

THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

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**Minutes of the Meeting of the Events & Community Engagement Committee
held on Tuesday 23rd July 2019 at 7.15pm at the Town Council Office**

**Present: Cllr Cribb (Chairman), Cllr Carter, Cllr Charles, Cllr Draycott,
Cllr Strode-Willis, Cllr Wheeler**

In attendance: Linda Marshall (Clerk)

Nick Hartwell, Thrapston Sea Cadets [7.15pm-7.35pm]

Charlotte Croser [7.30pm-8.15pm], David Manning [7.37pm-8.15pm]

Alan Colbran, Fortissimo [7.40pm-8.00pm]

No.	Item	Action	By Whom
1.	Apologies for absence No apologies received.		
2.	Declaration of Interest Cllr Charles, Standing Declaration – Involvement with Thrapston Plaza Opera.		
3.	Public Open Time None.		
4.	To approve the Minutes of the Events and Community Engagement Committee meeting dated 28th May 2019 Resolved that the Minutes of the Events & Community Engagement Committee meeting dated 28 th May 2019 be confirmed as a true record.		
5.	To hear from Neil Hartwell of Thrapston Sea Cadets regarding improving community engagement Neil Hartwell presented to the Committee on the Sea Cadets, where it began in 2008, where they are now 1n 2019 and how we can help. It was noted that the Sea Cadets had received a grant from the Town Council in the previous financial year. Neil Hartwell was advised that they could apply again in this financial year. Neil Hartwell said that they would like to be involved in the litter pick day, the Mayor's Civic Service and next year's VE Day Street Party, and if they can assist and have a presence at other events then they will. It was suggested that they may run one of the games stalls at the Christmas Festival. It was agreed that the office would contact Neil with a list of event dates so they would be able to check if	Give Neil Hartwell a list of forthcoming	Office

	they were available to participate. [Charlotte Croser arrived at the meeting 7.25pm]. It was suggested that Neil Hartwell speak with Su Davies at East Northamptonshire Council for advice on other grant schemes which they could apply to; the District Councillor's Empowerment Fund was also suggested. From the Town Council's point of view, we could also assist with advertising any of their events. Neil Hartwell left the meeting at 7.35pm..	events to see if they can participate	
6.	To receive a report from the Volunteer Action Representative and agree any items requiring consideration No report received. It was agreed that the report would be sent in and attached to the Minutes at Appendix 1.		
7.	To receive a report from the CHAT Representative and agree any items requiring consideration No report received. [David Manning arrived at the meeting 7.37pm].		
8.	To receive a report from the Events Co-ordinator on the current position regarding each of the forthcoming events, noting the items requiring consideration (for discussion under the following agenda item) Report noted. [Alan Colbran arrived at the meeting 7.40].		
9.	To discuss all forthcoming events and agree action: - Christmas Festival High Street Food Vendors: Previous years' suppliers have been contacted; some have booked. It was agreed to put it out on Add to Event to generate more interest. Plaza Market: It was agreed to put an advert out inviting businesses to "apply" for a stall at the Christmas Market, highlighting that stalls will be allocated on a first come first served basis with no duplicate stalls. It was agreed that the Mayor's charity raffle should be in the Plaza. Gazebos & Tables/Chairs: It was agreed to have 5 gazebos this year, with the same number of tables/chairs as last year. Santa's Grotto: David Manning advised that he is meeting with Scotts next week and will report further thereafter. Elves: It was agreed that Charlotte Croser would speak with Funky Little Feet. VE Day Street Party Alan Colbran from Fortissimo swing band advised what they could do, i.e. 2 x 45 minute sets plus 1 x 30 minute set, with an additional 30 minutes of sing-a-long. It was suggested that we get local dance groups involved to do the jive, jitterbug etc. Timings of Event: Agreed to be 3pm to 6pm. Street Closure Application: 1pm to 8pm. The cobbles for the stage to be closed earlier. Stage to be booked (same set up as Christmas). Contact Primary School to see if they are doing anything. Write to shops/residents advising of plans and seeking help. Poster agreed. Trestle Tables/Chairs: Agreed to book 200 tables with 1200 chairs. The office also to enquire about straw bales. Games: Jollys will put on hopscotch and other side games. Discussions took place regarding "booking a table" and whether they should be sold; it was agreed that we would discuss this further at the next meeting. [Alan Colbran left the meeting 8.00pm]	Advertise for Christmas Market stall holders Speak to Funky Little Feet Apply for street closure Contact Primary School Book tables / chairs	Office C Croser Office Office Office

