

**Minutes of the meeting of Desborough Town Council
held in Desborough Library (streamed online by Zoom) on Thursday 20 April 2023**

Councillors present: H Wood (Chair), A Coleman, D Cornwall, J French, J Gardiner, T Healy, D Larmour, B McElhinney, S Roberts (from item 190./22) , P Sawford, and A Window

Councillors not present: B Murphy-Ryan

Also present: sixteen members of the community, NNC Cllr Howes, PC1355 Horsburgh (to item 190./22), PCSO7050 Ellerby (to item 190./22), Ms S Joseph (Off The Streets NN) (to item 190./22), and G Thomson (Town Clerk)

184./22 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS FOR ABSENCE WHERE CONSIDERED APPROPRIATE

An apology for absence was received from Cllr Murphy-Ryan.

RESOLVED that:-

the apology be noted

185./22 TO NOTE ANY DECLARATIONS OF INTEREST FROM COUNCILLORS

No declarations of interest were made.

RESOLVED that:-

the information be noted.

186./22 TO DETERMINE ANY REQUESTS FOR DISPENSATION

It was reported that no requests for dispensation had been received.

RESOLVED that:-

the information be noted.

187./22 TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 16 MARCH 2023

Extracted from the report of the Town Clerk:-

The draft minutes of the meetings held on 16 March 2023 had been circulated.

RESOLVED that:-

- i) above minute 184./22 the words "and explained" to "meeting convened" be deleted; and,
- ii) the minutes as amended be approved and signed by the Chair.

188./22 TO CONSIDER POLICING MATTERS

The Chair welcomed PC1355 Horsburgh and PCSO7050 Ellerby, (representatives of the Police) to the meeting. Representatives of the Police, Councillors, and members of the public discussed policing matters including motorbike thefts and the policing of motorcycle nuisance. PC Horsburgh reported that contrary to popular belief there had been only five reports of motorcycle theft from Desborough in 2023.

RESOLVED that:-

- i) anyone who wishes to report a crime should do so directly to the Police and obtain an incident or crime number; and,
- ii) the information be noted.

189./22 TO RECEIVE A PRESENTATION FROM OFF THE STREETS

The Chair welcomed Ms S Joseph (Off The Streets NN) to the meeting. Ms Joseph outlined the background to the work of the charity and the need for bleed kits throughout the community. She referred to a recent training session which had not been well attended and it was suggested that wider publicity be given in future.

It was noted that the Council had funded school sessions as part of its support in 2022. It was suggested that consideration be given at the May Council meeting to funding the purchase of an additional ten bleed packs. Following a full discussion, the Chair thanked Ms Joseph for her contributions and it was

RESOLVED that:-

- i) the Council help to publicise future training sessions; and
- ii) consideration be given at the May Council meeting to funding the purchase of additional bleed packs.

190./22 TO HEAR REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

Extracted from the report of the Town Clerk:-

No decisions may be made in relation to this item.

A member of the public spoke about bleed kit training and the minutes of the last meeting. Another member of the public spoke about a planning application in relation to the Ise Valley which was to be considered at the forthcoming NNC Strategic Planning Committee meeting at which he sought the Council's support.

RESOLVED that:-

- i) **Councillor Gardiner be authorised to speak at the NNC Strategic Planning Committee on the Council's behalf; and,**
- ii) **the comments be noted.**

191./22 TO NOTE ANY REPORTS FROM COMMUNITY GROUPS AND REPRESENTATIVES

No reports were made.

RESOLVED that:-

the information be noted.

192./22 TO NOTE ANY REPORTS FROM NORTH NORTHAMPTONSHIRE COUNCILLORS

NNC Cllr Howes reported that NNC had received £1.49M additional funding to tackle potholes and requested that members of the public report potholes through StreetDoctor. He responded to questions and reported that about 50,000 people had subscribed to the full green waste scheme with another 6,000 to 8,000 had subscribed to the garden waste sack scheme which he said together came to about 32% of households. He added that nationally there was no trend for increases in domestic fly tipping of garden waste.

