

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 7th November 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 13th November 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.	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)	Chairman	Items 1-3 5 minutes
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)		
4.	Resolution: To approve the Minutes of the Events and Community Engagement Committee meeting dated 20 th October 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 review the budget and note surplus/deficit	Chairman	5 minutes
6.	To receive an update on current bookings of the High Street food vendors and Plaza market stall holders and review site plans	Chairman	10 minutes
7.	To receive images of the Free Activity signs and agree which design to purchase	Chairman	5 minutes
8.	To approve the 'sponsored by' signage quote for the Photo Cut Out board	Chairman	5 minutes
9.	To receive an update on grotto decorations and note what else is needed	Chairman	10 minutes
10.	To agree on miscellaneous items required for decoration of side stalls and the Plaza and agree action	Chairman	10 minutes
11.	To discuss the surprise entertainment and safety surrounding it and agree action	Events Co-ordinator	10 minutes
12.	To discuss sponsorship of side stalls and agree action	Chairman	5 minutes
13.	To agree volunteers and a date for making up the grotto gifts	Chairman	5 minutes
14.	To agree volunteers and timings for setting up the plaza on Friday 29 th November	Chairman	5 minutes
15.	To agree volunteers and timings for setting up and decorating the grotto on Friday 29 th November	Chairman	5 minutes
16.	To review the revised rota for the day	Chairman	5 minutes
17.	Chairman's comments	Chairman	5 minutes

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