

THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

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on 01832 734673**

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

**Present: Cllr Wilcox (Chairman), Cllr Carter, Cllr Cairns (7:21pm), Cllr Twigger (7:18pm),
Charlotte Croser**

**In attendance: Melanie Barfield (Events & Community Engagement Co-ordinator),
Linda Marshall (Clerk to the Council)**

| No. | Item | Action | By Whom |
|-----|--|--------------------|----------------------|
| 1. | Apologies for Absence Cllr Charles, Cllr Latimer and David Manning had tendered their apologies which were accepted. | | |
| 2. | Declaration of Interest Standing declaration: Charlotte Croser owns a business on Thrapston Street. | | |
| 3. | Public Open Time None. | | |
| 4. | Resolution: To approve the Minutes of the Events and Community Engagement Committee meeting dated 31st August 2021 It was agreed to defer the approval of minutes until the following meeting. | Add to next agenda | E&CE Co-ordinator |
| 5. | To receive a report from the Volunteer Action Representative and agree any items requiring consideration None received. | | |
| 6. | To receive a report from the CHAT Representative and agree any items requiring consideration None received. | | |
| 7. | To discuss the proposal to increase circulation of Jigsaw magazine to incorporate surrounding villages and agree a recommendation to pass to the Finance & Devolution Committee It was felt that extending the reach of the magazine at an increased cost to the Town Council would not provide a benefit to Thrapston taxpayers. It was agreed that the Town Council should not cover any increased cost to the circulation but that the Committee does not object to the circulation being increased by Crest Publishing. | Notify Crest | E&CE Co-ordinator |

