

THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

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**Minutes of the Meeting of the Events & Community Engagement Committee
held on Tuesday 27th July 2021 at 7:15pm at Souster Youth Hall**

**Present: Cllr Wilcox (Chairman), Cllr Carter, Cllr Cairns, Cllr Cribb,
Cllr Latimer, Charlotte Croser and David Manning (from 7:18pm)**

In attendance: Melanie Barfield (Events & Community Engagement Co-ordinator)

No.	Item	Action	By Whom
1.	Apologies for Absence Cllr Charles and Cllr Twigger had tendered apologies, which were accepted.		
2.	Declaration of Interest Charlotte Croser declared a standing declaration of interest due to owning a business on Thrapston Street. Cllr Latimer previously declared standing declarations of interest due to her involvement with Thrapston Foodbank, Thrapston Dreamers and Thrapston Sports Association.		
3.	Public Open Time None.		
4.	Resolution: To approve the Minutes of the Events and Community Engagement Committee meeting dated 25th May 2021 It was resolved that the Minutes of the Events and Community Engagement meeting dated 25 th May 2021 be confirmed as a true record.		
5.	To receive a report from the Volunteer Action Representative and agree any items requiring consideration Report noted		
6.	To receive a report from the CHAT Representative and agree any items requiring consideration It was noted on the report that CHAT would like to operate a drop-in for Thrapston for 11 to 18-year-olds. It was suggested that the Souster Hall could be suitable as a venue for these sessions.	Discuss potential venue with CHAT & Souster Youth	Cllr Cribb, Cllr McGovern
7.	To note the planned Events calendar for 2021-22 The 2021-22 Events Calendar was noted. Party in the Park Saturday 18th September 2021 Fireworks Friday 5th November 2021 Remembrance Sunday 14th November 2021 Christmas Festival Saturday 27th November 2021		

	Pantomime Saturday 4th December 2021 Quiz & Chips Saturday 22nd January 2022 TBC Mayor's End of Year Event Saturday 19th March 2022 Civic Service TBC		
8.	<p>To discuss plans for Party in the Park and agree action including regarding additional entertainment Saturday 18th September, 2pm – 8pm Cllr Wilcox will compere, Cllr Carter will address guests. Running order: 2pm Fifth Dimension, a local band who have offered to play free of charge 3pm – Kids disco organised by Moore Audio 4pm – VIVID, a professional events band playing until 8pm VIVID will play 3 x 1h sets. Additional entertainment was discussed, including face paints/henna tattooists and circus skills. Measures will be in place to ensure the event is as COVID-secure as possible. Some options such as a tin can alley were deemed too challenging due to the potential need for sanitising equipment between turns. A bubble machine will be sourced, to be used during the children's disco. We will promote local business offers and continue to engage with businesses to highlight the opportunity for promotion via our Facebook page and town app. First Responders have offered to provide the First Aid provision for the event.</p>	<p>Investigate & book additional entertainment</p> <p>Source equipment</p> <p>Engage with businesses</p> <p>Check requirements</p>	<p>E&CE Co-ordinator</p> <p>E&CE Co-ordinator E&CE Co-ordinator</p> <p>E&CE Co-ordinator</p>
9.	<p>To discuss plans for the Christmas Festival and agree action, including: Timings of the event including road closure The event will run from 3pm – 6pm, with the tree lights switch on at 5:30pm. The road closure will be 1pm – 8pm. The stage and marquee set-up will begin at 11am on the market cobbles. Prices will be sought for a 5-long stretch plus a 3-long stretch of marquee provision, with lighting.</p> <p>Fairground and entertainment Taylor's Amusements will be invited to attend the event, including their sweets/donuts/candyfloss stalls. Enquiries will be made regarding a Ferris wheel, though it is expected that time and space restraints may make this challenging. A split of attractions at each end of the road would be preferable. David Manning will investigate the availability of stage acts. He will also act as compere on the day. Father Christmas will be invited to attend the event and the Sports Association will be asked to bring their sleigh for Santa's grotto. It was queried whether an enhanced DBS check is in place/should be required. Cee Mascots will be asked to provide walkabout costumes.</p> <p>High Street stalls Food and drinks vendors will be sought for the High Street. All paperwork, payment, etc will be dealt with by the Town Council office.</p> <p>Plaza use Cllr Carter will run a refreshments bar inside the Plaza including mulled wine. Proceeds will go to her chosen charity Northamptonshire Domestic Abuse Service. Tables and chairs will be put out in the hall.</p>	<p>Book road closure and gain quote for marquees</p> <p>Liaise with Ian Taylor</p> <p>Organise stage acts</p> <p>Invite Santa, sleigh, investigate DBS requirements</p> <p>Enquire about costumes, sizes</p> <p>Source suitable vendors for High Street</p>	<p>E&CE Co-ordinator</p> <p>E&CE Co-ordinator</p> <p>David Manning</p> <p>E&CE Co-ordinator</p> <p>E&CE Co-ordinator</p> <p>E&CE Co-ordinator</p>

