

THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

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**If you require a large print copy please contact the Clerk
on 01832 734673**

24th December 2021

To Members of the Events and Community Engagement Committee

You are hereby invited to attend the Meeting of the Events & Community Engagement Committee at Thrapston Town Council, 77 High Street, Thrapston NN14 4JJ on **Wednesday 12th January 2022 at 7.15pm** for the purpose of transacting the following business.

Members of the public are invited to attend and may address the Council by prior arrangement. The Public are excluded from any items marked with an *. The Press are welcome to attend but will be excluded from any items marked with an *

L Marshall

Linda Marshall
Proper Officer

AGENDA

No.	Item	By whom	Time
1.	Apologies for Absence	Chairman	Items 1-2 3 minutes
2.	Declaration of Interest (Members should disclose any interests in the business to be discussed on this Agenda and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business. Declarations must be made verbally at the appropriate time as well as entered in the Interest Book)		
3.	Public Open Time (Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting)	Chairman	15 minutes
4.	To receive and note the updated Budget for the Christmas Festival	Chairman	5 minutes

5.	<p>To discuss the following topics in relation to the Christmas Festival 2021 and agree action where required:-</p> <ul style="list-style-type: none"> • Event Date • Event Planning / Organisation • Sponsorship (Side Stall Games) • Sponsorship (Other) • Food Vendors • Fees and Charges • Road Closure • Staffing • Councillors & Volunteers • Stage Acts • Advertising/Promotion • Expenses • Insurance • Risk Assessments • Booking Forms & Cancellation Policy • Contingency Plans • Other (not covered above) 	Chairman	1 hour
6.	To receive correspondence with a request for compensation from one of the food vendors together with correspondence from our solicitor and agree action	Chairman	10 minutes
7.	To determine whether any other donations/payments should be made from the Christmas budget	Chairman	10 minutes
8.	To note the date of the next Events & Community Engagement Committee meeting	Chairman	5 minutes

~ End ~