

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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**Minutes of the Meeting of the Events & Community Engagement Committee  
held on Tuesday 23<sup>rd</sup> August 2022 at 7:30pm at Town Council Office, 77 High Street,  
Thrapston NN14 4JJ**

**Present: Cllr Wheeler (Chairman), Cllr Cairns, Cllr Cribb, Cllr Glover,  
Cllr Twigger**

**In attendance: Debra Garland (Events & Community Engagement Co-ordinator)**

No.	Item	Action	By Whom
1.	<b>Apologies for Absence</b> Cllr Latimer and Cllr Wilcox had tendered their apologies which were accepted.		
2.	<b>Declaration of Interest</b> None.		
3.	<b>Public Open Time</b> None.		
4.	<b>Resolution: To approve the Minutes of the Events and Community Engagement Committee meeting dated 28<sup>th</sup> June 2022.</b> It was <b>agreed</b> that the Minutes of the Events and Community Engagement Committee meeting dated 28 <sup>th</sup> June 2022 be confirmed as a true record.		
5.	<b>Resolution: To approve the Minutes of the Events and Community Engagement Committee meeting dated 26<sup>th</sup> July 2022.</b> It was <b>agreed</b> that the Minutes of the Events and Community Engagement Committee meeting dated 26 <sup>th</sup> July 2022 be confirmed as a true record.		
6.	<b>To receive a report regarding the Youth Forum and agree any items requiring consideration</b> Next meeting due to take place on 13 <sup>th</sup> September. There will be a handover during this meeting from last year's members to those joining the Youth Forum (current 16-17 year olds). Cllr Wheeler to be invited to a future meeting.		
7.	<b>To receive a report regarding the Party in the Park and agree action</b> Grant awarded for £500 from Nene Valley Festival Grant Scheme. <b>Agreed</b> that £400 from the Party in the Park budget	Create report for Finance Committee to vire funds	Events Co-ordinator

	<p>to be vired to Christmas Festival budget and remaining to go towards refreshments for volunteers. Council staff, councillors and volunteers to be contacted regarding hours they can volunteer at the event and briefing document to be circulated. The Haemophilia Society to have a tent. <b>Agreed</b> for leaflets promoting Cransley Hospice's Star Walk to be in Thrapston Town Council tent.</p>	<p>Councillors, staff and volunteers to be contacted for convenient hours and briefing document circulated</p> <p>Organise how many gazebos are required for the event</p>	<p>Events Co-ordinator</p> <p>Events Co-ordinator</p>
8.	<p><b>To receive a report regarding the Christmas Festival and agree action</b> Suggestions sent over from June Davy of how St James' Church can be involved on the Sunday. <b>Agreed</b> for this to be the Lantern Walk in the evening, with lanterns being made in the church on the Saturday during the light switch-on event. Refreshments and mince pies to be available in the church on Sunday. <b>Agreed</b> that Thrapston Town Council will promote the event on social media, with posters and on the Thrapston Town Council website. <b>Resolved</b> for the children's goodie bags to include: - Activity book - Crayon pack - Candy cane - Reindeer food packet Farm and Garden to sponsor the 'Reindeer food' and provide the bird seed. Promotion for them through a sticker, purchased by Thrapston Town Council. Personalised stamps to be purchased for the envelopes. <b>Agreed</b> that 250 goodie bags will be made. Youth Forum to be asked to help with making up the goodie bags prior to the event and volunteering at the event. <b>Resolved</b> for fairground rides to remain at £1 a ride with agreement for supplier to keep 100% of profits from the event. Dimensions required for the bouncy castle inflatable course to ensure that it is positioned correctly in the High Street and doesn't cause any obstructions.</p>	<p>Contact June Davy regarding Lantern Walk on Sunday 27<sup>th</sup> November</p> <p>Create artwork for the Lantern Walk</p> <p>Confirm sponsorship with Farm and Garden</p> <p>Order items for children's goodie bags</p> <p>Contact Ian Taylor regarding fairground ride price</p> <p>Contact bouncy castle supplier for dimensions</p>	<p>Events Co-ordinator</p> <p>Events Co-ordinator</p> <p>Events Co-ordinator</p> <p>Events Co-ordinator</p> <p>Events Co-ordinator</p> <p>Events Co-ordinator</p>
9.	<p><b>To receive a report on all other 2022 events and agree action</b></p> <ul style="list-style-type: none"> <li>- <b>Fireworks</b></li> <li>- <b>Remembrance</b></li> <li>- <b>Pantomime</b></li> </ul> <p>Confirmed from firework supplier that access will be required on to the football pitch from 1pm at the latest on Saturday 5<sup>th</sup> November. Fixtures for the season still to be announced but discussed option of reversing fixtures to enable access on the Saturday for firework supplier and Facilities team.</p> <p>Meeting about Remembrance services taken place with Matt Elmer and Ian Byrnes from the Royal British Legion. Format for all Remembrance services to be circulated to Full Town Council. Thrapston Town Band confirmed for Remembrance Sunday service.</p>	<p>Contact the Sports Association regarding firework set up</p> <p>Circulate format document to Full Town Council</p>	<p>Events Co-ordinator</p> <p>Events Co-ordinator</p>
10.	<p><b>To discuss staff payments for working at events and agree action</b></p>		

	<b>Agreed</b> for agenda item to be taken to Personnel Committee. Decision to be made of the rate of pay per employee and clarifying what the 'role' at events is.	Defer item to Personnel Committee for clarification	Events Co-ordinator
11.	<b>To receive costs for a PA system and to determine if beneficial to the Council, and agree action</b> Agreed for item to be deferred to the September Events and Community Engagement Committee meeting for Cllr Wilcox's input.	Add item to September agenda	Events Co-ordinator
12.	<b>To discuss community engagement ideas and agree action</b> <ul style="list-style-type: none"> <li>- Windsor Drive tree planting</li> <li>- Resident Survey</li> <li>- Any other ideas from the Committee</li> </ul> <b>Agreed</b> for Windsor Drive tree planting to be deferred to the Planning and Asset Management Committee for clarification on what would be required from the Events and Community Engagement Co-ordinator, as well as any budgetary requirements. Report to be created by the Planning and Asset Management Committee for the Event and Community Engagement Committee to review.  Resident Survey to be drafted and circulated to FTC for feedback.	Planning and Asset Management Committee to add item to the agenda  Resident Survey for Thrapston to be drafted	Events Co-ordinator  Events Co-ordinator
13.	<b>To discuss initial budget requirements for 2023/24 and agree action</b> Discussed events for 2023/24. <b>Agreed</b> that Party in the Park, Christmas Festival, fireworks and litter picks are to be confirmed for 2023/24. Turnover for Christmas pantomime to be looked at and taken to future meeting for discussion whether to book for December 2023. <b>Agreed</b> for 10% to be added to 2021/22 budgets for the next year.	Obtain pantomime figures and add to future agenda for discussion re. budgets	Events Co-ordinator
14.	<b>Clerk's Report (for noting)</b> None.		
15.	<b>Chairman's Comments</b> None.		
	<b>There being no further business the meeting closed at 21:10.</b>		

Signed .....

Dated .....