

THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

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**Minutes of the Meeting of the Events & Community Engagement Committee
held on Tuesday 31st August 2021 at 7:15pm at Souster Youth Hall**

**Present: Cllr Wilcox (Chairman), Cllr Carter, Cllr Cairns, Cllr Cribb,
Cllr Twigger, Charlotte Croser and David Manning**

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

No.	Item	Action	By Whom
1.	Apologies for Absence Cllr Charles and Cllr Latimer had tendered apologies, which were accepted.		
2.	Declaration of Interest Charlotte Croser has previously declared a standing declaration of interest due to owning a business on Thrapston Street.		
3.	Public Open Time None.		
4.	Resolution: To approve the Minutes of the Events and Community Engagement Committee meeting dated 27th July 2021 It was resolved that the Minutes of the Events and Community Engagement meeting dated 27 th July 2021 be confirmed as a true record.		
5.	To formally co-opt Charlotte Croser and David Manning onto the Committee. It was resolved that Charlotte Croser and David Manning be co-opted onto the Committee.		
6.	To receive a report from the Volunteer Action Representative and agree any items requiring consideration None received.		
7.	To receive a report from the CHAT Representative and agree any items requiring consideration None received. It was noted that the next CHAT meeting is in September.		
8.	To receive a report regarding the Party in the Park on Saturday 18th September 2021 and agree action if required. The circulated report was noted. It was agreed that event lighting (LED, mains) will be sourced to go inside each of the Town Council gazebos for this and future events.	Liaise with Moore Audio to secure lighting	E&CE Co-ordinator

	<p>The face painters cost £40/artist/hour and will be booked for 2pm-6pm. They will be asked to wear face coverings/visors. The painting will be free for members of the public, with children prioritised but adults also permitted.</p> <p>Stilt walking entertainers are being sought for the event, with their schedule to include the 3pm children's disco.</p> <p>Letters will go out to all houses near the park to notify them of the event. The letter will also ask that residents who normally park near the vehicle entrance on the corner of Market Road and Park View keep the area clear for the morning of the event, to allow access to the park.</p>	Notify park neighbours	E&CE Co-ordinator
9.	<p>To receive a report regarding the Remembrance service on 11th November 2021 and the parade and services on 14th November 2021 and agree action if required.</p> <p>Thrapston & District Royal British Legion has requested that the Town Council take over organising the Sunday Remembrance parade. A road closure request has been submitted to Highways for 1:30pm-4:30pm, following a meeting between Ian Byrnes and the Town Council office. Chevron have been asked to provide traffic closure signage.</p> <p>The parade will start outside the fire station and travel up the High Street before entering the St James Churchyard via 'The Slabs' between The Fox Inn and Auburn Fox.</p> <p>It was queried whether the road closure can be split, so that it reopens while the church service is happening and then recloses for the return of the parade back down the High Street.</p>	<p>Invite community groups to take part in the parade, liaise with RBL & church</p> <p>Investigate road closure rules, speak with other Councils about their methods</p>	<p>E&CE Co-ordinator</p> <p>E&CE Co-ordinator</p>
10.	<p>To receive a report regarding the Christmas Festival on Saturday 27th November 2021 and agree action if required.</p> <p>The food vendors for the Christmas event were discussed. It was agreed that several providers will be invited back including Dooleys, German Kisses, Happy Herefords and FGF Catering. A gin seller will be sought. Taylor's Fairground will attend and will look at whether it's possible for a Ferris wheel to be brought to the event. The police will be informed of the event through an Event Notification Form.</p> <p>Several groups have been contacted about performing on stage; Prince William School, Step & Grooves, Dynamix. The LOL Theatre performers, who are providing the Christmas panto 'Treasure Island' will be invited to do a skit between acts. The Rock Choir will also be invited to perform.</p> <p>It was highlighted that the new charity shop that occupies the old Barclays building has asked that the stage doesn't block their front entrance.</p> <p>It was suggested that Youth Forum and Duke of Edinburgh Award students could be invited to support the Christmas and Remembrance events, with duties to include road closure marshalling and running the sideshow games.</p>	<p>Meet manager of Mercy in Action to discuss event</p> <p>Check policies regarding volunteers</p>	<p>E&CE Co-ordinator</p> <p>E&CE Co-ordinator</p>

11.	<p>To receive a report regarding the Pantomime on Saturday 4th December and agree action regarding tickets and refreshments.</p> <p>The Plaza and panto (Treasure Island) have both been booked. The show is at 3pm. Takings from the tickets and bar will go to the Mayor's charity, Northamptonshire Domestic Abuse Service. The ticket price will be £3/adult and £1/child with electronic bookings the preferred method of ticketing. Refreshments will be provided (including alcohol) with a bar run by staff and volunteers.</p>	Secure ticketing arrangements e.g. Eventbrite	E&CE Co-ordinator
12.	<p>To receive a report regarding the Quiz & Chips on Saturday 24th January 2022 and agree action regarding tickets and refreshments.</p> <p>NB: The date of the Quiz & Chips is Saturday 22nd January (not 24th).</p> <p>It was agreed that Cllr Winter will be invited to be quizmaster. The bar will be run by volunteers and Ben's Chippy will be approached to cater the event.</p>	Organise catering with Terry at Ben's Chippy	E&CE Co-ordinator
13.	<p>To agree a date for the next community litter pick.</p> <p>It was agreed that the next pick will take place on Saturday 9th October. Duke of Edinburgh Award student Joseph Manning will be invited to support the event again, including creating the poster.</p>	Organise picking equipment, advertise event	E&CE Co-ordinator
14.	<p>To note the following items for future agendas and to determine whether to hold a Committee meeting on Monday 27th September 2021.</p> <ul style="list-style-type: none"> - Queen's Jubilee long weekend - Civic Service - Youth Forum - Residents Survey - Run Your Town <p>It was resolved that the Events & Community Engagement Committee will hold a meeting on Monday 27th September.</p>		
15.	<p>Clerk's Report</p> <p>It was noted that the Committee will need to submit its budget request for the 2022-23 financial year following the next meeting.</p> <p>It was noted that Jo Bennett at Prince William School is seeking volunteers with experience of the working world to go into school and mentor disadvantaged year 10 students. It would be for around 30 minutes once a week/fortnight to talk about career choices.</p> <p>CHAT and Souster Youth are in discussions regarding how to work together.</p>		
16.	<p>Chairman's Comments</p> <p>None.</p>		
	<p>There being no further business the meeting closed at 20:54pm.</p>		

Signed

Dated