In relation to questions about children's services and the arm's length Children's Trust in Northamptonshire NNC Cllr Howes stated that the Trust had overspent the budget by £12M but that the level of the service had improved.

RESOLVED that:-

the information be noted.

193./22 SPECIAL MOTION - PREVIOUS RESOLUTION (EVENTS COMMITTEE)

Extracted from the report of the Town Clerk:-

In accordance with Standing Orders 7 and 9 the following motion by Councillor Coleman was notified to the Proper Officer and seven Councillors (Cllrs: Coleman, Gardiner, Healy, Larmour, Murphy-Ryan, Sawford, and Window) gave written notice of it.

Councillor Coleman will MOVE that:-

"the decision to invite Mr Hollobone MP to open the Coronation event on 7 May 2023 be revoked, and an alternative proposal for either a local community figure or no formal opening for the event be debated and agreed."

The Council is REQUESTED to consider the motion.

Cllr Coleman MOVED and Cllr Gardiner SECONDED and it was

RESOLVED that:-

the decision to invite Mr Hollobone MP to open the Coronation event on 7 May 2023 be revoked, and an alternative proposal for either a local community figure or no formal opening for the event be debated and agreed; and that the formal opening party be Cllr French as Chair of the Events Committee to introduce Cllr Wood as Chair of the Council to introduce Mr Hollobone MP to open the event.

194./22 TO RECEIVE A REPORTS FROM COMMITTEES AND PANELS**194.1./22 TO RECEIVE A REPORT FROM THE EVENTS COMMITTEE**

Extracted from the report of the Town Clerk:-

A meeting of the Events Committee took place on 30 March 2023 and determined a number of matters in relation to the Party in the Park celebration of the Coronation. Details of the decisions made are set out in Report No. 1. The Council is REQUESTED to note the report.

Cllr French gave an oral update on the arrangements for the Coronation celebrations. It was noted that some arrangements would change given prevailing circumstances. Cllr French was thanked for his work on the event and it was

RESOLVED that:-

the report be accepted and adopted.

194.2./22 TO CONSIDER FLAG FLYING

The Town Clerk reported that the Town Centre Partnership had indicated that it would not be funding the flying of flags to mark the Coronation but had indicated a wish for the Council to take over the responsibility and payment for flag flying and with it the ownership of the remaining flags, poles, and sockets. He added that he had been advised that some flags were in need of replacement and this would be the case each year. He confirmed that the one-off price charged by the contractor to erect and take down the flags was about £200 but the annual cost could be in the region of £2,000 plus the cost of replacement flags. It was reported that no information had been received as to whether or not flags would be flown for St. George's Day.

Following a full discussion it was

RESOLVED that:-

- i) the Town Clerk be authorised to commit the Council to funding the cost of flying flag's for St. George's Day in the event that the Town Centre Partnership was not funding it;
- ii) the Town Clerk make arrangements to have Union flags flown for the Coronation at the Council's expense, including the purchase of replacement Union flags if necessary; and,
- iii) the question of the Council accepting the responsibility and for flag flying and with it the costs, ownership of the remaining flags, poles, and sockets, be discussed at the May Council meeting.

195./22 TO CONSIDER THE MEMBERSHIP OF THE EVENTS COMMITTEE

Extracted from the report of the Town Clerk:-

The Committee was established with six Councillors and following recent resignations currently has three vacancies. The Council is REQUESTED to consider appointing Councillors to the Committee.

RESOLVED that:-

no appointment be made to the membership of the Committee.

**196./22 TO RECEIVE AND COMMENT ON MATTERS IN THE PLANNING AND LICENSING REPORT
196.1./22 TO CONSIDER COMMENTING ON PLANNING APPLICATIONS**

Extracted from the report of the Town Clerk:-

The Council is REQUESTED to consider making comment on any planning or licensing matter set out in Appendix A (any other applications notified before the meeting will be added to the list).

