

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

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**Minutes of the Meeting of the Events & Community Engagement Committee  
held on Wednesday 3<sup>rd</sup> November 2021 at 7:15pm at Thrapston Town Council**

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

**In attendance: Melanie Barfield (Events & Community Engagement Co-ordinator),  
Linda Marshall (Clerk to the Council), Lauren Wheeler (Receptionist).**

No.	Item	Action	By Whom
1.	<b>Apologies for Absence</b> Cllr Cairns had tendered her apologies which were accepted.		
2.	<b>Declaration of Interest</b> Standing Declaration: Charlotte Croser owns a business on Thrapston High Street. Standing Declaration: Cllr Latimer is involved with Thrapston Foodbank, Thrapston Dreamers and 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 31<sup>st</sup> August 2021</b> It was <b>resolved</b> that the Minutes of the Events and Community Engagement meeting dated 31 <sup>st</sup> August 2021 be confirmed as a true record.		
5.	<b>Resolution: To approve the Minutes of the Events and Community Engagement Committee meeting dated 27<sup>th</sup> September 2021</b> It was <b>resolved</b> that the Minutes of the Events and Community Engagement meeting dated 27 <sup>th</sup> September 2021 be confirmed as a true record.		
6.	<b>To receive a report from the Volunteer Action Representative and agree any items requiring consideration</b> No report received.		
7.	<b>To receive a report from the CHAT Representative and agree any items requiring consideration</b> No report received.		
8.	<b>To receive a report regarding the Youth Forum and agree any items requiring consideration</b> Report taken as read.		

	<p>It was noted that the Youth Forum are keen to be involved in the upcoming events.</p> <p>It was agreed that a briefing would be held before the next committee meeting on the 23<sup>rd</sup> November at 6pm for all volunteers.</p> <p>It was agreed that once grotto gifts are ordered/received the Youth Forum will be contacted for assistance in wrapping.</p> <p>It was noted that as many volunteers as possible would be helpful at the Christmas event for the children's craft tent and the side stall games, and four volunteers to assist at the Pantomime.</p>	<p>Briefing 23.11.21 6pm</p> <p>Contact YF</p>	<p>MB/LM</p> <p>MB/LM</p>
9.	<p><b>To receive a report regarding the Fireworks event on 5<sup>th</sup> November and agree action if required</b></p> <p>Report noted. It was noted that there are not many volunteers to assist on the night. Cllr Latimer will ask the Sports Association if any assistance can be given.</p> <p>M Barfield is to check that the First Responders will be in attendance.</p> <p>It was noted that the Cricket Club are putting on a BBQ; there will also be a sweets stall, donuts and flashing lights.</p> <p>Volunteers will be contacted, but the plan is to meet in the car park of the Sports Association at 6:30pm.</p>	<p>Meet in SA Car Park 6.30pm</p>	<p>Volunteers/ Staff</p>
10.	<p><b>To receive a report regarding the 2021 Remembrance services and agree action if required</b></p> <p>Report noted. The office is to chase up the list of attendees, including groups and MP.</p> <p>MB will speak to the Fox to ask them not to play loud music at the time of the parade.</p> <p>MB to attach remembrance signage to the road closure signs so people are aware why the road closure is in place.</p> <p>MB still to organise a letter drop to the High Street.</p> <p>The alley to be checked on the morning of the parade by Cllr Wilcox for broken glass and dog fouling.</p> <p>It was noted that everyone is to meet outside the library at 2.30pm.</p>	<p>Chase attendees</p> <p>Contact The Fox</p> <p>Address signage</p> <p>Check alley</p> <p>Meet outside library 2.30pm</p>	<p>MB</p> <p>MB</p> <p>MB</p> <p>CW</p> <p>All involved.</p>
11.	<p><b>To receive a report regarding the Christmas Festival on Saturday 27<sup>th</sup> November 2021 and agree action if required</b></p> <p>Report noted.</p> <p>It was noted that there is some promising interest in sponsorship, but these are to be pursued by M Barfield.</p> <p>It was agreed to go with all gazebos from Big Top (side stall games and craft tent) at a cost of £960.</p> <p>Stage acts were discussed; D Manning is still pursuing other acts. M Barfield contacted Fifth Dimension to see if they are available.</p> <p>There were concerns that some acts may require payment and there is little left in the budget.</p> <p>It was noted that the budget had been reviewed by L Marshall/M Barfield and some entries adjusted (road signs to be done in-house; grotto gifts max £250), freeing up circa. £250. If further sponsorship or food vendors are secured this will increase the budget, generating funds for any acts.</p> <p>Food vendors were discussed. M Barfield to continue pursuing contacts; C Croser to contact the curry stall (farmer's market); Cllr Wilcox will speak with the pubs to see if they are doing anything. It was agreed that pizzas should not be sold by any stall holders, that the fair should not sell burgers but could do pork rolls or hot dogs. It was noted that traders selling alcohol do not require a separate TENS licence.</p>	<p>Pursue sponsorship</p> <p>Pursue stage acts</p> <p>Pursue food vendors</p> <p>Speak with pubs</p>	<p>MB</p> <p>MB/DM</p> <p>MB/CC</p> <p>CW</p>

