

THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

77 High Street,
Thrapston
Northamptonshire NN14 4JJ

Tel: (01832) 734 673

Email: clerk@thrapstontowncouncil.gov.uk

Website: www.thrapstontowncouncil.gov.uk



**If you require a large print copy please contact the Clerk
on 01832 734673**

**Minutes of the Meeting of the Events & Community Engagement Committee
held on Tuesday 23rd November 2021 at 7:15pm at Thrapston Town Council**

**Present: Cllr Wilcox (Chairman), Cllr Cairns, Cllr Carter, Cllr Charles [19:20], Cllr Cribb, Cllr Latimer,
Cllr Twigger, Charlotte Croser, David Manning**

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

No.	Item	Action	By Whom
1.	Apologies for Absence David Manning had tendered his apologies which were accepted. No other apologies were received.		
2.	Declaration of Interest Standing Declaration: Charlotte Croser owns a business on Thrapston High Street. Standing Declaration: Cllr Latimer is involved 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 3rd November 2021 It was resolved that the Minutes of the Events and Community Engagement meeting dated 3 rd November 2021 be confirmed as a true record.		
5.	To receive a report from the Volunteer Action Representative and agree any items requiring consideration No report received.		
6.	To receive a report from the CHAT Representative and agree any items requiring consideration No report received.		
7.	To receive a report regarding the Youth Forum and agree any items requiring consideration Minutes of latest meeting drafted for approval, but in summary Cllr Cribb advised that they talked about the		

	<p>Christmas Festival – with volunteers being available this evening for wrapping Santa gifts, on Saturday for the Festival and at the Treasure Island pantomime. Local transport issues were also discussed and the Youth Forum were advised of the Town Council’s conversation with NNC. Thanks were given to Cllr Cribb.</p>		
8.	<p>To discuss the recent Fireworks event on 5th November and note any considerations for future events It was noted that £2,300 had been raised for the Mayor’s Charity – it was a great success. Consideration to be given to whether councillors/staff are DBS checked (following the lost child incident). Following discussions it was agreed that if a similar situation arises in the future that two personnel be on hand to deal with the lost child and that a designated meeting point agreed. It was agreed that DBS checks would not therefore be necessary. Cllr Charles arrived at the meeting [19:20). The congestion on nearby roads was discussed. Marshalling to be included in the plans for next year’s event.</p>	<p>Agenda Marshalling When discussing fireworks 2022</p>	<p>Events Co-Ordinator</p>
9.	<p>To receive a report regarding the 2021 Remembrance services and note any considerations for future events Report noted. The events were well attended; it was a shame that the band were not able to attend. The issue with Chevron re-opening the road early was discussed and the Committee were advised of the outcome in that Chevron took full responsibility for the error and sent their apologies and have offered a reduction in the invoice. The Deputy Mayor advised that there needs to be clear guidance on holding the flag and what the protocol is to be in line with others. It was agreed that for next year a proper plan be in place for the different events of the day.</p>	<p>Guidance on flag holding for Remembrance 2022</p>	<p>Events Co-ordinator</p>
10.	<p>To receive a report regarding the Christmas Festival on Saturday 27th November 2021 and agree action if required Report noted. The budget was reviewed. Regarding lighting Moore Audio will providing lighting near Inspired Interiors throwing light over the inflatable. Moore Audio will also organise the heras fencing required. Some extra tables have been ordered from Big Top so each side stall has one table and there are six for the craft tent. Regarding side stall games, esp. throwing the bean bags, C Croser to bring tarpaulin for the floor to keep the bean bags clean. Consideration to be given for donations to other performing groups; to be agreed at the next meeting. Tubs of sweets will be provided for the side stall games; in line with Natasha’s Law a list of allergens will need to be displayed. Wheelie bins are being provided for rubbish collection. It was noted that there is a weather warning in place for high winds, sleet and rain: the office to call Big Top and Event Equipment Hire during the week leading up to the day to check they are happy with the predicted wind speeds – advice will also be taken from Big Top and the Stage on the day. King Bounce Alot also to be approached regarding the weather warnings.</p>	<p>Contact external providers regarding weather warning</p>	<p>Events Co-ordinator</p>

11.	<p>To receive a report regarding the Pantomime on Saturday 4th December and agree action if required Report taken as read. Agreed for volunteers to arrive at 2.00pm. It was noted that a number of civics will be attending. A briefing pack for volunteers to be made available. Jollys have offered the prize for the treasure island game.</p>	Prepare volunteer briefing pack for Pantomime	Events Co-ordinator
12.	<p>To receive a report regarding the Quiz & Chips on Saturday 22nd January 2022 and agree action if required Report noted. Tickets will go on sale 6th December; it was noted that already there have been a number of enquiries. Regarding volunteers, it was agreed to have four volunteers from the Youth Forum (fish and chip supper to be provide) with Linda Marshall and Craig Wheeler running the bar. Other committee members present will also help with the distribution of the supper. Consideration needs to be given to prizes – wooden spoon for the losing team and the Mayor will provide wine for the winners.</p>		
13.	<p>To discuss options regarding the Queen's Jubilee in June 2022 and agree action It was noted that HJ Horticulture have agreed to light the beacon on Thursday 2nd June 2021. Moore Audio has made enquiries for a video wall – (rough ball park figure £3,000-£4,000). The office was asked to obtain a second quote for a similar provision. It was noted that the next meeting will be January, so progress needs to be made on this event. As an alternative option to projecting the concert in the park, a street party down the High Street was suggested. Discussions took place on the type of event that the committee should be putting on. The office was asked to continue investigating the screen for the park.</p>	Investigate live-streaming of the Jubilee concert in the Peace Park	Events Co-ordinator
14.	<p>To discuss advertising for a bank of volunteers to help at events and agree action How do we get more people involved to help at events? The office was asked to provide numbers of councillors who have helped at recent events. Facebook Groups & Thrapston Area Volunteers was suggested to explore. It was noted that recruitment of volunteers will need to be managed. The Youth Forum and the PTA was also suggested for future events. The new Events Co-ordinator to be tasked with coming up with a strategy for volunteer recruitment.</p>	Explore volunteer recruitment	Events Co-ordinator
15.	<p>To set the date for the January 2022 community litter pick Agreed to be Saturday 29th January 2022.</p>	Organise litter pick	Events Co-ordinator
16.	<p>To note Cllr Carter's upcoming events and agree action if required Noted that the Best of British night has been rescheduled to 25th February (suggested Musicals and Proms) with St Patrick's Day event on Saturday 19th March – the band has been booked.</p>		
17.	<p>To note that there will be no Events & Community Engagement Committee meeting and that a review of the Christmas Festival will be included on the January agenda Noted.</p>		

18.	To note the following items for future agendas: <ul style="list-style-type: none"> • Civic Service • Resident’s Survey • Tours of the town 		
20.	Clerk’s Report (for noting) None.		
21.	Chairman’s Comments It was noted that it is Melanie’s last meeting. Thanks were given to Melanie for her hard work over the years.		
	There being no further business the meeting closed at 20:29.		

Signed

Dated

DRAFT