[NK/2023/0081](#) Buxton Drive (land off), Desborough (Avant Homes Midlands)
Proposed development: Variation of condition 2 of NK/2021/0237 in respect of approved plans
It was noted that there was already activity on the site and an objection was raised into the amended plans proposed.

[NK/2023/0138](#) 47 Station Road (land to the rear of), Desborough
Proposed development: Demolish corrugated structure and erect two storey building to provide 7no. self contained flats over two floors and loft floor

It was noted that the parking provision appeared to be below the minimum size and that the proposal represented an overdevelopment contrary to the conservation area.

RESOLVED that:-

comments be lodged accordingly.

196.2./22 TO CONSIDER COMMENTING ON POTENTIALLY SIGNIFICANT APPLICATIONS IN NEIGHBOURING PARISHES

Extracted from the report of the Town Clerk:-

The Council is REQUESTED to consider making comment on any planning or licensing matter set out in Appendix A (any other applications notified before the meeting will be added to the list).

RESOLVED that:-

no comment be made.

196.3./22 TO CONSIDER COMMENTING PROPOSED STREET NAMES

Extracted from the report of the Town Clerk:-

The following suggestions have been submitted for the naming of streets at the development at land at Gaultney Farm, Pipewell Road, Desborough: Reed Street, Heddles Way, Tackler Close.

The Council has been REQUESTED to inform North Northamptonshire Council if it has any objections to the use of these names.

RESOLVED that:-

the Council objects to the proposed names and suggests discussions with the Desborough Heritage Centre with a view to selecting names reflecting the rich history of the shoe and silk industries in Desborough.

197./22 TO CONSIDER ANY RESPONSE TO THE KETTERING ENERGY PARK – DRAFT MASTERPLAN DOCUMENT CONSULTATION AND ENGAGEMENT EVENT

Extracted from the report of the Town Clerk:-

The Council has been informed that First Renewable Developments have published a [draft Masterplan](#) for Kettering Energy Park and are seeking [feedback](#) on their proposals. Details of the proposals and consultation are given in Appendix B. The Council is REQUESTED to consider any response.

RESOLVED that:-

Councillors be requested to respond individually if they so wish.

198./22 TO APPROVE THE FINANCE REPORT

Extracted from the report of the Town Clerk:-

The finance report is set out at Appendix C. Further information will be provided to Councillors in due course.

The Council is RECOMMENDED to approve the report.

RESOLVED that:-

the report be approved.

199./22 TO CONSIDER AND IF SO RESOLVED TO APPROVE ACCOUNTS FOR PAYMENT AND NOTE PAYMENTS MADE

Extracted from the report of the Town Clerk:-

The report set out at Appendix D details those invoices and payments for payment, those authorised in accordance with the scheme of delegation, and those where payment is by continuous authority. Details in the report will be updated before the meeting as information is received. The Council is RECOMMENDED to approve payments and note those payments made under delegated authority.

RESOLVED that:-

the payments be noted and approved.

200./22 TO CONSIDER ARRANGEMENTS FOR AN ANNUAL TOWN MEETING

Extracted from the report of the Town Clerk:-

The Annual Town Meeting is a meeting for all the local government electors for the Parish. It is NOT a Meeting of the Parish Council at which the public can participate.

Information relating to the law around Town Meetings has been circulated separately to Councillors. In summary, any Annual Town Meeting must be held between 1 March and the 1 June (inclusive) and should not commence before 6 pm. The Town Council may choose to fix date of the meeting. The meeting may be summoned by: the Chair of the Town Council, or two Town Councillors, or six local government electors in the area. It should be noted in passing that there is no obligation on any person, group, or body to actually call a meeting.

The Notice to convene the Meeting must be signed the person or persons convening the meeting and should be displayed in some conspicuous place (or places) in the Parish.

