

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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on 01832 734673**

**Minutes of the Meeting of the Events & Community Engagement Committee  
held on Tuesday 27<sup>th</sup> September 2022 at 7:30pm at Town Council Office, 77 High Street,  
Thrapston NN14 4JJ**

**Present: Cllr Wilcox (Chairman), Cllr Glover, Cllr Latimer, Cllr Twigger,  
Cllr Wheeler, David Manning [19:42]**

**In attendance: Debra Garland (Events & Community Engagement Co-ordinator), Linda  
Brodier (Town Clerk)**

No.	Item	Action	By Whom
1.	<b>Apologies for Absence</b> Cllr Cairns and Cllr Cribb had tendered their apologies which were accepted.		
2.	<b>Declaration of Interest</b> None.		
3.	<b>Public Open Time</b> None.		
4.	<b>To approve the Minutes of the Events and Community Engagement Committee meeting dated 23<sup>rd</sup> August 2022</b> It was <b>resolved</b> that the Minutes of the Events and Community Engagement Committee meeting dated 23 <sup>rd</sup> August 2022 be confirmed as a true record.		
5.	<b>To receive a report regarding the Youth Forum and agree any items requiring consideration</b> Meeting with new Youth Forum members is yet to take place.		
6.	<b>To receive a report for the cancelled Party in the Park and agree action</b> Event cancelled due to the passing of Her Majesty Queen Elizabeth II. Feedback given to Cllr Wilcox from residents was whether the event was going to be rescheduled. <b>Resolved</b> that £465.41 of unused budget from the event be vired to the Christmas Festival, with the remaining £3,000 to be ring fenced for a possible royal Coronation in spring 2023. Cllr Wilcox expressed his thanks to the businesses who had moved their bookings to the Christmas Festival.	Prepare a report for the Finance Committee to vire funds to the Christmas Festival and Earmarked Reserves	Town Clerk

