

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

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**Minutes of the Meeting of the Events & Community Engagement Committee  
held on Tuesday 25<sup>th</sup> May 2021 at 7:15pm at Thrapston Town Council Office**

**Present: Cllr Wilcox (Chairman), Cllr Carter, Cllr Charles, Cllr Draycott,  
Cllr Latimer, Cllr Twigger**

**In attendance: Melanie Barfield (Community Engagement & Events Co-ordinator)**

No.	Item	Action	By Whom
	The meeting started at 7:25pm.		
1.	<b>Apologies for Absence</b> None		
2.	<b>Declaration of Interest</b> Cllr Charles declared standing declarations of interest due to her involvement with: Volunteer Action Thrapston Plaza Opera Cllr Latimer declared standing declarations of interest due to her involvement with: Thrapston Foodbank Thrapston Dreamers Thrapston Sports Association		
3.	<b>Public Open Time</b> None.		
4.	<b>Resolution: To approve the Minutes of the Events and Community Engagement Committee meeting dated 23<sup>rd</sup> February 2021</b> It was <b>resolved</b> that the Minutes of the Events and Community Engagement meeting dated 23 <sup>rd</sup> February 2021 be confirmed as a true record.		
5.	<b>Resolution: To review the Committee's Terms of Reference (circulated) and agree action</b> It was <b>resolved</b> to approve the proposed Terms of Reference with the addition of 'To determine whether to invite non-Council members to sit on the Committee'. It was agreed that David Manning and Charlotte Croser will be invited to sit as non-Council members, to be co-opted onto the Committee at the next meeting.	Add to Terms of Reference and pass to FTC  Invite to be co-opted to the Committee	CE&E Co-ordinator  CE&E Co-ordinator

6.	<p><b>To receive a report from the Volunteer Action Representative and agree any items requiring consideration</b></p> <p>A verbal report was given by Cllr Charles. Volunteer Action can now offer transport to hairdressing and other appointments. A shopping service is still available for those who are isolating. The telephone befriending service is still available. Drivers will continue to receive payments by card rather than cash. It was agreed that the Town Council will continue to promote VA services when requested.</p>		
7.	<p><b>To receive a report from the CHAT Representative and agree any items requiring consideration</b></p> <p>It was noted that Cllr McGovern is the Town Council's CHAT representative for Thrapston Town Council but that there have been no recent meetings.</p>		
8.	<p><b>To note the agreed 2021-22 calendar of Town Council events</b></p> <p>The 2021-22 Events Calendar was noted.</p> <p>Town Talk Wednesday 23rd June 2021 (online)</p> <p>Party in the Park Saturday 18th September 2021</p> <p>Fireworks Friday 5th November 2021</p> <p>Remembrance Sunday 14th November 2021</p> <p>Christmas Festival Saturday 27th November 2021</p> <p>Pantomime (confirmed, item 9) Saturday 4th December 2021</p> <p>Quiz &amp; Chips Saturday 22nd January 2022 TBC</p> <p>Mayor's End of Year Event Saturday 20th March 2022</p> <p>Civic Service TBC</p>		
9.	<p><b>To determine whether to hold a pantomime this year</b></p> <p>It was <b>resolved</b> to book one matinee pantomime performance at a cost of £550, to be held in the Plaza at 3pm on Saturday 4<sup>th</sup> December. The show preference is Treasure Island, by Laugh Out Loud Theatre.</p>	Book pantomime	CE&E Co-ordinator
10.	<p><b>To review and adjust the 2021-22 events budget</b></p> <p>It was highlighted that the outstanding balance to pay for the fireworks display is £2,100.</p> <p>It was agreed that the full £9,225 secured from the National Lottery for the 2020 Street Party be designated as the Party in the Park budget.</p> <p>Thrapston's faith groups hope to organise an event in the Peace Park this Summer. Groups require permission from the Town Council to hold an event in the park. The Town Council is not required to attend or hold overall responsibility for other groups' events.</p> <p>It was clarified that only Full Town Council can provide grants and that the Committee can only use the Events budget funds for Town Council events at which we hold overall ownership and responsibility.</p> <p>It was highlighted that 2021 marks the 100-year anniversary of the Royal British Legion.</p> <p>It was agreed to put the Events budget on a future agenda for further discussion.</p>	Add to future agenda	CE&E Co-ordinator
11.	<p><b>To receive a verbal update regarding the Town App and agree action</b></p> <p>The Town App has been downloaded by 475 users. We have been advised by the developers that this is a fair number given the size of town and stage the app is at.</p> <p>The additional features were highlighted. In addition to the business/clubs database it is possible to:</p> <ul style="list-style-type: none"> <li>- Create a pop-up that shows when the app is opened</li> <li>- Create a 'push notification' for news/events</li> </ul>		