	<p>Christmas Festival (Continued) Santa: It was agreed that Cllr Carter would look into this. Plaza Refreshments: It was agreed to ask the WI if they wished to serve refreshments. Co-Op Lorry: Cllr Wheeler will check if the Co-Op wish to be involved again. Lighting to High Street Games Stalls: It was agreed that Charlotte Croser would look into lighting for the stalls. Sleigh: It was agreed that Cllr Carter would look into this and whether it could be positioned next to the grotto. Additional Meeting Dates: Agreed 17th September and 19th November – Finance Committee meeting to be moved to 6.15pm. Sponsorship: The Clerk advised that Chancery Dental wish to be a sponsor; she will obtain further details and advise. The sponsorship pack is to be reviewed by the office staff. [Charlotte Croser & David Manning left the meeting 8.15pm].</p> <p>Movie Matinees It was agreed to carry forward discussions on the list of future screenings to the next meeting. It was noted that costs could be saved if we deal directly with the Film Bank. The office staff are to look into copyright and whether if we purchase a DVD can we show it to the public. [It was noted later in the meeting that we can purchase a DVD from a recognised retailer and show it to the public].</p> <p>Mind Coffee Mornings, Teddy Bear's Picnic and Sponsored Silence Cllr Draycott gave a precis of the plans for each of these mayoral events. She advised that there will be a gazebo for Town Council use at the Teddy Bear's Picnic and that the event would be cancelled if the weather was wet.</p> <p>Civic Service: Noted, as per Report. An Evening of Choirs: Noted, as per Report. Fireworks: Noted, as per Report. Poster agreed. Remembrance: Noted, as per Report. Pantomimes: Noted, as per Report. Quiz n Chips: Noted, as per Report. Mayor's Ball: Noted, as per Report. Thrapston Festival: Arts Festival 2019 - it was noted that around £1k was left in the budget. The waste bins are still to be paid for, as is a gift for the compère – Clerk to action. It was agreed to request a £10k budget for the 2020 Festival.</p>	<p>Book Santa Ask WI re refreshments Check with Co-Op Lighting for Stalls Investigate sleigh</p> <p>Review sponsorship pack</p> <p>Request budget £10k</p>	<p>Cllr Carter Office</p> <p>Cllr Wheeler</p> <p>C Croser</p> <p>Cllr Carter</p> <p>Office</p> <p>Clerk</p>
10.	<p>To discuss the sourcing our own film licences for 2020 screenings and to agree action Noted as above that it will be cheaper to deal directly with the Film Bank.</p>		
11.	<p>To receive a report regarding a Tea Dance in the Plaza Cllr Cribb reported that she had looked into the Tea Dance which is held in Northampton – the next one is on the 1st August 1pm to 4pm – she asked if anyone was available to go along with her, leaving Thrapston at 12 noon. It is a free event; you pay for teas/coffees. She will report further after attending on the 1st.</p>		
12.	<p>Chairman's comments None. The Clerk raised that the Plaza is now extremely busy with bookings and we need to identify regular Town Council events and book them in. For instance, Sunday 10th</p>		

	November 2019 and Sunday 8 th November 2020 are already booked, meaning that the Town Band won't be able to congregate in the Plaza for the Remembrance Parade. Similarly, we would need to book the Plaza for the Mayor's Civic Service, Christmas Festival etc.		
13.	Items for Future Agendas None.		
	There being no further business the meeting closed at 21:25		

Signed

Dated

Appendix 1

Volunteer Action Trustee Meeting - Thursday 18th July 2019 - Report

Car Scheme:

There has been an increase of 8% in Passenger Trips in the first quarter of the year and bookings are up even more - 20%, reflecting how busy it has been for everyone working in the office.

Befriending Scheme:

There was a meeting in June between me, another Trustee, the Manager and the Befriending Co-ordinator to look at appropriate criteria to join this scheme. Our proposals and recommendations were brought to the Trustee Meeting to be agreed and adopted.

Fundraising, Funding and Driver Recruitment:

Small groups of Trustees have been working on ideas for fundraising and driver recruitment and in the last quarter, five new drivers have been signed up. The Manager has been working hard on bids for funding.

Publicity:

Various meetings and events have been attended by the Management Team and Trustees to spread the word and posters have been distributed locally. Articles have been written and submitted to local newsletters, including Jigsaw.

V.A. will be supporting "Serve" by allowing them to use the office a couple of times a week and arranging transport when possible. Useful contacts will be shared with them and they will make a donation in acknowledgement for this support.

The next V.A. Newsletter will be out on October 1st and the V.A. Recognition Lunch will be on October 16th and the date of the next meeting is Thursday 19th September 2019.

Cllr Diana Charles
Volunteer Action Representative