The Agenda should specify the business to be transacted in a manner which is clear to those reading it. That is to say, the ambiguous "Any Other Business" and similar misleading subjects must always be avoided.

The Chair of the Town Council, if present, must preside. If the Chair is absent, the Vice- Chair, if present, presides. In the absence of both the Chair and Vice Chair of the Town Council, the Town Meeting elects a Chairman for that meeting.

Parish Councillors, who are also electors for the Parish, have the same rights to attend, vote, and speak, as any other "elector". There are no additional rights for Town Council Members, except for the Chair or Vice Chair (and then only in acting as chairman of the meeting).

The Council is REQUESTED to consider the matter.

It was noted that community groups could use such a meeting to provide an update on their activities but would need sufficient notice to do so.

Following a full discussion it was

RESOLVED that:-

the no date be fixed for an annual town meeting in 2023 and consideration be given in January 2024 to fixing a date for an annual town meeting in 2024.

201./22 TO COMMENT ON PROPOSALS FOR THE B576 WEIGHT LIMIT

Extracted from the report of the Town Clerk:-

The Council has been informed that

“the proposal to revoke the section of 7.5t weight Limit between Pioneer Avenue and the link road (Fallow Road) was introduced as part of the S278 Technical Agreements for the Rothwell North Development following consultation with Northamptonshire County Council’s Traffic Manager at the time.

“Although the Weight Limit restriction signs are in place they are blanked over as the legal consultation process still has to be undertaken. The Development Team are chasing up the latest drawing from Persimmon Homes showing the link to the A6 which will allow the order for the revocation of the weight limit along the B576 to be formally advertised.

“This process will allow the Town Council and Ward Councillors to officially raise any concerns / objections they have regarding the proposals and the comments made will be formally considered and evaluated as part of this process.”

Although the proposals have not been published the Council is REQUESTED to indicate a preference in relation to the weight limit.

RESOLVED that:-

in consideration of the matter be deferred until the proposals have been published North Northamptonshire Council.

202./22 TO CONSIDER A MOTION TO EXCLUDE THE PRESS AND PUBLIC

RESOLVED that:-

in accordance with the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the item “To consider the Council’s office arrangements and lease” on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

203./22 TO CONSIDER THE COUNCIL’S OFFICE ARRANGEMENTS AND LEASE

The Town Clerk reported on investigations and the dialogue with the landlord and the outcome of those discussions. Following a discussion it was

RESOLVED that:-

the revised rent of £9,576 be noted.

The meeting closed at 21:18

Chairman: _____

Date: _____

Initialed by the Chair: _____

Desborough Town Council
20 April 2023

Planning and Licensing Report

Click the underlined text to go to details of the application on the Planning Portal of North Northamptonshire Council (link is outside the Town Council's control).

- [NK/2023/0135](#) Osbourne Court, 14 Queen Street (land adj), Desborough
 Proposed development: Single storey rear extension with removal of rooflights
- [NK/2023/0081](#) Buxton Drive (land off), Desborough (Avant Homes Midlands)
 Proposed development: Variation of condition 2 of NK/2021/0237 in respect of approved plans
- [NK/2023/0136](#) 8 Swift Close, Desborough
 Proposed development: Two storey extension to front
- [NK/2023/0112](#) 150 Pioneer Avenue, Desborough
 Proposed development: Enlargement to 1 no. rooflight in west roofplane, alterations to windows and doors to south and east elevations
- [NK/2023/0138](#) 47 Station Road (land to the rear of), Desborough
 Proposed development: Demolish corrugated structure and erect two storey building to provide 7no. self contained flats over two floors and loft floor
- [NK/2023/0201](#) 7 Leys Avenue, Desborough
 Proposed development: KET/2017/0573 (Single storey rear extension with new porch area to front. Render finish to be applied to existing dwelling and proposed extension): Alterations to front porch design and window locations, add back door, render finish not required

