

THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

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**Minutes of the Meeting of the Events & Community Engagement Committee
held on Tuesday 25th February 2020 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: Melanie Barfield (Events Co-ordinator)

No.	Item	Action	By Whom
1.	Apologies for absence Charlotte Croser and David Manning had tendered their apologies which were accepted.		
2.	Declaration of Interest None.		
3.	Public Open Time A member of the public attended to observe part of the meeting.		
4.	To approve the Minutes of the Events and Community Engagement Committee meeting dated 28th January 2020 Resolved that the Minutes of the Events & Community Engagement Committee meeting dated 28 th January 2020 be confirmed as a true record.		
5.	To receive a report from the Volunteer Action Representative and agree any items requiring consideration A verbal report was provided by Cllr Charles. Volunteer Action are keen to boost recruitment of drivers in the Thrapston area. It was highlighted that Volunteer Action can be invited to attend the Annual Town Meeting.		
6.	To receive a report from CHAT Representative and agree any items requiring consideration None received.		

7.	<p>To discuss and agree action regarding frequency and nature of the Town Council's engagement with the community</p> <p>A questionnaire from Raunds Town Council was circulated and discussed. The Committee felt that such a paper-based survey would not provide enough responses to justify the cost and staff time involved in administering it.</p> <p>It was agreed that more targeted surveys/consultations would be preferable, e.g. asking U3A members to gain views of older residents, surveying school parents to learn of the wants/needs of families, etc. Councillor outreach to groups would be preferable to a paper-based exercise. It was felt that online surveys should be administered following each event. The Town Council website may offer opportunities in the future, through Business Intelligence. It was noted that the Town Council recently held 'Meet the Neighbours' events and that these were poorly attended despite a widespread leaflet drop, posters and social media advertising.</p> <p>The option of a panel/focus group was discussed. The Committee would like to explore engaging better with teenagers and highlighted that Cllr Bennett's connections to Prince William School would be valuable in this.</p> <p>In previous years a Community event has been held in Thrapston Plaza showcasing skills such as lacemaking etc. It was mentioned that this is an additional method of engaging with the public, through having an attraction for people to visit. It was agreed that in future the Town Council will seek to engage with members of the public through its events.</p>	<p>Investigate price of survey companies</p> <p>Liaise with Cllr Bennett re PWS engagement</p> <p>Liaise with Clerk to create consultation/survey content to be used at Town Council events</p>	<p>Events Co-ordinator</p> <p>Events Co-ordinator</p> <p>Events Co-ordinator</p>
8.	<p>To receive a verbal update from the Events Co-ordinator, then to discuss and agree action regarding the following:</p> <p>The Committee was informed that the Town Council has been successful in receiving a grant of £9,225 from the Lottery Community Fund for the VE Day celebrations. An indicative budget was reviewed, based on the content of the funding application.</p> <p>VE Day Street Party: Refreshments A call has been put out to find food and drink vendors, it was agreed that the Clerk and Events Co-ordinator can book suitable providers.</p> <p>VE Day Street Party: Entertainment Given that we now have funding, additional entertainment and giveaway options will be explored, including (but not limited to): US Airbase personnel, Vera Lynn style walkabout singer, model aeroplanes, crank-up air raid siren, non-military vintage vehicles, Churchill lookalike, ration books, evacuee tags, gas mask box kits, large garden games, splat-the-rat, soldier cut-out for photo opportunities, vintage ice-cream van/seller. It was agreed that booking/purchasing of such entertainment, refreshments and giveaways will be at the discretion of the Town Clerk.</p>	<p>Book refreshment providers</p> <p>Book entertainment, buy giveaways</p> <p>Discuss with Opera re: walkabout singer</p>	<p>Events Co-ordinator, Clerk</p> <p>Events Co-ordinator/Clerk</p> <p>Cllr Charles</p>

	<p>VE Day Street Party: Advertising A poster was approved to go into the centrefold page of Jigsaw with edits. It was agreed that trestle tables will not be reserved and that residents will just be able to turn up to the event first come first served. It was agreed that a series of iconic vintage-themed posters will be created e.g. land girls to promote the event across social media and in noticeboards. There is money allocated in the provisional budget for banners and flyers to be printed.</p> <p>Civic Service It was noted that the 2020 Civic Service will take place on Sunday 11th October. It was agreed that the ideal time for future years would be June/July, depending on the Church's availability. The question was raised regarding whether a Civic Service must take place in a Church of England church, or whether the service can take place in a Catholic/Baptist/non-Christian religious/non-religious place of worship/reflection.</p> <p>Christmas Festival: Walkabout Characters It was agreed that walkabout characters can be booked.</p> <p>Christmas Festival: Stage Compere It was agreed that David Manning will act as stage compere for the event.</p> <p>Christmas Festival: Stage Acts It was agreed that, as in previous years, David Manning will book the stage acts, subject to the approval of the Committee.</p> <p>Pantomime: To consider alternatives to a pantomime for Christmas 2020 The Laugh Out Loud Theatre Company have notified us that they are unable to perform a travelling pantomime this year. Alternative ideas were discussed (a children's Christmas party/disco) and it was deemed that a Pantomime would be preferable due to it appealing to all ages. It was agreed that the preferred option would be a professional touring pantomime. Should this prove unfeasible the Committee would like local groups to be approached, to be discussed further if required.</p>	<p>Check availability with St James Church Investigate rules re Civic Service venue</p> <p>Book walkabout entertainment</p> <p>Schedule stage acts</p> <p>Seek pantomime quotations</p>	<p>Events Co-ordinator</p> <p>Events Co-ordinator/Clerk</p> <p>Charlotte Croser</p> <p>David Manning</p> <p>Events Co-ordinator</p>
9.	<p>To review draft Town Council event dates and agree action The annual Mayor's event was discussed and it was agreed that, to fit in with demands on office staff, Plaza availability and other Town Council events the Mayor's event will be booked in annually on the second Saturday in March. The following dates will be set in the annual Town Council calendar; Quiz & Chips: Fourth Saturday in January and third Saturday in July Mayor's Event: Second Saturday in March Annual Town Meeting (as in Standing Orders): Third Tuesday in April Thrapston Festival: Second Saturday to third Saturday in September</p>	<p>Liaise with Administrator re Plaza bookings for events</p>	<p>Events Co-ordinator</p>

	<p>Civic Service: to check with church regarding either last Sunday in June or first in July</p> <p>Fireworks: 5th November</p> <p>Christmas Festival: Last Saturday in November</p> <p>Family Christmas Plaza Event/Panto: First Saturday in December</p> <p>Movie Matinees: First Saturday of each month, Plaza availability permitting</p> <p>Children's Movies: every Wednesday in school holidays (apart from Christmas holidays)</p>		
10.	<p>To consider projected staffing levels and costs for upcoming events and agree action</p> <p>Resolved that the subject of staff pay/TOIL for events be passed to the Personnel Committee for discussion.</p>	Add to Personnel Agenda	Clerk
11.	<p>Chairman's comments</p> <p>Cllr Cribb gave her congratulations to the Town Council office on securing the funding for the VE Day Street Party. A meeting will be scheduled via email for early April, to discuss the VE Day Street Party.</p>		
	<p>There being no further business the meeting closed at 21:15.</p>		

Signed

Dated