7.	<p><b>To receive a report regarding the Christmas Festival and agree action</b></p> <p>Santa and the sleigh confirmed through the Cricket Club. Lantern Walk, organised by St James' Church, to be confirmed with June Davy.</p> <p>Three of the five side stalls available have been provisionally booked by local businesses.</p> <p>Discussed for Arty Designs face painting to be set up in the library during the event. [David Manning arrived 19:42].</p> <p><b>Resolved</b> for the three indoor craft stalls who have submitted an application to be confirmed. <b>Agreed</b> that a second indoor market could be held in St James' Church Hall if there are a lot of applications.</p> <p><b>Agreed</b> for Magic Mirror Parties to attend due to Party in the Park being cancelled. All costume characters to have collection buckets.</p> <p><b>Agreed</b> for Prince William School concert and jazz band to play on the main stage. David Manning to confirm entertainment plan and present to Committee at October's meeting.</p> <p>Volunteers to be confirmed and a schedule created, to be agreed at October meeting.</p> <p>Christmas tree light switch on to be put to nominations within the community and publicised on social media, noticeboards and in Thrapston Life.</p> <p>Sponsorship opportunity enquiry from DSV received by the Council. <b>Agreed</b> to meet with DSV representative to discuss further with list of sponsorship options for the event given. Further sponsorship for the event to be sourced.</p> <p><b>Agreed</b> for a sponsorship policy document to be drafted for all sponsors to sign, detailing conditions of the sponsorship.</p> <p><b>Resolved</b> for £60 to be spent on the Elf costumes (as requested by Jo Thomas).</p>	<p>Contact June Davy regarding Lantern Walk on Sunday 27<sup>th</sup> November</p> <p>Confirm side stall sponsorship</p> <p>Stage entertainment report to be created</p> <p>Create schedule for staff and volunteers</p> <p>Nominations for Christmas tree light switch on to be publicised</p> <p>Businesses approached for sponsorship opportunities</p>	<p>Cllr Wilcox</p> <p>Events Co-ordinator</p> <p>D. Manning</p> <p>Events Co-ordinator</p> <p>Events Co-ordinator</p> <p>Events Co-ordinator</p>
8.	<p><b>To receive a report on all other 2022 events and agree action</b></p> <ul style="list-style-type: none"> <li>- <b>Litter pick</b></li> <li>- <b>Mayor's Evening of Music</b></li> <li>- <b>Fireworks</b></li> <li>- <b>Remembrance</b></li> <li>- <b>Pantomime</b></li> </ul> <p>Cllr Wilcox and Debra Garland confirmed to attend the litter pick on Saturday 22<sup>nd</sup> October. Wombles and other local community litter pick groups to be contacted for their involvement.</p> <p>Thrapston Town Band contacted for a set list for the concert. Call out for volunteers to assist with the bar on the evening. Linda Brodier confirmed.</p> <p>Set up to take place for fireworks from 1pm on Castle Playing fields.</p> <p>Format for Remembrance services created and this to be circulated to Full Town Council.</p> <p><b>Resolved</b> for pantomime tickets to be priced at £3 for adults and £1 for children.</p>	<p>Contact local litter pick groups</p> <p>Confirm volunteers for music evening</p> <p>Facilities team to be informed of set up times for fireworks for fencing</p> <p>Remembrance format to be circulated to Full Town Council</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 costs for a PA system and to determine if beneficial to the Council, and agree action</b></p> <p>Two options for a PA system presented to the Committee. Discussed for this to be used for smaller events arranged by the Council, which could include beacon lightings and proclamations.</p> <p>Concerns raised from Councillors included maintenance costs, where it would be used and where the system would be stored.</p> <p><b>Resolved</b> for Moore Audio to continue providing the audio equipment and services, and for the Council to not purchase their own PA system at the moment.</p>	2023/24 events to be looked at as to whether a Council-owned PA system is required	Events Co-ordinator
10.	<p><b>To discuss budget requirements for 2023/24 and agree action</b></p> <p>Noted that the Finance Committee had expressed for there to be no increase in costs for 2023/24.</p> <p><b>Agreed</b> for sponsorship to be sought for all events planned for 2023/24.</p> <p><b>Resolved</b> for Party in the Park event to be cancelled should there be a royal Coronation.</p> <p>Budget for 2023/24 <b>agreed</b> and to be submitted to the Finance Committee for approval – see attached at Appendix 1.</p> <p>Discussed LOL Theatre enquiring about putting on a show in October 2023 in the Plaza. <b>Agreed</b> for this not to be a Council event but for the company to book the Plaza themselves and the Council can advertise as a local event.</p>	Budget created for events to be presented to Finance Committee	Town Clerk
11.	<p><b>Clerk's Report (for noting)</b></p> <p>None.</p>		
12.	<p><b>Chairman's Comments</b></p> <p>None.</p>		
	<p><b>There being no further business the meeting closed at 20:53.</b></p>		

Signed .....

Dated .....

## Appendix 1

**Events and Community Engagement Committee****Budget 2022/23**

The current budget for Events & Community Engagement: -

<b>Events/Expenses</b>	<b>2022/23</b>
Christmas Event	£5,000
Queen's Jubilee	£2,000
Party in the Park	£5,000
Fireworks	£3,500
Pantomime	£650
Litter Picks	£50
Remembrance	£650
Town Guide Delivery	£285
Residents Survey	£750
<b>Events Total</b>	<b>£17,885</b>

**Budget Proposal 2023/24**

Following discussion at the Events & Community Engagement Meeting dated 27<sup>th</sup> September 2022, the following has been proposed: -

<b>Events/Expenses</b>	<b>2023/24</b>
Christmas Event	£5,000
Party in the Park/Coronation	£0
Fireworks	£3,500
Pantomime	£650
Litter Picks	£40
Remembrance	£800
<b>Events Total</b>	<b>£9,990</b>

It was recommended a budget figure of £9,990 be presented to the Finance & Resources Committee for consideration.