

THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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on 01832 734673**

**Minutes of the Meeting of the Events and Community Engagement Committee
held on Tuesday 26th February 2019 at 7.17pm at the Town Council Office**

**Present: Cllr Cribb (Chairman), Cllr Charles, Cllr Carter, Cllr Draycott, Cllr Wheeler,
Cllr Strode-Willis
Charlotte Croser [8.00pm]**

In attendance: Emma Dugdale (Event Co-ordinator), Linda Marshall (Clerk)

No.	Item	Action	By Whom
1.	Apologies for absence Apologies were received and accepted from David Manning.		
2.	Declaration of Interest None.		
3.	Public Open Time None.		
4.	To receive a report from the Volunteer Action Representative and agree any items requiring consideration Cllr Charles reported she had been voted in as Trustee to the Volunteer Action Group and has also been elected onto a subcommittee. The organisation is having a recruitment drive and want to reach out to Thrapston. Cllr Charles has been tasked with putting on a concert within 6 months involving Thrapston Town Band. She will also reach out to U3A and the WI to see if a speaker can come out to talk about their project. Cllr Charles has advised them to contact the Clerk regarding involvement at the Annual Town Meeting.		
5.	To receive a report from the CHAT Representative and agree any items requiring consideration Report taken as read.		
6.	To receive a report from the Events Co-ordinator on the current position regarding each of the forthcoming events, noting the items requiring consideration Report taken as read.		

7.	<p>To discuss the events in calendar order and agree action: -</p> <ul style="list-style-type: none"> • Mayor's Party at the Plaza It was noted that the current number of tickets sold stand at 26, with 16 more reserved. It was agreed to cancel the event due to lack of interest and to minimise the financial loss. • Movie Matinee It was agreed to continue with the movie matinees, keeping them to a Saturday at 2pm with the same costings. It was agreed to circulate a list of films to the committee for comment, from which a film programme will be produced. It was suggested that at each screening a poster advertising the next film is displayed together with a sign up form. It was agreed to have a mid-week morning showing during the half term week to show a children's film. • Annual Town Meeting It was agreed that Natasha (PCSO) and representatives for charities will be invited to come and speak at the Meeting. Councillors have agreed that the Town Council will serve tea and coffee, and further that individuals should write their own speeches. • Arts Festival An update of the opening event was noted and it was agreed that a meeting should take place with Dreamers to discuss (i) issues raised by them and (ii) both opening and closing events. A compere for both the opening and closing events was discussed and it was suggested we ask "Tom" if he would be interested. It was agreed that having fireworks or a laser show at the closing event wouldn't be effective and therefore will not be looked into further. The competition was discussed and "In and around Thrapston" was decided to be the topic for the competition. Entries could be displayed during the Arts week. • Civic Service No comments. • Fireworks No comments. • Remembrance Sunday No comments. • Christmas Festival 2019 Charlotte gave an update on her research into the Santa's grotto's idea. It was proposed by Cllr Wheeler, seconded by Cllr Draycott and all were in favour that an inflatable grotto should be hired this year and, if successful, the Council could look into the idea of purchasing one for following years. It was also suggested that it could be beneficial to have a Mrs Claus to assist at the event. It was further agreed that 2 costumes should be hired for this year. "Simons Cider" have said they are available to attend and the Cricket Club will still be invited to sell mulled wine. Bouncy castles and choirs are to be booked before April's meeting. It was agreed to discuss the indoor market at the next meeting. • Panto 2019 It was agreed that a panto should be put on again within the Mayoral calendar of events. The office will go back to 	<p>Cancel Event</p> <p>Email list of film to be agreed by council</p> <p>Book Plaza</p> <p>Arrange meeting with Dreamers</p> <p>Office to contact</p> <p>To book grotto, character costumes and bouncy castle</p>	<p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p> <p>Office</p>
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	<p>Laugh Out Loud Theatre Company and request that we have 2 showings on December 14th 2019.</p> <ul style="list-style-type: none"> • New Year's Eve 2019 Discussions took place as to whether a New Year's Eve Party in the Plaza should be a Council run or Community run event. It was resolved to make a recommendation to Full Town Council that the event be run as a Community event. 	To check date and book	Office
8.	<p>To consider holding a separate meeting in March to discuss events and agree date if necessary It was proposed not to have a meeting in March, this was seconded by Cllr Cribb, all were in favour.</p>		
9.	<p>To consider forming an Arts Festival Working Party in the lead up to the event and agree action It was resolved that Cllr Draycott, Cllr Charles and Cllr Cribb would form an Arts Festival Working Party.</p>		
10.	<p>To consider the provision of refreshments/alcohol at all events and agree action It was agreed that this should be discussed at Full Council.</p>	FTC 12/03/19	
11.	<p>To discuss and consider the marketing, publicising and promoting of all events and identify any items (banners/posters etc) to be purchased Agreed to carry forward and discuss requirements for each individual event.</p>		
12.	<p>To discuss adding a tea dance to the list of Council events and agree action Cllr Cribb will look into this further and prepare a report. The Committee agreed to take to Full Council to see if it could be supported and funded.</p>	FTC 12/03/19	
13.	<p>To discuss the Council taking part in "Beat the Street" and agree action Resolved to support this project. Office to advise accordingly.</p>	Advise TTC will support	Office
14.	<p>To discuss funding opportunities for all events, identify any potential streams and agree action Co-op was highlighted as a potential funding stream. Funding for the tea dance will be sought.</p>	To explore funding streams	Office
15.	<p>To receive a list of community groups and agree action with regards to Community Engagement A list of local groups will be circulated for comment. It was agreed that this should then go to Full Council for whole Council involvement.</p>	Circulate list FTC 12/03/19	Office
16.	<p>Chairman's comments None.</p>		
17.	<p>Items for Future Agendas None received.</p>		
	<p>There being no further business the meeting closed at 9.30pm</p>		

Signed

Dated