	<p>It was noted that in the Plaza will be the Town Council information stand, the mayor's raffle and the mayor's refreshments. Cllr Carter has been approached by the Children's Trust to see if they could have a stall to raise awareness on adoption – it was agreed that space will be offered.</p> <p>D Manning advised that he has been liaising with the school regarding the switch on of the lights. It has been agreed that the school's oldest child and youngest child will switch the lights on.</p> <p>It was noted that the face painters will be in the library.</p> <p>The positioning of stalls along the High Street was discussed; it was noted that the top end of the High Street (by Auburn Fox) would be empty. It was agreed to space the stalls out more, to move the Co-Op lorry up, to invite Dinky Donuts to be at the top (but be up front about positioning and footfall) and to invite AC Bins to have some trucks on display at the top end.</p> <p>It was noted that Bletsoes have agreed for the event to use their external power supply (C Croser to collect the key). It was noted that the sleigh will be in front of Bletsoes – this year there will be no grotto.</p>	Offers pace	VC
		Invite Dinky Donuts and AC Bins	MB
		Collect key	CC
12.	<p><b>To receive a report regarding the Pantomime on Saturday 4<sup>th</sup> December and agree action if required</b></p> <p>Report noted. 58 tickets sold to date.</p> <p>M Barfield to put the event on Eventbrite.</p> <p>It was noted that Cllrs Cairns and McLuckie will run the bar.</p> <p>It was agreed that four volunteers from the Youth Forum would be sufficient (two on the door collecting tickets and two on the charity game).</p> <p>M Barfield still to purchase refreshments.</p>	Eventbrite	MB
		Purchase Refreshments	MB
13.	<p><b>To receive a report regarding the Quiz &amp; Chips on Saturday 22<sup>nd</sup> January 2022 and agree action if required</b></p> <p>Report noted.</p> <p>It was agreed that tickets should go on sale after the Christmas event; it was noted that tickets have already been offered to other civics.</p> <p>It was noted that Cllr Winter is Quizmaster and will produce the questions.</p> <p>A call out for volunteers to run the bar/help serve food will be made in due course. It was agreed that to assist when distributing the food that one representative from each table should be called to collect their table's food.</p> <p>Numbers and number of teams to be agreed and reported at the next meeting.</p>	Call-out for volunteers	MB/LM
14.	<p><b>To discuss options regarding the Queen's Jubilee in June 2022 and agree action</b></p> <p>It was noted that the official stance from the Palace is:-</p> <p>2<sup>nd</sup> June – Beacon lighting.</p> <p>3<sup>rd</sup> June – Church service.</p> <p>4<sup>th</sup> June – Party/concert.</p> <p>5<sup>th</sup> June – Jubilee lunch.</p> <p>The following was proposed:-</p> <p>2<sup>nd</sup> June – Peace Park Beacon lighting (check HJ Horticulture availability).</p> <p>3<sup>rd</sup> June – Promote local church service.</p>		

	<p>4<sup>th</sup> June – Live stream the Palace’s concert in the Peace Park (check with Moore Audio) encourage families to bring their own picnics, perhaps provide children’s entertainment.</p> <p>5<sup>th</sup> June – Advertise and encourage local street parties.</p> <p>It was agreed that the above proposal should be costed and brought back to the next meeting.</p>	Cost the proposal	MB/LM
15.	<p><b>To discuss “Run Your Town” and agree action</b></p> <p>It was agreed to withdraw from Run Your Town.</p>	Advise accordingly	MB
16.	<p><b>To discuss community litter picks and agree frequency of events</b></p> <p>It was noted that the recent litter pick was a great success. It was agreed to hold quarterly litter picks – January, April, June and September.</p>		
17.	<p><b>To note Cllr Carter’s upcoming events and agree action if required</b></p> <p>Best of British Music Night: 77 tickets sold. C Wilcox to check whether the Town Band have sold their 20 tickets. The bar will be run by Cllr Cribb and M Barfield.</p> <p>2 x volunteers (Sue &amp; Gordon) will be present to help with tickets and seeing people to their seats. L Latimer has advised that she can also help. It was agreed to purchase large bottles of wine, to be sold either by the bottle or by the glass. M Barfield to organise refreshments.</p>	Purchase refreshments	MB
18.	<p><b>To receive a verbal update on recruitment to the Events &amp; Community Engagement vacancy</b></p> <p>Cllr Wilcox advised that a lady (Debra Garland) has been appointed and has accepted the position. She will start w/c 17<sup>th</sup> January 2022.</p>		
19.	<p><b>To note the following items for future agendas:</b></p> <ul style="list-style-type: none"> <li>• Civic Service</li> <li>• Resident’s Survey</li> <li>• Queen’s Jubilee</li> </ul>		
20.	<p><b>Clerk’s Report (for noting)</b></p> <ul style="list-style-type: none"> <li>• The Town Guide has now been distributed.</li> <li>• The Town Council was awarded £4,509.75 as part of the Welcome Back Fund. (M Barfield gave a breakdown of what the money could be used for – as detailed in the initial proposal). Regarding video and drone footage, it was suggested that Epic Media UK (based in Thrapston) could be used. It was also suggested that the footage could include the history of the town and made into a story.</li> </ul>		
21.	<p><b>Chairman’s Comments</b></p> <ul style="list-style-type: none"> <li>• Cllr Wilcox suggested for a future agenda to include Tours of the Town.</li> <li>• Cllr Wilcox made reference to the Dog Warden reports that we receive.</li> </ul>	Future Agenda	MB
	<p><b>There being no further business the meeting closed at 21:02.</b></p>		

Signed .....

Dated .....