a pitch this year. It was noted that this has never been organised through the Town Council and it believed the Sports and Social Club organise traders. It was resolved to ask the Sports and Social Club to clarify if this would be happening again this year and to gain PLI from all vendors attending. To go to Full Council to discuss protocol at future events.</p> <ul style="list-style-type: none"> • Christmas Festival <p>To receive an update on current bookings of the High Street food vendors, Plaza market stall holders and Sponsorship packages</p> <p>Update on current list of High Street stall holders and market stall holders given. We now have a waiting list for the Plaza market. 2 more sponsors are need to fill all the side stalls. Free activity banners are to be sought and costing looked into.</p> <p>To receive an update on actions from previous minutes:</p> <p>External lighting of the gazebos No extra cost will be incurred for the coloured bulbs. White bulbs will be intermingled to make sure they provide enough light.</p> <p>Craft tent supplies Ordered and received.</p> <p>Grotto gifts Ordered and received. Stickers to seal the bags are still to be ordered.</p> <p>Decorating of grotto Tree has been delivered to the office; charlotte updated on the rest of the decorations.</p> <p>Photo cut-out board Four versions with different fonts received and discussed. Resolved- to go with version 2.</p> <p>Competition Tags have been given to the library and 2 entries have already been received.</p> <p>Banners Ordered and received</p> <p>To identify any privately-owned land to seek permission for advertising Discussion took place regarding possible sites. To be explored further.</p> <p>To receive a draft of the rota for the event and determine how many paid staff are required Draft circulated, a re-draft will be required.</p> <p>To review the budget Discussed with a few payments requiring following up.</p>	<p>Action</p> <p>To approach the Library</p> <p>Email Councillors to ask for Volunteers</p> <p>To approach SSC to enquire their intentions</p> <p>Follow up on Sponsor Sought banners</p> <p>Purchase bulbs</p> <p>Order</p> <p>Order</p> <p>Order</p> <p>Explore sites</p> <p>Re-draft</p> <p>Follow up</p>	<p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>All</p> <p>Office</p> <p>Office</p>
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	<ul style="list-style-type: none"> • Panto 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 Staffing levels were discussed and it was agreed that 3 volunteers are needed for the bar for each performance and one volunteer to welcome people in. Volunteers to be sought. • Quiz and Chips To receive an update on arrangements for the event Noted that the quiz is currently being written by Melanie Barfield. • Street Party To discuss the format of the entertainment and consider if any groups/activities need booking To review the budget It was noted that the events are currently running to budget, Funding streams to be sourced. • Thrapston Festival To consider holding a separate meeting to discuss the Festival and to determine the format for the week-long event It was agreed that this will be explored further following the completion of the Christmas event. A separate meeting should be held to discuss the exact format of how the event should be ran. 	Email to FTC	Office												
		Other funding streams to be explored	Office												
		Date for meeting to be determined	Office												
9.	<p>To receive and consider a proposal for a regular Thrapston Acoustic Night Reports received and discussed. Resolved- to go back to the group and feedback that the Council will be supportive of this event however it cannot be run in the way they have proposed. We would suggest that they apply for a grant via the Council to fund the hire of the Plaza, and for them to take ownership of the event as the Council office would not be able to support the amount of work this would create. It should also be stressed the very limited availability of the Plaza and that a regular monthly slot will be extremely difficult facilitate.</p>	Reply to proposal with suggestions	Office												
10.	<p>To discuss budget setting for 2020/21 It was noted that in the budget for 2020/21 an allocation to the Events Committee of £25000 was being set. Last year's budget was discussed and compared to the 2020/21 budget. It was agreed that the monies would be allocated as follows.</p> <table> <tr> <td>Civic Service</td> <td>£500</td> </tr> <tr> <td>Thrapston Festival</td> <td>£7000 and funding streams explored</td> </tr> <tr> <td>Christmas Festival</td> <td>£4500</td> </tr> <tr> <td>Fireworks</td> <td>£3000</td> </tr> <tr> <td>Street Party</td> <td>£8000 with funding streams explored</td> </tr> <tr> <td>Contingency</td> <td>£2000</td> </tr> </table> <p>Pitch fees were discussed and it was resolved to keep them the same but to look into sponsorship opportunities at all events.</p>	Civic Service	£500	Thrapston Festival	£7000 and funding streams explored	Christmas Festival	£4500	Fireworks	£3000	Street Party	£8000 with funding streams explored	Contingency	£2000		
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11.	<p>Chairman's comments An email from Charter Fair was circulated and discussed regarding opening the office on the day of the Charter Fair. Resolved- to be taken to Full Council to decide if they would like to open on that day. The Chairman thanked everyone for attending.</p>	To take to FTC													
	There being no further business the meeting closed at 21:22.														

Signed

Dated