Potentially significant applications in neighbouring parishes

- [NK/2023/0108](#) Rothwell North, Rothwell (Persimmon Homes Midlands)
 Proposed development: All details in respect of Phase 3 of KET/2007/0461 for 136 dwellings
- [NK/2023/0132](#) Woodside, Stoke Albany Road, Desborough
 Proposed development: 1 no. dwelling to replace mobile home and 5 no. pitches with creation of hard standing
- [NK/2023/0133](#) Stoke Albany Road (land off), Desborough
 Proposed development: Change of use from paddock to traveller site. Erection of community building, utility facilities, and vehicular access
- [NK/2023/0154](#) West Lodge Rural Centre, Back Lane, Desborough
 Proposed development: Change of use of agricultural barn to farm shop and cafe
- [NK/2023/0171](#) The Hermitage, Desborough Road, Brampton Ash
 Proposed development: NK/2021/0306, (Redevelop eastern half of business park to provide new employment units - Class E, formerly B1): Move approved building for access, minor amendments to doors and windows, minor amendments to timber cladding position / amount, reduce bin store to one no., rooflights removed, increase number of solar panels on roof, change to layout of central courtyard to include parking and removal of central Aco drain to perimeter, relocate cycle parking and reconfigure internal space within the building

Desborough Town Council
20 April 2023

Kettering Energy Park – draft masterplan document consultation and engagement event

Click the underlined text to go to details (links are outside the Town Council's control).

Policy Background

At Policy 26 (Renewable and Low Carbon Energy), the North Northamptonshire [Joint Core Strategy](#) (Part 1 Local Plan) identifies "Land at Burton Wold" as the main area of local opportunity for an "Energy Park" and provides guidance and criteria to assist interested parties to develop development proposals at the site, part of which includes the need to prepare a comprehensive masterplan, amongst other requirements.

On this basis, First Renewable Developments have prepared a [draft Masterplan](#) for Kettering Energy Park which outlines a vision for the site at Burton Wold and how it could be developed. The intention is that this [Masterplan](#), plus other relevant local and national policies, will guide proposals and applications related to Renewable Energy, including how new employment development at Burton Wold shall be served from this.

Public Consultation

This [Masterplan](#) is presently subject to a 7-week public consultation which runs up until **5:00pm** on **Monday May 22nd 2023**. More information on the Masterplan, and how responses can be made to First Renewable Developments on their proposals, is available at www.ketteringenergypark.co.uk/development-updates. This includes a [Feedback Form](#) for completion which invites comments on any or all key topic areas including Masterplan Vision, Environment and Biodiversity, Jobs and Economy, Renewable and Low Carbon Energy, Development and Design Principles (plus other general feedback).

Views can also be given by email at ketteringenergypark@northnorthants.gov.uk or by post to:

Planning Policy Team, North Northamptonshire Council, Municipal Offices, Bowling Green Road, Kettering NN15 7QX

Engagement event

As part of the consultation process, First Renewable Developments are holding a public engagement event between **2:30 and 7:30pm** on **Friday 21 April** at the **Harold Mason Centre, Burton Latimer**. Anyone who would like to find out more about the energy park proposals can come along and view material and speak with promoters and officers from North Northamptonshire Council at the following address:

Harold Mason Centre (aka The Civic Centre), 120 High Street, Burton Latimer, Northants, NN15 5RH

Next Steps

Following the 7-week consultation on the Masterplan, it is intended that responses received, plus any changes proposed to the document, shall first be reported to North Northamptonshire Council's Planning Communities Executive Advisory Panel (EAP) on Monday 12 June 2023 and then forwarded to the appropriate committee for approval.

Following this process it is understood that First Renewable Developments, as site promoters, shall submit planning applications to the Council, of which the Masterplan will form part, for its consideration.

