

# 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 12<sup>th</sup> December 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 18<sup>th</sup> December 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 \*.

Melanie Barfield  
Events Co-ordinator

## AGENDA

No.	Item	By whom	Time
1.	<b>Apologies for absence</b>	Chairman	Items 1-3 5 minutes
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)		
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.	To receive and approve the final financial statement for the 2019 event	Chairman	5 minutes
5.	To review feedback received from members of the public and agree action	Chairman	15 minutes

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

6.	<p>To discuss the following topics and agree action;</p> <ul style="list-style-type: none"> <li>➤ Road Closure timings and logistics</li> <li>➤ Plaza market</li> <li>➤ High Street food vendors</li> <li>➤ Stage entertainment</li> <li>➤ Stage compere</li> <li>➤ Walkabout characters</li> <li>➤ Fairground rides</li> <li>➤ Grotto and gifts</li> <li>➤ Side stall games</li> <li>➤ Craft tent</li> <li>➤ Sponsorship</li> <li>➤ First aid provision</li> <li>➤ Refuse provision</li> <li>➤ Fireworks</li> <li>➤ Schedule/timings</li> <li>➤ Rota, volunteers and staffing</li> <li>➤ Pre-event correspondence with local traders</li> </ul>	Chairman	1.5 hours
7.	To note that members of the Committee will be agreed at the Town Council's annual meeting in May 2020	Chairman	Items 7-8 5 minutes
8.	Chairman's comments	Chairman	