

# THRAPSTON TOWN COUNCIL

Mayor: Cllr Andy McGovern

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## Minutes of the Meeting of the Events and PR Committee held on Tuesday 8<sup>th</sup> October 2024 at 7.15pm at the Town Council Office, Thrapston

- Present:** Councillor Wilcox (Chairman)  
Councillor Lewis  
Councillor McGovern  
Councillor Shortland-Ford  
Val Carter  
Debbie Garland (Events & PR Manager)
- EPR/10/01 **APOLOGIES**  
Cllr Glover, Cllr Severn, Cllr Worley and Charlotte Croser had tendered their apologies which were accepted.
- EPR/10/02 **DECLARATION OF INTEREST**  
None.
- EPR/10/03 **PUBLIC OPEN TIME**  
None.
- EPR/10/04 **MINUTES**  
**To approve and sign as a correct record the minutes of the Events and Public Relations Committee meeting held on 9<sup>th</sup> July 2024.**  
It was **resolved** that the Minutes of the Events and Public Relations Committee meeting dated 9<sup>th</sup> July 2024 be confirmed as a true record.
- EPR/10/05 **YOUTH FORUM REPORT**  
**To receive a report regarding the Youth Forum and agree any items requiring consideration.**  
Debbie Garland gave a verbal update to the Committee. Mrs Joanne Bennett, Head of Sixth Form at Prince William School, has been in contact to say she will be standing down from the running of the Youth Forum. The Council are keen for this initiative to continue and options are currently being explored.
- EPR/10/06 **2024/25 EVENTS**  
**To receive a detailed report on all planned 2024/25 events and agree action.**
- EPR/10/06.1 **Party in the Park (wash up)**  
**Discussed** that the event was a great success with a good mix of music. Positive that acts and performers have expressed an interest in returning for future events. Improvements include having more time between acts and sound checks.
- EPR/10/06.2 **Fireworks**  
**Resolved** for £500 to be vired from Party in the Park to cover the costs of First Aid at the event.

- EPR/10/06.3 **Remembrance**  
Details from report noted. Emma Dugdale to contact community groups for their involvements in the parade. Information about the event to be sent to Councillors.
- EPR/10/06.4 **Christmas Festival**  
**Resolved** for £2,000 to be vired from Party in the Park budget to the Christmas Festival.  
**Agreed** for the light switch on to take place at 5pm, with carols on the main stage with Thrapston Primary School choir, Thrapston Town Band and Thrapston Plaza Opera and Friends. Pantomime characters to be asked if they would like to do walk-arounds.  
**Agreed** for Cllr McGovern and Cllr Wilcox to speak to local businesses as to whether they want to be involved.
- EPR/10/06.5 **Pantomime**  
Details from report noted.
- EPR/10/06.6 **Quiz and Chips**  
Details from report noted.
- EPR/10/07 **COMMUNITY ENGAGEMENT**  
**To receive a detailed report on community engagement.**  
Report received and noted.  
**Resolved** for volunteers to be recruited to help out at events.
- EPR/10/08 **EVENTS AND PUBLIC RELATIONS BUDGET**  
**To discuss and agree budget for 2025/26 events.**  
**Resolved** to accept the Finance and General Purposes Committee suggestion for the 2025/26 Events and PR budget at £20,000, however this is for Full Town Council to reconsider should funding not be available through the next financial year.
- EPR/10/09 **PROMOTION AND ENGAGEMENT**  
**Action from Minute EPR/07/08: To discuss promotion of Thrapston Town Council within the community.**  
**Agreed** for a Councillor Surgery to take place on Saturday 2<sup>nd</sup> November in the office to coincide with the monthly Farmer's Market in the town. Cllr Shortland-Ford and Cllr Wilcox have volunteered to attend. Future surgery dates to be agreed at the January Events and PR Committee meeting.
- EPR/10/09 **CLERK'S REPORT**  
**To receive and note the Clerk's Report.**  
No update given.
- EPR/10/10 **CHAIRMAN'S UPDATE**  
**To receive the Chairman's announcements and reports.**  
The Chairman thanked those for attending.

**There being no further business the meeting closed at: 20:31.**

Signed .....

Dated .....