Contact Us

If you have any queries relating to this consultation, please contact Planning Policy at planningpolicy@northnorthants.gov.uk or call Customer Services on 0300 126 3000 and request a call back from the Planning Policy team.

Appendix C

Desborough Town Council
20 April 2023
Finance Report

Monthly Bank Reconciliation		31/03/2023
Unity Trust Bank Current	Service charges of £18.00 paid Income of £21.00 room hire	£923.74
Unity Trust Bank Saver	Interest of £149.12 received	£22,917.29
CCLA Public Sector Deposit Fund	Dividend reinvested Mar £704.16	£239,256.31
Balance		£263,097.34

Appendix D

Desborough Town Council
20 April 2023
Accounts for payment

Items will be added or adjusted as information is received.

	Power	Supplier	Description	Reason	S.137	VAT	Total
+	1	Desborough Library and Community Hub	Town Council Office	Office Rent (Apr)	-	£0.00	£798.00
+	2	TalkTalk	Town Council Office	Broadband/phone (Apr)	-	£6.64	£39.86
+	4	LGSS Pensions, Mr G Thomson	Salaries & all Employment Costs	HMRC, pension and salary payments (Apr)	-	£0.00	£3,048.85
	21	Cllr H Wood	Democratic Services	Chair's allowance	-	£0.00	£500.00
+	1	Unity Bank (Lloyds)	Administration	Payment card fee	-	£0.00	£3.00
	6	Northants CALC	Membership and Subscriptions	Subscription	-	£2.00	£3,261.16
+	9	Thistle Loos Ltd	Projects - Events Coronation	Toilets	-	£174.00	£1,044.00
+	9	North Northants Council	Projects - Events Coronation	Rent of Dunkirk Avenue Recreation Ground	-	£0.00	£129.00
+	9	North Northants Council	Projects - Events Coronation	Deposit for Dunkirk Avenue Recreation Ground (refunded if no damage)	-	£0.00	£900.00
+	1	Autela Payroll Services	Salaries & all Employment Costs	Payroll	-	£11.69	£70.16
+	1	Payment Card	Town Council Office	Hygiene products	-	£1.82	£10.90
	23	English Regional Transport Association	Membership and Subscriptions	Subscription	-	£0.00	£15.00

+ Paid in accordance with delegated or continuous authority

Duties and Powers

- | | |
|---|---|
| 1 Local Government Act 1972 s.111 & s.150 | 13 Accounts & Audit Regulations 2015 |
| 2 Local Government Act 1972 s.112 | 14 Highways Act 1980, s.274A & Local Government and Rating Act 1997 s.30 |
| 3 Local Government Act 1972 s.133 | 15 Local Government Act 1972 s.137 |
| 4 Local Government Act 1972 s.140 & s.140A and s.145 & s.150, Local Government Act 2000 s.101 | 16 Public Health Act 1936, s.234 |
| 5 Local Government Act 1972 s.142 | 17 Road Traffic Regulation Act 1984, s72, Highways Act 1980, s96 |
| 6 Local Government Act 1972 s.143 | 18 Town and County Planning Act 1990, s.61F(1),(2), & Planning and Compulsory Purchase Act 2004, s.38C(2) |
| 7 Local Government Act 1972 s.144 & s.145 | 19 Representation of the People Act 1983 (as amended) s36 |
| 8 Local Government Act 1972 s.144 & s.145, Public Health Act 1936 s.87 | 20 Local Government Act 1972, s150 & Data Protection Regulations 2018 |

Initialed by the Chair: _____

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| 9 | Local Government Act 1972 s.145 | 21 | Local Authorities (Members' Allowances) (England) Regulations 2003 |
| 10 | Local Government Act 1972 s.150 | 22 | Local Government Act 1972 s15(5) & s34(5) |
| 11 | Local Government Act 1972 s.150 & Data Protection Regulations 2018 | 23 | Local Government and Rating Act 1997, s 29 |
| 12 | Local Government Act 1972 s.174 | | |
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Report No.1

