

THRAPSTON TOWN COUNCIL

Mayor: Cllr Karen Draycott

77 High Street,
Thrapston
Northamptonshire NN14 4JJ

Tel: (01832) 734 673

Email: clerk@thrapstontowncouncil.gov.uk

Website: www.thrapstontowncouncil.gov.uk



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on 01832 734673**

**Minutes of the Meeting of the Events & Community Engagement Committee
held on Tuesday 24th November 2020 at 7:15pm via Zoom**

**Present: Cllr Cribb (Chairman), Cllr Carter, Cllr Draycott,
Cllr George, Cllr Wilcox, Charlotte Croser, David Manning**

In attendance: Melanie Barfield (Events Co-ordinator)

No.	Item	Action	By Whom
1.	Apologies for Absence Jo Bennett tendered her apologies which were accepted.		
2.	Declaration of Interest None declared.		
3.	Public Open Time None.		
4.	Resolution: To approve the Minutes of the Events and Community Engagement Committee meeting dated 27th October 2020 Resolved that the Minutes of the Events and Community Engagement meeting dated 27 th October 2020 be confirmed as a true record.		
5.	To receive a report from the Volunteer Action Representative and agree any items requiring consideration The report circulated ahead of the meeting was noted. Cllr Charles highlighted that since advertising in Jigsaw Volunteer Action has recruited 8 additional drivers.		
6.	To receive a report from the CHAT Representative and agree any items requiring consideration It was noted that the next CHAT meeting is due to take place in December.		
7.	To receive a verbal update from the Events Co-ordinator regarding Community Engagement since the last meeting The swell of public support following the Silent Soldier damage was noted, including the letter received today from the Prime Minister. In addition to flyers going to all households, letters have been sent to all businesses on our list (around 100), offering the Town Council's support with promotion. The #shoplocal message we've been promoting has been received well by business owners and the public alike. Overall there has been a high level of engagement recently, particularly online.		

8.	<p>To receive an update on the Big Switch On and agree action.</p> <p>The Committee was advised that many residents have decided to turn their lights on early therefore it may not be appropriate to have a drone to record the switch on. Residents will be encouraged to clap and/or jingle bells with their neighbours. It was highlighted all communications regarding the Big Switch On we must be very clear that current government guidance must be adhered to. Thrapston Christmas Festival Facebook page (administered by David Manning) will be added as co-host.</p> <p>The Facilities Manager hopes to be shown how to use the High Street lights controller on Wednesday 25th November. It was agreed that the lights should then be switched on (and live streamed) as soon as possible following this. There will be a 'Selfie Station' installed by the Town Council office consisting of a penguin and small sleigh people can sit in for a photo. This will be promoted regularly via Facebook with reminders to apply hand sanitiser before and after use. We will take recordings and photographs of houses around the town and edit them into a montage video to share on Facebook.</p> <p>Jigsaw still isn't being delivered to Castle Court.</p>	<p>Continue to promote The Big Switch On via social media</p> <p>Follow up distribution issues</p>	<p>Events Co-ordinator</p> <p>Charlotte Croser</p>
9.	<p>To discuss other Christmas virtual events and agree action.</p> <p>David and Cllr Wilcox will continue to work on a podcast with local musical theatre performer Charlie Bull.</p> <p>No local singers/performers have been approached about performing singalong songs.</p> <p>Charlotte would like to do a Christmas quiz; the Events Co-ordinator will write the questions and Cllr Wilcox will edit the video together for publishing.</p> <p>High Street shops have not yet been approached regarding a Christmas letter/clue trail due to lockdown. The Events Co-ordinator will visit High Street shops once lockdown has ended to discuss this and other ways the Town Council can help promote their businesses.</p> <p>We will produce and circulate Christmas themed colouring sheets.</p>	<p>Email Events Co-ordinator Halloween children's quiz questions</p> <p>Liaise with businesses</p> <p>Produce and share colouring/activity sheets</p>	<p>Charlotte Croser</p> <p>Events Co-ordinator</p> <p>Events Co-ordinator</p>
10.	<p>To receive a verbal update on the ways in which the Town Council hopes to support families in need this Christmas</p> <p>A verbal update was given by the Events Co-ordinator. Since the previous meeting Jo Bennett has advised that it is unclear whether the Santa Sleigh tour will go ahead due to restrictions.</p> <p>We have applied to Western Power's 'In This Together – Community Festive Fund' for £1,000 to be used for toys for up to 100 Thrapston children.</p> <p>The £1,800 that would have been spent on Fireworks will instead be used for:</p> <p>£1,000 towards foodbank items (if we are successful in the toy funding application) OR towards toys (if we are unsuccessful in the funding application). Toys will be sourced through local provider Jolly's Toys & Games.</p> <p>£800 will be used to buy goods for those in need from local butcher Johnsons & Sons. It was noted that Johnsons has very generously offered to 'top up' the funding to £1,000 to be spent on goods for those in need.</p> <p>Ways to continue with a Christmas gift initiative in future years were discussed, including the suggestion of having a box to collect donated toys at the Town Council office.</p>	<p>Add to future agenda</p>	<p>Events Co-ordinator</p>

11.	<p>To discuss the events planned for the rest of the 2020-21 Mayoral year and agree action</p> <p>Quiz & Chips (Virtual) January 2021</p> <p>It was agreed that a pre-recorded quiz would be the best option. Cllr Wilcox will be quizmaster with support from the Events Co-ordinator. Ways to incorporate a fundraising element will be investigated.</p>	Write quiz, investigate logistics for fundraiser	Events Co-ordinator, Cllr Wilcox
	<p>Evening of Choirs March 23rd 2021</p> <p>It was agreed that the Evening of Choirs should be postponed indefinitely, rather than attempting a virtual version.</p> <p>Civic Service (Spring 2021)</p> <p>It was suggested that it could be possible to combine the Civic Service with the Town Meeting in April 2021. It was acknowledged that this may well be in a virtual format.</p>	<p>Liaise with choirs</p> <p>Add to future agenda</p>	<p>Events Co-ordinator</p> <p>Events Co-ordinator</p>
12.	<p>Clerk's Report</p> <p>We received an email today regarding the Parish Councils Carbon Footprint Tool. There is a virtual meeting regarding this on 12th January. Cllr Wilcox is interested in being involved in the project.</p>	Send email on to Cllr Wilcox	Events Co-ordinator
13.	<p>Chairman's Report</p> <p>The Chairman thanked all for attending and wished all a Merry Christmas.</p>		
	<p>There being no further business the meeting closed at 20:12.</p>		

Signed

Dated