

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**

Wednesday 21st August 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 **Tuesday 27th August 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 *.

Emma Dugdale
Administrator and Events Co-Ordinator

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 23 rd July 2019	Chairman	5 minutes
5.	To receive a report from the Volunteer Action Representative and agree any items requiring consideration	Chairman	Items 6-7 10 minutes

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

6.	To receive a report from the CHAT Representative and agree any items requiring consideration	Chairman	
7.	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)	Events Co-ordinator	10 minutes
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 determine start date for using Film Bank for the Licences ○ To review the list of films for 2020 • Christmas Festival <ul style="list-style-type: none"> ○ To identify food vendors still required ○ To consider applications for the Plaza Market ○ To receive an update on Santa's Grotto ○ To receive an update on the organising of Elves ○ To receive an update on the organising of Santa ○ To receive an update on the organising of refreshments for the Plaza Market ○ To receive an update on whether the Co-Op will be sending a lorry this year ○ To receive an update on whether the sleigh will be used next to the grotto ○ To review the sponsorship pack ○ To discuss production of the Christmas competition forms (to be available for fireworks) • Street Party <ul style="list-style-type: none"> ○ To receive an update on whether the Primary School are doing anything or wish to be involved ○ To receive an update on whether High Street residents and High Street shops have been contacted ○ To discuss the format of the entertainment ○ To review the budget ○ To discuss the booking of tables/ticket price • Thrapston Festival <ul style="list-style-type: none"> ○ To consider holding a separate meeting to discuss the Festival and to determine the format for the week-long event 	Chairman	1 hour 30 mins
10.	To receive a report regarding a Tea Dance in the Plaza and agree action	Chairman	5 minutes
11.	Chairman's comments	Chairman	5 minutes
12.	Items for Future Agendas	Chairman	5 minutes

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