Desborough Town Council
20 April 2023

Events Committee Approvals 30/03/2023

Item	By	Decision	Comment	Cost / estimate
Risk Assessment	GT			£0.00
The marking up for the stalls will be done on Saturday 06/05.	DC, JF	Approved	Helped by two volunteers	£0.00
Grass paint to be bought	GT, DC	Approved	DC to give GT details. Cost tbc	
The police have issued a temporary event licence and two officers will be present on the day	JF	Approved		£0.00
NNC are providing 8 litter bins	JF	Approved	Delivered 9am collected 6pm	£0.00
Hire 140 plastic chairs and 35 plastic tables	SR, GT	Approved	GT to clarify collection / delivery and storage, to seek further quote and approve best price /delivery.	£524.40
Mess tent and a gas urn plus 2 tables	DC	Approved		£0.00
12 Gazebos are being borrowed from the carnival committee	JF	Approved	To be collected and stored on Saturday	£0.00
Hire a Luton Van with tail lift for transportation	GT	Approved	DC to drive	£475.00
A curtain sided trailer from Fox's Pallets.	JF	Approved		£0.00
First aid provider secured (probably need gazebo)	JF	Approved	Two people to be confirmed. Cost tbc	
Store the Gazebos in the Council's offices on Saturday 6/5 to Monday 8/5 dependent upon the carnival committee. Access will be required.	All	Approved	Detail to be confirmed	£0.00
TH to arrange publicity via the evening telegraph etc	TH	Approved		£0.00
Charity groups in the town to be offered space FOC at the event. SR will speak to RBL, WRBL, DIB, Shed, Heritage Centre, Marlow House, Twinning Association, and religious groups.	SR	Approved	No information received	£0.00
Volunteers to help to set up, keep the field clear of litter and take down. If insufficient volunteers come forward, stewards be sought from an agency as a last resort.		Approved	Possible payment for necessary sustenance on the day.	£400.00
Volunteers' event in the library on 29/04/23	AC	Attendance approved	Attendance to seek volunteers	£0.00

Initialed by the Chair: _____

Item	By	Decision	Comment	Cost / estimate
Philip Hollobone, MP to open the event	GT	Approved	GT to invite MP to officially open the event	£0.00
Other Costs				
Sound system for event to be hired	GT	Approved	Already paid in accordance with CII instruction	£400.00
Bunting & flags to be obtained	JF	Approved		£180.00
Determine if Union flags to be flown in town	GT	Referred to Council	Council to be asked if it wishes to pay for the flags to be flown if consent is granted by the owner of the flags, flagpoles, and sockets (Town Centre Partnership) Noted TCP indicated it will not pay for flags to be flown. Approx £200 plus the cost of any replacement flags needed	
Artwork design – Poppies £250 for design of artwork for posters, banners, and programme	AC, GT	Approved	AC to submit, GT to approve 30 x A3 posters price to be confirmed	£250.00
2000 programmes.	JF			£180.00
5 banners 6' x 3' landscape	JF			£250.00
Sponsorship in cash from local businesses			Approximately	£500.00
Sponsorship in kind from local businesses			Water, gazebos	
The following stalls:-				
A Prosecco and wine bar, pig roast, hot dogs, ice cream, cakes, pastries, tea and coffee, sweets, caricaturist, wood carvings, pizza, children's rides and entertainment, Indian food, other.	JF	Approved	Subject to contract (GT) prices between £20 and £150	
Toilets in 2 blocks of 4	GT	Approved	Delivery 9am / Collection 6pm 6 x event & 2 x disabled toilets Total £870 + VAT	£1,044.00
The music events for the day could be as follows			30 min or 45 min slots, £60 to £150	
Annemarie			1 x 30	
Distraction			2 x 45	
Rusti Steel			2 x 45	
Ukulele band			1 x 45	
Barry Hale			compere	