| 8. | <p>To review the planned calendar of events for 2022-23 and the 2021-22 budget expenditure at the half year point, and agree a budget recommendation for the 2022-23 year to pass to the Finance & Devolution Committee</p> <p>The 2021-22 budget expenditure at the half year point was noted.</p> <p>When considering the budget recommendations for the 2022-23 calendar year the Committee agreed to make the following recommendation to Finance & Devolution Committee.</p> <table border="1" data-bbox="240 600 970 969"> <thead> <tr> <th>Category</th> <th>Suggested allocation</th> </tr> </thead> <tbody> <tr> <td>Party in the Park</td> <td>£6,000</td> </tr> <tr> <td>Queen's Jubilee</td> <td>£2,000</td> </tr> <tr> <td>Christmas Festival</td> <td>£5,000</td> </tr> <tr> <td>Fireworks</td> <td>£3,500</td> </tr> <tr> <td>Pantomime</td> <td>£650</td> </tr> <tr> <td>Remembrance</td> <td>£650</td> </tr> <tr> <td>Town Guide Delivery</td> <td>£285</td> </tr> <tr> <td>Residents Survey</td> <td>£750</td> </tr> <tr> <td>Litter Picks</td> <td>£50</td> </tr> <tr> <td>Total</td> <td>£18,885</td> </tr> </tbody> </table> <p>It was agreed the Annual Town Meeting does not require a budget. It was confirmed that the Civic Service budget is under the Chairman's cost code.</p> <p>It was agreed not to buy Commemorative gifts for school children to mark the Queen's Jubilee. Proposed celebrations will be discussed at the next meeting.</p> | Category | Suggested allocation | Party in the Park | £6,000 | Queen's Jubilee | £2,000 | Christmas Festival | £5,000 | Fireworks | £3,500 | Pantomime | £650 | Remembrance | £650 | Town Guide Delivery | £285 | Residents Survey | £750 | Litter Picks | £50 | Total | £18,885 | <p>Pass budget recommendations for 2022-23 to the Finance & Devolution Committee</p> <p>Include Queen's Jubilee celebrations on future agenda</p> | <p>Clerk</p> <p>E&CE Co-ordinator</p> |
|--|--|----------------|---------------------------|--|--|-----------------|--------|--------------------|--------|-----------|--------|-----------|------|-------------|------|---------------------|------|------------------|------|--------------|-----|--------------|----------------|---|---|
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| Litter Picks | £50 | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £18,885 | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | <p>To discuss the recent Party in the Park, to note feedback, considerations for future events, and to agree how to use any outstanding monies from the budget</p> <p>The positive feedback from the public was noted. The following was noted for consideration when planning future events.</p> <table border="1" data-bbox="240 1485 970 2063"> <thead> <tr> <th>What went well</th> <th>Considerations for future</th> </tr> </thead> <tbody> <tr> <td>Safety on site Pre-event briefings for contractors No food/drink vendors on site (logistics, space, local business benefit, litter) Volunteer/band refreshments donated Posters, banners, advertising, pavement boards Business liaison (though more FB time needed) Vehicle parking behind stage Access to Thrapston House parking if needed</td> <td>Fire extinguishers More tables & chairs 2-5 more bins (had 10) Padlocks for toilets Briefing earlier in week Increase paid staff cover for setup/cleanup (gazebos) Professional DJ between sets Include swings on Risk Assessment (possibly tie up) Explore different live music options including tribute acts/brass band</td> </tr> </tbody> </table> | What went well | Considerations for future | Safety on site Pre-event briefings for contractors No food/drink vendors on site (logistics, space, local business benefit, litter) Volunteer/band refreshments donated Posters, banners, advertising, pavement boards Business liaison (though more FB time needed) Vehicle parking behind stage Access to Thrapston House parking if needed | Fire extinguishers More tables & chairs 2-5 more bins (had 10) Padlocks for toilets Briefing earlier in week Increase paid staff cover for setup/cleanup (gazebos) Professional DJ between sets Include swings on Risk Assessment (possibly tie up) Explore different live music options including tribute acts/brass band | | | | | | | | | | | | | | | | | | | | |
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| | Moore Audio liaised with bands direct regarding their needs | | |
| | It was agreed that the Clerk and Events & Community Engagement Co-ordinator will use remaining Party in the Park funds (circa £750) to purchase appropriate events related equipment for future use. | | |
| 10. | <p>To receive a report regarding the Fireworks event on 5th November and agree action if required</p> <p>It was agreed that the Sports Association can book and take pitch fees from vendors for the event, should they wish to. The Town Council will require copies of all Public Liability Insurance documents and Food Hygiene Certificates.</p> | Liaise with Sports Association regarding event | E&CE Co-ordinator |
| 11. | <p>To receive a report regarding the 2021 Remembrance services and agree action regarding road closure</p> <p>It was queried whether the road closure could be pushed back to 2pm, depending on the requirements of the community groups in attendance. Chevron may be able to provide poppy-related signs for the closure, if not the office can prepare some signage so that motorists are aware of why the road is closed.</p> <p>It was agreed that marshals will not be required, and that the closure will remain in place for the duration of the closure rather than reopening then reclosing, as previously discussed. This is in line with the recommendation of Colin Hicks at Chevron.</p> | Liaise with groups regarding event, change road closure start time if appropriate | E&CE Co-ordinator |
| 12. | <p>To receive a report regarding the Christmas Festival on Saturday 27th November 2021 and agree action if required</p> <p>It was agreed that the Town Council information stand should be inside the Plaza. High Street food and drink vendors will be charged £50 to attend. The First Responders will use the Town Council office as a base. It was agreed to defer further decisions regarding the Christmas Festival until the following meeting, for which a full report and updated budget will be prepared.</p> | | |
| 13. | <p>To receive a report regarding the Pantomime on Saturday 4th December and agree action if required, including consideration of Eventbrite charges</p> <p>It was agreed that tickets (£3/adult, £1/child) would be available from the office (cash/card) over the phone (card) and via Eventbrite, with the Eventbrite charges paid by the customer. Charlotte Croser will donate a prize and treasure map game for the event, monies raised going to the Mayor's Charity. Cllr Cairns will help to run the bar.</p> | Invite Councillors to support the event | E&CE Co-ordinator |
| 14. | <p>To receive a report regarding the Quiz & Chips on Saturday 22nd January 2022 and agree action if required</p> <p>Cllr Winter has been invited to be quizmaster. Ben's Chippy has been contacted about the event but has not yet confirmed availability.</p> | | |

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| 15. | <p>To note Cllr Carter's upcoming events and agree action if required</p> <p>A 'Best of British' music night takes place on Friday 12th November in support of Cllr Carter's chosen charity Northamptonshire Domestic Abuse Service (NDAS). Tickets are £6 and will be sold in the office (cash or card). Cllr Carter's volunteers will run a raffle. Waving flags will be available in return for donations to NDAS. Cllr Carter is holding a St Patrick's Day themed event on Saturday 19th March 2022.</p> | Save the date invitation to the updated Civic dignitaries list | E&CE Co-ordinator |
| 16. | <p>To note the following items for future agendas:</p> <ul style="list-style-type: none"> - Civic Service - Youth Forum - Residents Survey - Run Your Town <p>Noted.</p> | | |
| 17. | <p>Clerk's Report (for noting)</p> <p>The date of the upcoming Litter Pick was noted (9th October, 10am - 12 noon). The Town Guide updated proof has arrived and was circulated to some of the members. It will be delivered with the November issue of Jigsaw.</p> | | |
| 18. | <p>Chairman's Comments</p> <p>None.</p> | | |
| | <p>There being no further business the meeting closed at 21:54pm.</p> | | |

Signed

Dated