

# 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 11<sup>th</sup> September 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 17<sup>th</sup> September 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 \*.

Emma Dugdale  
Administrator and Events Co-Ordinator

## AGENDA

No.	Item	By whom	Time
1.	<b>Apologies for absence</b>		
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)	Chairman	Items 1-3 5 minutes
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.	<b>Resolution:</b> To approve the Minutes of the Events and Community Engagement Committee meeting dated 27 <sup>th</sup> August 2019	Chairman	5 minutes
5.	To identify food vendors and Plaza stall holders still required	Events Co-ordinator	10 minutes

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

6.	To agree banner design	Events Co-ordinator	10 minutes
7.	To receive an update on Santa gifts and agree action	C.Croser	10 minutes
8.	To discuss and agree the decoration of the grotto	Chairman	10 minutes
9.	To discuss budget	Chairman	5 minutes
10.	To receive an update on the gazebo lighting and agree action	Events Co-ordinator	5 minutes
11.	To receive an update on the children's crafts and agree action	Events Co-ordinator	10 minutes
12.	To discuss any outstanding actions/issues regarding identifying and securing sponsorship and agree action	Chairman	10 minutes
13.	To receive an update on the advertising on the highways	Events Co-ordinator	10 minutes
14.	Chairman's comments	Chairman	10 minutes
15.	Items for Future Agendas	Chairman	5 minutes

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