	<ul style="list-style-type: none"> <li>- Create walking trails for users to navigate routes around the town</li> <li>- Create a shared calendar (administered by the Town Council office) for Town Council and community events</li> </ul> <p>The app was funded by the outgoing East Northamptonshire Council for one year. It will be for Full Town Council to consider whether to fund the app beyond the first year. Councillors were invited to support the office in setting out the navigation points for walking trails. It was agreed all Councillors will be invited to participate.</p>	Invite all Councillors to participate in developing walking trails information	CE&Events Co-ordinator
12.	<p><b>To receive a verbal update regarding 'Run Your Town' and agree action</b></p> <p>The Assistant Clerk has met with a representative from the Middle Nene Sailing Club. There are some ongoing issues regarding the proposed route, due to a combination of access and safety concerns.</p> <p>Concerns were also raised regarding the workload involved in organising a run. It was felt a Spring event would be preferable.</p>	<p>Add Run Your Town to future agenda</p> <p>Check timescales with Run Your Town</p>	<p>CE&amp;Events Co-ordinator</p> <p>CE&amp;Events Co-ordinator</p>
13.	<p><b>To receive a verbal update regarding the Party in the Park (report circulated) and agree action</b></p> <p>A rough format for the event was agreed.</p> <p>The stage and audio-visual services have been booked. There will be no external sales vendors within the park. Local businesses will be invited to consider how they can offer their services to guests (e.g. plastic cups, takeaway/preorder options).</p> <p>The event will run from 2pm – 8pm and the headline act will be the 7-piece professional event band 'Vivid'.</p> <p>Decisions regarding the rest of the stage line-up will be made by the Town Council Office in conjunction with Cllr Wilcox. Additional lighting will be sought to enable the event and clear-up to be carried out safely.</p> <p>Audio visual requirements and power supply will be discussed with Moore Audio.</p> <p>Reports will be provided to the Committee via email. It was agreed that Prince William School band be could invited to perform, logistics permitting.</p>	<p>Liaise with local businesses</p> <p>Book 'Vivid' and investigate additional entertainment</p> <p>Liaise with Moore Audio</p> <p>Report to Committee re progress</p>	<p>CE&amp;E Co-ordinator</p> <p>CE&amp;E Co-ordinator &amp; Cllr Wilcox</p> <p>CE&amp;E Co-ordinator</p> <p>CE&amp;E Co-ordinator</p>
14.	<p><b>To receive a verbal update regarding the Fireworks Display</b></p> <p>The fireworks booking is confirmed for Friday 5<sup>th</sup> November with 1605 Fireworks. The £700 deposit has been carried over and there is £2,100 outstanding balance.</p> <p>It was noted that it is in the lease between Thrapston Town Council and Thrapston Sports Association for the fireworks event to be held on the fields.</p>	<p>Liaise with fireworks provider</p> <p>Liaise with Thrapston Sports Association re event</p>	<p>CE&amp;E Co-ordinator</p> <p>CE&amp;E Co-ordinator</p>
15.	<p><b>To receive a verbal update regarding the Christmas Festival (report circulated) and agree action</b></p> <p>The stage has been booked for the Christmas Festival on 27<sup>th</sup> November and the deposit paid. It was agreed to postpone most decisions about the event until the next meeting. The following was agreed:</p> <p>There will be no Plaza market. The Plaza will be used as a rest/refreshment area.</p> <p>Alternatives to the usual fairground provider will be investigated.</p>	<p>Add to future agenda</p> <p>Investigate fairground options</p>	<p>CE&amp;E Co-ordinator</p> <p>CE&amp;E Co-ordinator</p>
16.	<p><b>To discuss a request for a town litter pick and agree action</b></p> <p>It was agreed that the Town Council will look at running a litter pick on a week day in the school holidays. Local businesses will be invited to take part and support the event.</p>	Liaise with office to organise litter pick	Cllr Wilcox

17.	<b>To note date for the Queen's Platinum Jubilee in 2022</b> It was noted that due to the Queen's Platinum Jubilee the May Bank Holiday will be moved to Thursday 2 <sup>nd</sup> June. An additional Bank Holiday on Friday 3 <sup>rd</sup> June will see a four-day weekend to celebrate Her Majesty's Platinum Jubilee.	Add to future agenda	CE&E Co-ordinator
18.	<b>To discuss and agree whether to hold an Events &amp; Community Engagement Committee Meeting in June</b> It was agreed not to hold an Events & Community Engagement Committee Meeting in June.		
19.	<b>Clerk's Report</b> None		
20.	<b>Chairman's Comments</b> Cllr Wilcox thanked members for their contributions and for welcoming him as Chair of the Committee.		
	<b>There being no further business the meeting closed at 21:06pm.</b>		

Signed .....

Dated .....