	<p>Budget The need for sponsorship was discussed. Businesses will be invited to sponsor and 'man' each of the side stalls, at a sponsorship cost of £95 per stall. As in previous years sponsors will be expected to provide prizes and to man their stall. Interest has been expressed by a previous sponsor. They will be invited to sponsor the children's craft tent.</p> <p>The First Responders offered to provide First Aid cover for the event and will be offered use of the Town Council office. It was highlighted that various groups could be invited to attend the event as volunteers, including the Youth Forum and Duke of Edinburgh candidates.</p>	<p>Respond to sponsorship enquiry, prepare sponsorship pack</p> <p>Confirm with First Responders</p> <p>Invite volunteers</p>	<p>E&CE Co-ordinator</p> <p>E&CE Co-ordinator</p> <p>E&CE Co-ordinator</p>
10.	<p>To receive an update regarding the 2021 Fireworks event and to discuss and agree action regarding securing a Fireworks provider for 2022 and beyond It was resolved to accept the quotation from 1605 Fireworks to provide a fireworks display on Saturday 5th November 2022 with a price increase capped at 10%.</p>		
11.	<p>To receive an update from the Chairman of the Town Council Cllr Val Carter regarding her chosen charity and agree action if required Cllr Carter fed back on a meeting with Gretchen of Northamptonshire Domestic Abuse Service (NDAS). Consideration will be made regarding how best to incorporate promotion of, and fundraising for, NDAS when planning all of the Town Council's events. Cllr Carter hopes to have a tombola/raffle stall at the Party in the Park to raise funds and awareness. It was suggested that Cllr Carter make links with a local PCSO who has a particular interest in raising awareness of Domestic Abuse and recently trained local hairdressers in the 'Cut it Out' project.</p>	<p>Make contact with PCSO</p>	<p>E&CE Co-ordinator</p>
12.	<p>To discuss and agree action regarding a town wide Residents Survey The Committee wishes to research what has been done in other local towns and by East Northamptonshire Council, including seeing sample questionnaires and to find out what the response rate/lessons learned were.</p>	<p>Research other town surveys, add to future agenda</p>	<p>Events&CE Co-ordinator</p>
13.	<p>To receive a verbal report regarding a town litter pick and agree action if required A litter pick was arranged for Tuesday 3rd August at 10am. North Northamptonshire Council has agreed to provide picking sticks, bag hoops, high visibility vests and litter bags. They will collect the waste free of charge.</p>	<p>Advertise event, purchase extra equipment if required</p>	<p>Events&CE Co-ordinator</p>
14.	<p>To receive a verbal report regarding 'Run Your Town' The run has been postponed until the Spring.</p>	<p>Add to future agenda</p>	<p>Events&CE Co-ordinator</p>
15.	<p>To note the official schedule for the Queen's Platinum Jubilee in 2022 as reported on www.royal.uk/platinum-jubilee-central-weekend The official schedule for June 2nd – 5th 2022 was noted.</p>	<p>Add to future agenda</p>	<p>Events&CE Co-ordinator</p>
16.	<p>To discuss ways to engage with the Youth Forum and agree action It was suggested that the Youth Forum be invited to participate in organising elements of the Christmas event, such as one or more of the side stall activities or some of the stage slots. It was highlighted that until term begins again in September there is currently no Youth Forum in operation.</p>		

	<p>It was noted young people in Thrapston attend schools other than Prince William School and therefore consideration should be made to include other local High Schools with students from Thrapston in the Forum. Several suggestions were made about activities the Forum could help with, including wrapping Christmas gifts, litter picks, manning activities at the Christmas event, being given responsibility for filling a slot on the stage at Christmas.</p> <p>The Forum will be given use of the Plaza for their monthly meetings.</p>	Feed back to Youth Forum	Cllr Cribb
17.	<p>To review the draft amended Events budget for 2021-22 and agree action</p> <p>It was resolved to accept the recommended amendments to the Events budget for 2021-22 (Appendix 1).</p>		
18.	<p>Clerk's Report</p> <p>The beacon in the Peace Park has now been moved to a different location in the park, away from the children's play equipment so it is ready for the Jubilee lighting next year.</p>		
19.	<p>Chairman's Comments</p> <p>None.</p>		
	<p>There being no further business the meeting closed at 21:54pm.</p>		

Signed

Dated

The budget as agreed by FTC for 2021-22

Events Code 145	
Arts Festival with £500 contingency	2,500.00
Christmas Event	4,600.00
Fireworks	1,800.00
Movie Matinees	955.00
Street Party VE Day / Panto	600.00
Annual Town Meeting	350.00
Virtual Events	1,000.00
Civic Service	750.00
Events Total	12,555.00

Suggested amendments to budget

NB: Party in the Park has its own ringfenced budget of £9,250 due to Lottery funding

Events/Expenses	Amount already allocated	Information	Suggested amendments	Suggested new allocation
Arts Festival with £500 contingency	£2,500.00	No Arts Festival	-£2,500	£0
Christmas Event	£4,600.00	Lower income (no market)	+£400	£5,000
Fireworks	£1,800.00	Increased cost (fixed)	+£300	£2,100
Movie Matinees	£955.00	Postponed indefinitely	-£955	£0
Panto	£600.00		N/A	£600
Annual Town Meeting	£350.00	No in-person ATM	-£350	£0
Virtual Events	£1,000.00		-£1,000	£0
Civic Service	£750.00		N/A	£750
Town guide delivery	£0	Community Engagement	+£276.11	£276.11
Electrical improvements Peace Park	£0	Improved events power	+£613.87	£613.87
Residents survey	£0	Printing, delivery	+£750	£750
Remembrance (road closure)	£0	To allow safe parade	+£750	£750
Litter picking hoops, sanitiser	£0	For community litter picks	+£100	£100
New bollard covers	£0	Promote town & Town App	+£459	£459
Events Total	£12,555.00			£11,398.98