

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Craig Wheeler

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on 01832 734673**

**Minutes of the Meeting of the Events & Public Relations Committee  
held on Tuesday 11<sup>th</sup> April 2023 at 7:15pm at Town Council Office, 77 High Street, Thrapston  
NN14 4JJ**

**Present: Cllr Wilcox (Chairman), Cllr Cairns, Cllr Latimer, Cllr McGovern, Cllr Wheeler, Cllr  
Winter, Val Carter, Charlotte Croser**

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

No.	Item	Action	By Whom
1.	<b>Apologies for Absence</b> No apologies were received.		
2.	<b>To formally Co-opt Val Carter and Charlotte Croser onto the Committee</b> <b>Resolved</b> for Val Carter and Charlotte Croser to be co-opted onto the Committee.		
3.	<b>Declaration of Interest</b> None.		
4.	<b>Public Open Time</b> None.		
5.	<b>To approve the Minutes of the Events and Community Engagement Committee meeting dated 10<sup>th</sup> January 2023</b> It was <b>resolved</b> that the Minutes of the Events and Community Engagement Committee meeting dated 10 <sup>th</sup> January 2023 be confirmed as a true record.		
6.	<b>To receive a report regarding the Youth Forum and agree any items requiring consideration</b> Minutes from the meeting on 21 <sup>st</sup> March were received from Cllr Twigger. Noted to include the Youth Forum in discussions with Nene Valley Park Project regarding the makeshift BMX track in Washington Woods.	Cllr Twigger to be contacted for BMX track to be added to the next Youth Forum agenda  Minutes from the Youth Forum meeting to be circulated to Councillors	Events Co-ordinator  Events Co-ordinator

7.	<p><b>To receive a report on The King's Coronation event on Saturday 6<sup>th</sup> May 2023</b> Report received and noted.</p> <p><b>Discussed</b> for the portable toilets to be secured overnight on Friday by Facilities prior to the event on Saturday. High Street bunting and lamp post signs to be erected by Facilities team. High Street businesses to be approached again for special offers for the day, as well as Farmer's Market vendors.</p> <p><b>Discussed</b> need for a compere for the event. David Manning to be asked.</p> <p>Volunteers for the event to be finalised and running order sent out to volunteers.</p>	<p>Facilities team to organise to secure toilets and town decorations.</p> <p>High Street businesses to be spoken to and Farmer's Market posts to be shared on social channels</p> <p>Speak to David Manning about compering event</p> <p>Call out to Councillors for volunteering</p>	<p>Events Co-ordinator</p> <p>Events Co-ordinator</p> <p>C Wilcox</p> <p>Events Co-ordinator</p>
8.	<p><b>To receive a report on all planned 2023 events and agree action</b></p> <ul style="list-style-type: none"> <li>- <b>Abba Tribute Night</b></li> <li>- <b>Fireworks</b></li> <li>- <b>Christmas Festival</b></li> <li>- <b>£10 voucher for volunteers</b></li> </ul> <p><b>Discussed</b> other events and pricing in the town when stalls are offered. <b>Resolved</b> for £15 per table to be the fee for indoor craft market stall holders. <b>Agreed</b> for all volunteers to receive a £10 refreshment voucher.</p> <ul style="list-style-type: none"> <li>- <b>Pantomime</b></li> </ul>		
9.	<p><b>To receive a report on the Resident Survey and agree action</b></p> <p>Survey questions were circulated prior to the meeting.</p> <p><b>Discussed</b> that the survey was too long and the demographic questions should be moved to the end and made optional.</p> <p><b>Discussed</b> option of having an incentive for those completing survey such as a High Street voucher.</p> <p><b>Discussed</b> for some questionnaires to be in the Thrapston Town Council gazebo at the Coronation event to gauge interest.</p>	<p>L Brodier to report back on results from her survey</p> <p>List to be compiled detailing how survey would be distributed to all demographics</p> <p>Events section of survey to be available for the Coronation</p>	<p>L Brodier</p> <p>Events Co-ordinator</p> <p>Events Co-ordinator</p>
10.	<p><b>Discuss warm facility options within the town for the winter</b></p> <p>Meeting to be arranged with St James' Church, Baptist Church and the Library for discussion regarding this coming winter. Need for 'cold space' to be discussed too.</p> <p><b>Discussed</b> whether the Plaza should be offered for any hot spells over the summer.</p> <p>Local groups to be contacted to see if there are gaps in days that can be covered.</p>	<p>Arrange meeting to discuss warm/cold facility</p>	<p>Events Co-ordinator</p>

11.	<p><b>Clerk's Report (for noting)</b>  <b>Discussed</b> request from Laugh Out Loud theatre company for a September/October run of Alan Bennett's 'Talking Heads'. <b>Agreed</b> for Events Co-ordinator to request further information and circulate to Committee.  <b>Discussed</b> recent Community Speed Watch and feedback given on the last 14 shifts.</p>	Plaza availability and costings to be confirmed	Events Co-ordinator
12.	<p><b>Chairman's Comments</b>  Cllr Wilcox expressed his thanks to all for attending.</p>		
	<p><b>There being no further business the meeting closed at 20:09.</b></p>		

Signed .....

Dated .....

DRAFT