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**Minutes of the Meeting of the Community Event Committee held on Monday 11<sup>th</sup>  
September 2023 at 6.30pm in Parsons Meade Community Centre**

**Present:-** Committee members : Cllr Hook (chair) Cllr Barker, Cllr Wilmshurst, Phil Foster  
Clerk- Fiona Young

Two members of the public attended the meeting, Steven Godfrey ( NIRT) and Matt Barker.

**23/34CE To receive any apologies for absence and approve reasons for absence**

Rev Griff and David Stone sent their apologies. The Chair explained that Colin Moore had resigned from the council and was therefore no longer a member of the committee.

**23/35CE To receive any pecuniary and non-pecuniary Declarations of Interest in respect of items on the agenda**

None received

**23/36CE Resolution to approve the minutes of the Annual Committee Meeting on**

**June 5<sup>th</sup> 2023**

It was **Resolved** to approve the minutes of the previous meeting.

**23/37CE Fireworks event**

1. Update on progress to date. The Chair updated the committee on the arrangements for the Fireworks display. The management plan and risk assessments have all been submitted to West Northants Council and a submission number has been received. This year the council has invested in better lighting and more security. The chair will check with the company providing the lighting that enough light will be available for the First Aid tent and the control tent. Thanks were given to David Stone who has kindly provided a map showing the plan for the site. The site plan was approved by all councillors. The Chair produced a draft schedule for the event day itself. It was agreed to ask that the Friends of west Hunsbury Parks close the car park to the public from 5pm and that this is advertised prior to the event day. The Chair asked Matt Barker for the insurance information from the two fire eaters. It was agreed that a litter pick of the event site would take place at 10am on Sunday Nov 5<sup>th</sup>.

The Chair explained that we have a new display manager this year as Simon is retiring from Titanium Fireworks.

2. Resolution to agree costs for First Aid provision

The Chair explained that two quotes had been received for First Aid cover. After some discussion it was **Resolved** to go with 2 X First Responders from RTC Medical who supplied the medical cover for the Jubilee event last year. The total cost for this would be £360.

3. Food vendors update

Cllr Barker reported that she had spoken to a company called 'The Number 1 Food People Ltd' about supplying a burger / chips/ hotdog van , the terms offered were 10% on all takings after the first £1500. It is believed that this is a large company who are experienced at dealing with 1000+ attendees and will be able to serve the food quickly.

There followed some discussion as to whether to choose the burger van or a van from a company called 'Howe Fish and Chips', they have offered to donate 7-10% of all takings. It was **Resolved** to book 'the Number 1 Food People Ltd' burger van for the event.

Really Awesome Coffee are also booked and may bring two vans.

4. To discuss using hand held card machines, resolution to agree action if needed.

It was **Resolved** that two handheld card machines will be ordered from Barclays at a cost of approx. £30 each. These will be used by two councillors at the entrances to take card donations.

5. Volunteers/marshalls

Matt Barker will provide a flyer asking for volunteers to help at the event, actual numbers will be confirmed at the October meeting and roles will be allocated.

6. Advertising /sponsorship/donations

The Chair advised the committee that Colin Moore had put out a request on Facebook for sponsorship of the event but there had been nothing forthcoming. It was agreed that Matt Barker would provide a poster to ask for local companies to sponsor the event, along with a poster asking for volunteers to help at the event. The clerk will put these flyers on the website and also on social media. Cllr Barker explained that she had spoken to a local company who maybe interested in sponsoring the event and she will speak to them again and get more details.

**23/38CE Future events 2023**

1. Heritage Weekend – FWHP & Ironstone Railway

Steven Godfrey from Northampton Ironstone Railway Trust explained that arrangements are well under way for the Heritage weekend. The railway will be running a diesel engine this coming weekend for the heritage event. Cllr Wilmshurst reported that everything is currently going to plan for the weekend, the Vikings will be setting up camp on the Friday and will be bringing a 22ft viking boat with them.

2. Remembrance week – poppies & display The Chair explained that the council still have the trellis and the netting that was used last year, this will be put up again next to the Remembrance bench, closer to the date requests will be made for poppies to go onto the display from the local school.

3. Christmas tree - The proposed installation date for the Christmas tree is November 30<sup>th</sup>, this will be confirmed after the main council meeting next week. The costs for the tree from Welford Christmas tree farm is as follows –

14ft tree £ 277, installation £375, £125 lights. It is thought that the lights from last year were put into storage but it is not known if these are usable.

It was **Resolved** to accept the above costings.

The Christmas tree will be lit early in December on a date to be agreed with St Benedicts Church.

4. Christmas fayre – St Benedict’s Church

This will be discussed at the October meeting.

5. Christmas carols – St Benedict’s Church

This will be discussed at the October meeting.

### **23/39CE Future events 2024**

1. D-Day celebration – June 2024

The 80<sup>th</sup> anniversary of D Day will take place on June 6<sup>th</sup> next year, the beacon will be lit on that day but an event on the weekend of June 8/9 is also being considered. A party in the park style event with music and dancing in the style of the 1940’s will be discussed. Steven Godfrey explained that it is also the 50<sup>th</sup> anniversary of the Northampton Ironstone Railway and they will be doing some events next year to mark this, it may be possible to combine the two events.

2. Other events

Cllr Barker suggested that the council should also consider a second event next year in addition to the D - Day event, the Clerk explained that the council budget must be considered and that this would be set later on this year. Suggestions for events should be presented to main council during the budget discussions.

### **23/40CE Survey results**

The Chair explained that the initial survey results have been sent to several local organisations plus local councillors, several suggestions were made as to who would be interested to receive the survey results, it was agreed that the Clerk would send them out.

**23/41CE Date of next meeting - Monday 16th October 2023** The Clerk explained that she is not available for the next meeting.